

TRANSITION GUIDANCE 2024



THE HAMBLE SCHOOL

ACHIEVING EXCELLENCE TOGETHER

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INTRODUCTION

Welcome to The Hamble School! This booklet has been put together in order to provide students and parents/ carers with the key information needed for the transition from Year 6 to Year 7. We look forward to you becoming part of Team Hamble and the opportunity to develop a positive working relationship.

Our motto '**Achieving Excellence Together**' encapsulates our **ethos** of high expectations and ambition for all our students. We are an oversubscribed school and are proud to welcome students of all abilities and interests. We will work together with you to ensure that all children achieve the very best outcomes and become lifelong learners.



What does this mean in practice?

Care – means treating others and the environment with kindness and respect, showing consideration, tolerance and good manners.

High Expectations – means recognising the value of education and always striving for the best in terms of work ethic and behaviour.

Learning – means valuing intellectual growth, supporting different learning needs and encouraging responsibility, independence and a 'can do' attitude

Achievement – means rewarding and celebrating success in all aspects of school life, including academic, sporting and artistic pursuits.

Working together – means being inclusive and supporting each other both inside and outside of school.

WELCOME FROM THE PROGRESS LEADER

Dear Year 6s and parents/ carers

I am Mr Bateman and I will be Year 7 Progress Leader for the class of 2029. I am very excited to be working closely with all of you at The Hamble School. Alongside being Year 7 Progress Leader I am also a Science teacher so I may be lucky enough to also teach some of you.

The next five years are so important for you. You will develop skills that will set you up for the future and ensure that you leave us as 'lifelong learners'. We have high standards and expect you to always try your best, however, we will be there every step of the way to support you. At Hamble our motto is 'achieving excellence together' which underlines the important partnership between school, students and parents. With good communication and a positive attitude; I'm really excited for the adventures and opportunities which the next 5 years will bring.

As well as myself, you will also be supported by our Assistant Progress Leader, an excellent team of tutors and transition prefects who will help you settle into school life, guide you and provide support when needed. I am really looking forward to working with you and watching you grow during your time at school.

I look forward to meeting you at Induction Evening and the events we have planned over the next few weeks. In the meantime, if you have any question, please email intake2024@thehambleschool.co.uk

Best wishes

Mr G Bateman

Year 7 Progress Leader



MEET THE TRANSITION TEAM



Miss Cambridge
Headteacher



Mr Andrews
Assistant Headteacher
Pastoral Transition



Mrs Valleley
Deputy Headteacher
Academic Transition



Mr Bateman
Year 7 Progress Leader



Mr Webber
Year 7 Assistant Progress
Leader
Transition Lead



Mrs Barton
Transition Admin Assistant



Mr Dudgeon
Assistant Headteacher
Senior SENDCo



Mrs Capers
SENDCo

TRANSITION TIMELINE

Transition is a part of life we all deal with in our own ways. To make transition easier for students and parents/ carers, communication is vital. At The Hamble School we understand the importance of keeping everyone involved with the transition process. The aims of 'Mission Transition' are outlined below:

To ensure all students make a successful transition between primary and secondary school and develop effective working relationships with all stakeholders.

We have already been working very closely with primary schools and our team have been into schools to meet teachers, SENDCos and safeguarding leads. Miss Cambridge (Headteacher) has also hosted meetings in the feeder primary schools and at The Hamble School to launch the transition process.

Over the next few weeks there are a number of transition events and these are outlined below:

- **Tuesday 11 June 2024:** Induction Evening for students and parents/ carers
- **Wednesday 26 June or Thursday 27 June 2024:** Virtual Consultation Evening with a member of the Senior Leadership Team or Pastoral Team
- **Tuesday 2 July and Wednesday 3 July 2024:** Induction Days at The Hamble School

Some primary schools have suggested that some of their students would benefit from an enhanced transition – this involves extra visits and an invitation to Summer School. If it is felt that your son/ daughter requires further support, you will be contacted to arrange this.

We have a dedicated webpage for the 2024 Transition and will be updating this all the time – please check in regularly <https://www.thehambleschool.co.uk/transition-2024-2029/>

INDUCTION DAYS TUESDAY 2 JULY & WEDNESDAY 3 JULY 2024

The aims of Year 6 Induction Days are:

- Get to know your way around the school
- Meet some of the key staff in the school, including your Head of Year
- Meet your tutor group and tutor (if they already work in the school)
- Participate in a range of activities
- Experience some lessons.

Please arrive at The Hamble School between 8:15am and 8:25am ready for a prompt start at **8:30am** wearing your current school uniform. You will be met at the front of school by

staff and current students. The day will finish at 2:55pm on Tuesday 2 July and Wednesday 3 July.

The Hamble School's policy is that no jewellery other than a single pair of small stud earrings; one in each ear lobe, and a wrist watch or medical alert. Students will take part in a number of activities, some of which will include writing so please bring a pencil case with working pens.

