



# Your Academy A to Z





# HAZEL LEYS ACADEMY

**Principal:** Mrs B Trotman

**Assistant Principal:** Mr C Egan

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@hazelleysacad

Dear Parents/Carers,

## Welcome to Hazel Leys Academy

At Hazel Leys Academy, we aim to provide all pupils with a stimulating and inclusive educational environment in which everyone feels safe, respected and supported to grow and develop to their full potential. We encourage our children to develop an internal moral code based on British values and a wish to learn and understand how they can improve their own lives through education and first-hand experiences. It is our mission to support and inspire children to achieve their ambitions and become well-rounded adults that are fully prepared for a purposeful and enriched life in the modern world.

We have a great team here at Hazel Leys and I am supported by Mr Chris Egan (Assistant Principal), Miss Wareing (EYFS Lead), Miss Kamel (SENDCo), a wider leadership team and great teaching and support staff, many of whom you either know already or will soon get to know!

Staff will be out on the playground from 8.45am and the class teachers are in their classrooms from 8.55am every morning when the doors open for start of the day activities. (We also run Breakfast Club from 8.00am for early starters). Any late arrivals after 9.00am when doors are finally closed will need to come through the front office to get their registration mark.

The purpose of this booklet is to give you a comprehensive overview of the academy, including notice of forthcoming events for the term, diary dates, parents' evenings and details of clubs we shall be offering. We also give you advice on academy policies that directly affect the welfare of your children. We hope that you find this information useful.

Yours sincerely,

Mrs Beverley Trotman  
Principal



PRIMARY KS2  
Recognising Excellence in  
Character, Employability  
and Enterprise



Bronze Quality  
Mark 2014/15



<p><b>Absence</b></p>	<p>If your child is ill and will not be in school you can telephone the school from 8:00am. We request that appointments for the doctor or dentist are made outside of school time, however, if your child has an urgent or exceptional <b>Medical Appointment</b> please inform your child's class teacher and the Academy Office with the appointment letter. You should collect your child from the front office at the appropriate time and return to school after the appointment.</p>
<p><b>Academy Advisory Council</b></p>	<p>The Academy Advisory Council is made up of the Principal, Chief Executives Representative, staff, parents and members of the community as Governing Councillors. Our focus as an Academy Council is to ensure that the Academy is listening to its community, engages with parents and provides a link the Greenwood Academies Trust. We meet once per term and receive the Principals Report. They have no statutory functions as we are a Sponsored Academy.</p>
<p><b>Attainment</b></p>	<p>Whilst your child may be working on the age-related expectations other than those identified for their year/age group, we challenge and support them to maximum progress. If you need further assistance, please get in touch with your class teacher or the SENDCo. This could be parents evening or any other time you wish to arrange to meet with the teacher.</p>
<p><b>Attendance</b></p>	<p>Our attendance target for this academic year is once again <b>97%</b>. Please ensure that your child attends school. Attendance awards are given termly to those children who achieve 100% attendance. All absences and poor attendance will be challenged by our attendance officer, which includes seeking medical evidence (where required for prolonged or regular absences), including letters and phone calls home. We have a strong relationship with our EWO (<b>Education Welfare Officer</b>) who works closely with our academy. Our Attendance Officer / Family Support Worker is Mrs Edge.</p>
<p><b>Behaviour</b></p>	<p>We have a well-developed behaviour policy in school and a copy is available upon request. In each class there are posters displaying the rules, rewards and sanctions for negative behaviour.</p>
<p><b>Breakfast Club</b></p>	<p>Our Breakfast Club operates every day. We serve toast and cereals for all children and a small selection of hot breakfast items through the week. Open from <b>8.00am to 8.45am</b> Monday to Friday. The Breakfast Club can be accessed from the front entrance of the academy.</p> <p>Places must be booked and paid for in advance through the school office.</p>
<p><b>Celebration Assemblies</b></p>	<p>Every Friday we have an academy celebration assembly when the whole academy community celebrate the achievements of others. In these assemblies we present certificates, badges and trophies the children have achieved inside and outside Hazel Leys. If your child has been awarded a badge or certificate and would like to receive it in this assembly, the award can be brought into school and handed in at the office.</p>

## Chain of Contact

If you wish to contact your child's teacher or make an appointment to see a member of academy staff, there are several ways contact can be made:

- You can talk directly to the teacher at the start or end of the day.
- You can send in a letter to the teacher requesting an appointment.
- You can e-mail the office to pass on a request.
- You can telephone the academy office and the staff will pass on a message to the teacher.
- You can talk to a parent Advisory Council member if you wish to raise an issue. It will then be passed onto the appropriate person.

