



**Nova Hreod Academy**

The best in everyone™

Part of United Learning



# PARENT INFORMATION GUIDE

*September 2020*





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## INTRODUCTION FROM RUTH ROBINSON – EXECUTIVE PRINCIPAL

We are delighted that you have chosen Nova Hreod Academy as the school for your son or daughter.

Rated as 'good' by Ofsted in February 2017, inspectors praised our "impressive" rate of improvement, highlighting a range of strengths, including the quality of teaching, learning, assessment and behaviour. We maintain the highest academic aspirations for our students whilst providing them with the wider opportunities they need to fully contribute to society as adults. Our curriculum ensures students are challenged and supported to make exceptional progress whilst Nova's expert teachers have the highest expectations of our students' behaviour, enabling them to learn in an environment which is disruption free.



*Ruth Robinson*

Nova Hreod is part of a Cluster of schools run by United Learning, along with Swindon Academy. As a Cluster in a large group of schools, we have access to fantastic training opportunities for our teachers to ensure that teaching standards are always high. We pride ourselves on providing the very best teaching experiences for our pupils but we also ensure that our students have plenty of opportunities to relax, have fun and learn new skills in after school clubs.

We look forward to getting to know you and your son/daughter over the next few years and encourage you to come and speak to us should you have any questions along the way.

**Mrs Ruth Robinson**  
**Executive Principal**

## INTRODUCTION FROM NICK WELLS– HEADTEACHER

I'm delighted that your child will be joining us at Nova and am looking forward to welcoming them to our Nova family. Our school ethos is deeply rooted in our 'DISC' principles, Drive, Integrity, Scholarship and Contribution, which our students develop during their time with us. As our students develop these values, they move towards adulthood, better prepared for the challenges they will face. They can take charge of their own destinies, flourish in their future careers and lead happy and healthy lives.



*Nick Wells*

Our ASPIRE curriculum and the structure of the school day, offer pupils a broad and balanced education and enable Nova students to learn and apply knowledge in greater depth, make significant progress and attain highly. Our Best in Everyone assessment weeks allow us to give parents meaningful feedback on learning and progress throughout the academic year. Students are set a considerable amount of home study work to complete each week. Nova students work hard so they achieve incredible things. We provide an online app, which helps parents monitor and support this study work as well as find out about the rewards their children have received.

Our house system, student leadership opportunities, and our 'SuperNova' enrichment programme ensure that our students develop character, demonstrate compassion and contribute to the community. All Nova students are allocated to one of our four houses and our pastoral support and SEN team ensure there is a strong sense of care and cohesion across Nova.

Please take the time to look through this handbook with your child to find out more about the high standards of educational provision that we offer. You should find everything you need to help your child make a successful start at Nova.

**Mr Nick Wells**  
**Headteacher**



# VISION AND VALUES OF NOVA HREOD ACADEMY

Everything that we do at Nova Hreod is centered on our vision and the development of our four 'DISC' values which are underpinned by United Learning's Framework for Excellence. These form a pathway to all-round success: excellence in academic achievement and excellence in ethos, character and culture. Our vision is that:

*Every Nova Hreod pupil is able to flourish academically and personally in an aspirational and supportive environment.*



# TERM DATES 2020-2021



## Nova Hreod Academy Holiday Calendar 2020 / 2021

|  |  |                         |
|--|--|-------------------------|
|  |  | School holidays in blue |
|--|--|-------------------------|

|           | August/September |    |    |    |    |  | October |    |    |    |    |    | November |    |    |    |    |    | December |    |    |    |    |  |
|-----------|------------------|----|----|----|----|--|---------|----|----|----|----|----|----------|----|----|----|----|----|----------|----|----|----|----|--|
| Monday    | 31               | 7  | 14 | 21 | 28 |  |         |    | 5  | 12 | 19 | 26 |          | 2  | 9  | 16 | 23 | 30 |          | 7  | 14 | 21 | 28 |  |
| Tuesday   | 1                | 8  | 15 | 22 | 29 |  |         |    | 6  | 13 | 20 | 27 |          | 3  | 10 | 17 | 24 |    | 1        | 8  | 15 | 22 | 29 |  |
| Wednesday | 2                | 9  | 16 | 23 | 30 |  |         |    | 7  | 14 | 21 | 28 |          | 4  | 11 | 18 | 25 |    | 2        | 9  | 16 | 23 | 30 |  |
| Thursday  | 3*               | 10 | 17 | 24 |    |  | 1       | 8  | 15 | 22 | 29 |    | 5        | 12 | 19 | 26 |    | 3  | 10       | 17 | 24 | 31 |    |  |
| Friday    | 4*               | 11 | 18 | 25 |    |  | 2       | 9  | 16 | 23 | 30 |    | 6        | 13 | 20 | 27 |    | 4  | 11       | 18 | 25 |    |    |  |
| Saturday  | 5                | 12 | 19 | 26 |    |  | 3       | 10 | 17 | 24 | 31 |    | 7        | 14 | 21 | 28 |    | 5  | 12       | 19 | 26 |    |    |  |
| Sunday    | 6                | 13 | 20 | 27 |    |  | 4       | 11 | 18 | 25 |    | 1  | 8        | 15 | 22 | 29 |    | 6  | 13       | 20 | 27 |    |    |  |

|           | January |    |    |    |    |  | February |   |    |    |    |  | March |   |    |    |    |    | April |   |    |    |    |    |
|-----------|---------|----|----|----|----|--|----------|---|----|----|----|--|-------|---|----|----|----|----|-------|---|----|----|----|----|
| Monday    |         | 4  | 11 | 18 | 25 |  |          | 1 | 8  | 15 | 22 |  |       | 1 | 8  | 15 | 22 | 29 |       |   | 5  | 12 | 19 | 26 |
| Tuesday   |         | 5  | 12 | 19 | 26 |  |          | 2 | 9  | 16 | 23 |  |       | 2 | 9  | 16 | 23 | 30 |       |   | 6  | 13 | 20 | 27 |
| Wednesday |         | 6  | 13 | 20 | 27 |  |          | 3 | 10 | 17 | 24 |  |       | 3 | 10 | 17 | 24 | 31 |       |   | 7  | 14 | 21 | 28 |
| Thursday  |         | 7  | 14 | 21 | 28 |  |          | 4 | 11 | 18 | 25 |  |       | 4 | 11 | 18 | 25 |    |       | 1 | 8  | 15 | 22 | 29 |
| Friday    | 1       | 8  | 15 | 22 | 29 |  |          | 5 | 12 | 19 | 26 |  |       | 5 | 12 | 19 | 26 |    |       | 2 | 9  | 16 | 23 | 30 |
| Saturday  | 2       | 9  | 16 | 23 | 30 |  |          | 6 | 13 | 20 | 27 |  |       | 6 | 13 | 20 | 27 |    |       | 3 | 10 | 17 | 24 |    |
| Sunday    | 3       | 10 | 17 | 24 | 31 |  |          | 7 | 14 | 21 | 28 |  |       | 7 | 14 | 21 | 28 |    |       | 4 | 11 | 18 | 25 |    |

|           | May |   |    |    |    |    | June |    |    |    |    |  | July |    |    |    |    |  | August/September |   |    |    |    |    |
|-----------|-----|---|----|----|----|----|------|----|----|----|----|--|------|----|----|----|----|--|------------------|---|----|----|----|----|
| Monday    |     | 3 | 10 | 17 | 24 | 31 |      | 7  | 14 | 21 | 28 |  |      | 5  | 12 | 19 | 26 |  |                  | 2 | 9  | 16 | 23 | 30 |
| Tuesday   |     | 4 | 11 | 18 | 25 |    | 1    | 8  | 15 | 22 | 29 |  |      | 6  | 13 | 20 | 27 |  |                  | 3 | 10 | 17 | 24 | 31 |
| Wednesday |     | 5 | 12 | 19 | 26 |    | 2    | 9  | 16 | 23 | 30 |  |      | 7  | 14 | 21 | 28 |  |                  | 4 | 11 | 18 | 25 |    |
| Thursday  |     | 6 | 13 | 20 | 27 |    | 3    | 10 | 17 | 24 |    |  | 1    | 8  | 15 | 22 | 29 |  |                  | 5 | 12 | 19 | 26 |    |
| Friday    |     | 7 | 14 | 21 | 28 |    | 4    | 11 | 18 | 25 |    |  | 2    | 9  | 16 | 23 | 30 |  |                  | 6 | 13 | 20 | 27 |    |
| Saturday  | 1   | 8 | 15 | 22 | 29 |    | 5    | 12 | 19 | 26 |    |  | 3    | 10 | 17 | 24 | 31 |  |                  | 7 | 14 | 21 | 28 |    |
| Sunday    | 2   | 9 | 16 | 23 | 30 |    | 6    | 13 | 20 | 27 |    |  | 4    | 11 | 18 | 25 |    |  | 1                | 8 | 15 | 22 | 29 |    |

|                        |  |
|------------------------|--|
| <b>Public Holidays</b> | Monday 31st August 2020, Friday 25th December 2020, Monday 28th December 2020, Monday 1st January 2021, Friday 2nd April 2021, Monday 5th April 2021, Monday 3rd May 2021, Monday 31st May 2021, Monday 30th August 2021 |
|------------------------|--|

|                                    |  |
|------------------------------------|--|
| <b>TD Days</b>                     | 1 September 2020, 4 January 2021, 25 June 2021 (Cluster) |
| <b>Jon Coles' Days</b>             | 2 September 2020, 5 January 2021, 1 April 2021           |
| <b>Teacher Work from Home Days</b> |  |
| <b>Launch Pad</b>                  | 3 & 4 September 2020                                     |

### School Holiday Dates in Blue

|                   |  |
|-------------------|--|
| <b>Term Dates</b> |  |
| <b>Term 1</b>     | Pupils in Yr 7 & 11- Thursday 3 September 2020 - Friday 16 October 2020<br>Pupils in Yrs 8-10 - Monday 7 September 2020 - Friday 16 October 2020 |
| <b>Term 2</b>     | Monday 2 November 2020 - Friday 18 December 2020   |
| <b>Term 3</b>     | Wednesday 6 January 2021 - Friday 12 February 2021   |
| <b>Term 4</b>     | Monday 22 February 2021 - Wednesday 31 March 2021  |
| <b>Term 5</b>     | Monday 19 April 2021 - Friday 28 April 2021  |
| <b>Term 6</b>     | Monday 7 June 2021 - Friday 23 July 2021   |

Timings for the school day, which starts promptly at 8:20am, are as follows.