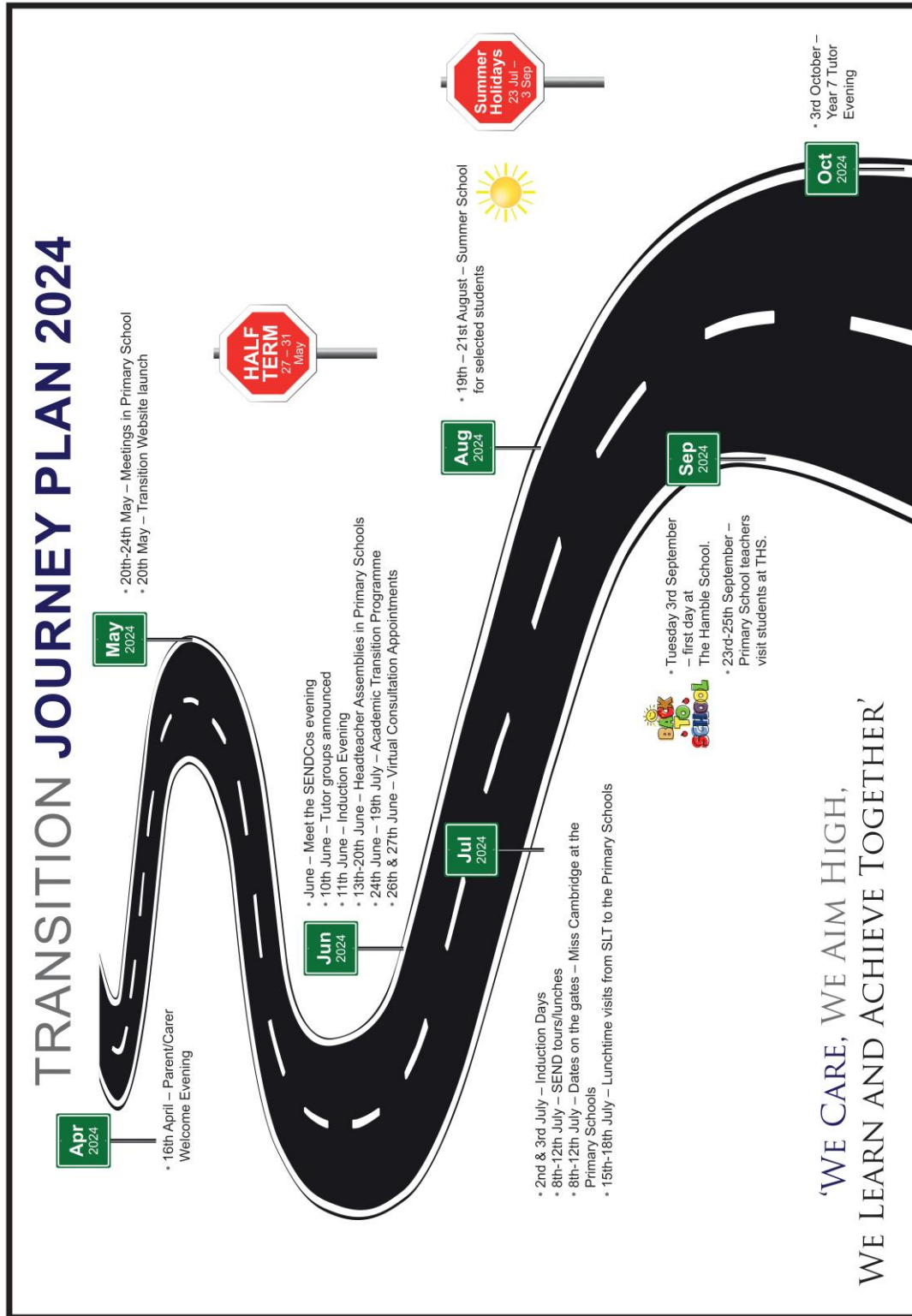
Lunch (sausage, mash, peas, sweetcorn and a tub of ice-cream) will be provided on Tuesday 2 July. Students will need to bring a snack for breaktime on this day. A breaktime biscuit will be provided on Wednesday 3 July. Students will need to bring a packed lunch on this day.

Please be aware – as the cashless catering system will not be set-up they will not be able to purchase any food from the canteen on either Transition Induction Days. Students will need to bring a refillable water bottle for the day.

If you son/ daughter has any medical needs, you will need to ensure they bring their medication with them, clearly labelled with their name and dosage instructions and hand it to our Student Welfare Officer at the start of the day.

YEAR 7 TIMELINE

There will be many events and experiences throughout Year 7 for students and parents/ carers to get involved in. The journey planner outline some of the key dates and we will update this in September.



PRACTICAL SCHOOL

INFORMATION

CONTACTING THE SCHOOL

For parents/ carers, one of the biggest changes and areas of anxiety is how to contact the school. We have outlined the key staff below and would ask that all contact is sent via email using general@thehambleschool.co.uk and marking your email 'FAO – Staff Name'.

Please only call the school if it is an emergency – most of our staff teach for long periods of the day and are therefore not available to take calls.

You can make an appointment to see a member of staff via email too – Please do not come to the school unless you have a scheduled meeting.

As your child settles into The Hamble School your first point of contact is your child's tutor. Please email general@thehambleschool.co.uk and they will pass any messages onto the tutor – we operate a 48 working hours response policy.

If necessary, the tutor may forward information or questions onto the Progress Leader, Assistant Progress Leader, subject teachers or the Head of Department.

Tutors and key staff are listed below:

Tutor Group	Teacher
7-1	Miss Allen
7-2	Mrs Steadman/ Mr Webber
7-3	Mr Heath
7-4	Miss Bland
7-5	Mr Baldwin/ Mrs Nayyar
7-6	Mr Thompson/ Mrs Webb
7-7	Miss Francis
7-8	Miss King

Key Staff	Role
Mr Bateman	Year 7 Progress Leader
Mr Webber	Year 7 Assistant Progress Leader and Transition Lead
Mr Andrews	Senior Leadership Team - Pastoral Transition Lead
Mrs Valleley	Senior Leadership Team – Academic Transition Lead
Mr Dudgeon & Mrs Capers	SENDCO's and Inclusion Team
Mrs Barton	Transition Admin Assistant

Further contact information is available on our website:

<https://www.thehambleschool.co.uk/contact-us/>

HOME-SCHOOL AGREEMENT

The Home-School Agreement emphasises the partnership that must exist between the school, the family and the student. The Agreement outlines the responsibilities of each partner to enable students to achieve their full potential within The Hamble School community.

PARENTS/CARERS

I/We will

- ensure that my child attends school regularly and punctually
- ensure that my child wears the correct uniform in accordance with the Uniform Policy
- ensure that my child always brings the correct equipment into school
- show interest in my child's education and monitor their homework
- attend parents' evenings and discussions about my child's progress both pastorally and academically
- support the school's policies and guidelines for behaviour both in school and whilst on their way to and from school
- support all school sanctions in accordance with the behaviour policy
- ensure that the school is rapidly made aware of any concerns or problems that might affect my child's work or behaviour
- make medical appointments out of school hours and avoid taking holidays during term time
- ensure that all school staff are treated with courtesy and respect at all times, both in person and on the phone
- ensure that the school has up to date contact information and is able to communicate with me/us when necessary

THE HAMBLE SCHOOL

The school will:

- encourage high achievement and the best possible examination results for all students
- care for your child's safety and well-being
- provide a balanced curriculum which meets the individual needs of your child
- provide effective and interesting teaching which encourages students to take responsibility for their own learning
- keep you informed about your child's progress
- be open and welcoming and offer opportunities for you to become involved in the life of the school
- encourage your child to treat people and property with care and respect

STUDENT

I will:

- attend school regularly and on time
- work to the best of my ability at all times
- behave with care, courtesy, consideration and respect for others
- wear the correct school uniform and bring the equipment that I need for each day
- take care of our school and keep the school free from litter, damage and graffiti
- follow all school rules
- accept the school sanctions
- attend all detentions set.

ACCEPTABLE USE OF IT

PARENTS/ CARERS

Online channels are an important way for parents/carers to communicate with, or about, our school.

