



ADMISSION GUIDE

2021/2022

WELCOME FROM THE PRINCIPAL

Welcome to Herne Bay High School, I hope you are as excited as we are to start your journey with us this coming academic year.

In September, I will be starting my fifth year as Principal of Herne Bay High School and the first group of year 7 students that I welcomed back in 2017 are approaching their first milestone year of GCSE examinations before transitioning into our fantastic 6th form as young adults. One of the best parts of being Principal is welcoming new students and families into our school community and then being able to watch the students grow, mature, and develop so that they are ready and equipped for whatever life throws at them. Our new year 7 students are just stepping onto the first rung of the secondary school ladder, and it is so important for them to look up, look forward and grab all the opportunities that we will offer them in the coming years.

We know the move from junior school to secondary school presents new, exciting challenges and opportunities that sometimes can prove a little daunting. As such, and to ensure that your child's move is successful, we work closely with your child's primary school and yourselves during the period of transition.

We believe that it is only through establishing strong working relationships between home and school that we can fully realise your child's potential. Key to this is ensuring that everyone understands the expectations around academic work, behaviour and commitment and there will be significant information to help you familiarise yourself with these expectations. In particular, there is a Home School Agreement that details the commitments we expect from all parties. I ask that you read this carefully and sign to show that you buy into the partnership.

Our core values of Kindness, Respect and Dedication are a central belief, clearly understood and shared by every member of the school community. These values will be embedded in every part of your child's school journey over the next seven years.

Your child has worked hard and earned their place at our fantastic school. Herne Bay High is a school where we pride ourselves in providing a rich learning environment that will, over the years, develop your child academically, socially, emotionally and prepare them for the complexities of an ever changing and demanding world.

We are here to help and support you and your child through this process of transition and I look forward to meeting you in person soon.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Boyes', with a large, sweeping flourish extending to the right.

Mr J Boyes

Principal

THE EDUCATIONAL EXPERIENCE AT HERNE BAY HIGH SCHOOL

We provide all our young people with a challenging, engaging and broad educational experience in their first few years, with this learning journey then becoming more personalised and in depth as they work towards GCSE's in Year 11. Our 6th form provision continues to expand and develop and we offer a broad curriculum enabling progression to university, further education and work. The guiding aim being that we have a responsibility to equip all our students with the requisite skills, knowledge and understanding to flourish in our rapidly changing world.

Herne Bay High School is a successful, innovative and hugely popular school. As we begin to move forward from the pandemic, it is imperative that, whilst we continue to adhere to the government guidance around COVID-19, we embrace the opportunity to reinvigorate our practice, structures, systems and day-to-day operating.

Therefore, we have created a new school organisation structure. Our new school model is one in which the school will be divided into a Lower School (year groups 7-9) and an Upper School (year groups 10-13).

The overarching principle throughout the pandemic was that students from different year groups must not come into contact with each other. Whilst our hand was forced to move away from colleges and into year group zones, the benefits have been substantive. There have been many challenges, one being that for the younger students, the academic year 2020/21 meant often spending the entirety of the day in one multi-functional base. Our new model has been constructed to allow students to access specialist learning environments whilst aiming to maintain year group zones if required. Re-establishing routines and embedding our new school model is key to ensuring our school remains a calm, efficient and academically strong learning community.

Overarching operational approaches –

- Each year group will have a designated zone. Each zone contains 10 mentor base rooms and a designated break/lunch area.
- Students will wear year group ties: Y7 blue, Y8 yellow, Y9 purple, Y10 green and Y11 red. There will not be a need for lanyards in these year groups and colleges will cease to exist. Y12 students will wear blue lanyards and Y13 students will wear red lanyards.
- Lessons will be taught in faculty zones with designated Lower and Upper school rooms.
- There will be designated toilets for each year group.
- Students and staff will follow a one-way system to maintain order whilst moving around the site.
- Lower school students will enter/exit the school site via the back of the school, with Upper school students utilising the front of the school.
- The year-based office structure of 2020/21 has been replaced by a Lower School and Upper School student services. The Lower School student services will be based in LA06/RE01 and the Upper School student services will be the offices at the back of M block.

