



Nova Hreod Academy

The best in everyone™

Part of United Learning



PARENT INFORMATION GUIDE SEPTEMBER 2018

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INTRODUCTION

Dear parent / carer,

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.

Across the academy, there are 26 periods per week: five lessons of one hour and five minutes on each day and six on a Tuesday. These structures offer pupils a broad and balanced curriculum and enable Nova students to learn in greater depth, giving them opportunities to assess their own and each other's work, make significant progress and attain highly. In addition, there are three, 25-minute taught tutor periods each week, as well as one 25-minute assembly.

We closely monitor students' attainment. Formal assessment weeks allow us to give parents meaningful feedback on learning and progress throughout the academic year. Teachers ensure students are able to study effectively for their exams, creating knowledge organisers to help them prepare for every subject. Students are set home study work to complete and we provide an online app, which helps parents monitor this study work and deadlines.

Our school ethos is deeply rooted in our 'DISC' principles 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.

Our house system, student leadership opportunities, and our 'SuperNova' enrichment programme ensure that our students have an extensive range of opportunities to develop character, demonstrate compassion and contribute to the community.

All Nova students are allocated to one of our four houses and become part of a house tutor group, which is made up of students from every year group. This structure will enable your son/daughter to make friends with older year groups. It also facilitates mentoring and develops a strong sense of care and cohesion across the academy.

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 Hreod.

Yours sincerely

Nick Wells
Headteacher

Ruth Robinson
Executive Principal

THE VALUES OF NOVA HREOD ACADEMY

Everything that we do at Nova Hreod is centred on 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.

Drive: We are **ambitious, hardworking** and **determined**, seeking continuous improvement. We bring out the best from everyone so that **everyone shines**. We **break down barriers** to achieve what we may not previously have thought possible. We are **laser sharp** in our approaches to learning, so that everyone can make **exceptional progress** and attain **high levels of achievement**.

Integrity: We are **polite, honest, trustworthy** and **kind**. We are **respectful** to each other and ourselves. We support and challenge one another because being **helpful** to each other makes us better as a team and develops our **character** as individuals. Every day we **endeavour** to be a better version of ourselves and to bring out the best in each other.

Scholarship: We **learn** about, **debate** and **apply powerful knowledge**. We **deliberately practice**, are **curious** and **keen to learn**. Our teachers are experts who have carefully sequenced the knowledge they teach, check we are developing our understanding and give us feedback which we use to build on our own expertise. We use routines, build habits and develop **behaviours** which make us successful.

Contribution: We **participate**, giving 100% to the opportunities and challenges we are presented with, inside and outside of our classrooms. The Nova experience enables us to **contribute** and take on **leadership** roles in our **school**, our **community** and the **wider world**.



TERM DATES 2018-2019

- Monday 3rd and Tuesday 4th September are INSET days.
- Wednesday 5th, Thursday 6th and Friday 7th September are 'Launchpad Days' for Year 7 and Year 11.
Therefore, school starts for Years 7 and 11 on Wednesday 5th September at 08:20am
- School starts for Year 8, 9 and 10 pupils on Monday 10th September 2018 at 8:20.
- Wednesday 24th October is an INSET day, therefore the last day of term for pupils is Tuesday 23rd October 2018
- Monday 7th, Tuesday 8th and Wednesday 9th January are INSET days therefore school starts for pupils on 10th January 2019
- Thursday 4th and Friday 5th April are INSET days therefore the last day of term for pupils is Wednesday 3rd April 2019.
- Friday 12th July is an INSET day.

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

October				
1	8	15	22	29
2	9	16	23	30
3	10	17	24	31
4	11	18	25	
5	12	19	26	
6	13	20	27	
7	14	21	28	

November				
5	12	19	26	
6	13	20	27	
7	14	21	28	
1	8	15	22	29
2	9	16	23	30
3	10	17	24	
4	11	18	25	

December				
3	10	17	24	31
4	11	18	25	
5	12	19	26	
6	13	20	27	
7	14	21	28	
1	8	15	22	29
2	9	16	23	30

January				
7	14	21	28	
1	8	15	22	29
2	9	16	23	30
3	10	17	24	31
4	11	18	25	
5	12	19	26	
6	13	20	27	