The school uses the following channels:

- Our official Twitter and Facebook pages
- Email/text groups for parents (for school announcements and information)
- The School Website
- Class Charts

When communicating with the school via official communication channels, or using private/independent channels to talk about the school, I will:

- Be respectful towards members of staff, and the school, at all times
- Be respectful of other parents/carers and children
- Direct any complaints or concerns through the school's official channels, so they can be dealt with in line with the school's complaints procedure

I will not:

- Use private groups, the school's Twitter/ Facebook pages, or personal social media to complain about or criticise members of staff. This is not constructive and the school can't improve or address issues if they aren't raised in an appropriate way
- Use private groups, the school's Twitter/ Facebook pages, or personal social media to complain about, or try to resolve, a behaviour issue involving other students. I will contact the school and speak to the appropriate member of staff if I'm aware of a specific behaviour issue or incident
- Upload or share photos or videos on social media of any child other than my own, unless I have the permission of other children's parents/carers

STUDENTS

When using the school's ICT facilities and accessing the internet in school, I will:

- Respect the school's ICT facilities and report any damage to a member of staff

I will not:

- Use them for a non-educational purpose
- Use them without a teacher being present, or without a teacher's permission

- Use them to break school rules
- Access any inappropriate websites
- Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity)
- Use chat rooms
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Share my password with others or log in to the school's network using someone else's details
- Bully other people

I understand that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.

I will always use the school's ICT systems and internet responsibly.

I understand that the school can discipline me if I do certain unacceptable things online, even if I'm not in school when I do them.

USE OF MOBILE PHONES

At The Hamble School we understand that parents/ carers will wish for their children to have mobile phones to ensure contact can be maintained on the way to and from school. As such, we accept that children will have phones with them in school.

Students should have phones switched off and out of sight from 08:30am or the time they come onto the school site, until they leave at the end of the day. This is to ensure that phones are not used inappropriately, continuously or dangerously.

If parents/ carers wish to contact students during the school day we ask that this is done via reception who will pass messages to students. If a student has an urgent reason to contact their parent/ carer during the day, they should speak to their tutor, Progress Leader or a member of the Pastoral Team who, if appropriate, will allow them to make a phone call using the school landline.

In order to model sensible and appropriate use of “devices”, teaching staff will on occasions allow students to use phones under supervision. Examples could include recording speaking in languages or taking photographs of information to support learning.

If students use a “device” for any reason without permission, it will be confiscated, taken to reception, stored securely and logged. The “device” will be returned to the student at the end of the school day by a member of staff. All this will be recorded on Class Charts. If a student persists (3 times) in using their “device” without permission, parents/ carers will be contacted to come into school to collect the “device” and meet with a member of the Pastoral Team.

DATES FOR YOUR DIARY

Each week we publish a Weekly Message which is available on our website and outlines all the useful dates/ events for the next few weeks. This is available here:

<https://www.thehambleschool.co.uk/latest-news/>

Our School Calendar is also available here: <https://www.thehambleschool.co.uk/calendar/>

Dates for next academic year are outlined below:

AUTUMN TERM 2024

INSED Day: Monday 2 September 2024

First day of school for all students: Tuesday 3 September 2024

Half term: Monday 28 October to Friday 1 November 2024 (*inclusive*)

Students return: Monday 4 November 2024

INSED Day: Monday 25 November 2024

Last day for students: Friday 20 December 2024 (*early closure 1pm*)

Christmas holiday: Monday 23 December 2024 to Friday 3 January 2025

SPRING TERM 2025

First day of school for all students: Monday 6 January 2025

Half term: Monday 17 February to Friday 21 February 2025 (*inclusive*)

Students return: Monday 24 February 2025

INSED Day: Friday 14 March 2025 (this is our cluster INSED)

Last day for students: Friday 4 April 2025 (*early closure 1pm*)

Easter holiday: Monday 7 April to Friday 18 April 2025

SUMMER TERM 2025

First day of school for all students: Tuesday 22 April 2025

May Day Holiday: Monday 5 May 2025 (school closed)

Half term: Monday 26 May to Friday 30 May 2025 (*inclusive*)

Students return: Monday 2 June 2025

Last day for students: Friday 18 July 2025 (*early closure 1pm*)

INSED Day: Monday 21 July 2025

INSED Day: Tuesday 22 July 2025

Staff Development Days INSED 2024/2025 (school closed to students)

INSED Day: Monday 2 September 2024 (all students will return on Tuesday 3 Sept 2024)

INSED Day: Monday 25 November 2024

INSED Day: Friday 14 March 2025 (this is our cluster INSED)

INSED Day: Monday 21 July 2025

INSED Day: Tuesday 22 July 2025

THE SCHOOL DAY

MONDAY

START	FINISH	ACTIVITY
8.25		Warning bell
8.30	08:45	TUTOR
8.45	09:45	Period 1
9.45	10:45	Period 2
10.45	11:05	BREAK
11.00		Warning bell
11.05	12:05	Period 3
12.05	13:05	Period 4
13.05	13:35	LUNCH
13.30		Warning bell
13.35	14:35	Period 5
14.35		END OF DAY

TUESDAY – FRIDAY

START	FINISH	ACTIVITY
8.25		Warning bell
08:30	09:00	TUTOR
09:00	10:00	Period 1
10:00	11:00	Period 2
11:00	11:20	BREAK
11.15		Warning bell
11:20	12:20	Period 3
12:20	13:20	Period 4
13:20	13:55	LUNCH
13.50		Warning bell
13:55	14:55	Period 5
14.55		END OF DAY

UNIFORM POLICY

The Hamble School has a clear uniform policy, and we expect students to have a sense of pride in themselves and their uniform. Parental co-operation is important in order to achieve this. The School expects all students to wear their uniform correctly at all times, which includes the journey to and from School. Any student who is incorrectly dressed may be taken out of circulation until the matter is resolved.

During tutor time, tutors, Heads of Year and attached members of the Senior Leadership Team will check on uniform to ensure uniform is correct.

