



INFORMATION BOOKLET



A VERY WARM WELCOME...

Dear Pupils and Families,

I hope this information booklet finds you safe and well and I hope you are excited to join our Hazel Wood Community.

Hazel Wood High school has a good reputation for being a caring and inclusive school and is highly regarded by its local community. We have high expectations of our staff and a great emphasis on pupil care. We believe that all our students deserve the very best education that we can provide.

We have high expectations around behaviour and learning and we look to our parents and carers to support us in making sure their young people leave our school as well qualified and well-rounded young people.

The information we share in this booklet will tell you most of the things that you need to know about our school and offer you any guidance you need as you prepare to join us. You will also find information on the things we need our parents and young people to do so that we can work together, without this 'team' approach we will not succeed and we really need to take our responsibilities seriously when it comes to our young people's education and aspirations.

I am very proud to be the Headteacher of Hazel Wood High School and I cannot wait for you to be part of our community, as we work together with respect, taking responsibility and achieving our aspirations. Please do not hesitate to get in touch if you need us or have any questions,

Mr P Greenhalgh
Headteacher

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YOUR UNIFORM, PE KIT AND EQUIPMENT

Your school uniform is a really important part of being a member of Hazel Wood High School. We have high standards of our pupils who wear our uniform as you represent our school values of respect, responsibility and aspiration. The uniform is compulsory and you must follow the rules about what to wear and how to wear it.

The uniform must be purchased from the Macron Store, Bury
Macron, Unit 1A, Off Bright Street, Bury, BL9 6AQ and **cannot** be altered in any way.

If you have any doubts or queries regarding the uniform then please contact the school before purchase.

UNIFORM RULES

TROUSERS/SKIRT

Pupils can wear either trousers or a skirt but they must be purchased from Macron and can not be adjusted in anyway. The skirt can not be shortened and must reach the top of the knee.

TIE

Must be worn with the tip of the tie touching the waistband of the trousers/skirt.

SHIRT

A long or short sleeved white shirt, must be worn and the top button must be fastened.

SWEATSHIRT

There is now an optional grey sweatshirt that pupils can chose to wear, as well as the compulsory blazer.

SOCKS

Boys must wear mid-grey socks. Girls can wear mid grey socks, either long or short. Alternatively girls may wear back opaque tights, (40 denier plus).

HI-JAB

Must be plain black with no patterns, jewels etc.

HAIR

Must be natural colours in a neat and tidy style. Any accessories in the hair must be red. Designer lines shaved into hair are not permitted.

SHOES

Plain black leather or faux leather. No trainers, no pumps, no boots. Please see additional information on shoes.

JEWELLERY

Only 1 stud in each ear lobe is permitted. It must be plain and can not measure more than 3mm. No other piercings are allowed. Other than a watch no other jewellery allowed.

MAKE-UP

No make-up is to be worn. Acrylic/false nails are not permitted. Nail varnish is not permitted.

HOODIES

Can be worn to and from school, but once in school must be placed into the pupils bag on arrival to school. They cannot be carried or tied around the body.

YOUR UNIFORM, PE KIT AND EQUIPMENT

At Hazel Wood High School we have a whole school PE kit, as shown below.

As a minimum, you must have shorts, t-shirt and socks or tracksuit bottoms t-shirt and socks.

Pupils must also have trainers for every lesson. In the winter, pupils can chose to wear a black base layer underneath their PE kit and a hoody is an optional extra.

COMPULSORY

OPTIONAL



HAZEL WOOD HIGH PE DEPARTMENT'S EXPECTATIONS

- Bring your full PE kit to every lesson.
- Hair tied up into a bobble.
- All jewellery removed.
- No chewing gum.
- Everyone takes part in every PE lesson.
- If you are injured or ill please bring a note from a parent/carer explaining the issue. You may still be asked to participate in some form e.g. Umpire, manager, coach.