### Monday and Friday

|               |                     |
|---------------|---------------------|
| 08:20 – 08:25 | Roll Call           |
| 08:25 – 08:50 | Tutor Time/Assembly |
| 08:50 – 09:45 | Period 1            |
| 09:45 – 10:40 | Period 2            |
| 10:40 – 11:00 | Break               |
| 11:00 – 11:55 | Period 3            |
| 11:55 – 12:50 | Period 4            |
| 12:50 – 13:20 | Lunch               |
| 13:20 – 14:15 | Period 5            |
| 14:15 – 14.40 | Reading             |

### Tuesday, Wednesday, Thursday

|               |                     |
|---------------|---------------------|
| 08:20 – 08:25 | Roll Call           |
| 08:25 – 08:50 | Tutor Time/Assembly |
| 08:50 – 09:45 | Period 1            |
| 09:45 – 10:40 | Period 2            |
| 10:40 – 11:00 | Break               |
| 11:00 – 11:55 | Period 3            |
| 11:55 – 12:50 | Period 4            |
| 12:50 – 13:20 | Lunch               |
| 13:20 – 14:15 | Period 5            |
| 14:15 – 15:10 | Period 6            |
| 15:10 – 15:35 | Reading             |

Please note that there are different timings on **Mondays** and **Fridays**





# CURRICULUM DESIGN

Our curriculum is designed to bring about 'Excellence in Academic Achievement'. It is based on our 'ASPIRE' Principles.

Our Curriculum is...

**Ambitious:** We have exceptionally high academic expectations of all our students. The Nova curriculum focuses teachers and students on the powerful knowledge needed to be successful in life and attain the highest academic standards.

**Sequenced carefully:** We have carefully identified and ordered the subject knowledge taught so that it becomes increasingly challenging as students at Nova move through the academy. It is interleaved to ensure our students are most likely to recall it when required. We take an interdisciplinary approach, where appropriate, to ensure we maximize the opportunity to make links between the different subjects.

**Principled:** In our curriculum, Nova students learn of the greatest efforts of humanity to uncover the truth and heighten the beauty in the world. We pass on the best that has been thought, said and done as this is our students' entitlement and it enables them to make the greatest contribution to society. Our curriculum is broad and balanced, opening doors for our students to go on to university or join a profession of their choosing.

**Inclusive:** The Nova curriculum, our use of assessment and our teaching challenge all students and close the gaps which exist between students' prior knowledge and their potential to shine.

**Research informed,** responsive teaching: Nova teachers are trained in the most robust research around curriculum design and teaching to enable them to support students in developing the habits of highly effective scholars. Nova teaching is data driven and responsive to the academic needs of our students.

**Enriching:** We have a highly impressive programme of co-curricular lectures, opportunities for debate, scientific discovery, linguistic development and university visits. The curriculum is not restricted to the subjects taught and assessed.



AMBITIOUS



SEQUENCED



PRINCIPLED



INCLUSIVE



RESEARCH INFORMED



ENRICHING

The Nova curriculum follows the new National Curriculum very closely and, for most subjects, has been developed in partnership with colleagues in sister United Learning academies. We fully expect students to find their Key Stage 3 studies more challenging than their primary school work. This is a good thing. Learning should be intellectually stimulating and demanding. It should make students grapple with thought-provoking topics. A student who walks out of a classroom thinking 'that was hard', has just experienced a really good lesson as "memory is the residue of thought."



## THE KEY STAGE 4 CURRICULUM

After three years studying a broad range of subjects in Key Stage 3, students select a range of qualifications to focus on for their GCSE and other Key Stage 4 studies through an options process.

New subjects become available and, while certain subjects remain compulsory, students have some say over which subjects they study in school. Most qualifications are GCSEs, alongside some vocational qualifications (equivalent to GCSEs) such as BTEC courses.

All students will complete GCSEs in English Language, English Literature, Mathematics, Science and at least one 'Ebacc' subject as well as a range of other options.



# LESSONS AND HOME STUDY

Lessons at Nova Hreod Academy are arranged over a one-week timetable of 28 periods, with each lesson lasting for 55 minutes.

The table below shows the subjects that students will be studying in Year 7, 8 and 9.

| Key Stage 3              | Lessons |
|--------------------------|---------|
| English                  | 5       |
| Mathematics              | 4       |
| Science                  | 4       |
| Humanities               | 5       |
| Modern Foreign Languages | 2       |
| Performing Arts          | 2       |
| Design Technology        | 2       |
| Art                      | 1       |
| PE                       | 2       |
| PHSE                     | 1       |
| Total                    | 28      |

## Home Study Expectations

We expect all students to complete home study ahead of lessons to help them retain key knowledge and deepen their understanding of the topics they are learning. Home study provides students with an opportunity to use their knowledge organisers to learn and remember key facts for the topic they are studying and to think about and tackle challenging concepts in preparation for the lessons with their teachers.

At the start of each year, we will teach students about expectations regarding home study. Teachers will explain the procedures for home study in their subjects. Students will be issued with a personalised home study timetable, indicating when home study will be set and collected. For many subjects, dedicated home study books or printed booklets will be issued. Students must take good care of these and ensure they are not lost.

In Years 7, 8 and 9, each piece of study work set should take approximately 30 minutes to complete. There is always a full week to complete each piece of home study.

As part of their home study in English and maths, students use the online programmes Bedrock Vocabulary and Hegarty Maths.





Unsurprisingly, the amount of home study issued in year 10 and 11 is greater than this. Students and parents can check the deadlines for all study work on **Epraise**, our online home study website. Once you've provided the school with your email details, you will be able to set up a username and password for Epraise.

All students are expected to complete study work by the due date set by their teachers. The LRC is available for home study before and after school each day. There is also a home study support group for learners with Special Educational Needs too.

If students do not complete their home study, or it is not completed to the standard expected, a detention will be issued on the evening of the day home study was due.

We view home study as being a vital part of learning and ask that parents support and encourage students. Knowledge Organisers and quizzing books are a useful tool for providing parents with information about what students will be learning in each subject area. Please also see details in the Subject Curriculum Guides on the website, coming soon.

## Supporting your child with Home Study

There are a number of things you can do to support your child with the completion and understanding of these tasks:

- Take an interest in your son/daughter's schoolwork and give them plenty of encouragement, praising effort and improvements.
- Support your son/daughter in taking responsibility for organising and doing his/her own home study tasks.
- If possible, it would be very helpful to buy a folder for your child to keep copies of knowledge organisers and home study books in their bags, avoiding damage to them.
- Create a quiet space at home where your son/daughter can work without being disturbed or distracted, particularly by mobile phones.
- Ensure your child can access the internet to complete Hegarty maths home study (at home or by supporting them in attending home study club/the LRC after school).
- Help your son/daughter create a routine that works for them.
- Make a plan to help your son/daughter manage their home study – e.g. by setting the day and time when each piece of home study will be completed (the concrete routine of our home study timetable should support you in doing this).
- Ensure your son/daughter eats well and gets plenty of sleep, without access to electronic devices in their bedroom.

# ASSESSMENT

## In Class Assessment

At Nova Hreod Academy, student assessment is ongoing: teachers use questioning, reading and observing students' work and in class book marking to judge their grasp of subject content and to guide decisions about teaching. In addition, teachers use low stakes Common Interim Assessments (CIAs) to help understand pupils' current performance levels.

## Best in Everyone Assessments

During the academic year there are two exam periods for pupils in Years 7-10. These are known as Best in Everyone Assessments, one half-way through the academic year and one towards the end of the summer term. For most subjects, this means written exam papers completed in examination conditions. For physical education, students are assessed on their performance in a dedicated assessment lesson. In art, performing arts and technology, teachers use their judgement of students' work holistically to assess them. For the written exam papers, so that every student knows exactly what to revise, we publish knowledge organisers for all students in every subject that's assessed with a written exam. The knowledge organiser provides guidance as to what will be assessed in the forthcoming assessment and we thank parents and carers in advance for helping to ensure that students revise thoroughly for these important tests.

## Best in Everyone Reports

During each BiE assessment window, pupils will sit formal tests/exams for most of their subjects which will test their ability to recall, understand and apply their learning from the units they have studied.

In September a Best in Everyone booklet will be published to all parents, providing key information for the whole year including:

- Dates of the Best in Everyone assessments and revision windows
- Support with revision tips and techniques
- Explanation of data and reports
- Dates of set changes

Prior to the tests, teachers will provide students with information about what they need to revise.

Following the test, parents will receive a report which sets out:

- Their child's exam performance (as a percentage) for each subject.
- Whether their child's exam performance is in line with, above or below the minimum performance expected given their prior attainment at Key Stage 2.
- Each teacher's judgement of your child's 'attitude to learning' in the subject.

Reports will therefore give parents a wealth of information about their child's attitudes, achievement and progress across the curriculum. You will be given the opportunity to discuss your child's report and their progress with their tutor at an Achievement Review Day. There are two ARDs in the year that follow the Best in Everyone assessment points.

At Nova, students in Key Stage 3 are placed in the same group for all their subjects. We use Key Stage 2 data and internal assessments to help us decide what is the best group for your child. Students can move groups following the first BiE assessment point and for the start of the new academic year following the end of year BiE assessment.

## RANK ORDER

We are constantly looking for ways to help students achieve amazing outcomes and to boost motivation. Other high-performing schools and academies, including many within United Learning, cite providing students and parents with rank order information as one of the most effective ways to do this. Initial concerns are normally about potentially demotivating those who you might expect to appear lower in the list. When these concerns are overcome, rank order proves to be a useful and effective piece of information to know. It transcends the constant changes in education labelling and puts understanding achievement firmly back in the hand of students and parents, working alongside their teachers. To be clear: this information already exists. What we do is make it available to parents, carers and students themselves. When we have visited schools that use rank order, far from being demotivating in any way, students describe how they are constantly trying to improve on their own previous position in the year.

At Nova, we use rank order to motivate students in terms of their progress, attendance and attitude to learning (effort, behaviour and home study).

At all times we will offer wrap-around support to students to improve from whichever position they find themselves in. For example, at the start of Year 7, we ensure that the ranking is carried out anonymously. We very carefully consider those students who have Special Educational Needs and disabilities within this process.

We believe this approach adheres closely to our values of Drive, Integrity, Scholarship and Contribution.





# TEACHING AND LEARNING

At Nova, we are constantly finessing the quality of teaching and learning to ensure that our students achieve the very best results. We work hard as a staff body to implement and deliver a broad and balanced curriculum which is both challenging and aspirational.

Alongside this, we know that our students thrive when we take a consistent approach across the academy as they feel more confident and secure in lessons. We continue to strengthen the techniques that we use as teachers in the classroom so that students are required to think hard, to rehearse their ideas verbally and to write coherently. Students will notice their teachers using common terms for learning activities across their classes, such as 'Turn and Talk', or 'Everybody Write'.