School Uniform

ITEM	DESCRIPTION	UNACCEPTABLE
Black trousers	Plain black tailored, loose fitting trousers in a style suitable for school. A plain discreet dark coloured belt if required.	No striped, flecked, patterned or any other colour. No jeans, cords, shorts or skinny style trousers. Large 'logo' style belts are not permitted.
Thornton skirt	Plain navy knee-length skirt with a single pleat in the front. The hem should finish on the knee. Available from Skoolkit code 913590A.	Any other make or style of skirt of any kind. Skirts that do not come to the top of the knee. Skirts must not be rolled up.
Navy Blue Shorts	Branded navy tailored blue shorts. Available from Skoolkit from September 2023.	Any other make or style of short of any kind. Shorts worn with tights are unacceptable.
Plain white shirt	Plain white with collar and long or short sleeves. The School expects students to ensure that their top button is done up at all times and that their shirts are tucked in.	No other style of shirt. No shirts with a pattern of any description.
Tie	The Hamble School clip-on tie in the appropriate house colour with top button done up. To be worn with 8 visible stripes.	Any tie length under 8 stripes. A tie that is not clip-on. Top button undone.
Navy blue V-necked pullover	Plain blue V-neck long sleeved jumper with house	Navy blue V-necked pullover or any other style of jumper/ sweatshirt/hoody.

*Optional	colour trim and Hamble logo, from Skoolkit.	
Navy blue blazer	Navy blue blazer with the Hamble logo on the breast pocket, and sleeves worn down at wrist length.	Sleeves must not be worn rolled or pushed up.
Shoes	Formal leather-style plain black shoes with black soles and no decorative stitching.	No boots, trainers, steel toe capped shoes, no logos, stripes, canvas or sports-style shoes.
Socks	Plain black, navy blue or grey , ankle or knee-high socks.	No other colour. No patterns or frills. No trainer socks. White socks. No logos.
Tights	Plain black , opaque tights of 40 denier or above.	Sheer or low denier tights, or patterned styles. Socks may not be worn over tights.
Hair	Hair must be of a natural colour in a style suitable for School- no extreme hairstyles. Hair accessories must be small and discreet.	No short shaven hair. Shaved lines or patterns of any description are not acceptable. Bandannas and decorative scarves are unacceptable. Religious head scarves should be plain and navy blue in colour.
Outer coat	Outer coats should be of a plain colour suitable for school. We suggest that students who cycle to school ensure they wear visibility bands so they can be seen on dark nights. Cycle helmets must be worn if cycling.	No denim jackets or brightly coloured outdoor coats. Sweatshirts, hooded tops and cardigans must not be worn at any time. No hats are to be worn inside school buildings.
Jewellery	No jewellery other than a pair of small stud earrings; one stud in one or each ear in the lobe, and wrist watch or medical alert.	No additional piercings or other jewellery are permitted; students will be required to remove them immediately if worn to school. Prescription glasses only; no sunglasses.

		Retainers are not allowed. Plastic wrist bands or wrist bands of any description are not to be worn.
Nails	Natural nails only.	No coloured nail varnish or false nails are permitted.
Make up	No make-up is allowed in Years 7-9. In Years 10 & 11 make-up must be discreet, unobtrusive and natural in appearance. Students will be asked to remove make-up where this is not the case.	Heavy application of lipstick, eyeliner, mascara and foundation is not permitted and will need to be removed. False eyelashes are unacceptable.

Students wearing any items that do not follow the uniform policy may have these confiscated by staff. Students who have inappropriate styles or colours will be expected to remedy the situation immediately and, where this is not possible, they may be out of circulation until their hairstyle is suitable for School.

Should students be unable to remove piercings or retainers for any reason then this is considered to be a health and safety concern and a breach of the school rules. Parents or carers may be contacted to rectify the situation and the student may be out of circulation until the matter is resolved.

PE Kit

- Navy blue or black shorts (plain with a small logo but no detailing)
- Navy polo shirt with house colour banding (with school logo available from Skoolkit)
- Trainers
- Navy blue or black tracksuit bottoms or leggings (plain with a small logo but no detailing)
- Navy jumper (plain, no logos, detailing or zips)
- Navy blue football socks / black or white sports socks (white socks will be required when students are in Dynamo Gymnastics)
- Studded football boots (optional/recommended)

School bag

Students are required to have a plain school bag (ideally a rucksack) which is large enough to carry books, equipment and PE kit.

Equipment list

- X2 Pens (black or blue)
- Pencil
- Coloured pens
- Eraser
- Glue Stick

- Green pen
- Purple pen
- Highlighter
- Pair of compasses
- Protractor
- Ruler
- Sharpener
- Water bottle
- Students also need a scientific calculator for Science and Maths. You can purchase the correct version (Casio CLASSWIZ fx-83GTX) on the school Scopay system for just £8.04.

Where to buy uniform.

- All branded items including; jumper, blazer, tie, skirt, shorts and school PE kit can be purchased at Skoolkit <https://www.skoolkit.co.uk/>
- A blazer badge can be purchased from the school for £4.50. This is available to buy either directly from us using cash; or online using SCOPAY. The online purchases are looked at the following day and available for collection from the office.
- Unbranded blazer (to add patch to), Shirts, black trouser can be purchased at Asda, Tesco, Marks and Spencer's, Sainsburys, John Lewis and Next.
- Unbranded PE kit (shorts, jogging bottoms/leggings and a jumper) can be purchased at Sports Direct or any of the shops listed above.

SHOE GUIDANCE

At the Hamble School we expect all pupils to wear conventional shoes as part of our Uniform Policy.

Shoes must be plain black, full leather or leather substitutes that can be polished. Patent leather is acceptable. Shoes must be formal in style, appropriate for a business environment, with no obvious branding. Trainers, plimssoles, pumps and canvass footwear such as Converse are not permitted. No open toe shoes, no suede shoes and a minimal heel (no higher than one inch). No boots, trainers, steel toe capped shoes, no logos, stripes, canvas or sports-style shoes.

Please see our uniform policy for further details which can be located here; <https://www.thehambleschool.co.uk/policies-procedures> or if you remain unsure, **prior** to making a purchase please contact your child's Head of Year.

<p style="text-align: center;">UNSUITABLE SHOES</p> <p style="text-align: center;">Examples of shoes that are not appropriate.</p>	<p style="text-align: center;">ACCEPTABLE SHOES</p> <p style="text-align: center;">Examples of shoes that are acceptable.</p>
 <p style="text-align: center;">Canvas shoes (e.g. Converse and Vans)</p>	
 <p style="text-align: center;">Trainers/sports shoes (e.g. Adidas, Nike or any other sporting manufacturer)</p>	
 <p style="text-align: center;">Suede Shoes</p>	
 <p style="text-align: center;">Trainer-style school shoes (e.g. sold in Clarks, Next, or John Lewis)</p>	
 <p style="text-align: center;">Decorative or coloured stitching</p>	

ABSENCE REPORTING & ATTENDANCE

All students at The Hamble School should have an attendance percentage of **96% or above**. The school recognises the importance of excellent attendance and punctuality in order that students can maximise and achieve their potential. Parents are legally responsible to ensure their child attends school regularly and attend on time. The school expects students to be in school and on time every day barring serious illness or accident.