If you wish to e-mail the Principal, Assistant Principal, Senior Leaders, SENDCo, Family Support Worker or the Academy Office the e-mail addresses are:

Academy Office

[admin@hazelleysacademy.org](mailto:admin@hazelleysacademy.org)

Mrs Trotman (Principal)

[btrotman@hazelleysacademy.org](mailto:btrotman@hazelleysacademy.org)

Mr Chris Egan (Assistant Principal)

[cegan@hazelleysacademy.org](mailto:cegan@hazelleysacademy.org)

Miss Kamel (SENDCo)

[akamel@hazelleysacademy.org](mailto:akamel@hazelleysacademy.org)

Miss Kate Wareing (EYFS Lead)

[kwareing@hazelleysacademy.org](mailto:kwareing@hazelleysacademy.org)

Mrs Edge (Family Support Worker)

[gedge@hazelleysacademy.org](mailto:gedge@hazelleysacademy.org)

### Our Response Times

**A Telephone Call** – any telephone calls, which cannot be answered immediately, will be responded to within two days. We will make two attempts to call back and on third attempt will leave a message, if this is an option.

**An e-mail** – we will reply to any e-mails sent within a maximum of five working days. We treat e-mails like a letter coming into school.

**An appointment request** – we will respond within two days (apart from the SENDCo which may take longer owing to her part-time teaching schedule).

URGENT CHILD WELFARE ISSUES WILL BE DEALT WITH WITHIN THE ACADEMY DURING THE SAME DAY BY A SENIOR MEMBER OF STAFF.

Please remember that not all staff are in school every day. They will answer any query within the recognised time scales.

<p><b>Charity Days</b></p>	<p>It has been the practice at Hazel Leys Academy to support a wide range of charities throughout the year such as Children in Need, Comic Relief, Sport Relief, MacMillan and the British Legion Poppy Appeal.</p>
<p><b>Children's Property</b></p>	<p>Please ensure that all removable items of clothing, book bags, lunch boxes and drink bottles are <b>clearly labelled and named</b>. Please use sew on labels and the name tags in the uniform to put full names in the clothing. Use a permanent marker pen. Twice termly any unclaimed and unidentified uniform from the Lost Property Trunk will be donated to the 'Good as New' sale of uniform or to a local charity shop.</p> <p>We are happy to sell 'Good as New' items of uniform which the children have grown out of if you wish to donate them to the school. Please bring the donations to the office.</p>
<p><b>Children's Safety</b></p>	<p>The safety of children is of highest priority.</p> <p>We therefore ask you to consider the following:</p> <ul style="list-style-type: none"> <li>• All children in Nursery to Y4 must be brought to and collected from school by a person who is 16 years old or over.</li> <li>• When parking and dropping children off outside the academy grounds please observe the 'No Parking' zones. Do not park in the school car park or block the gates and residents drives. The academy is in constant communication with the area PCSO who often patrols the perimeter of all local schools. Parking around Hazel Leys is often a problem and we encourage walking to school and ask for your assistance in this matter.</li> <li>• Blue badge holders – If the only adult dropping off or collecting a child is a registered blue badge holder, you may park in the school car park – this must be pre-arranged with the office and they will need to see your blue badge.</li> <li>• If there are other adults in the vehicle who are not registered blue badge holders then we kindly ask that you park outside and for that adult to walk into school to drop off/collect a child. We have limited spaces available and priority will be given to children with disabilities and then to adults with disabilities who drop off/collect on their own.</li> <li>• If the blue badge is registered to the pupil's disability, then you are allowed to park in the car park to drop off or collect that child – please arrange with the school office and they will need to see the blue badge.</li> <li>• Please dismount from bicycles and scooters at the gates. When in the grounds children should walk their bikes and scooters to the racks and securely lock them up.</li> <li>• Pupils may only bring a bicycle onto the school grounds if they have been accompanied on their journey by an adult or have passed the 'Bikeability' course and have a suitable helmet.</li> <li>• Dogs should be kept <b>off the premises</b>. If you bring a dog and are waiting outside the school gates the dog must be supervised at all times, on a lead. You may not bring dogs onto the academy grounds. This is a Health and Safety matter.</li> <li>• Playground supervision begins at 8.45am. Pupils arriving before this time will be at risk if you leave them unsupervised. They</li> </ul>