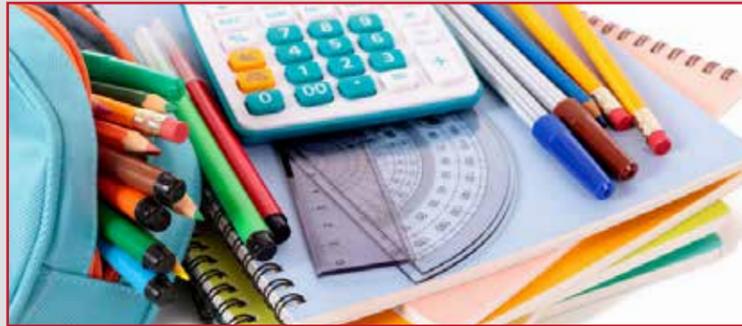
You are still required to bring your full PE kit, as we may be outside in the poor weather conditions and can then get back changed into a dry uniform for the remainder of the day.

OTHER SCHOOL EQUIPMENT

Equipment required every day:

All pupils must have the following;

- Pen (blue or black)
- Pencil
- Ruler
- Green and purple pen
- Rubber
- Pencil Sharpener
- Protractor and compass
- Glue stick



You must also bring a bag that is big enough to fit A4 size exercise books.

For Maths you will need a Casio Scientific Calculator

All of this equipment can be purchased from school separately or as a pack.

HOW TO PURCHASE ITEMS (INCLUDING LUNCH) IN SCHOOL

Hazel Wood High is a cash-less school.



We use a system called ParentPay which is an online payment service for any payments needed. ParentPay allows payments to be made online for dinner money, clubs, trips and other items such as uniform or equipment like the calculator in the section above.

This online payment system will show what items are available for payment relevant to your child and emails a receipt of any payments made, to the email address you register. This means that cheques or cash should not be sent into school. As payment is immediate there is no need to wait for cheques to clear. It is a quick and easy system to use that provides an accurate record of any payments made.

To get started on ParentPay you need an activation letter which will enable you to set up a ParentPay account. You can also merge your accounts if you have more than one child at Hazel Wood.

Please do ensure that you get set up in advance of your child starting with us.
If you need help with this please do not hesitate to contact the school.

SUPPORTING PUPILS WITH ADDITIONAL NEEDS

At Hazel Wood High School, we offer a range of support interventions for pupils who may find parts of being in high school difficult. We have a team of trained support staff, who focus on specialist areas such as literacy, numeracy and social skills.

We also provide additional support for pupils where English is not their first language through specialist staffing and work with the Curriculum and Language Access Service (CLAS).

Support can be provided in lots of different ways. We have a room within school where targeted 1:1 or small groups sessions can be delivered and activities at social times can take place. We also work with pupils in timetabled lessons to provide a personalised approach to accessing different subjects.

Pupils who find school a challenge, either accessing the learning or socially and emotionally, are identified and checked to see if there is a specific Learning Difficulty that we need to explore.

Families who also have a concerns regarding the development of their child can also contact school to discuss their worry and we can work together to investigate this and work to find a solution in partnership, to support every learner, looking at the use of outside agencies, where required.

THE HAZEL WOOD CURRICULUM

YEAR 7 PROJECT

At Hazel Wood, we teach our Year 7 pupils slightly differently to help and support your child's transition to High School. They are a team of Year 7 teachers, who will teach them English and Maths and who are also form teachers so your child will get to know the team really well. We pride ourselves on developing relationships that will support our pupils on settling into becoming part of our Hazel Wood family. Each year group also has a Head of Year and Pastoral Manager that can help support your child with any issues that arise.

Our curriculum design is very hands on and has been created with the intent of building upon all the foundations that they have developed in Key Stage 2.

Pupils will have five sessions of English each week and it will be a mixture of Language and Literature. We pay particular attention to improving writing skills (including spelling and punctuation) and to promoting reading. We have spelling groups and reading and writing programs for those needing extra support. We will also have a fortnightly spelling test to practice using the spelling rules. Each topic will include elements of non-fiction, media, poetry, prose and drama. There will also be opportunities for Speaking and Listening. Maths consists of four sessions each week and our learning is designed to develop the key skills needed for later academic work and later in life. We aim for students to be fluent in their use of these skills and also to be able to understand where to apply them. We believe that students should be able to comprehend every aspect of mathematics so that they can explain what they are doing in simple, everyday terms.