SETTING FOR YEAR 7

At Herne Bay High School, we value the success of every individual and offer all students an academic experience in line with their ability and interests. All students will benefit from the same curriculum, quality of teaching and access opportunities throughout their time at the school.

During this unprecedented lockdown causing the lack of our 'normal' transition and induction process, the absence of validated KS2 SATS data and the cancelling of the Y6-7 transfer meetings, we have taken the decision to delay the creation of the Herons groups until Christmas 2021. From September we will have 2 grammar classes and 8 mixed classes. Students will be undertaking a range of tests and assessments over terms 1 and 2 before we create the Herons groups in January.

Students who have passed the Kent Test have been placed automatically into the grammar classes along with students who, based upon the recommendation of their Primary School, the Teacher Assessed data and Banding Assessment have been deemed at this time to be the most able.

In September, all students will sit a Cognitive Ability Test (CAT) which will provide the school with an indication of their ability and potential. We will, in January, review the set structure and reallocate students to a more appropriate academic group, including the grammar class if necessary. These future decisions will be determined by your child's ability, effort, attitude, motivation and behaviour over the coming months.

Should you require any more information please email Mr B Jones (Vice Principal) via year6@hernebayhigh.org

Herne Bay High School's OFSTED inspection (January 2018) assessed the school as 'Good' with many outstanding elements, stating that:

- Teachers' secure subject knowledge and enthusiasm contribute well to the good standard of education.
- There is a vigilant culture of effective safeguarding throughout the school. Pupils feel safe and are happy. They value the support given by the staff.
- A positive climate for learning permeates the school. Pupils are typically keen to learn and are eager to improve. For instance, in the majority of lessons they show pride in their work and workbooks are typically well presented. Additionally, pupils value the additional time in lessons that allows them to reflect upon and improve their work.
- Pupils' personal development and welfare are a particular strength in the school. The provision for pupils' spiritual, moral, social and cultural development is highly effective. A wide range of experiences and opportunities are offered to pupils.
- Pupils, including disadvantaged pupils and those who have special educational needs (SEN) and/or disabilities, are making good progress across a wide range of subjects. Some are exceeding expectations.
- Leaders are committed to achieving the best for pupils, and this ambition is strongly supported by staff. The school is a place where pupils feel safe and are well looked after.
- Leaders ensure that pupils' spiritual, moral, social and cultural development equips them to be thoughtful and caring individuals. Assemblies, tutor times and a wide-ranging programme of extra-curricular activities such as dance, art and sports clubs are provided. Pupils visit local primary schools to perform dance displays and benefit from a variety of educational visits to theatres and galleries.

CORE VALUES AT HERNE BAY HIGH SCHOOL

We continue to ensure that every member of the HBHS community aspires to be the very best they can be.

We have simplified our core values into 3 easy to understand areas.

We expect every person to be Kind, Respectful and Dedicated

Kindness

- I will be kind to others and will ensure that my behaviour does not make other people unhappy
- I will aim to be helpful

Respect

- I will conform to the school values, rules and ICT Acceptable Usage Policy
- I will be respectful to others and the school environment
- I will wear the correct uniform
- I will behave in a polite, courteous and considerate manner at all times and to all members of the school community
- I will follow instructions from staff without question
- I will use appropriate language when addressing other members of the school community
- I will not use electronic methods, social networking sites e.g. Facebook, text messaging or email to post or share pictures, videos or comments relating to any member of the school community without their express permission
- I will ensure that my behaviour within lessons and around the school site does not prevent the learning progress of other students
- I will remain silent when teachers are talking and not distract others
- On the occasions that I make mistakes I will own up to them, learn from them, attempt to repair the damage I may have caused and try my best not to repeat them