	<p>may attend breakfast club to help working parents. The gates will be locked as soon as possible at 9.05am after most parents have left the grounds. This will ensure that the site is secure. Late arrivals should come to the front office to get their registration mark after 9.00am when classroom doors are all locked.</p> <ul style="list-style-type: none"> <li>• In the afternoon the gates will be opened from 3.10pm and locked at 3.30pm. Please collect your child from the playground outside their classrooms. Foundation Stage, Year 1, 2, 3 and 4 children will not be released from the classroom without us seeing the parent/adult. Children in Y5 and Y6 who have permission to walk home alone will be allowed to leave unsupervised. All other Y5 and Y6 children must be collected by an adult.</li> <li>• If your child is to be collected by a different adult, please inform the class teacher or office as soon as possible.</li> <li>• The ONLY entrance to the academy during the day is the front office. If you need to take your child out of school during the day for any reason they will have to be collected from the office. No child is allowed to leave the premises during the school day without an adult collecting.</li> <li>• In the event of rain or adverse weather conditions – classroom doors will open from 8.45am.</li> <li>• If you have <b>Child Protection</b> concerns you should bring them to the attention of the Principal, Assistant Principal or Family Support Worker.</li> </ul>
<p><b>Class Newsletters</b></p>	<p>At the beginning of each half term each class sends out its Class Newsletter. These give you information about the curriculum theme for the term, theme days, trips, events, PE routines and dates, timetables, homework and any other relevant information. These letters will also be available on the school website (in the class pages – follow this trail Pupils → Select Class Page → Links can be found on each individual class page)</p>
<p><b>Clubs</b></p>	<p>A list of the lunchtime and after school clubs is published on the Website. You can find them in Pupils → After School Clubs from the main menu.</p> <p>A letter and timetable is sent home each term with full details of the clubs that are available each term, who is running them and timings. The clubs may be run by the teaching staff, external providers and Teaching Assistants from the academy. All staff from outside agencies are CRB checked and have relevant first aid training. Some clubs will have limited spaces and you will be informed whether your child has a place or not. The school office administrators will organise this for you.</p> <p>At the end of the after school clubs, children will be brought to the front office. Parents and Carers should wait in the foyer at the front of the school for collection. No child can leave without an adult unless we have written permission for children in Year 5 and 6 that they can walk home alone. Autumn, Spring and Summer updates to the clubs will follow each term.</p>

## Child Protection

Hazel Leys Academy fully recognises the contribution it can make to protect children and support pupils in school. The aim of the policy is to safeguard and promote our pupils' welfare, safety and health by fostering an honest, open, caring and supportive climate. The pupils' welfare is of paramount importance.

- The legal duty to safeguard and promote the welfare of children, as described in section 175 of the Education Act 2002 and the DCSF guidance Safeguarding Children and Safer Recruitment in Education (January 2007)
- The Local Safeguarding Children Board (LSCB) Procedures, which contain procedures and guidance on safeguarding children

There are four main elements to our Child Protection Policy:

- Prevention (e.g. positive school atmosphere, teaching and pastoral support to pupils, preventing unsuitable people working with children).
- Protection (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns).
- Support (to pupils and school staff and to children who may have been abused).
- Working with Parents (to ensure appropriate communications and actions are undertaken)

This policy applies to all staff (including all adults working with children paid or unpaid as a volunteer), Academy Advisory Council members and visitors to the academy. We recognise that child protection is the responsibility of all staff within our academy. We will ensure that all parents and other working partners are aware of our child protection policy by referring to it in our academy prospectus, displaying appropriate information in our reception and by raising awareness at initial meetings with parents of new pupils as well as at regular parent-teacher meetings as well as through newsletters.

The school has a Child Protection Policy and procedures in place, and the policy is made available to parents on request. The Principal is designated to take lead responsibility for dealing with child protection (designated senior person). There are also appointed deputy(s) for child protection, in the event of the unavailability of the designated senior person, one being the Family Support Worker – Mrs Edge.

## Contact Details

The academy office needs to have up to date telephone numbers and contact details for your child/children. These will be needed in case of an emergency or illness. If you change your address or telephone number – home or mobile – please inform the office immediately. We need to know that all children are safe and we need to make sure that we can track pupils – so this information is important. At the start of the autumn term we ask you to update all information, especially who has Parental Responsibility and who can collect your children.