KEY STAGE 3 AND 4 CURRICULUM

We at Hazel Wood are very proud of our broad curriculum giving our young people opportunities to develop in a range of exciting subjects. We encourage aspiration and progress with a belief that our curriculum will support our students academically and also morally.

At KS3 students will learn:

English, Oracy (ability to express yourself fluently in spoken language), Maths, Science, Spanish, History, Geography and Religious Studies. We are also proud of our practical subject offer where students will get a rotation of the following subjects across the year where they can develop their communication, technical and creative skills in Performing Arts, Music, Art, Design Technology, Food Technology, ICT and Physical Education.

At KS4 students have an opportunity to chose their options to support their study for further education. Alongside English, Maths and Science students can choose from:

- Spanish, Geography and History
- Alongside 3 choices from our KS3 practical offer



YOUR TYPICAL SCHOOL DAY

A typical school day at Hazel Wood High School may be very different to what you are used to. You could have up to six lessons a day, with different teachers and in different classrooms.

Our school day may start and finish at a different time to what you are currently used to. You may be wondering how you will manage all of this, so we have included a few things to help you.

If you look below you can see our school timings and an example of a timetable. We will also help you learn your way around the building and can provide you with a map when you join us on the first day.

SCHOOL TIMINGS

Lunch is split into two sittings. You have lunch for 30 minutes with your Form Tutor in Lesson 5.

AM Form	8.40 - 8.50
P1	8.50 - 9.45
P2	9.45 - 10.45
Break	10.45 - 11.00
P3	11.00 - 12.00
P4	12.00 - 13.00
P5 & LUNCH A	13.00 - 13.30
P6 & LUNCH B	13.30 - 14.00
P6	14.00 - 15.00
End of school	15.00
P7 / E-Curr	15.00 - 15.30

After school, there are lots of clubs & activities you can get involved in. See page 12 for more information.

DRAFT TIMETABLE

	Registration	Period 1	Period 2	Period 3
MONDAY	Form ACO Rm34	English ACO Rm34	Maths AWE Rm15	Art KMI Rm 22
TUESDAY	Form ACO Rm34	Science ACO Rm34	Art KMI Rm 22	English ACO Rm 34

Subject.

Teachers Initials
Room Number

HOMEWORK AND INDEPENDENT LEARNING

You will get homework each week for most of your subjects and the majority of this will focus on developing knowledge through revision and enhancing memory skills, through repeated knowledge retrieval.

- Each subject will give you knowledge organisers, which will specify the key concepts that you will be expected to master in your long term memory.
- You will be issued with a practice book (to be taken home and brought in to school every day).
- You will be given part(s) of the knowledge organiser, which needs to be memorised for testing each week in different subjects.
- You will be tested in a variety of different ways in different subjects on the knowledge organisers.
- You will also get some homework tasks relevant to your learning - some of these might be projects which last a few weeks.
- Your parents/carers and you will be able to see the details of your homework in your planner and your homework marks on the SIMS parent APP.

IMPORTANCE OF ATTENDANCE AND PUNCTUALITY

At Hazel Wood High School, we reward good attendance and punctuality with half termly rewards assemblies and inter-form competitions for a form prize, including a fast pass for the lunch queue.

For all pupils being at school promptly at the start of the day, and for every lesson, is crucial to get learning under way on time and in a positive manner. If a pupil is late for school for any reason, they will need a note explaining the reason for this and if it is general lateness, with no approved reason, there will be a short detention at lunchtime. Being late for a lesson interferes with the learning of others and slows down the start of the lesson and this is unacceptable.