Dedication

- I will work hard to complete all classwork and homework to the best of my ability
- I will attend school regularly and with the correct equipment
- I will maintain a very good attendance and punctuality record
- I will seek help and advice from staff when difficulties arise
- I will not give up

ATTENDANCE AT HERNE BAY HIGH SCHOOL

There is a legal requirement for all children from 5-16 years of age to be educated and, if they are being educated in a school setting, to maintain a very good attendance. At Herne Bay High School we have the highest expectations regarding attendance and therefore request that parents/carers familiarise themselves with the following:

If your child is too unwell to attend school:

Please telephone 01227 289409 or email us at absence@hernebayhigh.org before 8.30am on every day of absence. You do not need to follow this up in writing.

Absence for Medical Appointments:

Please telephone, send a note or email in advance explaining the reasons for the absence. Where possible, please try to arrange appointments outside of school hours or at a time that will cause minimum disruption to learning, i.e. first thing in the morning or later in the afternoon in order that your child can be in class for the rest of the day.

Extended absence through illness:

Should your child be unwell for 5 days or more, we will require medical evidence to support this absence. This can be in the form of a signed and dated doctor's card, prescription or medication label. Local surgeries are aware of our attendance policy and are supportive of these measures.

Lateness:

If your child arrives to mentor time after 8.30am, they will receive a lunchtime detention on that day. Please also note that any lateness to school after 8.50am is recorded as unauthorised absence.

Holiday requests:

In response to Government and Local Authority directives, leave of absence is not authorised during term time unless in the most exceptional circumstances and never in the case of students in an exam year. Please write to the Principal, giving as much notice as possible of any planned absence. Please note that we work in line with Kent County Council guidelines and unauthorised absence may result in a penalty notice being issued for absences of 5 days or more.

Absence Calling:

We operate an absence call policy where we contact parents when a child is absent with no explanation. We begin sending texts/emails at 9.30am, so all information received by this time is taken into account. If you contact us after this time or your child arrives late at school (after 8.30am), there is a possibility you will have received or are about to receive a call from us. This is to safeguard your child and ensure their safe arrival at school.

Persistent Absence:

For any student that is persistently absent without medical evidence to support, we follow statutory attendance guidelines as follows:

Under section 7 of the Education Act 1996, parents are responsible for making sure that their children of compulsory school age receive a suitable education by regular attendance at school, alternative provision, or by education otherwise (e.g. the parent can choose to educate their child at home).

Interventions that may be considered for failing to secure regular attendance are Kent County Penalty Notices or a referral to the Kent County Council Attendance Service.

Herne Bay High School's Uniform Policy

All students must wear:

- a plain black blazer with the school badge (available from Barnums). *The school badge can be purchased separately if you wish to purchase the blazer from another outlet*
- a plain white shirt with a 'classic' collar, with a top button that should be done up for the whole day
- the school tie related to the year group to which the child belongs. *The school tie should be worn at the correct length with the top Heron logo showing below the knot when the tie is done up* (the tie is available from Barnums).
- all students should have a plain outer coat (not a fleece, sweatshirt or denim jacket/ coat).
- hoodies are not permitted in school as either outer coats or as a replacement for the school jumper or blazer.

Boys' Uniform (in addition to the above):

- Formal black tailored trousers (not corduroy, jeans, cotton drill or track suit bottoms).
- Plain black shoes with no logos and black socks.
- *Optional ~ The school plain V-neck black pullover with the school logo can be worn under blazers (available from Barnums).*
- No other jumpers, sweatshirts or cardigans etc. are permissible.

Girls' Uniform (in addition to the above):

- The standard school skirt (available from Barnums) or other suitable outlets.
- The only girls' trousers that should be worn are either the two different styles of standard school trousers (available from Barnums) or other suitable outlets
- Black shoes with a sensible heel.
- Black socks must be worn with trousers.
- Plain black tights or ankle length black socks may be worn with the school skirt.
- *Optional ~ The school plain V-neck black pullover with the school logo or the school cardigan with the school logo can be worn underneath the school blazer.*
- No other jumpers, sweatshirts or cardigans etc. are permissible.