Good attendance is vital in ensuring your child achieves the best possible outcomes when they leave The Hamble School and move on to further education. It also ensures that they are well versed in the standards required for successful future employment.

Should my child stay at home from school?

We are often asked if a child needs to be kept home from school. Often, staying at home has a more negative impact on the child than attending school with a minor ailment. If your child does not have a temperature but has a cough, cold, headache or earache then as with adults, the medical advice is to give them pain relief and send them into school. We have a Student Welfare Officer who will contact you if your child's condition worsens. The school will not authorise absences deemed to be an invalid reason to keep your child at home. Unauthorised absences can lead to a Fixed Penalty Notice.

Please refer to the **school website for further information:**

<https://www.thehambleschool.co.uk/attendance/>

Absence Procedures

- If your child is absent from school due to illness, please leave a message on the Class Charts App or report using the school website homepage. You must give the reason for absence. Alternatively, you can email attendance@thehambleschool.co.uk before 8.30am with your child's name, tutor group and reason for absence.
- The school requests that students should not be taken out of school for non-urgent medical appointments. If your child has a medical appointment a letter or appointment card must be provided. Any absences without proof will be unauthorised. Information can be attached to the absence message on Class Charts when you report your child's absence, handed to the Attendance Officer when your child signs out or emailed to attendance@thehambleschool.co.uk
- If your child is absent with no reason the school will telephone/text and e-mail parents/ carers on the first day of absence. If you do not respond to the contact the absence will be recorded as unauthorised.

If you would like to discuss your child's attendance in more detail please contact their tutor or **Mrs Whittaker (Attendance and Family Support Manager)**.

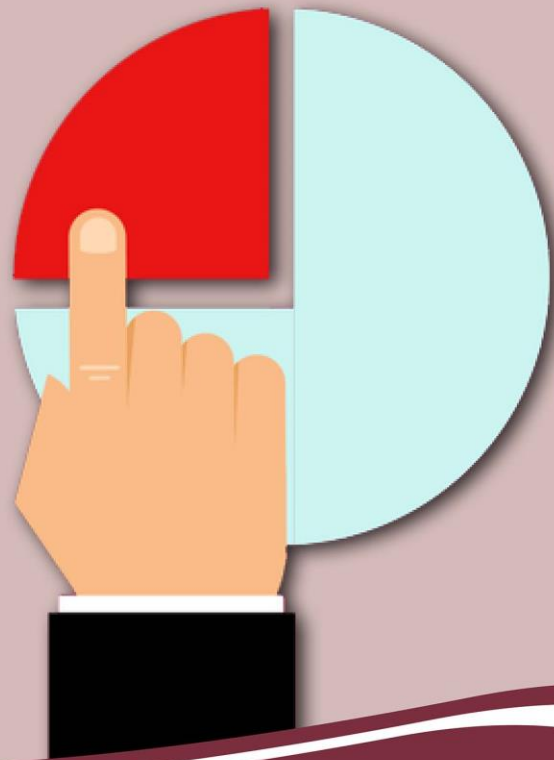
ABSENCE

How much time can you lose?

IN ONE SCHOOL YEAR

95% = **9.5**
attendance = days off

= Quarter of
a school year
missed during
Year 7 to 11



THE HAMBLE SCHOOL
ACHIEVING EXCELLENCE TOGETHER

Call us on 023 8045 2105
www.thehambleschool.co.uk

LATENESS & PUNCTUALITY

It is important to be on time to tutor and to lessons. If a student is late, they can miss instructions, learning, time with their teacher and vital information. The school day begins at 08:30am and registers are formally completed at this time. All lateness is recorded daily on Class Charts.

For arrival after 09:00am (08:45am on a Monday) students will be marked as unauthorised absence and coded U in line with Hampshire County Council and Department of Education guidance. If your child is in school but fails to attend tutor time, this will also be recorded as a U code.

Late arrival before 9:00am in the morning will be recorded as a late and coded L. If a student is late due to a medical appointment, they will receive an authorised absence, coded M, once the parent/ carer has confirmed this with the school.

Ongoing and repeated lateness is considered as unauthorised absence and may be subject to legal action. Parents/ carers of students who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists, parents/ carers will be invited to attend the school to discuss the issue and any support that might be needed to improve punctuality.

LATENESS

How much time can you lose?

IN ONE SCHOOL YEAR

5 minutes

late each day



= 3
days off



THE HAMBLE SCHOOL

ACHIEVING EXCELLENCE TOGETHER

Call us on 023 8045 2105

www.thehambleschool.co.uk

SCHOOL LUNCHES

The canteen's cashless system has brought about a number of important benefits:

- A faster, more efficient service, so that queuing time is reduced.
- Parents/ carers can pay in advance via ScoPay for students' meals, which cuts down the need for students to carry cash or to bring in cheques.
- Parents/ carers can have confidence that dinner money is being used for the intended purpose.
- Students entitled to free meals will have a daily credit automatically applied to their account so that the entitlement remains completely confidential.
- The system can be used to encourage 'healthy eating' and parents/ carers if they so wish can monitor their child's choices!
- It is a secure system and students can only access their own account.

How are students and staff recognised by the system?

All students and staff will be registered by biometric measurement and photograph. The biometric measurement involves the measurement of a number of points on a finger. This information is then converted and stored as a unique number.

Parents/ carers, staff and students can rest assured that the fingerprint information held cannot be re-converted back into an image of the fingerprint, nor can it be used for any other source for identification purposes.

N.B. if for any reason you do not wish to use this system, the student can always bring a packed lunch to school.

Current food items and prices are detailed on the next few pages (please be aware prices may change for September 2024).