## Lessons

Lesson planning at Nova is informed by educational research into teaching methods that are proven to make knowledge 'stick' in the long-term memory. Lessons and sequences of lessons are carefully planned so that core knowledge and content is revisited, woven together and retested. Teaching and teachers at Nova plan and deliver lesson content with the following core principles at the fore:

- Demonstration
- Guided practice
- Independent practice

The first step is a demonstration and/or explanation of what is to be learned. This is followed by guided student practice in which the teacher leads the students in practice, provides prompts, checks for understanding, and provides corrections and repetition. When students are firm in their initial learning, the teacher moves them to independent practice where the students work with less guidance. The objective of the independent practice is to provide sufficient practice so that students can apply learning quickly and competently.

We can summarise this as follows:

## Prior review

- Lessons start with pupils recalling prior learning through a 'Do Now' quiz or activity

## Instructional core (I > We > You):

- Presentation and modelling of new material in small steps
- Guided practice with prompts and scaffolds
- Independent practice with monitoring and feedback from teacher

## Future review

- Future lessons and assessments require pupils to recall what they learnt today.

Importantly, the teacher checks understanding of all pupils throughout the process by asking lots of questions and providing correction and feedback. The transition from 'I / we / you' is fluid and teachers may well move back and forth between the three steps. The skill of the teacher is in judging when pupils are ready to move from one step to the next, within or across a series of lessons.

## Support for Learning

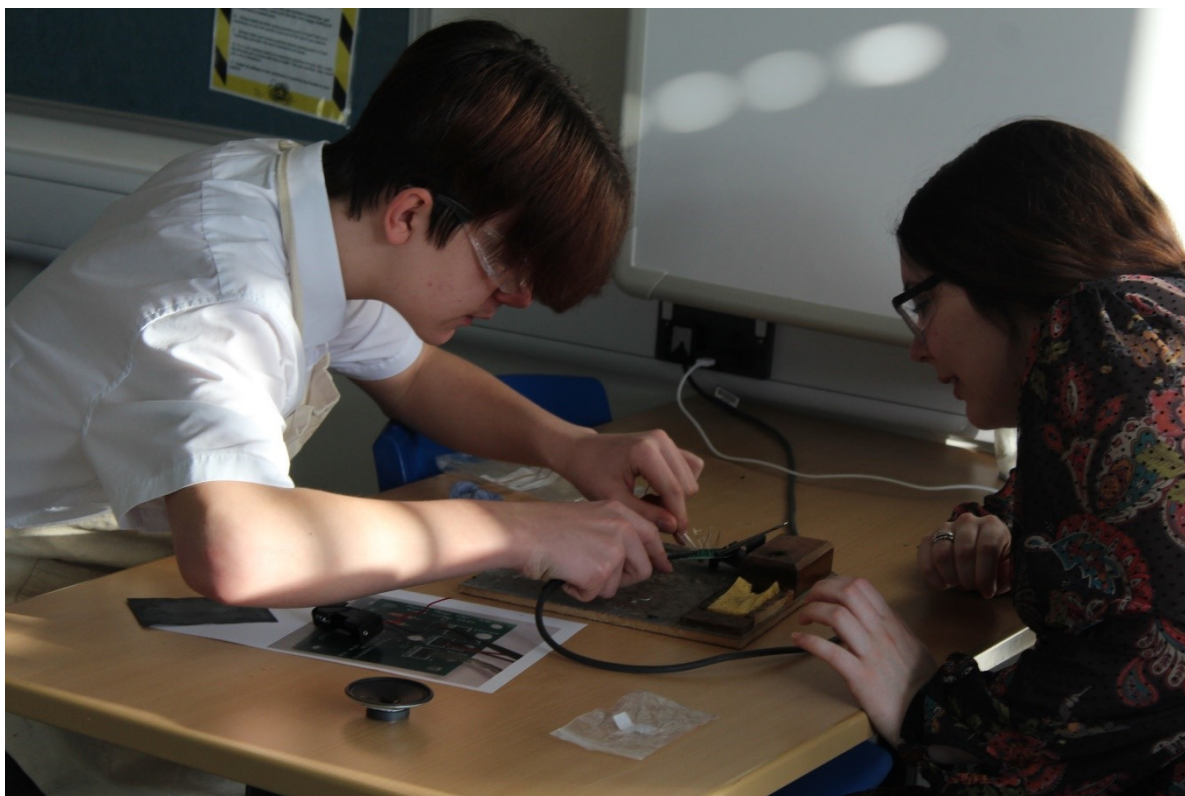
Students identified as requiring additional assistance will be offered a variety of support within school. A key method is to ensure that all students with special educational needs or a disability (SEND) are offered high quality teaching with their lessons being delivered by subject specialists. In some cases, teaching assistants are deployed to the classroom to support learning and progress under the guidance of the SENCO and the classroom teacher.

Some students are offered additional classes where they are provided with extra reading, spellings, handwriting or numeracy support. In some cases, students will be withdrawn from their main class to receive small group intensive teaching with the aim of getting them back to age related expectation or in a position where they can confidently access the curriculum throughout the school.

Throughout the academic year the SEND team work closely with parents and carers to keep students' learning and progress under review.

Home study support is offered by the SEND department in after school sessions.

If you have any particular concerns about your son or daughter's learning, please contact Mr Wilkinson to address these concerns.



# LITERACY

Every afternoon at Nova, students in Years 7 to 10 take part in reading for 20 minutes in their year groups. They read a range of classic stories from different cultures, traditions and time periods, as well as a careful selection of important works of non-fiction. In addition to providing our students with access to some of the best fiction and non-fiction ever written, the whole school reading programme is also designed to complement the curriculum, drawing links to ideas, themes and figures studied in lessons.

Developing our students' literacy skills is one of our most important roles. We use a range of strategies within class to support students to develop these skills.



Reading frequently is also a part of the home study expectation through the Bedrock Vocabulary programme. Bedrock Vocabulary is a vocabulary curriculum which teaches vocabulary explicitly, whilst encouraging reading. This will teach students the academic vocabulary they need to succeed in school. There is a direct link between a pupil's vocabulary size and their academic achievement. Narrow vocabularies affect pupils' grades. Helping students to improve and widen their academic vocabularies is essential for students to achieve their potential. You will receive further details regarding Bedrock Vocabulary at the beginning of the academic year.

We also embed quality reading across the curriculum, so students are taken through challenging texts to deliver parts of the curriculum in subjects other than English.

In terms of developing all round communication skills, our teachers expect students to be able to speak clearly and articulate themselves well. We expect students to write in full sentences so that, when they leave us and apply for university or employment, they have the edge on their competitors. We use a range of strategies in class to ensure that our students can speak and write as professionals.

## How we speak in the classroom



**Project** your voice so everyone can hear you.



**Articulate**  
Pronounce every word clearly.



**Name the subject**  
Say what you're talking about, rather than using 'it', 'they', 'he', 'she'...



**Make eye contact**  
Speakers: look around at your audience, the class.  
Listeners: track the speaker.



**Nova Hreod Academy**  
The best in everyone™  
Part of United Learning



# NUMERACY

At Nova, numeracy skills are carefully developed in all subjects where they are required. All students are keenly focused on improving numeracy skills and mathematical knowledge. Most obviously, the development of numeracy occurs through the mathematics curriculum.



Online Hegarty Maths home study reinforces the knowledge and skills taught in lessons and allows practice of mathematical skills. Numeracy skills are also developed in science and geography. The teachers of maths, science and geography work carefully to ensure there is alignment in how they teach mathematical ideas, ensuring a consistency in approaches that helps students recognise how numeracy skills are vital in many subjects and, by extension, in their lives beyond school.

Due to past experiences, it is possible for people from all walks of life to feel negative about numeracy/ mathematics. Sharing these attitudes with children can make it harder for students to understand the reasons why they need to learn how to develop their mathematical knowledge. It is therefore important to have a positive climate relating to mathematics and numeracy.

There are four golden rules to combat a potential spread of negativity towards mathematics:

1. Avoid saying things like *"I can't do maths"* or *"I hated maths at school..."* Speaking this way gives young people permission to start to develop similar negative attitudes towards maths themselves.
2. Instead, say: *"I use maths/numeracy every day, and so do you,"* or *"I found maths challenging at school but, by practising, anyone can become more successful."*
3. Talk about numeracy in everyday life. Ask how they work out problems or questions at school or at home.
4. Praise effort, rather than talent.

Parents can continue to be involved in maths development at secondary school by encouraging and helping their children practise written multiplication and division, being able to recognise fractions, adding fractions together and, of course, consistently practising their multiplication tables.

**Top Tip 1:** Help your child practise their times tables. The best way is not to simply recite the times table in order, but to ask them questions like 'What's seven eights?' then 'Three eights?' and so on. This method really checks whether they've learned them rather than chanting them in sequence.

**Top Tip 2:** Use opportunities in everyday life such as when shopping with your child, ask them to estimate the total, and calculate the expected change.

**Top Tip 3:** Use an analogue clock for telling the time at home, and ensure your child has and can use a watch rather than the digital clock on their phone.