February				
4	11	18	25	
5	12	19	26	
6	13	20	27	
7	14	21	28	
1	8	15	22	
2	9	16	23	
3	10	17	24	

March				
4	11	18	25	
5	12	19	26	
6	13	20	27	
7	14	21	28	
1	8	15	22	29
2	9	16	23	30
3	10	17	24	31

April				
1	8	15	22	29
2	9	16	23	30
3	10	17	24	
4	11	18	25	
5	12	19	26	
6	13	20	27	
7	14	21	28	

May				
6	13	20	27	
7	14	21	28	
1	8	15	22	29
2	9	16	23	30
3	10	17	24	31
4	11	18	25	
5	12	19	26	

June				
3	10	17	24	
4	11	18	25	
5	12	19	26	
6	13	20	27	
7	14	21	28	
1	8	15	22	29
2	9	16	23	30

July				
1	8	15	22	29
2	9	16	23	30
3	10	17	24	31
4	11	18	25	
5	12	19	26	
6	13	20	27	
7	14	21	28	

August/September				
5	12	19	26	
6	13	20	27	
7	14	21	28	
1	8	15	22	29
2	9	16	23	30
3	10	17	24	31
4	11	18	25	1

Public Holidays

Monday 27 August 2018, Tuesday 25 & Wednesday 26 December 2018, Tuesday 1 January 2019
 Friday 19 April 2019, Monday 22 April 2019, Monday 6 May 2019, Monday 27 May 2019
 Monday 26 August 2019

Teacher Training Days

Launchpad: for pupils in Year 7 and 11 only

Holidays

THE SCHOOL DAY

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

Monday, Wednesday, Thursday, Friday

08:20 – 08:25	Roll Call
08:25 – 08:50	Tutor Time/Assembly
08:50 – 09:55	Period 1
09:55 – 11:00	Period 2
11:00 – 11:20	Break
11:20 – 12:25	Period 3
12:25 – 13:30	Period 4
13:30 – 14:00	Lunch
14:00 – 15:05	Period 5

Tuesday

08:20 – 09:25	Period 1
09:25 – 10:30	Period 2
10:30 – 10:50	Break
10:50 – 11:55	Period 3
11:55 – 13:00	Period 4
13:00 – 13:30	Lunch
13:30 – 14:35	Period 5
14:35 – 15:40	Period 6

Please note that there are different timings on **Tuesdays**



CURRICULUM DESIGN

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

The Nova curriculum follows the new National Curriculum very closely and has been developed in partnership with colleagues in sister United Learning academies. It is designed to master key skills that will provide a platform for success at GCSE level. The new National Curriculum was developed from a study of the curricula taught in the highest performing jurisdictions. From this study, age related expectations for students were developed. That is to say, a curriculum was designed, based on what students can attain at a particular age. As such, current students should find their Key Stage 3 studies more challenging than students have done previously. 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."



Nova's 'ASPIRE' Curriculum Principles

Our Curriculum is...

Ambitious: We have exceptionally high academic expectations of all of 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.



LESSONS AND HOME STUDY

Lessons at Nova Hreod Academy are arranged over a one-week timetable of 26 periods, with each lesson lasting for one hour and five minutes.

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

Key Stage 3	Lessons
Maths	4
English	4
Science	4
Humanities	5
MFL	2
Performing Arts	2
Art & Design Technology	2
PSHE	1
PE	2
Total	26

Home Study

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 the academic year, students will be issued with a home study book for each of their subjects and a personalised home study timetable, indicating when home study will be set and collected. It is expected that all home study is completed to the highest standards in these books, that they are looked after and not lost.

In Years 7 and 8, each piece of home study set should take approximately 45 minutes to complete, whilst in Years 9, 10 and 11 each piece should take at least 60 minutes. Students and parents can check the deadlines for all prep work on E-praise, using the login code, which will be provided. 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.

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 are a useful tool for providing parents with information about what students will be learning in each subject area. These are issued to students termly.



In addition, 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 and praise
- Support your son/daughter in taking responsibility for organising and doing his/her own home study tasks
- Create a quiet space at home where your son/daughter can work without being disturbed
- Help your son/daughter get as much access as possible to information through your local library and, if you have a computer at home, the internet
- Help your son/daughter create a routine that works for them
- Make a plan to help your son/daughter manage their home study and revision
- Ensure your son/daughter eats well and gets plenty of sleep.