<p><b>Curriculum</b></p>	<p>We currently follow what is set out in the National Curriculum (2014). Members of staff are responsible for areas of the curriculum (see below).</p> <p><u>Subject Responsibilities</u></p> <p>English – Miss Sullivan and Mis Lowe  Phonics – Mrs Lowe  Maths – Miss Wareing  Science – Mr Egan  PSHE- Mrs Trotman  PE – Mr Egan  British Values and Religious Education – Mrs Trotman  Music – Mrs Morgan  Geography - Mrs Morgan  History - Mrs Morgan  Art &amp; Design and Design &amp; Technology- Miss Moorhouse  Computing - Mr Egan  Modern Foreign Languages – Miss Kamel  SEND – Miss Kamel  Pupil Academy Council – Mrs Morris  Aspirations and Careers – Mrs Morris  More Able, Gifted and Talented – Mrs Trotman</p>
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<p><b>Creative Writing</b></p>	<p>The school uses a topic-led curriculum for English that is directly drawn from the National Curriculum. This is to ensure that all elements of the curriculum are being delivered systematically and with progression.</p> <p>Pupils understand the progress being made through precise marking and levelling so they know next steps, including individual targets. Basic skills and phonics sessions also take place throughout the week for all pupils.</p>
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<p><b>Diary Dates</b></p>	<p>Please see the diary dates that are added to each newsletter to keep you informed of all upcoming events. This is the best way of checking what is happening. We also have the Term Dates on the website.</p>
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<p><b>Greenwood Academies Trust</b></p>	<p>The Greenwood Academies Trust are led by the Chief Executive, Wayne Norrie, who is responsible for the overall success of all Academies, new opportunities, vision and central support functions. The Chief Executive has a long and successful history of school improvement, working in some of the most challenging schools in the country and has a proven track record of helping children from deprived backgrounds achieve extremely highly. The Greenwood Academies Trust employs all staff and manages the finances and other central services for the Academies in the group. These services include educational challenge and support, finance, ICT, procurement, HR, catering, data, health and safety and extended opportunities for pupils. All support functions are managed by Graham Feek, the Deputy Chief Executive.</p> <p><b>Principals and Regional Educational Directors</b></p> <p>Our Academies are led by outstanding Principals. Whilst working to achieve our organisational core values, each Principal is free to develop the curriculum and structures within their own Academy to best suit the</p>
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	<p>community they serve. The GAT does not impose a standard central curriculum or structure.</p> <p>We have created a Trust where each Academy can evolve individually, developing best practice that can be shared both within the Trust and more widely.</p> <p>Principals are challenged and supported by our Senior education Advisors. These are experienced Principals and are responsible for a group of Academies to manage support, set consistently challenging targets and ensure compliance with core Trust values. SEAs line-manage their designated Principals and report directly to the Chief Executive.</p> <p>Our Principal at Hazel Leys is <b>Mrs B Trotman</b></p> <p>Our Assistant Principal at Hazel Leys is <b>Mr C Egan</b></p>
<b>Groupcall</b>	<p>Groupcall is the electronic mailing system used by the academy for the delivery of reminders and urgent information. It enables us to send you a text message or email. Most of these are compatible with mobile smart phones. In order for this to work effectively please ensure your contact details are correct with the academy office.</p>
<b>Harvest Festival</b>	<p>We hold a Harvest Festival service in school each year. Our nominated charity for the Hazel Leys Academy harvest collection is the Hope Church Food Bank who provide food parcels for families in the local area. Our collections are for non-perishable foods to help stock the food bank.</p>
<b>Head Lice</b>	<p>As we return to school the recurring issue of Head Lice will resurface. If you discover your child has Head Lice you will need to apply the appropriate wet-lotion or use the wet-combing method. The doctor's surgery or local pharmacy will be able to recommend the most up to date treatment. It is particularly important that if you have toddlers at home that you check their hair too because it is often younger children who pass head lice on to the older children. As you are aware, head lice can only be passed from one person to another via head-to-head contact.</p> <p>Please take time to ensure that all of your children are checked regularly. If you require further information on this please visit the NHS Website about Head Lice at:  <a href="https://www.nhs.uk/conditions/head-lice-and-nits/">https://www.nhs.uk/conditions/head-lice-and-nits/</a></p>
<b>Help Always Welcome 'Helping Hands'</b>	<p>If you have a particular skill which you would enjoy sharing with our children and you have a spare hour or two each week or you would like to come into the academy and help in the classroom, please talk to your class teacher or contact the academy office. We always welcome and appreciate your help and the children enjoy working with you. All classroom helpers will have to complete a DBS check.</p>
<b>Homework</b>	<p>Homework is an important part of supporting your child at Hazel Leys Academy. Homework is not intended to be onerous, but it does help support your child's progress and will include daily reading at home, Maths and spellings.</p> <p>Homework for the year have been included in your class newsletters and may be updated through the year. Homework demands increase</p>

as the children get older – look out for more in Year 5/6 (especially revision for Year Six pupils).

**Every child should read at home every day.** This is our focus for developing learning at our academy and is the centre of all homework. Record the reading in the ‘Reading Record’. It does not matter who the children read to and with – get reading books!!