## SENIOR LEADERSHIP TEAM



**MRS ROBINSON**  
Executive Principal



**MR WELLS**  
Headteacher



**MRS STOKES**  
Cluster Development Lead



**MRS JADEJA**  
Strategic Director of Finance & Business support



**DR RADICE**  
Senior Assistant Principal



**MR GRIFFIN**  
A P Data, Assessment & Reporting



**MR THOMAS**  
A P Student Development



**MRS ANDERSON**  
A P Teaching & Learning



**MS KING**  
A P Head of HUB & Safeguarding Lead

## FACULTY LEADERS



**MS UNSWORTH**  
ENGLISH



**MS SAYERS**  
HUMANITIES



**MR WATKINS**  
MATHEMATICS



**MS HOLTOM**  
MFL



**MS FEGAN**  
PAD



**MS MASON**  
PE



**DR CLAPP**  
SCIENCE

## ENGLISH TEACHERS



**MRS HOBSON**



**MS DURKIN**



**MR LAW**



**MISS GIBB**



**MS LANPHIER**



**MR PEARSEY**



**MS WEEKS**

## HUMANITIES TEACHERS



**MRS ROBERTS**



**MR FOSTER**



**MS BURMAN**



**MS OWEN**



**MS WHITTAKER**



**MR SILVESTER**



**MR SPACKMAN**



**MS MANTERFIELD**

## MATHEMATICS & COMPUTING TEACHERS



**MRS CASTAN-REMIS**



**MS EVANS**



**MRS CLARE**



**MR SHEEHAN**



**MR TUDSBURY**



**MRS MALIK**



**MR LOMAS**

## MFL TEACHERS



**MR MILLER**



**MS STANEA**



**MR NASEEM**

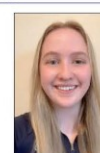
## PE TEACHERS



**MR WILKINSON**



**MR STEVENS**



**MS PARSONS**



**MR COOK**

## PAD TEACHERS



**MRS CAMM**



**MR GRIFFITHS**



**MR ASKEW**



**MS PREECE**



**MR SUMMERS**



**MR HILLARY**



**MR RILEY**



**MR COWDELL**

## SCIENCE TEACHERS



**MS BROGDEN**



**MRS KING**



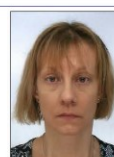
**DR BENSON**



**MS DOMINY**



**MR POWER**



**MRS EDWARDS**



**MS FABRIZIO**



**MRS JOUDEH**



## SENDCo



**MR WILKINSON**  
SENDCo



**MS PREECE**  
Assistant  
SENDCo



**MS WEBB**  
SEN Admin



**MRS RAYMEN**  
Lead TAs/ ELSA



**MRS HOWELL**  
Teaching  
Assistant



**MRS FAREED**  
Teaching  
Assistant



**MS CHRISTOPHER**  
Teaching  
Assistant



**MS MARTIN**  
Teaching  
Assistant



**MS GRIFFITHS**  
Teaching  
Fellow



**MR MASON**  
Teaching  
Fellow

## THE PROFESSIONAL SUPPORT TEAM



**MRS JADEJA**  
DIRECTOR OF  
FINANCE & BUSINESS  
SUPPORT



**MR LOGAN**  
CLUSTER NETWORK  
MANAGER



**MRS FREEMAN**  
OFFICE MANAGER



**MRS GRANT**  
FINANCE MANAGER



**MRS BUTLER**  
EXAMS & DATA  
MANAGER



**MRS MINCZAK**  
CLUSTER HUMAN  
RESOURCES OFFICER



**MRS GAWTHORN**  
HEADTEACHER & SLT  
ADMIN OFFICER



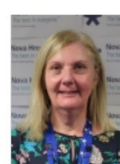
**MR POCOCK**  
COVER COORDINATOR



**MR PAILLARD**  
COVER SUPERVISOR



**MRS SHURLEY**  
LIBRARIAN



**MRS RICHARDS**  
MARKETING ASSISTANT



**MS CALLE MARTIN**  
SENIOR REPROGRAPHICS  
& DISPLAY TECHNICIAN



**MISS COOK**  
CLUSTER CAREERS  
OFFICER



**MR THOMPSON**  
IT CLUSTER TECHNICIAN  
& ART SUPPORT



**MRS FRASER**  
FINANCE ADMIN



**MRS READ**  
GENERAL ADMIN &  
LEAD FIRST AID



**MRS GINGELL**  
RECEPTION &  
GENERAL ADMIN



**MRS HENLY**  
RECEPTION &  
GENERAL ADMIN



**MRS TAYLOR**  
GENERAL ADMIN &  
TRIPS COORDINATOR



**MS CHURCH**  
ART TECHNICIAN



**MRS SWEENEY**  
DT TECHNICIAN



**MRS BATHE**  
SENIOR LAB  
TECHNICIAN

## THE HUB TEAM



**MS HOPKINS**  
STUDENT SUPPORT  
SPECIALIST



**MS KING**  
HEAD OF THE HUB &  
SAFEGUARDING LEAD



**MS WALMSLEY**  
ADMISSIONS &  
ATTENDANCE OFFICER



**MS DOMINY**  
HEAD OF AQUILA



**MR GRIFFITHS**  
HEAD OF CYGNUS



**MRS LANPHIER**  
HEAD OF ORION



**MR ASKEW**  
HEAD OF PEGASUS



**MS CONVEY**  
MANAGER OF AQUILA



**MS SERRATORE**  
MANAGER OF CYGNUS



**MRS STEPHEN**  
MANAGER OF ORION &  
DEPUTY SAFEGUARDING LEAD



**MS LUDLOW**  
MANAGER OF PEGASUS

# THE HOUSE SYSTEM

Every student at Nova is a part of the house system. On entry into Year 7, each pupil is placed into one of our four mixed-age houses and into a mixed-age house tutor group. They become part of the house family, and the tie that they wear shows which house they belong to. Each morning, pupils join their house tutor group for Roll Call and registration and then for a 25-minute tutor session or an assembly. The tutor group contains between 25 and 30 pupils, with five pupils from each of Years 7 – 10. Once they move into Year 11, students remain in their houses, but join a tutor group to support them through the challenges of the final year at Nova.

We believe that vertical tutoring promotes individual responsibility, enhances students' confidence and encourages an environment of collaboration and teamwork. Our vertical tutoring system allows students to work together to develop tolerance, trust and empathy. Younger students are helped, guided and inspired by older students. Older students develop important leadership and social skills and school bullying is significantly reduced. Mixed-age tutor groups are led by a Head of House and a team of tutors who work with parents and carers. They monitor progress, provide personal support, encourage high achievement and challenge underachievement. There is also a House Manager for each house who works with parents and carers when there are concerns about behaviour or attendance.

The house system is an important aspect of our pastoral care. We have chosen the names of our houses to link with the name of our school. A 'Nova' is an explosion in space so bright that it can outshine an entire galaxy. Our four houses are named after star constellations and were chosen by our pupils in May 2018.



We firmly believe that the sense of identity and belonging created through the house system allows all students and staff to play their part in making us an exceptional school.

Students hold elections each year to appoint their Senior Council, House Representatives, Sports Representatives and Tutor Representatives.

Our House Championship provides opportunities for healthy competition and fun through a wide range of competitions.

House points are added to our championship totalizer with the winning house being awarded the House Championship at the end of the year.



# THE HUB

At Nova Hreod, additional support is provided for any student who has temporary, or more long standing behavioural, social, and emotional or health needs. Each House has a dedicated House Manager who will work with students in a variety of ways in order to help support and improve a student's behaviour so that learning is more effective.

Support is offered through a graduated support system that responds proactively and effectively to the student's level of need. House Managers ensure that support strategies and interventions are put in place through school-based provision and the support of external agencies.

## The House Teams



**Ms DOMINY**  
HEAD OF HOUSE/ YEAR 10



**MR GRIFFITHS**  
HEAD OF HOUSE/ YEAR 8



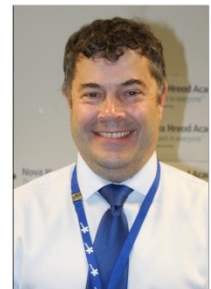
**MR THOMAS**  
Assistant Principal &  
Student Development



**MRS KING**  
Head of APSC &  
Safeguarding Lead



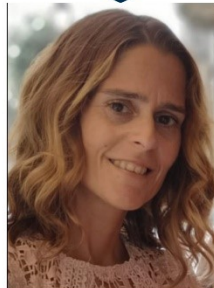
**MRS LANPHIER**  
HEAD OF HOUSE/ YEAR 7



**MR ASKEW**  
HEAD OF HOUSE/ YEAR 9



**Ms CONVEY**  
House Manager/ Year 8



**Mrs SERRATORE**  
House Manager/ Year 7



**Mrs STEPHEN**  
House manager/Deputy  
Safeguarding Lead/ Year 10



**Ms LUDLOW**  
House Manager/ Year 9

# BEHAVIOUR EXPECTATIONS

At Nova Hreod Academy we seek to establish a positive ethos; we are devoted to creating an environment in which students feel safe and valued, and in turn where they will flourish both academically and personally. We are aspirational for our students and support them to behave in positive ways, so that both staff and students alike contribute to the fulfilment of this vision.

## The Nova Hreod Behaviour Code

No student has the right to disrupt the learning of others. Teachers at Nova expect disruption-free classrooms in which they can teach so that students have disruption-free classrooms in which they can learn.

Our behaviour system is designed to reward those students who are working hard and meeting expectations regarding conduct in school and out in the community.

Students who take away the opportunity for others to learn and make progress will be removed for a period of reflection. Those that do not conduct themselves in a positive manner will be challenged. It is a clear and robust system intended to ensure that all of our students have the opportunity to make progress, achieve and be successful during their time at Nova Hreod.

In any whole-school based behaviour system it is important to recognise the importance of making reasonable adjustments for pupils who may be unable to comply with the rules and expectations set out above for very legitimate reasons. Nova Hreod Academy seek to make reasonable adjustments for pupils who have a clear, diagnosed and underlying special educational need/disability as well as for pupils who have identified additional or mental health needs which require SEND/pastoral support and makes reaching the expected standard of behaviour consistently challenging. We are committed to do whatever it takes to support all our students so for those identified pupils a number of strategies may be employed to try and ensure ongoing success at Nova.

**The Nova Nine: Conduct in Lessons** sets out our expectations for learning behaviour in the classroom. If a pupil breaks one of these rules, they will receive a warning. Students are given one warning during a lesson and their name will be written on the board so that they know they have been warned. The second time the student is spoken to, the student will be removed from the lesson and placed in Reflection. **The student will remain in Reflection until 15:45 (Monday/Friday) and 16:40 (Tuesday/Wednesday/Thursday).** Parents will be contacted by a member of staff to inform them if their child is placed in Reflection.

## The Nova Nine: Conduct in Lessons

- CiL1 **Enter** the room when invited by a member of staff and **sit where instructed**
- CiL2 **Remain focussed** throughout the lesson
- CiL3 **Listen carefully** to the **teacher** and to **other students** when they have been invited to speak
- CiL4 **Be respectful** to **staff** and **other students** at all times
- CiL5 **Do as you are asked** first time
- CiL6 **Raise your hand** to ask a question or to gain help
- CiL7 Only engage in '**talk for learning**'
- CiL8 **Work hard** to complete all work set
- CiL9 Allow others to **get on with their learning**

Students will also be placed in Reflection if they arrive to school with incorrect uniform, hair or shoes.

**The Nova Nine: Conduct in School** sets out our expectations regarding pupils' conduct on the way to and from school, around the academy and at break and lunchtime. It covers behaviours that are not linked to learning in lessons. For some of these rules, an infringement will lead to an automatic detention – e.g. failure to complete home study and lateness to school or to lessons. For other infringements of this code, there are a range of sanctions depending on how serious the incident is and on other factors. Sanctions include contact with parents, detention, Reflection, fixed term exclusions and permanent exclusion for the most serious incidents. (This is not an exhaustive list.)