Absence from school is monitored carefully and we have an expectation that all pupils will attend school as much as possible, developing their personal resilience, and the target is 96% or more. There are times when an absence cannot be avoided due to illness, a medical appointments or personal reasons that are shared with school. However as a concern around absence develops, the Form Tutor will contact the family and a recovery plan will be put in place, including catching up the missed work.

Pastoral Year Leaders will liaise with families where a concern continues to grow. If attendance continues to fall and a pupil continues to be absent with no acceptable explanation then a fine may be imposed.

Whilst we endeavour to work with families to resolve issues your child's attendance is important for their education. Please do not book holidays in term time unless this has been authorised by the Headteacher as you may incur a penalty notice. Should there be exceptional circumstances that you wish the Headteacher to consider, please complete a leave of absence form. These can be obtained from our Attendance Officer or the Main Office.

NO PLACE FOR BULLYING

We have a duty of care to ensure that all pupils are educated free from harassment, intimidation, aggression, discrimination and derogatory language.

Our Anti-Bullying policy was created in partnership with families, anti-bullying ambassadors, pupils, staff and representatives from the local authority and local community groups. It is important that we all know what to do should you experience, or witness, bullying in school. All students have a responsibility to contribute, in whatever way they can, to the protection of all our pupils.

We define bullying as 'The behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group, either physically or emotionally' and have a zero tolerance policy at our school that we all have a responsibility to uphold.

What to do if you feel you are being bullied?

If you feel that you are being bullied inside or outside school, some steps that you can take include:

Talk to an adult that you can trust.

This may not necessarily be a teacher but it is important that you realise that you cannot, and should not, deal with this on your own. We ask that this adult will make the school aware of what is happening so that we can deal with this as quickly as possible whilst making sure that you are safe and okay.

Try and record what has happened and how this has made you feel.

Please be honest with how this has made you feel. By recording what has happened this will help us deal with what has been happening in the right way.

What to do if you see another pupil being bullied:

If you see bullying please challenge this behaviour rather than be a bystander. However, do not use violence towards those who are showing bullying behaviour or put yourself at risk.

- It is important that you tell a member of staff if you have witnessed or suspected any instances of bullying. We need to know what is happening and for any bullies to realise that staff and students do not allow for this behaviour at our school.
- Continue to listen respectfully to views, beliefs and opinions that are different from your own in considered ways
- Continue to show respect for the different protected characteristics as defined in law.

REWARDS

The rewards are set up to reflect the school's values of Respect, Responsibility and Aspiration. They are based upon achieving academic excellence and developing character. Every time you receive any form of award points your parent/carer will be notified via the SIMS parent app. Our aim is to really celebrate and share your success.

Rewards at Hazel Wood High School come under the following two categories:

- Aspiration Points
- Respect & Responsibility Points

ASPIRATION POINTS

Steps to Success	3 Grade 1's in a day = 3 points
Star of the Week	Awarded by every class teacher = 2 points
Excellence	Awarded for producing excellent work, making good progress in lessons etc = 5, 3 or 1 point/s
Homework Success	Awarded for completion of homework to a good standard (and on time) = 1 point.

RESPECT & RESPONSIBILITY POINTS

Ready to Learn	Awarded each week by Form Tutors for uniform (meeting Hazel Wood expectations), equipment (pen, pencil, ruler, planner, school bag), planner signing and up to date = 5 points
Attendance	Awarded by the form tutor - 100% attendance = 5 points
Punctuality to school	Awarded by the form tutor, no lates in a week = 5 points Character Development Programme – per task completed = 10 points
Contribution	Awarded by any member of staff for any deed in addition to the Character Development Programme that contributes to school, the community of character = 5, 3 or 1 point/s

Each week your form tutor will receive a report which will give them an up to date running total of your achievement points. You will record this score in your planner. Pupils can claim a prize from the Reward Shop each time they achieve a badge.

ASPIRATION POINTS

All points are added together and pupils work towards achieving Bronze, Silver, Gold and Platinum badges and certificates. This is known as **The Hazel Wood Way Award Scheme**.