You can find more information on the page below:

<https://www.thehambleschool.co.uk/food-and-drink/>

Freshly prepared

Breakfast Items

Bacon roll	£1.50
Hash brown (x2)	£0.90
Sausage baguette	£1.50
Breakfast Muffin - sausage & egg	£1.80
Breakfast Muffin - vegetarian	£1.80
Breakfast Muffin - bacon & egg	£1.80
Croissant with butter & jam	£1.10
Porridge	£1.10
Fresh fruit & yoghurt	£1.35
Pancakes with syrup or fruit (x2)	£1.10
Waffles & syrup	£1.10
Fruit pots	£1.00
Yoghurt & granola	£0.90

Hydration Station

Radnor fruit juice 200ml	£0.80
Radnor Splash - sugar free sparkling flavoured water 330ml	£0.95
Radnor flavoured water 330ml	£0.95
Radnor flavoured water 500ml	£1.15
Bottled mineral water 330ml	£0.60
Bottled mineral water 500ml	£0.95
Flavoured milk 200ml	£0.80

Savoury Snacks

Crisps	£0.80
Popcorn	£0.90
Snowballs	£0.85
Metcalfe Rice Cakes	£1.35
YoYo	£1.10

Bakery & Fresh Fruit

Homemade biscuits & cakes	£0.60
Fresh Fruit from	£0.50

Mains

Classics main courses	£3.00
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Lighter Choices

Jacket potato (with a choice of toppings from 50p each) Toppings include: cheese, beans, coleslaw etc	£0.90
Topped nachos	£2.30
Falafel with Moroccan style cous cous	£2.30
Loaded fries or sweet potato fries	£1.75
Pasta pot selection	£1.75
Rice or noodle bowl	£2.30

Streets

Snack boxes	£1.75
Pizza twists	£2.45
Pazzini	£2.05
Pizza slice	£1.75
Filled bagels	£1.75
Loaded hot dog	£2.30
Chicken burger	£2.30
Hamburger	£2.30
Vegetarian burger	£2.30
Pastry slice	£1.75
Piri Piri chicken pastry slice	£2.05
Pork or vegan sausage roll	£1.35
Bacon and cheese turnover	£2.00
Sausage turnover	£2.00



Deli Filled Wraps

Vegan hoisin duck	£2.20
BBQ chicken	£2.20
Pulled pork	£2.20

Real Wrap Co. Deli

Sandwiches

Just cheese	£2.10
Just ham	£2.10
Just tuna mayo	£2.10
Just free range egg mayo	£2.10
Just chicken mayo	£2.10
BLT (Bacon, Lettuce, Tomato)	£2.30
Chicken & Bacon	£2.30
Tuna & Sweetcorn	£2.30
Chicken Tikka	£2.30
Ploughmans	£2.30
Coronation Chickpea	£2.30
Vegan Sausage	£2.30

Gluten Free Deli

Summer Chicken roll	£2.30
Egg and slow roasted tomato roll	£2.30



TASTE *it*

Hot Drinks

Cappuccino
Latte
Flat White
Mocha
Americano
Espresso
Hot Chocolate

£1.30 each

Deli Toasties

Ham & cheese	£1.65
Cheese	£1.65
Cheese & baked beans	£1.65

Deli Baguettes

Ham & salad	£2.40
Coronation chicken	£2.40
Chicken & sweetcorn	£2.40
Cheese & cucumber	£2.40

Wraps

Chicken fajita in a tomato wrap	£2.60
BBQ pulled pork	£2.60
Southern fried chicken	£2.60
Chicken and sweetcorn mayo	£2.60
The big Bombay bhaji in a tomato wrap	£2.60
Sweet potato pakora in a spinach wrap	£2.60

Pasta Pots

Cheese & tomato pasta pot	£2.30
Tuna & sweetcorn pasta pot	£2.30
Chicken & bacon pasta pot	£2.30



LOST PROPERTY

Please could we ask that all belongings are clearly named. As you can imagine, every week a huge pile of lost property mounts up. At least half of this is not named, or the name is illegible which makes it impossible to return to its owner and in the case of uniform, students are unable to identify their own belongings.

The lost property area is in the Student Support and Welfare Office. Valuable items, such as watches, jewellery, glasses etc are locked away in the main office.

Due to the sheer amount, any un-named items that have remained in lost property for some time are donated to a charity. Students and parents/ carers are notified before the lost property area is cleared.

SCHOOL LIFE

SCHOOL RULES & REWARDS

Ready, Respectful, Safe

It starts with you

At The Hamble School 'We Care, Aim High and Learn and Achieve Together'. This means treating others and the environment with respect, always being ready to learn and ensuring that everyone is kept safe. It is your responsibility as students to follow the school rules, which are outlined below:

OUR SCHOOL RULES

At The Hamble School, we have three key school rules:

1

**BE
READY**

2

**BE
RESPECTFUL**

3

**BE
SAFE**

Within these RULES, we expect that all students:

Are READY when they:

- Attend school and all lessons regularly and on time.
- Wear the correct school uniform and bringing the equipment needed for each day.
- Engage positively with learning.

Are RESPECTFUL by:

- Behaving with care, courtesy, consideration and respect for others at all times.
- Respecting personal and school property.
- Being proud of achievements of themselves and others.

Are SAFE by:

- Following instructions from staff, first time to avoid escalation.
- Not leaving lessons without permission.
- Not causing harm (physically or emotionally) through their actions.

SO WE CAN ACHIEVE EXCELLENCE TOGETHER...



THE HAMBLE SCHOOL
ACHIEVING EXCELLENCE TOGETHER

Teachers, support staff and parents/ carers are expected to help children make the right decisions but if they are to be successful in life they must take responsibility for their own behaviour.

We operate a system of 'next day after school detentions' which students are expected to attend, if they do not follow the school rules.

Rewards

Rewards, positive recognition and celebrating success are important aspects of school life at The Hamble School.

The purpose of our rewards system is to:

- Give students recognition for their efforts throughout the year
- Make them feel valued
- Build confidence
- Motivate them to achieve.

The system is aligned to our whole school values. In addition, rewarding good behaviour enables students to become self-disciplined, take responsibility for themselves and work together as a community.

Students are rewarded via positive points on Class Charts. Our system ensures that students are able to benefit regardless of their age or ability. In departments and year groups staff celebrate success by awarding points, positive postcards, nominations and certificates.

Our whole school recognition system is outlined below. This was developed in consultation with our Student Council.

Whole School Recognition Levels

REWARD LEVELS	POINTS	TYPES OF REWARDS
BRONZE	250	Certificate, stationery pack
SILVER	500	Certificate, Fast Pass
GOLD	750	Certificate, cake
RUBY	1000	Certificate, end of term film afternoon
PLATINUM	1250	Certificate, voucher and pin badge
DIAMOND	1500	Certificate, invite for the end of year reward event

Every week on a Friday, students will be awarded prizes from the points they have gained during the week. Every half term the students have an opportunity to work through the reward levels.

Look out for student names on social media, in the Weekly Message and the newsletter. We love to celebrate our students' successes. Please remember you can also share what you have achieved outside of school by emailing:

communication@thehambleschool.co.uk

Celebration Friday!

In addition to rewards being distributed on a Friday, students have the opportunity to be involved in a number of positive events:

- **Proud Friday:** Students who complete good pieces of work during the week can bring this to the Year 11 canopy to celebrate with a member of the Senior Leadership Team. Points and certificates are awarded.
- **Hot Chocolate with the Headteacher:** Every Friday students who have been nominated by staff, will be invited to the Headteacher's Office for hot chocolate during tutor time.