Jewellery/Make-up

- Discreet make-up is permitted.
- Extreme hair styles (cut and/or colour), as determined by the Principal, are deemed inappropriate and hair colour should be within the natural range.
- Facial piercing is strictly prohibited, e.g. nose studs, eyebrow bars or rings as are visible tattoos.
- For health and safety reasons neither acrylic/gel nails nor the wearing of jewellery is allowed within school except for a watch and a single discreet stud in each ear.

During the summer term, students are permitted to wear:

- The school's white polo shirt. This is available for purchase from Barnums in the Spring term.
- If a student wishes to wear anything over the school polo shirt this must be either the school cardigan, the school jumper or the school blazer
- As is the case with their 'normal' uniform, students must wear the required shoes, trousers, skirt, socks and tights (please see above)

Should students choose not to wear the summer uniform they will be expected to wear their 'normal' school uniform in accordance with the guidelines listed above.

Sanctions for those students who fail to abide by the school's Uniform Policy

The school follows the DFE advice regarding dealing with uniform issues, and as such should a student breach the school's uniform policy (see above), this will be seen as defiance of school rules and a failure to abide by the terms of the Home/School Agreement that all students and parents/carers signed when they joined the school. **As such the student will be subject to school sanctions, including a detention on the day of the uniform issue and/or, if the situation is deemed to demand it, they may be removed from their normal classes.** In addition, following Department for Education advice, for serious or repeated breaches of the school's uniform policy, the student may face exclusion even if the student does not otherwise display poor behaviour (see <https://www.gov.uk/school-uniform>).

Physical Education Clothing

Physical Education is an integral part of the curriculum, and it is essential that students change for the lessons. The clothing listed below is required by all students taking part in PE/Games: **Please ensure that all items of uniform and PE kit are clearly marked with your child's name.**

PE Kit (purchased from Barnums) Please note that a discount of £20 (£10 HBHS/£10 Barnums) is given if you purchase the sports kit consisting of polo/shorts or skort/socks, midlayer and jogging pants)

- Black jogging pants with school badge
- Black mid layer top with school badge
- Red polo shirt with school badge
- Black shorts with school badge
- Black skorts with school badge
- Black socks with red top
- Black rain jacket with school badge and HBHS on back (optional)

All students should have a pair of clean indoor trainers to use in the indoor facilities (gymnasium, sports hall, climbing wall, fitness suite). Plimsolls or similar flimsy cloth or canvas shoes are not suitable for PE lessons as they offer no foot support. Students must have appropriate trainers or running shoes.

- A pair of outdoor trainers and/or football boots are required for outdoor lessons.
- Shin pads are advisable for football and hockey.
- A gumshield is advisable for hockey and rugby.

Showers: A towel will be required when a shower is necessary.

Swimming: A costume will be required for students involved in swimming during PE lessons.

It is essential that students bring their PE kit to change into even if they are not taking part in PE lessons due to illness. This enables them to take part in a non-participatory role, i.e. umpiring, refereeing etc.

HERNE BAY HIGH SCHOOL'S APPROACH TO DISCIPLINE-

Discipline at Herne Bay High School is directed towards maintaining a safe, secure, happy, friendly and courteous environment in which students are able to learn and play without distraction or interference.

All students at Herne Bay High School are expected to behave with common-sense, consideration for others and to display good manners at all times, both inside and outside the school. The school values of Kindness, Respect and Dedication should underpin all actions.

Ultimately, we see the educational development of the child, both academic and social, as being a partnership between students, parents and the school. We operate a system of rewards for students which is aimed at positive encouragement, but from time to time we may have to use various sanctions when a student's behaviour, attitude or effort causes concern or disharmony within our school community.