Assessment

At Nova Hreod Academy, student assessment is ongoing and we enhance their learning through weekly home study tasks plus peer and self-assessment in lessons. In addition, there are two assessment points during an academic year. So that every student knows exactly what to revise, we publish knowledge organisers for all students in every subject that they study. 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.

Reporting

During the academic year there are two exam periods for pupils in Years 7-10. These are known as SPRs. During each SPR, 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. 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. Parents will also be told whether their child's exam performance is in-line with, above or below the level expected given their prior attainment. In addition, teachers will indicate how good the pupil's 'attitude to learning' is in the subject. Reports will therefore give parents a wealth of information about their child's attitudes, achievement and progress across the curriculum.

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 pupils with special educational needs or a disability (SEND) are offered 'quality first 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 SENDCO and the classroom teacher.

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

Throughout the academic year the SEND team work closely with parents and carers to keep pupils' learning and progress under review. If you have any particular concerns about your son or daughter's learning, please contact Mr Wilkinson to address these concerns. Task support will be offered by the SEND department in afterschool sessions.

Literacy

Developing our students' literacy skills is one of our most important roles. Reading opens the door to the world of knowledge and imagination. We use a range of strategies within class to support students to develop these skills.

We use a programme called Accelerated Reader (AR) for the whole of years 7-10. AR is a computer program that encourages students to develop a love of reading. Each student takes a STAR reading test which helps identify their reading age and level. Students then select a book from the library and read it at their own pace. When they finish their books, students take a short multiple choice quiz on a computer. This means that the student receives instant feedback on how well they have understood what they have read and teachers can work with the student to set targets for their on-going reading practice.

Students collect points for each quiz they complete. These points contribute to the House Championship and individual students will win prizes based on their progress and attainment in reading. Parents can find out how well their child is doing without leaving home through the Renaissance Home Connect site. Login details for this site are sent out at the beginning of the year and are also available from Mrs Fawcett, our Learning Resource Centre Manager.

In terms of developing all round communication skills, our teachers expect students to be able to speak and 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.

Numeracy

At Nova Hreod, 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. Fluency in the basics is encouraged through Timetables Rockstars and Numeracy Ninjas in years 7 – 9. 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, though. 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. 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:

- 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.
- Instead, say: "I use maths / numeracy every day, and so do you," or "I found maths challenging at school but, by practicing, anyone can become more successful."
- Talk about numeracy in everyday life. Ask how they work out problems or questions at school or at home.
- 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 practice 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.



THE HOUSE SYSTEM

Every pupil at Nova Hreod will be part of the house system. On entry into Year 7, each pupil will be 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 will join their house tutor group for roll call and registration and then for a 25-minute tutor session or an assembly. The tutor group will have approximately 25 pupils, with five pupils from each of Years 7 – 11.

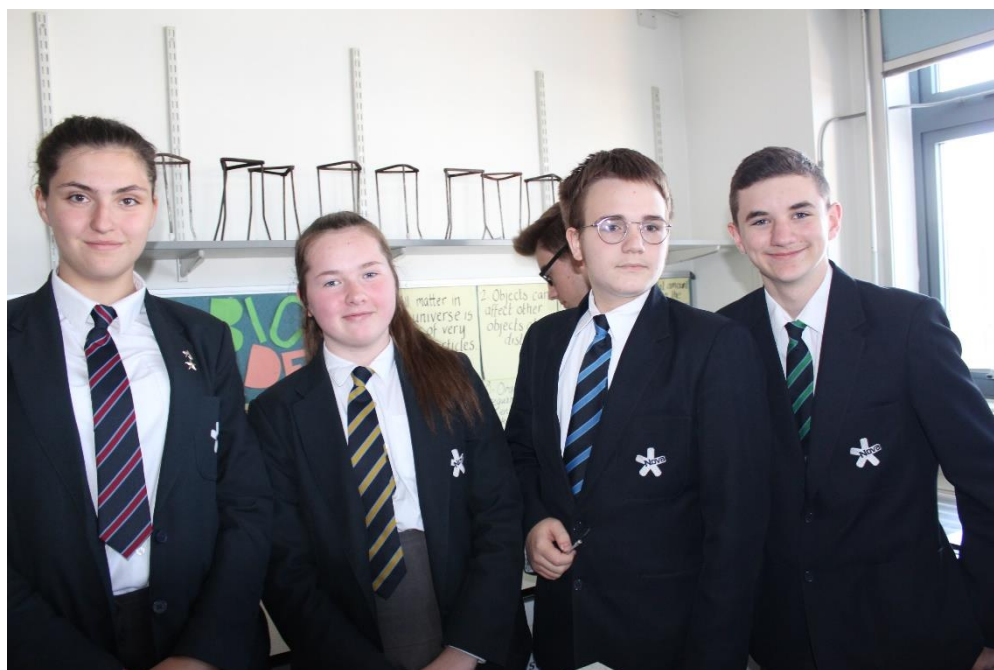
We believe that vertical tutoring promotes individual responsibility, enhances students' confidence and encourages an environment of collaboration and teamwork. Our vertical tutoring system allows students to work together to develop tolerance, trust and empathy. Younger students are helped, guided and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