## **The Nova Nine: Conduct in School**

- CiS1 Speak respectfully to all staff and do as you are asked without question
- CiS2 Be kind and considerate to other students
- CiS3 Wear your correct uniform neatly and with pride
- CiS4 Do your home study and hand it in on time
- CiS5 Be on time and attend all lessons, tutor times/assemblies. Remain in class
- CiS6 Keep calm and avoid any physical aggression or throwing of objects
- CiS7 Be respectful of the property of teachers and fellow students
- CiS8 Take care of our classrooms, corridors, spaces and equipment and put your litter in the bin
- CiS9 Never bring cigarettes, alcohol, an illegal substance or a weapon into school

## **Mobile phones and electronic devices: See It, Hear It, Lose It**



We operate a **See It, Hear It, Lose It** policy with regard to phones and electronic devices. Mobile phones and electronic devices including headphones must not be visible in school from the moment students enter the school site. These items should be turned off and kept in the student's bag during the school day. If mobile phones, electronic devices or headphones are seen or heard during the school day, they will be confiscated, and the student will be set a half hour detention for the same day. The mobile device will be available to collect at the end of the day from the Hub.

If an electronic device is confiscated for the second time in a term, the student will be set an hour detention for the same day. The parent or carer will need to collect the mobile device at the end of the day. They will not be returned directly to the child.

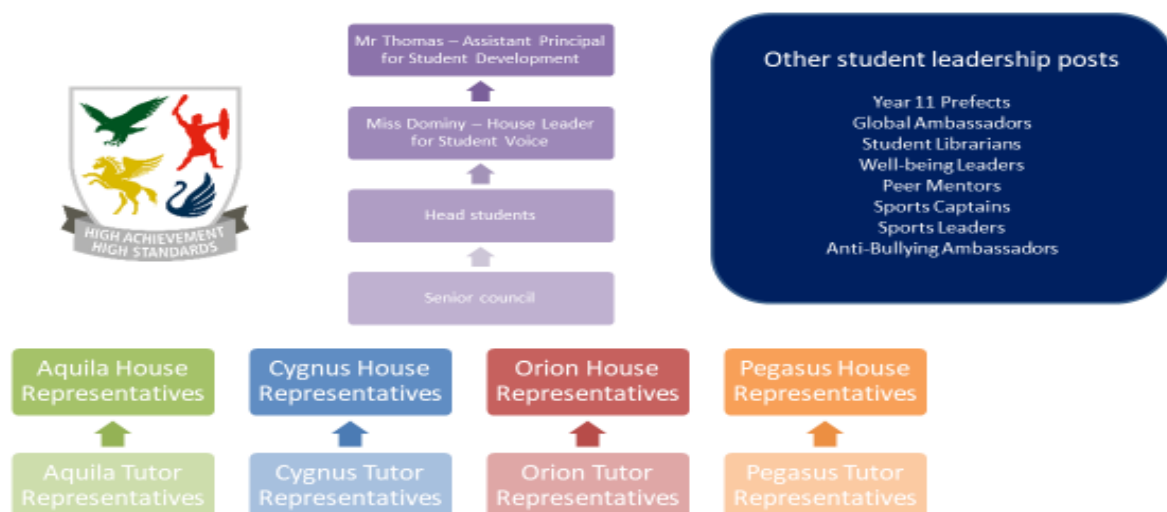
Parents and carers should not telephone or text their child during the school day. If there is an emergency, please contact Reception or the Hub who will arrange for a message to be passed to your child.

# STUDENT LEADERSHIP

Student leadership has always been a key aspect of life at Nova Hreod with students taking an active role in the school council, acting as prefects and mentors.

Over the next year we are developing student voice and leadership even further to include Global Ambassadors, Anti-bullying Ambassadors and Subject Ambassadors.

## Student Leadership at Nova



Drive \* Integrity \* Scholarship \* Contribution

### Student Leadership groups

#### Head Students

The Head Students play an active role in representing the school within our community and they are also part of the Senior School council. Students in year 10 can apply for the role of Head Students. A shortlist is drawn up for interviews with Miss Dominy, Co-ordinator of student leadership, Mr Thomas, Assistant Principal Student Development and Mr Wells, our Headteacher. Potential candidates then go through an interview process which includes delivering their vision in assembly.





## Senior Council

The aim of the School council is to provide a forum for discussion. The Senior School council allows views to be expressed and heard and creates a further opportunity for effective communication within the school and for appropriate actions to be taken. It comprises of members of year 9, 10 and 11 as well as including the Head Students. Students gain a place on the Senior School Council through an application process and interview where they must demonstrate prior student leadership experience.



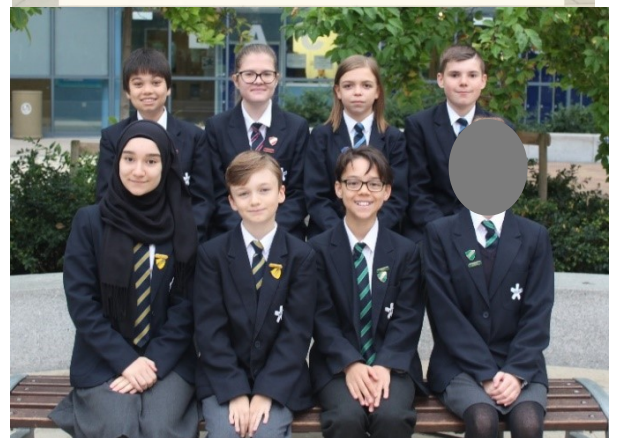
## Prefects

Prefects have a range of responsibilities and duties and support positive behaviour around the academy. For example, during lunch times where they assist the Senior Leadership team on duty. Year 10 students apply to become prefects in March each year in readiness to take over from year 11 once examinations begin.



## House representatives

House Representatives take part in student council meetings with the tutor representatives. They play an active role at open mornings and supporting with primary transition. House Representatives also play an active role in raising money for the House charities. House Representatives support the Head of House in house events and help to build enthusiasm across their House. Students in years 8 and 9 can apply to become House Representatives to their Head of House. They are then voted for in a secret vote based on vision rather than popularity.



## Tutor Representatives

Tutor Representatives are responsible for gathering the views of their tutor groups to represent them at council meetings. They then feedback to their tutor group the outcomes of the council meeting. They also support their tutor with tutor displays and ensuring that materials for the tutor programme are given out and collected during tutor. They also act as role model for their tutor group. Students in year 7 can apply to become a tutor representative to their Head of House and then a vote takes place within their tutor to elect them.



## Student Librarians

Student Librarians play a fundamental role within the library during break time, lunch time and after school where they help to re-stock shelves as well as booking books in and out of the library.

## Wellbeing Ambassadors

There are three wellbeing Ambassadors roles:

- **Peer Mentors**

The role of the peer mentor is to support vulnerable year 7s. with such things as reading, home study and settling within academy. They meet their mentees fortnightly.

- **Sports Captains**

The aim of the group is to increase the participation of sport amongst their House. They act as role models within their house and are responsible for the signing up of students from their House to participate in the Inter-House sport competitions. They also support the PE team in sports activities.

- **Sports Leaders**

A Sports Leader will promote their sport, assist the PE department in team selections and attend sporting events. Sports Leaders are selected by the Head of PE and are those students that excel in performance and leadership within each sport.



The use of rewards and competition underpins the Nova Hreod Academy House system. It is our firm belief that through competition and reward at every level, our students will strive to succeed and will reach their full potential. It is fundamental that students are rewarded for everyday things that they do correctly e.g. attending school, behaving well, being a good ambassador to the school and representing the school against other schools in sports or other academic and cultural competitions.

In September last year we introduced a new Rewards System known as Epraise. This has proven highly successful and popular over the last year. Epraise points earned by students can be converted to a monetary value. There is an Academy Shop where students are able to use their online Epraise accounts to order items which are collected from the shop. Logins and passwords for your child's Epraise account will be emailed to you in September.

Nova Hreod Academy rewards students for the following things:

- 1 Epraise point is given for 100% attendance each week
- 1 Epraise point is given for no behaviour points each week
- 1 Epraise point is given for no home study detentions in a week
- 10 Epraise points are awarded termly for 100% attendance
- 10 Epraise points are awarded termly for no behaviour points
- 10 Epraise points are awarded termly for no home study detentions
- 10 Epraise points are awarded termly for student leadership positions
- 10 Epraise points are awarded each term for the student with the highest house points per term (reset each term)
- 10 Epraise points are awarded every two terms for students that have the highest achievement in a subject
- Academic reports will be analysed, and 1 Epraise point will be awarded for every 'Outstanding' grade students receive for: effort and perseverance; attitude to learning; home study
- Students can gain extra house points by being involved in after school activities e.g. SuperNova, as well as representing the school in sport, academic or cultural events

In addition, all staff have 30 **Epraise points each week** which they can award to students who do something exceptional which demonstrate our DISC values.





# SUPERNOVA – OUR ENRICHMENT PROGRAMME

We have an exciting extra-curricular activity programme called 'Super Nova' which is updated on a termly basis. Staff at Nova are committed to offering a varied and inspiring selection of activities which they very much hope you'll learn to love as much as they do. All students are encouraged to get involved by finding their passion - fuelling their passion - feeding their passion - developing their passion - sharing their passion.

We offer a variety of clubs and activities in:

- Sport
- Experiences
- The arts
- Extended learning
- Leadership
- Duke of Edinburgh and Adventure Service Challenge
- Service
- Hobbies
- Interventions

There will be many opportunities for pupils to represent the academy in sports teams. Pupils will be able to train and, if selected, represent the academy in fixtures and tournaments.

All students are encouraged to try and attend at least two clubs during each term.



## Adventure Service Challenge and Duke of Edinburgh

The Adventure Service Challenge (ASC) scheme provides activities for young people aged from 8 to 14+ years old. Taking part in ASC provides opportunities for young people to find self-confidence, a sense of purpose and achievement whilst providing structure and training which forms an ideal precursor to the Duke of Edinburgh's Award. Students can do programmes at three levels which when completed, lead to a Bronze, Silver or Gold Duke of Edinburgh Award.

## Cadet Force based at Swindon Academy

The Army cadets is a brand-new opportunity for Nova Hreod students. The cadets are based at Swindon Academy and operate every Wednesday evening. Nova Hreod students that do attend receive Epraise points as part of the Super Nova programme, as well as achieving aspects of the Pupil Charter experiences. The Swindon Academy Army Cadets are part of the Wiltshire ACF. Parades take place in the Swindon Academy library area at 7:00pm and are completed by 9pm.

Becoming an Army Cadet provides our students with lots of benefits. The most obvious being that you get to take part in loads of exciting and challenging activities such as fieldcraft, adventurous training, first aid, music, sports and shooting, to name but a few. When you join as a cadet you will make lots of new friends and get the opportunity to go



on annual camp where you will meet cadets from other detachments in your county. You may even get to go on expeditions to amazing places in the UK and sometimes even abroad. Wiltshire cadets have recently travelled to France, Lithuania, Holland and Canada.