If a student misbehaves or fails to cooperate within their lessons or around the school, departments and the Leadership Teams of the Lower and Upper School will employ their own interventions to resolve the situation.

Herne Bay High School has a strict and clear policy when it comes to dealing with very serious issues. The normal response for any student who possesses, supplies or uses illegal drugs on the school site or assaults an adult member of the school community is for them to be permanently removed from education on the school site

In addition, permanent removal **MAY** be the course of action in following circumstances, all of which are deemed to be serious breaches of the School Rules:-

- In response to a serious incident of theft, violence, causing danger to others or bringing the school into disrepute
- In response to continual disrespect to staff, incidences of theft or continual incidents of bullying following previously recorded warnings
- In response to continual disruptive behaviour which would seriously harm the education or welfare of others in the school
- In response to the carrying of an offensive weapon
- In response to sexual misconduct or continual sexual or racial harassment

Our discipline approach is only truly effective in helping our students to confront and deal with their behaviour when parents work with the school and support the school with the interventions and support that are put in place for their child. On this basis, Herne Bay High School is keen for parents to reinforce the importance of maintaining a good approach to behaviour with their children.

As a school we believe that we should enact an approach to behaviour management that not only results in the child being held accountable for their actions, whether this be by imposing a sanction or through another course of action. We also believe that children should make amends for their actions and repair any relationships that have been harmed. Therefore, the school subscribes to the sentiments and practice of restorative justice and children who transgress will be expected to repair any harm they have caused.

As part of our partnership working with parents, we would expect parents/carers to be fully supportive of any sanctions imposed and to support the restorative elements of the school's behaviour approaches.

HERNE BAY HIGH SCHOOL'S RULES

Herne Bay High School's Rules are linked to our values and built on the foundations that students must be KIND to others, that they must show RESPECT for others and their environment and that they must show DEDICATION to their studies and in their actions.

Kindness

- I will be kind to others and will ensure that my behaviour does not make other people unhappy.

Respect

- Students must not bring the name of the school into disrepute either by their words or actions, whether these be physical or electronic.
- Students are expected to behave in a polite, courteous and considerate manner at all times and to all members of the school community and should behave sensibly, quietly and walk when within the school buildings.
- Students must not leave the school site at any time during school hours, including break and lunchtimes, without prior agreement between the school and parents/carers.
- Students must not use electronic methods eg. social networking sites, text messaging or email to post or share pictures, videos or comments relating to any member of the school community without their express permission.
- Students are expected to wear the correct school uniform and conform to the school's expectation on jewellery, make-up, hair colour and style.

Dedication

- Students are expected to be punctual and to be in the right place at the right time.
- Students should come to school, and attend classes, equipped for learning and their pencil cases should have, as a minimum a pen, pencil, ruler, protractor, compass and calculator all in a pencil case and Lower school students should carry a reading book (*note – clear pencil cases are the only type allowed within examination rooms although students may choose to have a different type for their classes*).

MOBILE PHONE POLICY

LOWER SCHOOL

- In the Lower School should a student wish to bring a mobile phone to school, they must turn it off between 8.30 and the end of the school day.
In the Lower School, we will operate a **“See it Lose it”** policy. If a phone is seen by a member of staff, then it will be confiscated until the end of the school day, at which point the student can collect it from the Lower School office.
- If the student's phone is confiscated for a second time in a term, then the Parent/Carer will need to collect the phone from the school. Further transgressions will result in the student being required to hand their phone in to the head of Lower School at the start of each day for the remainder of that term.

UPPER SCHOOL

- In the Upper School should a student in years 10 and 11 wish to bring a mobile phone to school, they must turn it off during lessons and not send or receive calls or messages until the end of the day. Students in years 10 and 11 are permitted to use their phones during break and lunch times to listen to music, play games, research information etc but must not use it to make calls or take photographs/videos.
- In the Upper School for years 10 and 11, at all times **apart** from break & lunchtime, if a phone is seen by a member of staff then we operate the **“See it Lose it”** policy. In these instances, it will be confiscated until the end of the day when the student can collect it from the office. Continual transgressions will result in the student being required to hand their phone in to the head of Upper School at the start of each day for the remainder of that term.
- In The 6th form (Years 12 & 13) students need to adhere to the ICT acceptable user policy and their sixth form contract.