The house system will be an important aspect of our pastoral care. We have chosen the names of our houses to link with the name of our school – Nova Hreod. 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. They are: Pegasus, Aquila, Orion and Cygnus.

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

Throughout the year, our House Championship will provide opportunities for healthy competition and fun through a wide range of competitions. Each competition will have a set number of house points which are allocated to houses once results have been decided. House points are added to our championship totalizer with the winning house being awarded the House Championship at the end of the year.

Students will hold elections each year to appoint their House Captains and Tutor Captains.



BEHAVIOUR EXPECTATIONS

At Nova Hreod Academy it is very important to us that all our students feel happy at school and are able to work to the best of their abilities. However, if your child experiences difficulties with another student, please contact Reception.

Racist, homophobic and sexist behaviour is never tolerated at Nova Hreod Academy.

Nova Hreod Academy's Behaviour Code

"No student has the right to disrupt the learning of others. Teachers will have disruption-free classrooms in which they can teach and students will have disruption-free classrooms in which they can learn."

The Binary Behaviour System

The Binary Behaviour system is designed to reward those students who are working hard and remove students who take away the opportunity for others to learn and make progress.

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 his/her name is written on the board. The second time the student is spoken to, the student will be removed from the lesson and placed in isolation until 5.00pm. Parents will be contacted by a member of staff to inform them if their child is placed in isolation.

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 isolation if they arrive to school with incorrect uniform, hair or shoes.

The Nova Nine: Conduct out of Lessons 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, isolation, fixed term exclusions and permanent exclusion for the most serious incidents. (This is not an exhaustive list.)

The Nova Nine: Conduct out of Lessons

- CoL1 Speak respectfully to all staff and do as you are asked without question
- CoL2 Be kind and considerate to other students
- CoL3 Wear your correct uniform neatly and with pride
- CoL4 Do your home study and hand it in on time
- CoL5 Be on time and attend all lessons, tutor times/assemblies. Remain in class.
- CoL6 Keep calm and avoid any physical aggression or throwing of objects
- CoL7 Be respectful of the property of teachers and fellow students
- CoL8 Take care of our classrooms, corridors, spaces and equipment and put your litter in the bin
- CoL9 Never bring cigarettes, alcohol, an illegal substance or a weapon into school

Mobile Telephones 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 telephones and electronic devices including headphones must not be visible in school from the moment students enter the school site. Pupils may not wear smart watches or fitbits in school. These items should be turned off and kept in the student's bag during the school day. If mobile telephones, electronic devices or headphones are seen or heard during the school day, they will be confiscated and available to collect at the end of the day from the APSC. If an electronic device is confiscated for the second time in a term, the parent or carer will need to collect it at the end of the week (Friday at 15.05pm). They will not be returned directly to your child.

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



THE EPRAISE REWARDS SYSTEM



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, we are introducing a new Rewards System known as Epraise. The academy will use Epraise points which have a monetary value. There will be an Academy Shop and pupils will be able to use their online Epraise accounts to order prizes which will be collected from the shop. Logins and passwords for your child's Epraise account will be emailed to you in September.

In addition, all staff will have **25 Epraise Points each week** which they can award to students who do something exceptional which demonstrates our SuperNova attributes.