We also issue half-termly creative homework projects. These projects are topic related and give the children 6 possible homework projects that they can complete across the term. Children are asked to complete at least 2 projects over the course of a term. The projects themselves vary- ensuring there is a mix of writing, creative, scientific, mathematical, historical or geographical tasks. Children are expected to hand in completed work on the last week of term.

### House Teams

We have 4 ‘House’ teams here at Hazel Leys – Air, Earth, Fire and Water. On joining the Academy, all children are allocated a ‘House’. Siblings will always be placed in the same House team.

A Y6 pupil from each House will be elected by their peers via a democratic vote to be the ‘Pupil House Captain’ and one pupil from Y5 to be the ‘Vice Pupil House Captain’.

Throughout the school, there will be lots of opportunities to receive House points via competitions, activities and rewards for individual achievements. We award Class DoJo points to our pupils in the following categories and they all count towards the House point totals:

 1	 5	 5	 1	 1	 1	 1	 1
Aiming High	Awards	Competitions	Creativity	Leadership	Listening	Problem Solving	Respecting Environment
 2	 1	 5	 2	 1	 1	 1	 1
Headteacher Award	Home Learning	Homework Project	Jobs and Responsibilities	Respecting Others	Respecting Yourself	Speaking and Presenting	Staying Positive
							
Air		Earth		Fire		Water	

### Medicines Policy

The School Health Authority policy regarding the giving of medicines states that if a prescribed medicine needs to be administered 3x per day it can be given outside of school, in the morning at home and on your child’s return home and before bedtime.

If the label states 4x per day we ask that a parent/carer comes into school at lunchtime to give your child the medicine. You can nominate a relative to do this. If you need to ask the office to do this, you will need to complete and sign a consent form. We can only administer medicine if it is in its original packaging with the child’s name on the prescription label. The medicine has to be collected by an adult from the office at the end of the day.

We can only give non-prescribed medicines such as Calpol or Ibuprofen in exceptional circumstances and with written permission from a parent or carer.

NHS Guidelines state that your child should be kept at home for a minimum of 24 hours, preferably 48 hours following diarrhoea and/or vomiting. This minimises the risk of infection.

	<b>Our Academy Policy is to stay off for 48 hours from the last episode of diarrhoea and/or vomiting.</b>
<b>Modern Foreign Languages</b>	The Modern Foreign Languages for Hazel Leys Academy is French. This is the common language used across much of the Greenwood Academy Trust academies.
<b>Money</b>	<p>We are a 'cashless' school and all payments will be through 'ParentPay'. You will be given a registration letter to set up your ParentPay account when your child joins the school.</p> <p>The only time we may ask you to bring cash to school will be for Charity collections.</p>
<b>More Able, Gifted and Talented</b>	<p>"Every child wants to be good at something, and every child can be."  <i>Professor Joan Freeman, Patron of NACE, How to Raise a Bright Child</i></p> <p>"Meeting the educational needs of the gifted and talented is about building on good general school provision, not about providing something entirely different."  <i>Professor Deborah Eyre, 2001</i></p> <p>We have many children in our academy who are able and have interests that stretch far beyond the classroom.</p> <p>We can identify children through curriculum provision however, we are fully aware that many children have extra-curricular activity outside of school and through our clubs and activities. If you can let us know what your children are doing outside of school if they have a particular talent it will help with our picture of the whole child.</p>
<b>Music Provision</b>	<p><b>Curriculum</b> – Each year, one year group learn to play an instrument with NMPAT music.</p> <p><b>Singing</b> – We sing regularly in church for religious festivals and weekly in a singing assembly. Our children also perform in assemblies and productions.</p>
<b>Parent Consultation Evenings</b>	<p>These are held:</p> <ul style="list-style-type: none"> <li>• October/November</li> <li>• March/April (dependent upon the Easter Holiday) You book a slot via the on-line booking system. Please see the office staff for more information.</li> </ul>
<b>Pupil End of Year Reports</b>	The end of year report summarises in detail the progress your child has made across the whole year.
<b>PE Sessions</b>	<p>It is important children have their academy PE kit available for PE every week.</p> <p>Your child's class teacher will inform you of the class timetable for PE – this should be on your class newsletter each half term. The school PE Kit is as follows:</p> <ul style="list-style-type: none"> <li>• Purple Academy Polo Top</li> <li>• Black Shorts</li> <li>• Sports Socks</li> <li>• Suitable Trainers/Plimsolls</li> </ul>

- Jogging Bottoms are permitted for Outdoor PE (Winter months)

Children cannot wear class uniform or shoes for PE – this is a Health and Safety matter. If your child forgets their kit we have a few spares in school that will be worn – forgetting kit is not an option for not doing PE as children are required to have two hours of PE every week!