There may be circumstances that, as an aid to learning, a teacher **MAY** allow a student / class to access their phones during a lesson for a particular purpose. Following this student must revert to the mobile phone rules for their School.

**Note - the school is unable to accept responsibility for any items of value brought into school that are either lost or damaged, such as, but not exhaustively, mobile phones, laptops, Tablets, games consoles, bicycles or money.*

HERNE BAY HIGH SCHOOL'S APPROACH TO HOMEWORK

The overall aim of homework and independent learning tasks is to enhance, enrich and improve the quality of students' learning beyond the taught lesson. It is important in raising student achievement through solidifying skills and developing new ones. Homework at HBHS is an integral part of the curriculum and expectations are the work is completed to the highest standard. Homework is intended to encourage self-discipline and independent study skills in students. It should provide opportunities for students to consolidate, practise and apply skills learned. Homework should help them to develop skills and techniques and increase their knowledge and ability to learn. Homework can also help prepare students for future lessons, examinations and provide opportunities for students to develop research skills.

The aim of homework is to:

- raise standards of achievement;
- provide opportunities for students to work independently and to take responsibility for organising their work;
- help students recognise the link between good study habits and higher standards of achievement;
- check that students have understood classwork;
- consolidate or extend work covered in school;
- prepare for future lessons; and
- extend lesson time to enable the National Curriculum to be covered.

Homework tasks can be:

- Independent learning
- Consolidation of work in class
- Practise - learning by doing
- Completion of coursework assignments
- Research, preparation or investigating
- Reading
- Visual arts projects

Homework tasks will be set regularly and recorded in Satchel One /Teams. Students and parents will be able to access homework by logging onto the Satchel One /Teams using a unique login and password so they may view the specific tasks set by teachers.

The role of students is:

- To check Satchel One /Teams regularly
- To plan and organise their time, by setting up a routine for completing work when it is set
- To complete tasks to the standards expected by their teacher
- To meet homework deadlines set by their teacher
- To inform their teacher prior to the deadline if they have concerns regarding the difficulty of the work set or if they are concerned they will not meet the deadline

The role of parents and carers is:

- To support their child in the completion of homework tasks
- To inform the school if there is an issue with their child meeting deadlines or with completing the task to the standard required
- To support the school if sanctions are required due to their child failing to meet deadlines or complete work to the required standard

The role of HBH staff is:

- To set homework using Satchel One /Teams
- To ensure homework set is appropriate to students' learning needs
- To ensure homework is marked and feedback is given
- To support students in the organisation and planning of their time
- To provide necessary resources to support students' completion of homework

COMMUNICATION BETWEEN HERNE BAY HIGH SCHOOL AND PARENTS/CARERS

Establishing positive relationships and maintaining good communication between school and home is essential in ensuring that children feel suitably supported and are given consistent messages with regard to the expectations related to their learning, attendance, behaviour, uniform and general approach to school and their studies.

Parents should:-

- Inform the school of any changes to personal contact details including email addresses / mobile numbers
- Inform the school of any medical or other emergency details
- Inform the school of changes in entitlement to free school meals
- Inform the school about any issues that might affect their child's work or behaviour
- Approach the school with any concerns, the first point of call for parents being the relevant Year Manager

In return Herne Bay High School will:-

- Contact parents when issues arise regarding their child's welfare, progress or behaviour
- Provide parents with access to their child's attendance data, behaviour and achievements through the school app (see the school website for further information)
- Inform parents on a regular basis of their child's progress
- Inform parents about the school curriculum and important dates within the year
- Inform parents about the day to day organisation and events of the school through the school website, email or text message
- Inform parents of children with Special Educational Needs and Disabilities about individual learning programmes and support provided.