The Army Proficiency Certificate (APC) training syllabus will teach you leadership skills, discipline and give you self-confidence you never thought possible. You will learn a wide range of transferable skills such as: the ability to command tasks; make decisions under pressure; plan and organise tasks and work as an effective team player as well as independently. These skills will equip you for life and add an extra string to your bow at times when competition for college places and employment is fierce. For further information on the cadet force please contact:



2Lt Michael P Coombs, Detachment Commander – Swindon Academy & Wiltshire

ACF Corps of Drums.

Tel: 07532 787000 Email: [3551coomb@armymail.mod.uk](mailto:3551coomb@armymail.mod.uk)

## Trips and Residentials

We offer a range of school visits, school trips and residential trips to support learning, enhance life skills and develop independence. These will include:

- A number of day trips e.g. theatre trips
- A programme of foreign trips each year, for example there could be trips to Disneyland Paris, New York and a Skiing trip.
- Our World Week at the end of term 6.

We intend to create a  $\frac{3}{4}$  year published programme of planned trips abroad so that parents are able to see what will be on offer and plan/save for the trips they would like their children to go on.

## Links with Businesses



The partnership between Arval and Nova Hreod has been developed through an initiative from Business in the Community, a charity that works to engage businesses to create economically viable, cohesive communities by supporting young people in schools.

As part of the partnership, a team of ambassadors from Arval provide coaching for staff, support the careers programme at the academy by offering mentoring and support through work experience, and work with students on projects. We are lucky to gain the support of Arval for our mock interviews with year 10. This is where over 20 Arval employees become potential employers for year 10s and provide them with a mock interview experience.



We are also looking forward to working with Network rail over the next year, as they have recently become a Business in the community partner with Nova.



# THE NOVA PUPIL CHARTER

*"There are two types of education, one should teach us how to make a living and the other how to live" (John Adams.)*

At Nova Hreod Academy, we aim to develop character, compassion and service in our pupils. Our pupils are expected to: contribute to the academy and to society; to try things which they think they cannot do; to persist in the face of difficulty; to become resilient in overcoming obstacles; to manage themselves; to work independently on things which challenge them; to work with others and in teams; to be courageous and caring; to lead.

We want our pupils to look back on a joyful school experience which has inspired and challenged them, given them wide opportunities and prepared them for the ups and downs of life.

## The Student Pledge:

*"During my time at Nova Hreod Academy I will endeavour to undertake challenging tasks both independently and with the help of others. I will learn to manage myself, work as part of a team and lead. I will strive to be the very best version of myself."*

### *By the end of my time at Nova Hreod I will have:*

1. Taken part in a school show, performance or public speaking event
2. Taken part in an individual or team sporting opportunity
3. Committed to a minimum of two extra-curricular clubs for at least half a term
4. Attended at least two trips that broadened my understanding about the world we live in
5. Attended a residential trip
6. Helped others by participating in a social action campaign or by volunteering my time
7. Participated in experiences that have helped me make informed decisions about my future and how to get there
8. Heard from an inspirational speaker
9. Demonstrated the academy's expectations and attributes
10. Demonstrated leadership skills

Every time that a pupil completes an activity that fits with one of the Charter categories, they will be awarded a 'Charter Achievement'. These points are added up, and awards are presented to pupils that engage in the Charter well.

- A **Bronze** Award is presented to pupils who have 11-20 Charter Achievements. The pupil will receive a certificate and a badge.
- A **Silver** Award is presented to pupils who have 21-32 Charter Achievements. The pupil will receive a certificate and a badge.
- A **Gold** Award is presented to pupils who have 32-40 Charter Achievements. The pupil will receive a certificate, a badge and meeting with the Assistant Principal.
- A **Platinum** Award is presented to pupils who have 41 or more Charter Achievements. The pupil will receive a certificate, badge and meeting with the Headteacher.

# PATHWAYS TO PROFESSIONS

Your child's education is extremely important to the staff at Nova, as is their future. It is important that students develop the skills and confidence to prepare them for life and a career in the 21st century.

Nova Hreod works closely with career guidance specialists, Study Higher and Swindon and Wiltshire Local Enterprise Partnership. Both partners are on hand to offer further 1:1 support for your child. We are also fortunate to have a cluster careers advisor who we share with Swindon Academy.

Miss Cook can be contacted via email: [jessica.cook@swindon-academy.org](mailto:jessica.cook@swindon-academy.org)



There are three steps that we follow to help your child take their first steps on their chosen pathway:

- Reflecting** Thinking about what makes them tick. Their interests and skills. What they enjoy doing and why. Things they are less good at or don't enjoy.
- Exploring** Finding out about the different courses, training schemes and jobs that they could move on to.
- Planning** Sorting the different options open to them into priority order. Deciding what steps they need to take to get more information about their favourite subjects, to improve their chances of success and to apply for higher education, volunteer work and employment.

Careers Education takes place throughout a student's life at Nova Hreod Academy in a variety of forms that include:

- Curriculum time
- Assemblies
- Guest speakers
- Work experience
- Economic awareness in PSHE
- Industry visits
- University visits
- 1:1 meeting
- Academic mentoring
- CV writing
- Application support
- Mock interviews



## OUR WORLD WEEK



Our World Week takes place during July and is for students in Years 7-10. Normal timetabled lessons are suspended for one week and students take part in a variety of theme-based opportunities that are designed to enhance their cultural and social capital during their time at the academy.

During Our World Week, students experience a bespoke and multi-faceted alternative curriculum that is designed and led by Nova staff to help their understanding of their place in the world and how they can contribute to it.

Nova are extremely fortunate to be supported by a number of local, national and international companies. This support gives academy students a meaningful and memorable experience.

### **Year 7: Our Community**

A community-based activity week involving charitable projects and tasks. It focuses students on their own community and the roles they can play in supporting others.

### **Year 8: Our Year Group**

An action-packed week spent glamping within the grounds of Ashburnham Place on the South East coast of England. During the week, students participate in a range of outward-bound activities and visits to places of local interest and natural beauty.

### **Year 9: Our Country**

A week exploring how Nova students have a voice in the country in which they live. They explore great achievements and national shames, finding out about democratic processes, law making and how national identities are formed. They take part in presentations, debates and essay writing.

### **Year 10: Our Futures**

As students embark on the final year of their secondary education, Year 10 are really challenged to think about their futures. They begin the week with a day's workshop on further studies and careers and follow this up with work experience from Tuesday-Friday.







# ATTENDANCE AND ABSENCE

## Nova Hreod Academy expects all students to achieve 100% attendance

If students are absent, the following procedures must be followed:

### **Absence through illness/unforeseen circumstances:**

All parents/carers are expected to inform the academy before 8.20am on each day of absence, on (01793) 549102, by email: [attendance@novahreodacademy.org.uk](mailto:attendance@novahreodacademy.org.uk) or using the School Gateway app.

### **Leave of Absence Request:**

Nova Hreod Academy does not authorise any request for leave of absence unless there are highly exceptional circumstances. All requests for leave of absence must be submitted via the relevant form available from the school attendance office at least four weeks prior to the requested date.

### **Medical/Dental Appointments:**

All medical/dental appointments should be made outside school hours. If students request to be allowed to attend a medical/dental appointment during school hours, proof of the appointment must be provided.

### **Any other request for absence:**

If your child requires any time off school for reasons other than the above, please ensure that you put the request in writing and that your child shows the note to the school attendance officer whereupon all relevant actions will be taken. If there is no reason for a student's absence, the absence will be recorded as unauthorised and as such may lead to the start of legal proceedings. Parents/carers of students who have unacceptable levels of unauthorised absence or who persistently arrive late to the academy will be issued with a Penalty Fine or Court Notice.

### **Punctuality:**

When students arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may feel awkward arriving at the classroom when everyone else is settled. Furthermore, when one student arrives late, it disrupts the entire class and the teacher, so everyone's education is compromised.

We expect all students to arrive at school on time at 8:20am, ready to learn. Students arriving late for school will receive a same-day after school detention, unless there is a medical reason for the lateness, which must be backed up by medical evidence.

Persistent lateness after close of registration may result in you being served a Penalty Notice or a summons to Court. Nova Hreod Academy will prosecute parents/carers of students.



# Attendance MATTERS

**YOUR ATTENDANCE TARGET IS**

**100% AT**



**Nova Hreod Academy**

The best in everyone™

Part of United Learning



•If your attendance falls to 85% you are missing almost 4 lessons per week meaning you are very likely to underperform!

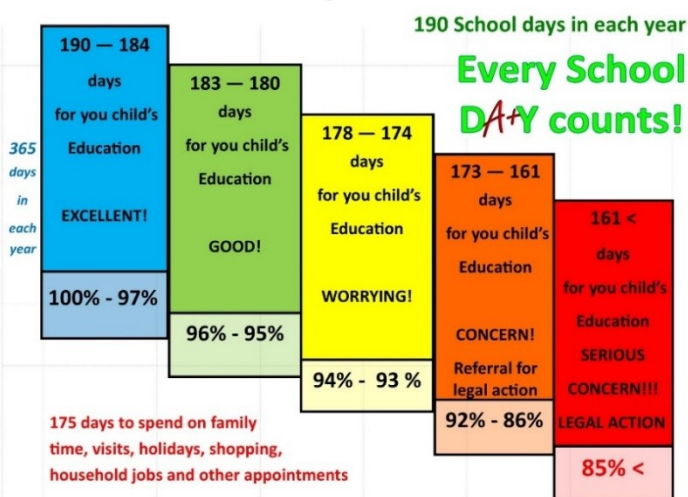
•You will do a grade better on average if you have 95% attendance compared to 85%.

•This means for every 10% of school you miss you are likely to drop a whole grade.

•Employers and University can ask about your school attendance!

•Attendance below 85% on a specific course means you may be charged for all examinations entries.

•Attendance below 90% will be subject to sanctions or disciplinary procedures.



Parents/carers have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.



# THE LEARNING RESOURCE CENTRE

There is extensive research which shows the benefits of reading, both for learning and for pleasure. At Nova Hreod Academy, we believe that in addition to furthering their studies through home study, all students should read at home for pleasure, and hope that parents encourage this.

To support student reading in and out of school, as well as many other activities, we have our Learning Resource Centre (LRC).

The LRC has a fantastic range of books, magazines and audio books for students to use. We also have several computers and writing areas for students who would like to do their home study in the LRC.