The awards will be presented in half termly 'Rewards Assemblies' held by the Head of Year. Badges will be worn on the blazer and certificates can be used in pupil CV's. Parents/carers will be notified via SIMS parent app when a pupil has gained a badge.

Pupils will aim to get all 4 badges in the academic year. The year group will be indicated in the middle of the badge. The pictures are just an idea of what the badge may look like as we are still in the process of designing new ones for September.

Points needed to receive a badge are:	
Bronze	300
Silver	600
Platinum (Hazel Wood Tree badge)	1000+

SANCTIONS

Hazel Wood High School - Behaviour System

The behaviour system is built upon 4 rights which are central to the school's values of **Respect, Responsibility and Aspiration**

FOUR RIGHTS

All teachers have a right to teach	All students have a right to learn	Everyone has a right to safety	Everyone has a right to fair treatment
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We classify behaviours into 4 categories - We call these the 4P's

FOUR P'S

PUNCTUAL Arrive to school and lessons ready to learn	POLITE You will be respectful and co-operative at all times.
PARTICIPATE Show very high levels of engagement in your learning (on task)	PREPARED Wear your uniform with pride. Have the correct equipment

STUDENTS ARE EXPECTED TO:

- Be polite
- Be punctual
- Be prepared for school & wear the correct uniform at all times
- Participate fully in lessons
- Move quietly around school
- Treat the school buildings & school property with respect
- Accept sanctions when given
- Refrain from behaving in a way that brings the school into disrepute including when outside school

Class teachers will give clear guidance on our expected standards of behaviour. Failure to meet these standards will result in a corrective conversation, in which you will be told what you need to do to put the behaviour right. You will have one chance to do so. If you continue to not meet the expected standard then a P point will be issued.

We operate a same day correction system, **every time** you get a P point your parents/carers will be notified. At the end of the school day, class teachers will bring pupils to the canteen for up to one hour.

Punctuality

If you are late to school (with no valid reason) you will be put in a 20 minute lunch time correction. If you are late to lesson, you will be given a P point. Repeated poor punctuality will result in a parental/carer meeting with your Pastoral Year Manager.



WELL-BEING AMBASSADORS

We have specially trained Well Being Ambassadors that can be found in the room next to the Dining Room every day, before school, break time, lunchtime and after school. You can call in to talk about those issues that are causing them worry or simply for a chat. Our Ambassadors will listen, and help, by getting the support and help that is needed to resolve any issue our pupils may be experiencing in school.

Families can contact the school (0161 797 6543) and speak to a member of staff if they have any concerns about their child's well-being at school, please speak to:

- Your child's Form Teacher
- Your child's Pastoral Year Leader
- Your child's Head of Year
- Mr Greenhalgh, Headteacher

THE HAZEL WOOD OFFER

At Hazel Wood High School we have lots of activities outside of the classroom that you can volunteer to take part in. Some of these clubs run at lunch time and some are after school. Once you start at Hazel Wood you will be given a timetable of when the different clubs take place.

If you are sporty you may want to try the running and fitness club, boxing, football, netball, basketball, rugby, badminton or cricket. Throughout the year, there will be other sporting clubs that you can also choose to join. If you work really hard you could even get on one of the school teams!

For those of you who would rather explore something more artistic and creative there are various other clubs too. You may be a budding reporter or just like a bit of gossip - maybe you could join the school newspaper. Are you an avid reader and interested in exploring new books that you may never have read before? - then you could join the Book Club. Maybe you are a baker, the new Paul Hollywood - if that's the case then the Bake Off club could be right for you. We also offer Lego clubs, Dungeons and Dragons, Coding, Pop Art, Sing and Sign and even a Science Club.

Clubs are subject to availability. To see our current offer please ask for an up to date timetable of our clubs or view this on our website.

STUDENT LEADERSHIP

Leadership is very important in our school and all pupils play a significant part in the decision making process at Hazel Wood High School.

We have a thriving school council and every form will choose two representatives to make up the Year 7 Student Council, which meets every half term.