We have a wide range of communication channels that are currently available between school and home. As an open school we actively welcome parental support and below are listed what we currently have in place to support this:

School Website:	www.hernebayhigh.org where you will find the most up to date information about the school.
Parental Contact System:	direct texts and emails shared between school and parents including reports sent home, fixture information, absence information, school closure, open evenings, parents evening bookings etc
Twitter feed:	twitter.com/hernebayhigh where we post daily about what is going on within school.
Facebook:	facebook.com/hernebayhigh
Year Teams:	Direct access to your Year Manager where you can share anything about the wellbeing or academic aspect of your child.
Parents Consultation:	Parent consultations for every year group. (dates on website)
Written reports:	Emailed to you throughout the year including the End of Year Exam results
Schools telephone no.:	01227 361221
Contact the Principal:	principal@hernebayhigh.org
Text / Email :	The school regularly texts and/or emails information hence the importance of keeping us up to date with your contact details.

ADDITIONAL INFORMATION

Travel Plan

It is national policy that all schools implement a school travel plan. At Herne Bay High we are aware of environmental, health and social issues and therefore encourage students to walk, cycle or use public transport, to and from school. Congestion at the beginning and end of the school day is an ongoing problem to both our immediate neighbours and ourselves. It is hoped that by requesting our students to use alternative methods travelling (walk / cycle) to and from school, other than travelling by car, we will encourage a healthier lifestyle and ease the congestion problem.

Due to health and safety issues the arrival and departure of buses and lack of space on site, parents/carers cannot park and wait on the school site. We will have a drop off / pick up zone in car park 4 for drive through only.

Information for students who wish to apply for the Young Persons Travel Pass

Children currently at primary school and joining year 7 at secondary school in September 2021 need to ensure that their application for their Young Persons Travel Pass is submitted in good time in order for their pass to be available at school at the beginning of next academic year.

For more information – <http://www.kent.gov.uk/roads-and-travel/school-transport/young-persons-travel-pass>

Cycling

If your child wishes to cycle to school they are welcome to do so. We do have cycle parking however the Governors cannot accept any liability or responsibility for any loss or damage incurred in such a facility. Parents/Carers should ensure that a strong, lockable chain is provided and the cycle has adequate brakes, reflectors and lights as required in the Road Traffic Act 198. We would also recommend that a cycle helmet is always worn and the cycle is insured under your home contents insurance policy and security stamped with your post code. It is also not recommended that cycles are left in the cycle parking facility overnight. Please contact the school office for more information.

Lunch Arrangements

Students will not normally be allowed to leave the school site during school hours for reasons of Health & Safety and child protection. Please make contact if there are exceptional circumstances that require your child to come home.

e-Communication and the school website

To provide effective communication the school will send text messages / emails to notify parents of upcoming events, changes to school policy or procedure via links to the school website or to inform you of school closures. It is important that you ensure the school has a record of your current mobile number and email address.

Parents should check the school's website (www.hernebayhigh.org) regularly and use the Parent tab (at the top of the homepage) to access +PAY, Parents Evening booking, access to Satchel One, e-safety information and Parent View questionnaires. It is important that you ensure the school has an up-to-date email address to allow the school to provide you with access to Satchel One, the school app and the Parents' Evening booking system. Please inform the school immediately of any changes to your email address or mobile number.

Technology

In Technology lessons, students complete a half yearly rotation of Food Technology and Design Technology . In order to save in parental costs and time, we bulk buy ingredients for food lessons. The contribution for ingredients for year 7 lessons is £11. Alongside this, we ask for a contribution of £11 towards the costs of materials within the Design Technology lessons. You will receive a letter from the Technology team detailing how and when this contribution can be made.