SUPERNOVA Attributes

Studious	Neat
United	Organised
Polite	Virtuous
Enthusiastic	Ambitious
Resilient	

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
- There is a **reward trip** each year. In order to secure a place on the subsidised reward trip (the dates when the criteria apply will be announced), students must have over 97% attendance, no detentions, isolation, no CoL sanctions and no exclusions in the published period
- 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

SUPERNOVA – OUR ENRICHMENT PROGRAMME

We have an exciting extra-curricular activity programme called 'SuperNova' which is updated on a termly basis. Staff at Nova Hreod 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 Award
- 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.

Duke of Edinburgh Award Scheme

The Duke of Edinburgh Award scheme (DoE) provides activities for young people. Taking part in DoE provides opportunities for young people to find self-confidence, a sense of purpose and achievement whilst providing structure and training. Students can do programmes at three levels, which when completed lead to a Bronze, Silver or Gold Duke of Edinburgh Award.

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
- An annual "trips day", usually in the last week of the school year. This usually includes a trip to a theme park
- A programme of foreign trips each year, for example there could be trips to Disneyland and Paris, New York and a Skiing trip

We intend to create a 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 take part in.



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 13-23 Charter Achievements. The pupil will receive a certificate.
- A **Silver** Award is presented to pupils who have 24-34 Charter Achievements. The pupil will receive a certificate and a pin badge.
- A **Gold** Award is presented to pupils who have 35-45 Charter Achievements. The pupil will receive a certificate, a pin badge and meeting with the Assistant Principal.
- A **Platinum** Award is presented to pupils who have 46 or more Charter Achievements. The pupil will receive a certificate, pin badge and meeting with the Headteacher.

ATTENDANCE AND ABSENCE

NOVA HREOD ACADEMY EXPECTS ALL STUDENTS TO ACHIEVE 100 PER CENT 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 8.20 am on each day of absence, on (01793) 549102, using the School Gateway app or by email: attendance@novahreodacademy.org.uk.

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 departure date.

Medical/Dental Appointments:

All medical/dental appointments should be made outside school hours. If students are requesting 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 Student Services 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 8:20, 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.

Lateness after close of registration may result in you being served a Penalty Notice or a summons to Court. Nova Hreod Academy will be prosecuting parents/carers of students who persistently arrive late to the academy.

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!

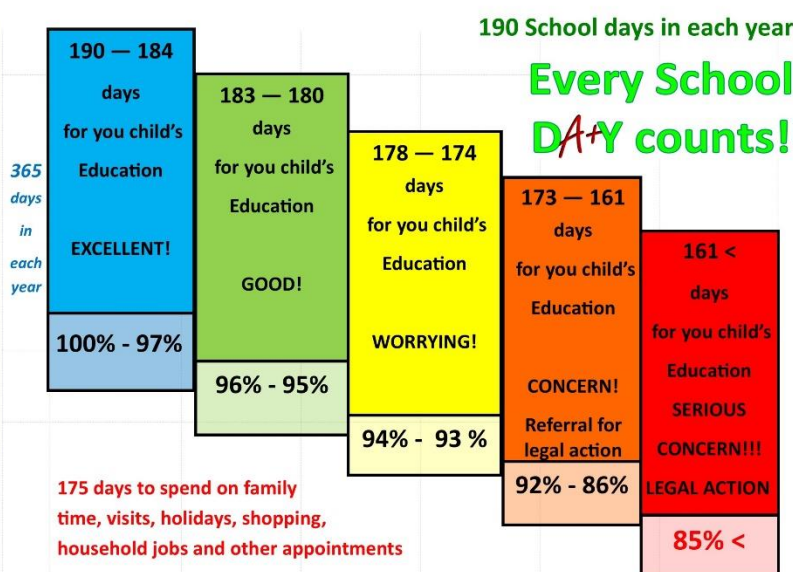
•You will do a grade better on average if you have 95% attendance compared to 85%.

•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.