For safety reasons children will be asked to remove watches and ear-studs. Children with pierced ears can wear tape over their ear studs. Please ensure that the PE kit is in school from Monday to Friday. There may be changes to the PE timetable (especially in winter for outdoor PE) depending on the weather.

**Definition of Parent**

Section 576 of the Education Act 1996 defines 'parent' as

- all natural parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility for a child or young person
- any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

**Parental Responsibility**

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parents can acquire parental responsibility through

- being granted a residence order
- being appointed a guardian
- being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare)
- adopting a child
- (in the case of step-parents) in agreement with the child's mother (and other parent if that person also has parental responsibility for the child) or as the result of a court order.

Where a child's parents are not married to each other, the child's father can gain parental responsibility by

- registering the child's birth jointly with the mother
- through a 'parental responsibility agreement' between him and the child's mother
- as the result of a court order.

In addition, a local authority can acquire parental responsibility if it is named in the care order for a child

**Parental Responsibility**  
**(DfE Guidance)**

### **Court orders and parental responsibility**

Court orders under section 8 of the Children Act 1989 (often called section 8 orders) settle areas of dispute about a child's care or upbringing, and can limit an individual's parental responsibility.

### **General Principles**

Everyone who is a parent, as defined above (whether they are a resident or non-resident parent) has a right to participate in decisions about a child's education and receive information about the child (even though, for day-to-day purposes, the school's main contact is likely to be a parent with whom the child lives on school days).

Academy and Local Authority staff must treat all parents equally, unless there is a court order limiting an individual's exercise of parental responsibility. Individuals who have parental responsibility for, or care of, a child have the same rights as natural parents, for example

- to receive information, e.g. pupil reports
- to participate in activities, e.g. vote in elections for parent governors
- to be asked to give consent, e.g. to the child taking part in school trips
- to be informed about meetings involving the child, e.g. a governors' meeting on the child's exclusion.

Where a parent's action, or proposed action, conflicts with the school's ability to act in the child's best interests, the school should try to resolve the problem with that parent but avoid becoming involved in conflict.

### **Administration**

Headteachers & Principals should:

- ask parents or guardians for the names and addresses of all parents when they register a pupil
- ensure that names and addresses of all parents, where known, are included in the admission register and also in pupil records and are available to the pupil's teachers
- ensure that names and addresses of all parents are forwarded to any school to which the pupil moves
- ensure that details of court orders are noted in a pupil's record
- where the address of a non-resident parent is unknown, tell the resident parent that the non-resident parent is entitled to be involved in their child's education and ask that information is passed on to them.

### **Obtaining Consent**

Where schools need parental consent to outings and activities, headteachers should seek the consent from the resident parent unless the decision is likely to have a long-term and significant impact on the child or the non-resident parent has requested to be asked for consent in all such cases.

In cases where the school considers it necessary to seek consent from both parents, it is possible that one gives consent and the other withholds it. When this happens it is best to assume that parental consent has not been given. Such an approach safeguards the position of the school, ensuring that it is not exposed to any potential civil liability if, for example, the child is injured while on the school trip.

### **Changing a Surname**

A change of surname is a **private law matter** and should be resolved between parents. Where the parents have divorced, schools and academies should ensure that **the surname by which a child is known should not be changed without written evidence** (independent of the parent seeking to make the change), that consent has been given by the 'other parent' or by anyone else who has parental responsibility for the child.

However, there may be circumstances where a name change has already been effected by the school and therefore it would not be in the best interests of the child who might be known by a new name to refer back to a different name. Ultimately it is a matter of policy for the school to decide but the best interests of the child must be the paramount consideration when making a decision.

## **Parental Code of Conduct**

At Hazel Leys Academy we are very fortunate to have a supportive and friendly parent body. Our parents recognise that educating children is a process that involves partnership between parents, class teachers and the academy community. As a partnership, our parents will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents/carers to participate fully in the life of our school.

The purpose of this policy is to provide a reminder to all parents, carers and visitors to our academy about the expected conduct. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

### **Guidance for Parents/Carers**

As well as following the guidance set out in our Home-School Agreement, academy website and prospectus we expect parents, carers and visitors to:

- Respect the broad ethos, aims and values of our academy.
- Understand that both teachers and parents need to work together for the benefit of their children.

- Demonstrate that **all** members of the academy community should be treated with respect and therefore set a good example in their own speech and behaviour.
- Seek to clarify a child's version of events with the academy's view in order to bring about a peaceful solution to any issue.
- Correct own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.
- Approach the academy to help you resolve any issues of concern.
- Avoid using staff as threats to admonish children's behaviour.