All members of the form contribute to the discussions and decision making activities, with information flowing between the council and the form, to help decide the direction of our school. Recent work has included school dinners, food choices, the development of the rewards system and how to get the best starts and ends of lessons.

The Whole School Council is then made up of members of each year group, the Year 10 / 11 Prefects and representatives from other leadership groups in school, such as Reading Buddies and Well-being Ambassadors. Being a part of the student council helps individuals improve and enhance their leadership skills, especially in the areas of goal-setting, organisation, cooperation and decision making. It also includes activities on self-awareness to help them recognise their talents, skills and capabilities, whilst also representing our school at events at school and in the community. All members of the school leadership group are recognisable by a black lanyard.

They also wear a badge on their blazer, and they will be more than willing to help, so just ask!



KEEPING IN TOUCH - SIMS PARENT APP

When your child starts school, it is important that we are able to get important communications to you. This is why we have invested in the Parent App and ask all of our parents to download the SIMS Parent App onto your mobile phone or other electronic device.

SIMS Parent App is a valuable communication tool for school and parents. Through the app you will be able to access information about:

- Your child's homework
- Any after school activities
- Your child's progress
- Your child's timetable
- Your child's attendance



Guidance is provided on our school website about how to download and make best use of the SIMS Parent App.



It is really important that we have accurate contact details for all parents and guardians. Mobile or landline phone numbers as well as email contact details are vital, so that we can contact you quickly if needed. Please let us know your email address so that we can invite you to use this system and be involved in all aspects of your child's education and progress.

Parents and Guardians can update their contact details on the SIMS Parent App, instructions are provided on the school website. If you are struggling to do this then please call Student Services with any changes and they will update these on our school systems.



FRIENDS OF HAZEL WOOD HIGH SCHOOL

The Friends of Hazel Wood High School are a group of dedicated volunteers from the school and the wider community who will come together to discuss and facilitate projects and activities to bring the school and the community together, promoting community events, fundraising, environmental projects, sporting competitions, walking and cycling opportunities.

If you would like to join us to discuss your ideas or have a particular interest in any of the above, please contact school for more information.

WHERE TO FIND ADDITIONAL INFORMATION

This booklet contains what we feel is the most important information you need, as a pupil and parent with regards to starting with us at Hazel Wood High School. We know that you will likely want, and need further information and advise that you also familiarise yourself with our school website.:

Hazel Wood High School website: www.hazelwoodhigh.co.uk

On the website you will find a tab called **New Year 7 Starters**. This will be a good place to look, regardless of when you are joining us. In this section we will save useful information that will help you as you plan to start at Hazel Wood High School. Within this section you will also find our school prospectus, and a video of our school which may be helpful to you in getting to know your new school.

About Us - explains about our school and the vision and values that we share together.

School Information - includes our policies, information on our Curriculum, Governors and Staff. No Place for Bullying shares what we do at Hazel Wood High School to ensure that our pupils are educated free from harassment, intimidation, aggression, discrimination and derogatory language.

New Year 7 Starters - information that is useful for those joining our school in Year 7, or at any point of their school career.

Parent and Carers - this is where we store our letters home, and also includes answers to any frequently asked questions that we think is useful for our parents to know. Here too, you will find our school calendar.

News - is regularly updated so that you can see, and celebrate, the different things that the school is involved in.

Contact us - if you have any queries whatsoever, please do contact us and we will do our best to help you.

SCHOOL CONTACT DETAILS

Hazel Wood High School
Hazel Avenue
Bury
Lancashire
BL9 7QT

Email enquiries@hazelwoodhigh.co.uk
Telephone 0161 797 6543

STILL NEED TO SEE US?

As a parent/carer, you also have the opportunity to come into school and talk about any topic of your choice. The Headteacher will hold a drop in session once a week and the Heads of Year and Pastoral Managers will also have drop in sessions, so you can pop into school and discuss any important issues rather than waiting for a Progress Evening or school event. If the matter you want to discuss is too urgent to wait, then please just call and someone will get back to you as soon as they can.