UNIFORM

Uniform for all students is:

- **Nova navy Blazer** – there are two styles, unisex or a more fitted version for female students
- **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
Trousers: CHARCOAL grey in a traditional full length, formal style. Belts: Black only	No fashion styles e.g. skinny, leggings, jeggings, baggy or jeans No trousers with metal studs, rivets, or accessories such as labels, fake zips or buckles No cord, chinos, patterned fabric, casual trousers or branded items. No decorative belts or buckles
Skirts: CHARCOAL grey, traditional school style. Must be at least knee length	No fashion styles e.g. tight fitting, skater, side slits or wrap around No figure hugging jersey material, patterned, or textured No skirts with accessories, e.g. decorative belts, labels, rivets, obvious zips or pockets
Shirts: White, long or short sleeved, button collar, suitable for a tie	No T shirts to be worn underneath the school shirt
Jumpers: Optional Nova logoed navy V neck jumper may be worn under the blazer	No alternative jumper allowed No cardigans, sweatshirts or hoodies The jumper can only be worn with the blazer, not on its own
Coats: 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
Footwear: 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, fur or Velcro fastenings No fashion styles with accessories such as bows, braiding or studs No alternative coloured soles or laces No branded logos
Socks: Black Tights: Black NB: Tights or socks must be worn	Black only No trainer socks/shoe liners/bare feet No textured, patterned or embellished styles No leggings No socks to be worn over tights
Hair: 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 No unnatural or extreme hair colouring No tramlines All hair accessories should be functional and not fashionable
Make up: 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 No nail varnish, gel nails or artificial nails may be worn
Jewellery: 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 No transparent retainers No facial tattoos No bangles, beads, wristbands or rings No I-watches/SMART watches/fitbits
	Aerosols of any kind Mobile phones 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/skort
- 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 school work.

Text books 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.



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: 8.10am – 8.20am

Breaktime: 11.00am - 11.20am
(10.30am – 10.50am on Tuesdays)

After school: 3.05pm – 4.00pm
(3.40pm – 4.15pm on Tuesdays)



The LRC also houses the careers library where students can find information about their post 16 choices. The careers officer is on site to offer support and guidance to students.



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 hand held menu items at breakfast and morning break with a more traditional lunch offer. The menu changes daily on a 4-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, Wednesday, Thursday and Friday	8.00am - 8.20am	11.00am – 11.20am	1.30pm – 2.00pm
Tuesday		10.30am – 10.50am	1.00pm – 1.30pm



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, but 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, including 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)

Theatre (between A and B Wings)
Student Services (next to D Wing)
Stellar Diner (E Wing)
Performing Arts – Music and Drama (A Wing)
Technology (B Wing)
PE (C Wing)

First Floor (F)

Learning Resource Centre (C Wing)
Art (A Wing)
Technology (B Wing)
Languages (C Wing)
English (D Wing)
Humanities – Geography, History and Religious Studies (E Wing)

Second Floor (S)