### **Hazel Leys as a safe environment**

In order to support a peaceful and safe academy environment the academy will not and cannot tolerate parents, carers and visitors exhibiting the following:

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the academy grounds including team matches and football games.
- Using loud or offensive language, swearing, cursing, using profane language or displaying temper.
- Threatening to do actual bodily harm to a member of academy staff, visitor, fellow parent/carer or student regardless of whether or not the behaviour constitutes a criminal offence.
- Damaging or destroying academy property.
- Abusive or threatening e-mails or text/voicemail/phone messages or other
- Defamation of the academy's, other parents/carers or staff character on Facebook or other social sites.
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on academy premises.
- Approaching someone else's child in order to discuss or chastise them because of their actions towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Smoking and consumption of alcohol or other drugs.
- Cycling / riding scooters on academy premises.
- Dogs being brought on to academy premises.

Should **any** of the above behaviour occur on academy premises we may feel it is necessary to contact the appropriate authorities and, if necessary, even ban the offending adult from entering the academy grounds in line with Section 547 of the Education Act 1996.

We trust that parents and carers will assist our academy with the implementation of this policy and we thank you for your continuing support of Hazel Leys Academy.

<b>Privacy Notice</b>	A copy of the Academy Privacy Notice can be found on the school website. The Privacy Notice provides parents/carers with a statement about how data will be shared and used by local and national agencies/services.
<b>Productions &amp; Academy Concerts</b>	<p>Every year children at Hazel Leys Academy have the opportunity to take part in a production, concert or assembly.</p> <ul style="list-style-type: none"> <li>• Harvest</li> <li>• EYFS &amp; KS1 – Traditional Christmas Nativity</li> <li>• KS2 – Carol Concert in Church</li> <li>• Year 6 – Leavers Ceremony</li> </ul> <p>Letters will be sent home with times, dates and details nearer to the time of the production or concert.</p>
<b>Reflection</b>	<p>Children have a ‘Reflection Time’ at the end of each assembly. This delivers one element of our SMSC Policy and Curriculum. This is where we develop our understanding of the Spiritual, Moral, Social and Cultural world around us. We also ask teachers to explore current affairs and themes.</p> <p>There is a weekly ‘Reflection Question’ as part of the reflection/SMSC board in the corridor, outside the assembly hall. This question usually asks the children to think about a bigger issue and explore their ideas.</p>
<b>School Meals</b>	<p>Our meals are cooked and served by Kingswood Catering staff and offer a wide and nourishing selection of hot and cold meals for children and academy staff.</p> <p>Meals should be ordered and paid for in advance from <a href="http://www.kingswoodcatering.co.uk">www.kingswoodcatering.co.uk</a></p> <p>If you are eligible for Free School Meals please make sure you take up this option by speaking to the office and completing an application form.</p> <p>The cost of a current school meal is now £2.40 (<i>correct as at July 2023</i>) – this represents great value as this includes a meal, dessert and drink!</p>
<b>School Photographs</b>	We use ‘Tempest’ Photography for our school photos. We take a number of other photographs through the year.
<b>Snacks and Water</b>	<p>EYFS and KS1 pupils continue to receive a piece of fruit at break or snack time. For children in KS2 they may bring a piece of fruit or cereal bar (not chocolate or chocolate covered) to have at morning playtime. Water must be in a sports type bottle. We request that children only have water – NOT fizzy drinks, juice or milk. They are kept where children can access them and can be refilled during the day. Children with medical conditions have constant access to water.</p> <p>As we have pupils with severe nut allergies, we kindly ask that you do not send your child to school with products that contain nuts.</p>