The LRC is open for students daily at the following times:

Before school: 8.10 – 8.20

Breaktime: 10.40 – 11.00

Lunchtime: 12.50 – 13.20

After school: 2.40-3.40pm (Monday and Fridays)  
3.35 – 4.35pm (Tuesday-Thursday)



# UNIFORM

Uniform for all students is:

- **Nova navy Blazer** – Unisex style in regular or fitted version.
- **Nova House Tie (clip-on)** – you will be informed which house your child is in by letter  
Orion – red striped tie  
Cygnus – blue striped tie  
Pegasus – yellow striped tie  
Aquila – green striped tie
- **Nova Charcoal Grey Trousers or Nova Charcoal Grey Skirt**

Optional:

- **Nova Jumper**

The items above should all be purchased from Famous School Branches, Sanford Street, Swindon. 01793 520843

The following items below can be purchased from any supplier:

- **plain white work-style shirt or blouse**
- **plain black shoes**
- **black socks**
- **black tights**



| Acceptable in school   | NOT acceptable in school   |
|--|--|
| <b>Trousers:</b> DARK grey in a traditional full length, formal style.<br><br><b>Belts:</b> Black only   | No fashion styles e.g. skinny, leggings, jeggings, baggy or jeans<br>No trousers with metal studs, rivets, or accessories such as labels, fake zips or buckles<br>No cord, chinos, patterned fabric, casual trousers or branded items.<br>No decorative belts or buckles |
| <b>Skirts:</b> DARK grey, traditional school style (no more than 2 inches above the knee)  | No fashion styles e.g. tight fitting, skater, side slits or wrap around<br>No figure-hugging jersey material, patterned, or textured<br>No skirts with accessories, e.g. decorative belts, labels, rivets, obvious zips or pockets                                       |
| <b>Shirts:</b> White, long or short sleeved, button collar, suitable for a tie   | No T-shirts to be worn underneath the school shirt   |
| <b>Jumpers:</b> Optional Nova logoed navy V neck jumper may be worn under the blazer   | No alternative jumper allowed<br>No cardigans, sweatshirts or hoodies<br>The jumper can only be worn with the blazer, not on its own   |
| <b>Coats:</b> Should be worn over the school blazer to and from school as appropriate to the time of year and weather conditions   | Coats cannot be worn inside the school building  |
| <b>Footwear:</b> Black only. These should be plain, leather or leather look, substantial, hardwearing and of a formal style  | No high heels, boots, trainers, skate shoes, canvas, suede or fur<br>No alternative coloured soles or laces<br>No branded logos  |
| <b>Socks:</b> Black<br>Ankle socks to knee socks only<br><br><b>Tights:</b> Black<br><br><b>NB:</b> Tights or socks must be worn   | Black only<br>No trainer socks/shoe liners/bare feet<br><br>No textured, patterned or embellished styles<br>No leggings<br>No socks to be worn over tights   |
| <b>Hair:</b> Hair should be neat and tidy. Hair styles moderate and of a natural colour. For some activities, long hair should be tied back                                      | No extreme haircuts e.g. shaven heads, Mohicans<br>No unnatural or extreme hair colouring<br>No tramlines<br>All hair accessories should be functional and black or navy   |
| <b>Make up:</b> Should be subtle, and kept to a minimum using neutral tones  | No heavy or excessive make up e.g. dark brows, thick eyeliner, bright eye shadow or lipstick<br>No nail varnish, gel nails or artificial nails may be worn   |
| <b>Jewellery:</b> Should be kept to a minimum. One pair of small plain gold or silver stud earrings which must only be worn in the ear lobe (one in each ear) and one wristwatch | No facial or oral piercings including nose studs, stretchers in the ears, tongue piercings or ear bars<br>No transparent retainers<br>No facial tattoos<br>No bangles, beads, wristbands or rings<br>No, I-watches/SMART watches/fit bits                                |
|  | <b>Aerosols</b> of any kind<br><b>Mobile phones</b> must not be seen or heard in school  |



## PE KIT

- Nova Hreod Academy Polo Shirt
- Nova Hreod Academy reversible Rugby Shirt
- Nova Hreod Academy blue shorts/skirt
- Trainers\*
- Navy Blue football socks\*
- Football boots\*

Items marked with an asterisk (\*) can also be purchased from other suppliers.

Optional PE Kit for cold weather only:

- Black tracksuit trousers
- Nova Hreod Academy fleece



# SCHOOL EQUIPMENT

All students are expected to carry their everyday equipment (PE kit, pencil case, books, etc.) in a bag of suitable size. Handbags and boot bags are not suitable for everyday use.

Every student is expected to bring with him/her the following basic items of equipment for every lesson every day, all kept in a clear pencil case for easy inspection:

Equipment list:

- Pen (black or blue)
- Pencil
- 30cm ruler
- Green Pen
- Eraser
- Sharpener
- Protractor
- Compass
- Scientific calculator

Tippex/liquid paper is not permitted in school and must not be used in any schoolwork.

Textbooks and specialised equipment will be issued on loan to students and students will be required to pay for any loss or damage to school property.



# CATERING

We have on-site catering facilities for students and staff, comprising:

## The Stellar Diner

Open at the times below and offering hot and cold handheld menu items at breakfast and morning break with a more traditional lunch offer. The menu changes daily on a 3-week cycle and changes twice each year. The menu includes a wide selection of hot meals every day, one of which is always vegetarian. We also offer an extensive self-serve salad bar, sandwiches, baguettes, wraps, and bagels and a range of fruit and dessert pots.

Current menus can be viewed on the school website.

|                | Breakfast       | Break             | Lunch            |
|----------------|-----------------|-------------------|------------------|
| Monday- Friday | 8.00am - 8.20am | 10.40am – 11.00am | 12.50pm – 1.20pm |





## The Kiosk

This is situated just outside the Stellar Diner and is open at lunchtimes. The Kiosk offers a daily selection of hot and cold Grab and Go food items along with a range of drinks.

## The Street Food Cart

This is a small mobile cart in the Atrium that sells a range of hot filled wraps and pasta pots.

## Payment

Payment in the Stellar Diner and for purchases from the Cart is made by “biometric” code. The academy uses an online payment system called **ParentPay**, which has been carefully selected to allow for meals and school activities to be paid via the internet and also from pay points at local shops.

Students are also able to use machines around the building to load cash onto his/her account. When he/she then goes to pay for the meal, this is done electronically, and this deducts the cost of the purchase from the balance. Please sign the yellow consent form that provides us with permission to capture your child’s biometric image.



A personalised letter will be sent to parents/carers with login details and instructions on how to activate their **ParentPay** account, together with information about how to pay for school meals at a pay point. The letter will also contain details on how to contact our business support team with any queries.

**ParentPay** is also used for payments for trips and school equipment. By eliminating the need for students to carry cash into the academy we are creating a safer environment for them and also giving parents and carers access to information on balances on meals accounts and trips, with enhanced detail on what is purchased in the diner.

## Free School Meals

If your child is eligible for free school meals, this information will be provided to us by their primary school. If you would like to apply for free school meals, please contact student services for an application form.

## Packed Lunches

If students would prefer to bring their own lunch into school they are, of course, welcome to do so, and should take responsibility for ensuring that all waste is disposed of correctly.

## Drinks

Students are permitted to have a bottle of water in the classroom with them and if this needs refilling during the day this can be done at one of the water fountains around the building, during break or lunch time.

High caffeine energy drinks are not permitted in school.

## MEDICAL

In the event of an accident or illness whilst at school, you will be contacted by Student Services. It is, therefore, very important that you ensure we have up-to-date contact details at all times.

Please ensure that you tell us of any ongoing illness or medical condition affecting your child on the Parent Consent form EV1. If your child needs to take medicine during the school day, please ensure this is clearly labelled and inform Student Services. Please be aware that staff cannot *physically* administer the medication. It is the responsibility of the parent/carer to check and be aware of "use by" dates.

## USE OF PHOTOGRAPHS

Both Nova Hreod Academy and students like to see a record of any of the various events we do. This could be by publication of photographs on social media and on our school website.

If you would prefer that your child's photograph is **not used**, please make sure that you have ticked the appropriate box in the yellow form EV1. If you decide to do this, please ensure that you let your child know, so that they are aware of the reason for not being included in photographs and also so that they can let the photographer know that they should not be included.

## FINDING YOUR WAY AROUND

Below is a list of where each Faculty is in the building. Your child may like to tear this out and keep it with him/her, although there will also be notices up to help students with this when they start in September.

The building is very easy to navigate. There are 3 floors and 5 wings (A-E). There are male, female and accessible toilets on every floor.

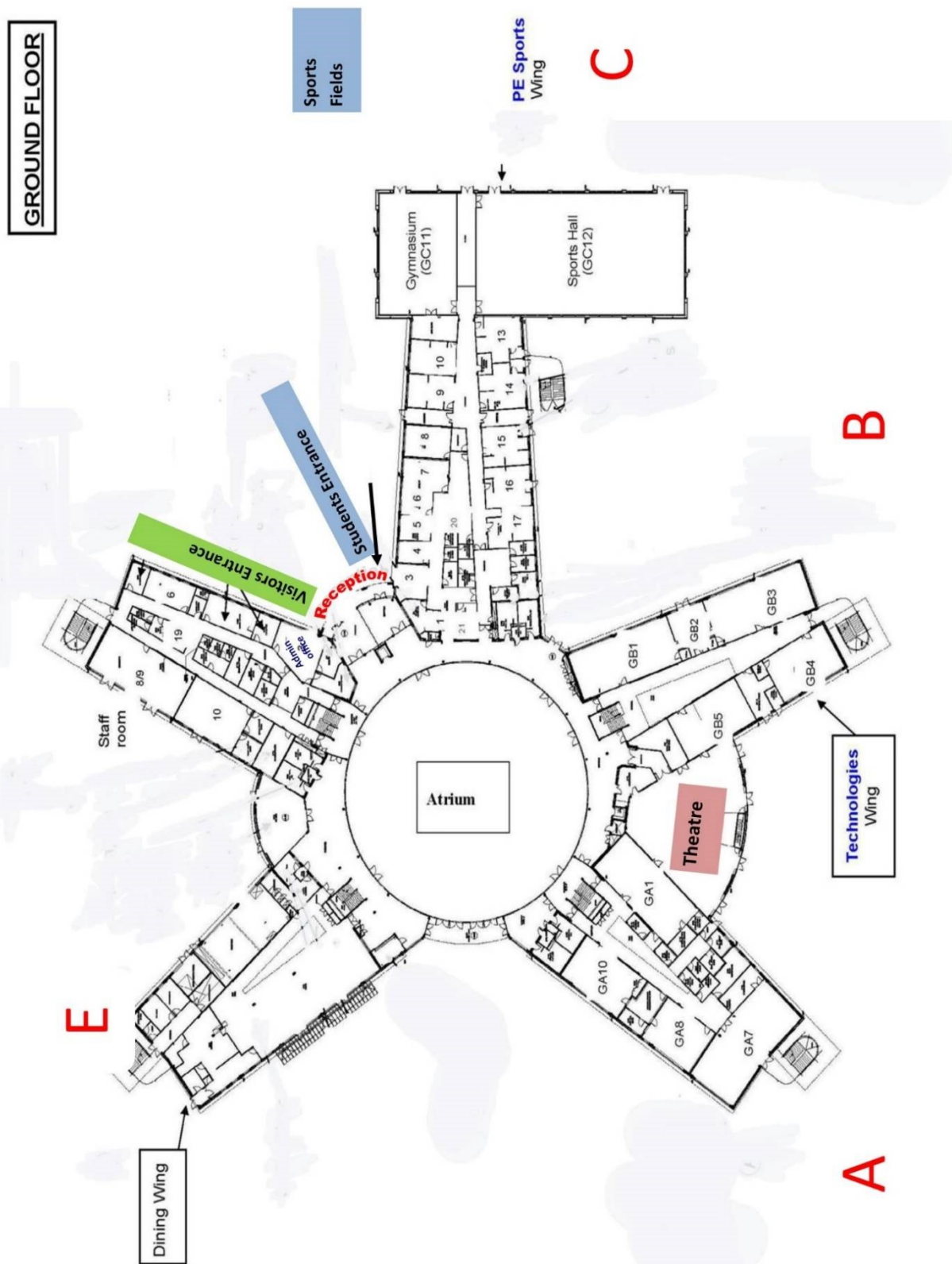
Students enter the building between C and D Wings.