End of Term

End of term celebration assemblies and events recognise sustained effort and hard work throughout the half term. Certificates and prizes will be awarded in the assemblies. Events planned include trips, film afternoons and an awards evening.

TUTOR GROUPS & PASTORAL TEAM

The Hamble School takes great pride in the high standard of pastoral care that is provided for its students. Our philosophy places considerable importance on ensuring that students are in a positive learning environment, feel happy and safe and enjoy coming to school. We want students to enjoy the challenge of learning and build resilience to overcome difficulties. We hope that students will participate fully in school life and everything that The Hamble School has to offer.

The aim of pastoral care at The Hamble School is to ensure that all students are supported and encouraged in both their academic and personal development. This is achieved by a highly effective structure led by a Head of Year for each year group and a team of tutors.

Each tutor has responsibility for a tutor group he or she sees every day. Tutor groups follow a structured tutor programme developing numeracy and literacy as well as developing other key skills such as tolerance, teamwork, communication, careers and employment through the tutor programme. Tutors review behaviour, rewards and attendance with the students in the group and provide the first point of contact for parents/carers.

The pastoral structure is further underpinned by the work of our Inclusion provision, our Student Welfare Officer, Attendance Officer and Admissions Officer, our Pastoral Support Workers and Mental Health team including a School Counsellor and our ELSA team. The staff who comprise this specialist team are highly dedicated and committed to support students with their academic, emotional and social development. The team are here to ensure that all students get the best learning experience and can leave us with the best possible outcomes.

THE CURRICULUM

At The Hamble School we aim to provide a broad and balanced curriculum that enables students to reach their potential. A progressive 5-year curriculum allows students of all abilities to make good progress and to achieve excellence.

Structure

The Year 7 curriculum is designed to suit the developing needs of Year 7 and ensure each individual will reach their potential. It is important to recognise that Year 7 will be assessed throughout the year and that their curriculum may be adapted based on individual needs.

Students are divided into two bands and have approximately 120 students in each.

The number of lessons for each subject are based on a two-week timetable. Each lesson lasts one hour.

Subject	Number of lessons	Subject	Number of lessons
English	7	French and/or Spanish	4
Maths	7	Geography	3
Science	7	History	4
PE	3	RE	1
Technology (*)	3	ICT	2
Art	3	PSHCRE	1
Drama	3	Music	2

*Each student studies a variety of Technology subjects in the form of projects in a 'carousel'. Some of the subjects covered are Food, Graphic Products, Product Design, Resistant Materials and Textiles, taught by specialist teachers.

Grouping/Setting

In Year 7 students are taught in mixed ability groups for most subjects. Maths, Science and IT.

The Express Programme

Students who are identified as 'Key Stage 2 High' will be invited to attend a series of Masterclasses and events to accelerate their learning. Further details will be communicated with you in September.

SEND INFORMATION



THE INCLUSION DEPARTMENT

The vision of the Inclusion Department is to provide whole school inclusion, which is led by high quality inclusive teaching in the classroom and supported by 'additional to, different from' intervention for some enabling achievement for all.

As a mainstream secondary setting our aim for SEND students is to develop learners who are academically successful but also have the tools to be independent, self-regulating, resilient members of our community by the time they complete their journey in our school. We achieve this through:

- Providing a mainstream culture and curriculum for all students through High Quality Inclusive Teaching which is complemented by 'additional to and different from' support
- Early and accurate identification and assessment of need
- Student centred planning where the SENDCO act as the advisor, every teacher is responsible and the parent/ carer is the co-producer
- Effective training for staff
- Increased attainment and attendance for all students

The Hamble School recognises the right of every student to be offered an appropriate education and seeks to ensure that, through the implementation of a whole school approach to special needs, each student can reach their full potential and grow in independence.

The Inclusion Department works in partnership with the child, parents/ carers, staff and outside agencies to support and guide the personal progress of the individual.

The Inclusion Department is line managed by Mr S Dudgeon, the Senior SENDCo (Special Educational Needs and Disability Coordinator) and Assistant Headteacher and Mrs J Capers, SENDCo. The Inclusion Team support within the classroom using 'Student Progress Profiles' which provide individual and personalised details regarding need and classroom support strategies.

Support from a Learning Support Assistant is available based on the level of need and with a focus on group and class-based learning. The Inclusion Team also deliver interventions tailored to support specific learning needs.

The Inclusion Department is currently located within T2 (Tokyo Building) and LS (London Building). The department is equipped with two ELSA rooms and a sensory room. The Inclusion Department also has 3 provisions that were new in September 2023 called Step, Engage and Retrack

The staff of the Inclusion Department are highly trained and committed individuals who establish excellent relationships with the students they support. Staff inspire confidence and encourage a feeling of security which enables students to accept feedback and improve their learning.

Students who require additional support are identified through liaison work with feeder schools, rigorous screening, the school's referral system and parental concerns. Our aim is to support students to enable them to have full access to the National Curriculum. The school's policy is that students with special educational needs and disability will be educated in mainstream classrooms with their peers. The delivery of the curriculum may be scaffolded to meet their needs; and additional adult help may be provided within the classroom for students with high SEND need (such as students with an EHCP). Guidance is also provided through interventions and advice and dialogue with subject teachers. The Inclusion Department has excellent links with outside agencies, which they use to support their work and advise on ways forward, both as a whole school and for individual students.

Within the Inclusion Department, specific academic support interventions are delivered in small, focused groups (e.g. 'Reading for Pleasure' and ELSA) The Department liaises with trained physiotherapists and delivers specific sessions for students with disabilities. Lunchtime club is offered to individual students on the SEND register and prioritised based on individual needs. Social skills, social thinking and making / maintaining friendships are the focus of these sessions. Students are made welcome and encouraged to support one another and respect the needs of those around them.

Students access support from the Inclusion Team, for many different reasons and may be referred by Emotional Support Team and / or Pastoral Team. There is a break-time and lunch-time ELSA (emotional literacy support) drop-in available to referred students.

Homework Club is hosted by the Inclusion Department within T2 and is offered to all students including those with SEND. This runs after school daily between 2.35-3.55pm on Mondays and between 2.55-3.55pm Tuesday, Thursday and Friday. Homework Club is staffed by two Learning Support Assistants each day; these staff members can assist students with their homework.

Some students may qualify for additional support for public examinations at Key Stage 4. In these cases, 'Access Arrangements' for individual students will be applied for following testing.