<p><b>Social Networking</b></p>	<p>It has come to the attention of Hazel Leys Academy and Greenwood Academies Trust that social media* websites are being used to fuel campaigns against schools and share negative views about schools, Principals, Head of Schools, Teachers and school staff. We consider the use of social media websites being used in this way as unacceptable.</p> <p>In the event that any parent/carer of a child being educated in our academy is found to be posting libellous or inflammatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site.</p> <p>All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this. Parents and Carers should also be aware that through the nature of social networking anything that is published online automatically enters the public domain and leaves a web footprint.</p> <p>In serious cases Hazel Leys Academy and the Greenwood Academies Trust will also consider its legal options to deal with any such misuse of social networking and other sites. If the comments are particularly abusive, and damage the reputation of the academy, then we are advised to involve the police in the matter, as this becomes a libel case.</p> <p>Additionally, and perhaps more importantly is the issue of cyber bullying and the use by one child to publicly humiliate another by inappropriate social network entry. We will take this as seriously as more overt bullying. Thankfully such incidents are extremely rare.</p>	
<p><b>Sun Safety &amp; Suntan Lotion</b></p>	<p>The staff in school are not permitted to apply sun screen. This is due to Health &amp; Safety Guidelines, insurance and Child Protection. There is also a time factor involved in this too. We recommend that parents apply sun cream to all exposed parts of the body BEFORE SCHOOL. A once a day cream and high factor is suitable for this and protects for the whole day. Please do not send your child to school with sun cream. If you wish to apply sun cream at lunchtime please come to the school office and your child will be brought to you. There may be a wait at busier times of the day.</p>	
<p><b>Term Dates</b></p>	<p>These are sent home each term and in advance of the next academic year. They are published in newsletters and on the website at <a href="http://www.hazelleyscademy.org">www.hazelleyscademy.org</a> and it is important you are aware of them. We <b>DO NOT</b> authorise holidays in term time – there are 13 weeks of the year (Christmas, February Half Term, Easter, May Half Term, Summer and October Half Term) which is 65 days where you can take your holidays and plan ahead for these. Children are, by law, required to be in school for 190 days of the year.</p>	
<p><b>Themes &amp; Theme Days</b></p>	<p>We have a number of themed weeks and days through the year.</p> <p>These change and vary from year to year so look out for most up to date information coming home in Newsletters.</p>	<ul style="list-style-type: none"> <li>• Children’s Mental Health Awareness Week</li> <li>• World Book Day</li> <li>• Anti-Bullying Week</li> <li>• Remembrance Day</li> <li>• National Careers Week</li> </ul>

## Twitter



You can follow our academy on Twitter.

Hazel Leys Academy  
Greenwood Academies Trust

**@HazelLeysAcad**  
**@GreenwoodAcad**

## Uniform

Uniform is a compulsory aspect of life at Hazel Leys Academy. We have a distinctive and modern purple and white uniform which proudly displays our academy name.

These basic requirements are:

- Shoes must be black, sensible ones for Academy use, flat soled or with very low heels no more than two centimetres high and capable of being polished. **Boots or trainers are not allowed.**
- We will not allow tattoos, make-up, jewellery, nail varnish, dyed hair or hair extensions. **Any pupil wearing make-up or nail varnish will be asked to remove it.**
- Excessive hair styles are strongly discouraged and decisions about the suitability of an individual style are the responsibility of the Principal, whose decision will be final. 'Cuts' of any shape or design are not allowed, nor are multiple hair colours. Any pupil with long hair must have it tied back during PE/Games.
- Jewellery is not allowed but pupils may wear one pair of plain earring studs and modest hair accessories (no large bows) should be in the Academy colours.

### **Uniform for pupils in Reception and Years 1, 2, 3 and 4**

- Academy polo shirt with logo and collar stripes\*
- Grey or black trousers or skirt or pinafore dress (jeans and cords are not allowed)
- Academy pullover or cardigan, in purple, with the Academy logo
- Black or grey socks with trousers. Grey or white socks or mid-grey tights with skirts
- Academy book bag to carry books and equipment
- Academy PE bag
- Sensible black shoes (not boots or trainers)

\* *Parents may also buy plain, white polo shirts*

### **Uniform for pupils in Years 5 and 6**

- Plain white school shirt (not polo shirts)
- Academy tie
- Grey or black trousers or skirt or pinafore dress (jeans and cords are not allowed)
- Academy pullover or cardigan, in purple, with the Academy logo
- Black or grey socks with trousers. Grey or white socks or mid-grey tights with skirts
- Academy book bag to carry books and equipment.
- Academy P.E. bag
- Sensible black shoes (not boots or trainers)
- A warm coat (not denim) for travelling to and from the Academy

	<p>For the summer, knee length shorts may be worn by the boys and girls may wear a lightweight summer dress in the Academy colours.</p> <p>Please ensure that the children have their jumpers and coats in school during winter months.</p> <p><b>PLEASE ENSURE THAT ALL UNIFORM IS NAMED!</b></p>
<b>Walking to School</b>	<p>We continue to encourage children (and parents) to walk to school. This includes cycling or scooters in line with our Healthy Schools status.</p>
<b>The Academy Newsletter</b>	<p>Our newsletter is published every half term and is called the 'The Hazel Leys Chronicle'. It is really important that you read this newsletter.</p> <p>The newsletter contains key information and resources each month:</p> <ul style="list-style-type: none"> <li>• Diary Dates</li> <li>• News from the half term</li> <li>• Advance notice of events</li> <li>• Staffing Updates</li> <li>• Stars of the Week</li> <li>• Attendance Data – Classes of the Week</li> <li>• Prizes and Awards</li> </ul>

**How to contact us:**



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[www.hazelleysacademy.org](http://www.hazelleysacademy.org)



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