Musical Instrument Lessons

If you would like your child to continue learning an instrument that they started at primary school, or you would like them to have the opportunity to start a new instrument, please complete the application form that is available on our website and return it to school as soon as possible. Lessons are offered on a first come first served basis and if demand is high, a waiting list system is in place with the teachers. If there is demand for instruments not included on the list, we will do our best to support if we can recruit suitable professionals to provide these. Current lessons include:

Piano/Keyboard:	Singing*	Electric Guitar
Acoustic Guitar	Drums	Violin
Trumpet*	Saxophone*	
Flute*	Clarinet*	

Generally there are 30 lessons a year, (5 lessons per term) and instrument teachers invoice parents directly 3 times a year at the beginning of each term. Payment must be made before lessons begin. Additional support may be available to families in exceptional circumstances. For further information please contact the school.

In addition to private instrument lessons, we offer a range of cost free extra-curricular music clubs:

SAFEGUARDING

At Herne Bay High School we fully subscribe to the Government's view that there can be no issue of greater importance to parents and carers, or indeed to schools, than the safety of their children, and as such it is an area that we place as our highest priority. We promote a fully inclusive environment that enables all pupils to thrive, to understand and celebrate diversity and appreciate that individual characteristics make people unique.

If any parent or carer wishes to discuss any matters pertaining to safeguarding please be aware of the school's personnel for safeguarding children:

The Designated Safeguarding Lead (DSL) is Mr C Harris

- Contact details: email: c.harris@hernebayhigh.org Tel: 01227 361221

The Upper School DSL is Mr S Waters Contact details: email: s.waters@hernebayhigh.org Tel: 01227 361221

The Lower School DSL is Mrs S Jones Contact details: email: s.jones@hernebayhigh.org Tel: 01227 361221

The Deputy Designated Safeguarding Leads are Mr B Jones and Mrs K Molloy.

- Contact details: email: b.jones@hernebayhigh.org // k.molloy@hernebayhigh.org Tel: 01227 361221

The nominated child protection governor is Mrs A Ansell

- Contact details: email: clerktoqb@hernebayhigh.org. Tel: 01227 361221

The Principal is Mr J Boyes

- Contact details: email: Principal@hernebayhigh.org. Tel: 01227 361221

Keeping your child safe online - Please visit our website <https://www.hernebayhigh.org/our-school/esafety/>

Below are some additional useful sites

www.ceop.police.uk

www.thinkuknow.co.uk

www.familylives.org.uk/advice/your-family/online-safety/

www.saferinternet.org

www.vodafone.com/content/parents.html

www.kelsi.org.uk

SCHOOL TIMES

Monday, Tuesday, Thursday and Friday

- Morning Mentor 8.30 – 8.50 am (20 mins)
- Period 1 8.50 – 9.45 am (55 mins)
- Period 2 9.45 – 10.40 am (55 mins)
- Break 10.40 – 11.00 am (20 mins)
- Period 3 11.00 – 11.55 am (55 mins)
- Period 4 11.55 – 12.50 pm (55 mins)
- Lunch 12.50 – 1.25 pm (35 mins)
- Period 5 1.25 – 2.15 pm (50 mins)
- Period 6 2.15 – 3.05 pm (50 mins)
- Afternoon Mentor 3.05 – 3.20 pm (15 mins) including 5 mins for behaviour points reflection.

The majority of students will be dismissed at 3.15pm

Extra-curricular activities will be available until 4.30pm*

Times of the School Day: Wednesday

Wednesday

- Morning Mentor 8.30 – 8.50 am (20 mins)
- Period 1 8.50 – 9.35 am (45 mins)
- Period 2 9.35 – 10.20 am (45 mins)
- Period 3 10.20 – 11.05 am (45 mins)
- Break 11.05 – 11.25 am (20 mins)
- Period 4 11.25 – 12.10 pm (45 mins)
- Period 5 12.10 – 12.55 pm (45 mins)
- End of school day 12.55 pm
- Optional lunch 12.55 – 13.25 pm

Any behaviour points allocated on a Wednesday will result in 5 mins reflection on a Thursday