If you wish to contact the Inclusion department regarding your child's needs or if you wish to set up a meeting with a SENDCo please make a request through SEND@thehambleschool.co.uk or inclusion@thehambleschool.co.uk

EXTRA-CURRICULAR INFORMATION

At The Hamble School students will have the opportunity to be part of the school community via a range of different clubs, activities and events. There is a wide breadth of extra-curricular activities, from music and art to sporting domains. These are widely considered valuable life experiences that students can benefit from throughout their school life.

Whether you want to learn a new sport, represent a sports team, play an instrument, be part of an orchestra, perform in the school productions and Dance Live, meet and interact with new people or get support with homework, there is something for everyone.

Taking part in Extra-Curricular clubs has many benefits. It can help:

- Improve academic performance
- Explore interests and create broader perspectives
- Develop higher self-esteem and confidence
- Create social opportunities
- Develop essential life skills

To see the clubs that are currently on offer during the summer term at
The Hamble School please visit:

<https://www.thehambleschool.co.uk/extra-curricular-activities/>

HOMework

At The Hamble School we feel that by being clear about the expectations of homework then students and parents/ carers can feel confident about the importance of it. We always outline as clearly as possible the purpose, type of activity and expectation of each piece of homework.

The overall purpose of homework is to:

- Prepare for learning that takes place in the classroom
- Reinforce learning that has taken place in lessons
- Regularly focus on knowledge retrieval and retention
- Show increasing independence in managing learning, for example, in relation to organisation, meeting deadlines and developing positive learning habits.

In order to fulfil these purposes students may receive many different types of homework. These may include:

- Preparation for learning next lesson. For example, learning phrases in languages so that they can be used during the next lesson
- Flipped learning. For example, where students are directed to read, watch or learn new material that they will then apply and use in lessons.
- Reinforce learning. For example, where students are set questions that test their understanding or extend their understanding of what they have studied in lessons
- Revision. For example, where students are required to revise or revisit topics in order to help embed learning in their long-term memory.

The marking and feedback of homework will depend on the nature of the task. Responses could include:

- Whole class feedback
- Being marked formally by the teacher via book marking or by self or peer review
- The activity being an integral part of the next lesson/s, for example, as a part of a question and answer review
- The learning is tested or used in the lesson
- Eliciting students understanding through question and answer in class.

In September your son/ daughter will receive a homework timetable which will help them transition into a regular pattern of homework at secondary school. All homework is recorded by the teacher on Class Charts.

CLASS CHARTS



At The Hamble School we use the Class Charts platform online for:

- Behaviour – rewards and sanctions
- Detention notification
- Homework
- Attendance and taking registers
- Timetable
- Messaging – students can message to get support with homework
- Announcements

In September students and parents/ carers will receive log in information. You can then download the App and view Class Charts on any device.

We ask parents/ carers to view the App daily and a help guide is available here:

https://pages.classcharts.com/wp-content/uploads/Class_Charts_for_parents_guide.pdf

If you have any questions about Class Charts, please email

classcharts@thehambleschool.co.uk

MEDICAL SUPPORT

General Information

At the Hamble School we have a team of First Aiders across the school. Our Student Welfare Officer works from the medical room and supports the general health and wellbeing of all the students in school.

Administering of medication

Consent to administer paracetamol for minor conditions such as period cramps or headaches is given by parents on the transition consent forms, this is then reflected in the permission section of SIMS. 1 paracetamol only is given out in school if consent is on SIMS, no medication is given without consent.

In the case of prescription medication or medication for a specific medical condition, these are covered with a permission form completed by parents/ carers. All medication is stored supplied and administered according to the instructions given, (dosage, timings etc) by the Student Welfare Officer.

Medical Conditions

Students with a medical condition in school will have an IHP (Individual Healthcare Plan), this is a document that shows any information regarding their medical needs, possible causes/triggers, treatment required, contact details in an emergency. IHP's are written with parents/ carers and health professionals. These plans are stored in an unlocked cupboard so they are accessible to any first aider should they be required.

Students with allergies that use EpiPen's or any other Autoinjector have their emergency medication, IHP and risk assessment all stored together in a set of drawers in the medical room for ease of access should they ever be required. Due to the school site being quite large, we advise that students with allergies carry 1 Autoinjector with them and keep another in medical.

We have a separate medical fridge in the medical room to store any necessary medicine, such as insulin for diabetic students, antibiotic medication etc

For further information please refer to The Hamble School Website for our supporting students with medical conditions policy, if you have any concerns or queries please contact our Student Welfare Officer; Mrs Chalk at DChalk@thehambleschool.co.uk

WELFARE & WELLBEING SUPPORT

Through our Tutor programme and PSHCRE curriculum we aim to equip students with the knowledge, understanding, skills and strategies required to live healthy, safe, productive, capable, responsible and balanced lives. The PSHCRE education programme and Tutor programme make a significant contribution to students' spiritual, moral, social and cultural (SMSC) development, their behaviour and safety and the school's statutory responsibility to promote students' wellbeing.

A critical component of it is providing opportunities for young people to reflect on and clarify their own values and attitudes and explore the complex and sometimes conflicting range of values and attitudes they encounter now and in the future. Ultimately, it supports students in being able to identify and manage risk, make informed choices and understand what influences their decisions.

We also believe that our partnership with parents/ carers is vital in achieving this. We encourage parents/ carers to talk, in the first instance to their child's Tutor and Head of Year, who can signpost parents/ carers to the most appropriate in-school or external source of support if required. School staff will encourage parents/ carers and students to access the range of specialist services that are available in our local area.

Nationally there are a number of organisations offering support and guidance as well. Information of services to support a wide range of issues is available on our website: <https://www.thehambleschool.co.uk/student-wellbeing-resources/>

If you need to report a concern, you can do this via our website homepage: <https://www.thehambleschool.co.uk/report-concerns/>

If you have a safeguarding concern, you can email staysafe@thehambleschool.co.uk

Further resources to support with transition to secondary school are available here:

<https://www.annafreud.org/schools-and-colleges/resources/supporting-childrens-transition-to-secondary-school-guidance-for-parents-and-carers/>

<https://www.youngminds.org.uk/professional/resources/supporting-school-transitions/>



**T: 023 8045 2105 • general@thehambleschool.co.uk
www.thehambleschool.co.uk
www.facebook.com/thehambleschool • twitter.com/TheHambleSchool**

The Hamble School, Satchell Lane, Hamble, Southampton SO31 4NE

Reception is open during the school term from 8am until 4pm from Monday to Thursday and 8am until 3.30pm on Friday.