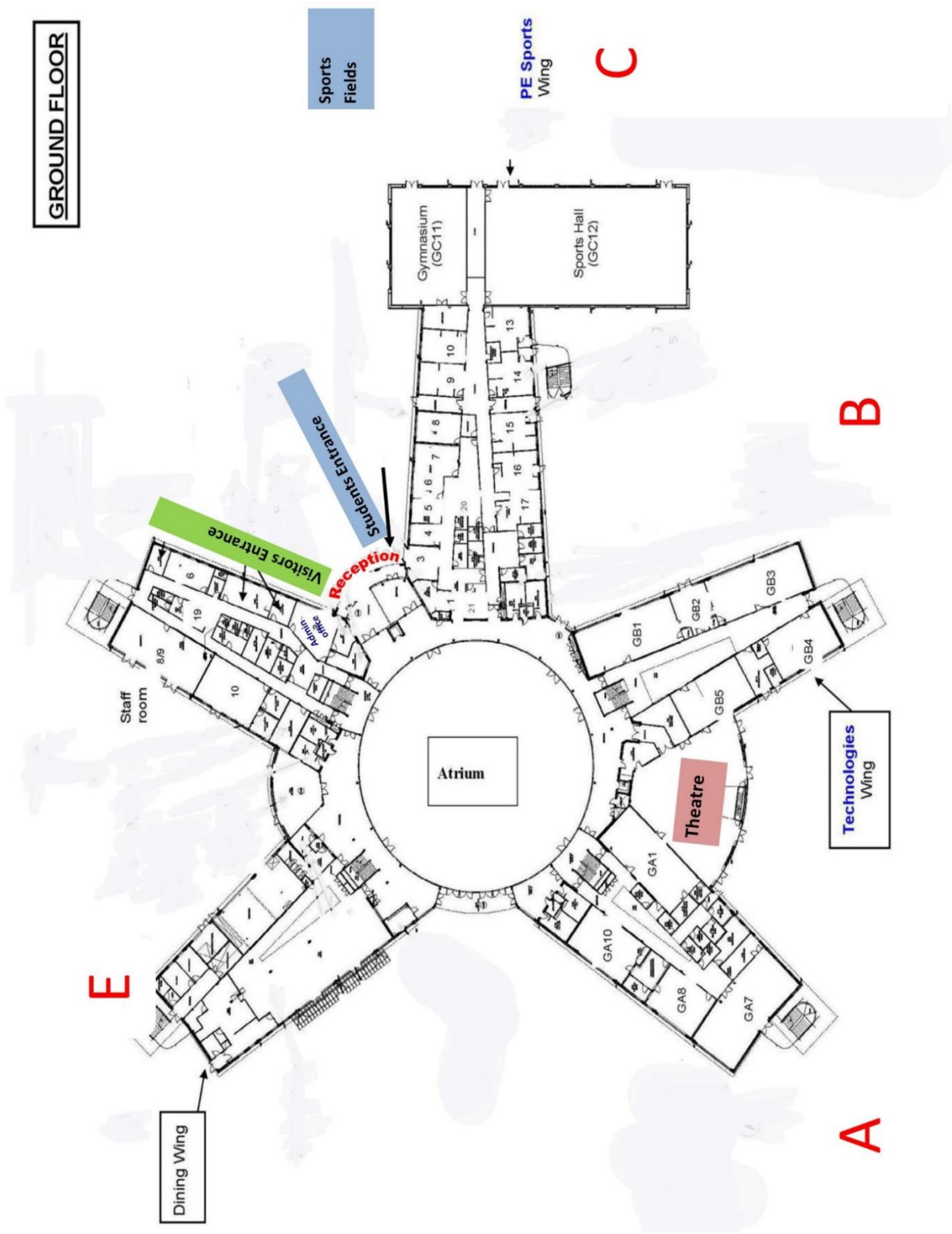
Mathematics (A and B Wings)
Science (C and D Wings)

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



HOME SCHOOL COMMUNICATION

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 House Manager, 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 Headteacher's PA Mrs Waldron on 01793 549106 or via email – t.waldron@novahreodacademy.org.uk

Mrs Waldron 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.

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

Website: 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.

If any of your contact details change, please ensure that you let **Student Services** know—this is vital in case of a medical or other emergency.

Nova Hreod Academy
"No best in everyone"
www.novahreodacademy.org.uk

EV1 2017/2018

Consent Form

Please complete this form giving all relevant details. The information given or updated by you will be referred to when the pupil participates in away sports fixtures, off site visits during the day or evening sports fixtures. You will be given written information concerning these visits and asked to sign a separate short permission form to allow your son or daughter to participate in any other out of hours activities.

SECTION 1: Student Details	
Name of pupil:	Date of Birth:
Male/female:	Year Group:
Ethnicity:	Free School Meals: Y/N
Nationality:	Country of Birth:
Religion:	Pupil currently in care: Y/N
Home Language*:	Has a parent currently in HM Forces: Y/N
First Language*:	Young Carer: Y/N

*Home Language - this is the language your child uses at home or in the community.
First Language - this is the language to which the pupil was first exposed in early childhood.

If your child was adopted from care or left care under a Sixty/60/60 (S60/60/60), please make us aware below. Please note that supporting evidence should also be provided.

My child was adopted from care <input type="checkbox"/>	My child left care under a Residence Order (RO) <input type="checkbox"/>
My child left care under a Special Guardianship Order (SGO) <input type="checkbox"/>	My child left care under a Child Arrangements Order (CAO) <input type="checkbox"/>

SECTION 2: Contact Details	
Name of parent/carer:	Relationship to Pupil:
Home address:	Home telephone no:
	Work telephone no:
	Mobile telephone no:
	Email address:

Alternative emergency contacts	
Contact Priority 2:	Contact Priority 3:
Name:	Name:
Relationship to Pupil:	Relationship to Pupil:
Address:	Address:
Tel No:	Tel No:



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Find us at



NovaHreodUL