| Ground Floor (G)   | First Floor (F)  | Second Floor (S)   |
|--|--|--|
| Theatre (between A and B Wings)<br>Student Services (next to D Wing)<br>Stellar Diner (E Wing)<br>Performing Arts – Music and Drama (A Wing)<br>Technology (B Wing)<br>PE (C Wing) | Learning Resource Centre (C Wing)<br>Art (A Wing)<br>Technology (B Wing)<br>Languages (C Wing)<br>English (D Wing)<br>Humanities – Geography, History and Religious Studies (E Wing) | Mathematics (A and B Wings)<br>Science (C and D Wings)<br><br>There is no Second Floor E Wing! |

The timetable will have the room shown on it – for instance, if a student has English, the room could show as FD6... he/she would know to go to:

**First Floor (F) . . . D Wing (D) . . . and find room 6.**

# MAP OF THE SCHOOL





# PRINCIPLES OF GREAT HOME SCHOOL COMMUNICATION

At Nova Hreod Academy we believe that students succeed when the student, the school and parents/carers are working in partnership to do the very best for every child. Effective communication is at the heart of any effective partnership.

In valuing effective communication, we promise parents/carers that we will do the following:

1. If a parent/carer has an urgent issue that they wish to come into school to discuss, a senior member of staff or a House Manager will make themselves available to meet as soon as is practically possible.
2. If a parent/carer wishes to meet with the Headteacher, provided he is not teaching, he will always make himself available to meet with the parent/carer to listen to the concern as soon as is practically possible.
3. We recognise that a face to face meeting is not always convenient for parents/carers with commitments. We pledge to respond within 48 hours to any phone call made or any email sent to the school during the course of the working week. Any phone call/email received after the close of school on Friday will be responded to by 5pm on the Tuesday. We would request that the majority of home/school communication is channelled via the appropriate Head of Year, to allow them to filter the query, problem or concern and to ensure that it is passed onto the most appropriate member of staff who will provide the detailed response.
4. Whether meeting in person, speaking on the phone or communicating via email, we will always state who has ownership of the problem/concern, state what actions we are going to take and provide a date by when feedback will have been provided by.
5. **If a response to a phone call/email is not received within 48 hours**, parents/carers should contact the SLT administrator Mrs Gawthorn on 01793 528800 or via email – [u.gawthorn@novahreodacademy.org.uk](mailto:u.gawthorn@novahreodacademy.org.uk). Mrs Gawthorn will acknowledge receipt of the phone call/email and bring the communication to the immediate attention of the Headteacher and he will make contact with parents/carers to seek to resolve the problem at the earliest possible opportunity.
6. All communications between school staff and parents/carers will always take place in a manner consistent with the values of Nova Hreod Academy.

# HOME/SCHOOL AGREEMENT

*\* Drive \* Integrity \* Scholarship \* Contribution*

At Nova Hreod Academy we want every pupil to flourish academically and personally in an aspirational and supportive environment.

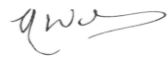
Nova Hreod Academy believes it is vital to work in close partnership with parents and carers to ensure that all of Nova students receive the best possible support and guidance. This will enable them to achieve their very best academically, but also to develop our four DISC values: Drive, Integrity, Scholarship and Contribution.

This **Home/School Agreement** provides the framework for working together. We all have a pivotal role to play in being supportive of each other and being committed to the success of this partnership so that our students are successful.



|  | Nova Hreod Academy will   | Parents/Carers will  | Students will   |
|--|---|--|---|
| <b>Teaching, Learning and Home Study</b> | <p>Provide a broad and balanced curriculum. Ensure that each pupil has the opportunities, support and guidance to make excellent progress. Provide parents/carers with clear information about the contents of the curriculum.</p> <p>Use regular assessment to track pupil progress and provide parents/carers with up-to-date information to support students in their academic and social development.</p> <p>Set appropriate home study for students advising parents/carers of expectations concerning the completion of home study.</p> | <p>Take an interest in what my child is learning and actively encourage them to attain as highly as they can.</p> <p>Support the school's philosophy of high expectations for all.</p> <p>Encourage my child to work hard and support them in their home study so that they meet all deadlines.</p>  | <p>Come to school ready to learn, demonstrating a drive to make progress and giving 100% so that I can be proud of my achievements.</p> <p>Think hard and participate fully in all lessons, producing work you can be proud of.</p> <p>Meet the deadlines set for home study every day and produce work independently to the best of your ability.</p>  |
| <b>Attendance and Punctuality</b>        | <p>Have high expectations of students in terms of attendance and punctuality.</p> <p>Maintain clear processes and communication procedures for parents to report absence.</p> <p>Work with parents/carers and, where necessary, outside agencies to ensure students attend school.</p>  | <p>Make every effort to make sure that my child will attend school every day and on time</p> <p>Inform the school as soon as possible about any absence and the reason for it</p> <p>Avoid taking children on holiday during term time</p>   | <p>Attend school every day and arrive on time</p> <p>Arrive punctually to all lessons during the school day, so that learning opportunities are not missed.</p>   |
| <b>Ethos, Values and Behaviours</b>      | <p>Develop and maintain an ethos and a behaviour system which creates a safe and caring environment for everyone.</p> <p>Support and challenge students in developing our values of Drive, Integrity, Scholarship and Contribution.</p> <p>Make sure that all staff, pupils and parents know what behaviour is expected.</p> <p>Consistently implement the behaviour systems, sanctions and rewards.</p> <p>Liaise with appropriate external agencies where necessary when concerns arise about students' safety or behaviour.</p>            | <p>Agree to the behaviour systems, "same-day" sanctions and rewards used at Nova Hreod.</p> <p>Acknowledge and/or praise good behaviour and attitude at school.</p> <p>Work with the school to find solutions in cases of unacceptable behaviour.</p> <p>Work cooperatively with external agencies, if their involvement becomes necessary, to support the wellbeing and behaviour of your child.</p> <p>Agree to the confiscation of banned items, e.g. mobile phones</p> | <p>Strive to be an ambassador for Nova Hreod, developing the DISC values of Drive, Integrity, Scholarship and Contribution.</p> <p>Follow the Nova 9 Conduct in Lessons and Conduct in School expectations.</p> <p>Attend detentions or isolation if you show unacceptable behaviours in lessons or around the school.</p> <p>Understand that any misbehaviour, whilst wearing Nova uniform, will be dealt with as if the incident occurred at school</p> <p>Agree to the confiscation of banned items, e.g. mobile phones if they are seen or heard.</p> |



|  |  |   |   |
|--|--|---|---|
| <b>Extra and co-curricular opportunities</b> | Provide a wide range of study support, trips, co-curricular, enrichment and student leadership opportunities.<br>Publicise the opportunities to students/carers and students to encourage high levels of participation.  | Talk with my child about and, encourage their participation in the extracurricular opportunities offered by Nova Hreod.   | Participate as fully as possible in extra-curricular activities offered by the Nova Hreod.  |
| <b>Communication</b>                         | Ensure parents have information about their child's progress, behaviour, home study and general school matters<br>Make sure that parents are informed about what their child is learning<br>Inform parents/carers if their child has detention or isolation<br>Make sure parents'/carers' concerns are listened to and, where appropriate, acted upon in a timely fashion. | Tell school about anything that may affect my child's learning or behaviour.<br>Raise concerns promptly and directly with the school.<br>Update Nova Hreod when means of communicating with me change such as a change of telephone number or e-mail address.<br>Attend Achievement Review Days/Key Stage 4 Parent evenings | Take letters, notes and reports from school home and give them to my parents.<br>Talk with parents and teachers about any worries in school.<br>Tell a member of staff if there is anything that may be affecting my learning or behaviour. |
| <b>Uniform and equipment</b>                 | Check your child's uniform, planner and equipment through Roll Call and tutor time.<br>Provide your child with a locker.   | Ensure my child wears the correct uniform every day.<br>Ensure my child has the necessary equipment and books.  | Wear the correct uniform every day.<br>Come to school with the correct equipment and books.   |
|  | Signed (on behalf of Nova Hreod Academy)<br><br>Nick Wells, Headteacher  | Signed by Parent/Carer<br>.....<br>Name:.....   | Signed by Student<br>.....<br>Name:.....  |

# CONTACT US

Our contact details are:

Nova Hreod Academy  
Akers Way  
SWINDON  
SN2 2NQ

Telephone:

Reception 01793 528800

Absence line 01793 549102

Fax: 01793 549111

Email: [admin@novahreodacademy.org.uk](mailto:admin@novahreodacademy.org.uk)

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

If you need to get a message to your child during the school day (for instance, if you are unable to collect them as planned), please contact Student Services via Reception and they will arrange for a message to be passed to your child.

Most whole-school communication and student progress reports are sent by email or using the School Gateway App. If any of your contact details change, please ensure that you let **Student Services** know—this is also vital in case of a medical or other emergency.



Parents, welcome to:

# Schoolgateway

Keeping you informed of what's going on at school.



Download the app

Android and iPhone



or visit the website:  
[www.schoolgateway.com](http://www.schoolgateway.com)

Activate your account today!

The smartphone screen displays the following data for Paul Good at Green Abbey School:

| Category        | Value     |
|-----------------|-----------|
| Attendance      | 94%       |
| Timetable       |           |
| Payments        |           |
| Behaviour       | 20 points |
| Achievement     | 55 points |
| Assessment      |           |
| Student Details |           |



*Designed and printed especially for you by Reprographics Nova Hreod*



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Akers Way, Swindon SN2 2NQ, Wiltshire  
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Find us at



NovaHreodUL

