



# PARENTS' INFORMATION GUIDE 2025-2026

Excellence | Hard Work | Kindness

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**Nova Hreod Academy**

The best in everyone™

Part of United Learning

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## INTRODUCTION FROM THE PRINCIPAL

Dear Parents

We are delighted to be welcoming you and your child to be part of our school community.

At Nova we are driven by our ambition that students at our school will have a better chance of success here than if they attended any other school in the country. It is our aim that students who attend this school will not only achieve excellent academic results but will also leave Nova Hreod as ambitious, confident young adults who go on to lead happy, meaningful and fulfilled lives.



At Nova we believe that all children have limitless potential and that all children can succeed when they are educated in an environment that is characterised by high standards of behaviour, excellent teaching and a strong sense of community.

We place learning at the heart of everything that we do at Nova. Our expert teachers deliver a rich and ambitious academic curriculum in a calm, purposeful atmosphere, this ensures that students achieve the best possible academic qualifications.

Beyond the classroom our house system, student leadership opportunities, and our enrichment programme, SuperNova, ensure that students have a wide range of opportunities to develop their character and to find and develop new passions, skills and interests. Every day at Nova we strive to create an atmosphere of joyful excellence where our students' experience is characterised by both high standards and high levels of support.

An essential part of life at Nova is our year group based pastoral team, which means that all students and families are known and that your child is able to develop a strong sense of belonging as they become a Nova Student.

We look forward to getting to know you and your child.

James Harding-Mbogo  
**Principal**

## VISION AND VALUES

### Vision

Our vision is that students attending Nova Hreod Academy will have a better chance of success than if they attended any other school in the country.

We give students the best chance of success by ensuring they leave Nova with:

- High value qualifications
- Good understanding of our subject disciplines
- Development of character through high quality experiences

### Values

At Nova Hreod we are one team united by the pursuit of the best chance of success for every student. We are guided at all times by our values:

Excellence – We do everything as well as we can, always

Hard Work – Together we persevere to overcome obstacles and reach success

Kindness – We are thoughtful and considered about how we treat others



## Nova Values

We are one team  
united by our  
pursuit of the  
best chance  
of success for  
every student.

### Excellence

We do everything as well as we can,  
always.

### Hard Work

Together we persevere to overcome  
obstacles and reach success.

### Kindness

We are thoughtful and considered  
about how we treat others.

## KEY STAFF

### PRINCIPAL

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James Harding-Mbogo is the Principal. Email: [u.gawthorn@novahreodacademy.org.uk](mailto:u.gawthorn@novahreodacademy.org.uk)

### SENIOR VICE PRINCIPAL – CULTURE

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Mrs Krisha Hendra is the Senior Vice Principal – Culture. Email: [k.hendra@novahreodacademy.org.uk](mailto:k.hendra@novahreodacademy.org.uk)

### ASSISTANT PRINCIPAL - BEHAVIOUR

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Mrs Faye Green is the Assistant Principal - Behaviour. Email: [f.green@novahreodacademy.org.uk](mailto:f.green@novahreodacademy.org.uk)

### YEAR MANAGER

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The Year 7 Manager is Ms Vanessa Simpkins. Email: [yearmanager7@novahreodacademy.org.uk](mailto:yearmanager7@novahreodacademy.org.uk)

### ATTENDANCE OFFICER

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Mrs Mandy Hickton is the Attendance Manager. Email: [n.attendance@novahreodacademy.org.uk](mailto:n.attendance@novahreodacademy.org.uk)

### SAFEGUARDING LEAD

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Mrs Krisha Hendra, Senior Vice Principal, is the Designated Safeguarding Lead. Email: [Safeguarding@novahreodacademy.org.uk](mailto:Safeguarding@novahreodacademy.org.uk)

Mrs Emma Stephen is the Deputy Designated Safeguarding Lead. Email: [Safeguarding@novahreodacademy.org.uk](mailto:Safeguarding@novahreodacademy.org.uk)

### SEND CO

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Mrs Eleanor Edens is the SEND CO. Email: [senco@novahreodacademy.org.uk](mailto:senco@novahreodacademy.org.uk)

### RECEPTION

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

Tel: 01793 528800



## UNIFORM

Uniform at the Academy is very important to us because it represents our shared commitment to excellence in everything that we do. We have very high standards for the way in which our uniform is worn. We want our students to wear Nova uniform with pride.

### AIMS OF OUR SCHOOL UNIFORM:

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#### **Creates a sense of belonging and pride**

Our uniform and sports kits proudly display our school logo, building a feeling of belonging. It represents our collective identity and community.

#### **Promotes equity and gives value for money**

Uniform promotes equality as it reduces the financial pressures, and the stress placed on students and families to purchase and wear expensive, fashionable items and is a relatively inexpensive way of dressing young people for school. It also reduces the opportunities for bullying to occur.

#### **Professional and practical**

Following a dress code helps instil a sense of purpose; uniform is practical, identifies students and shows that students are ready to learn and work hard.



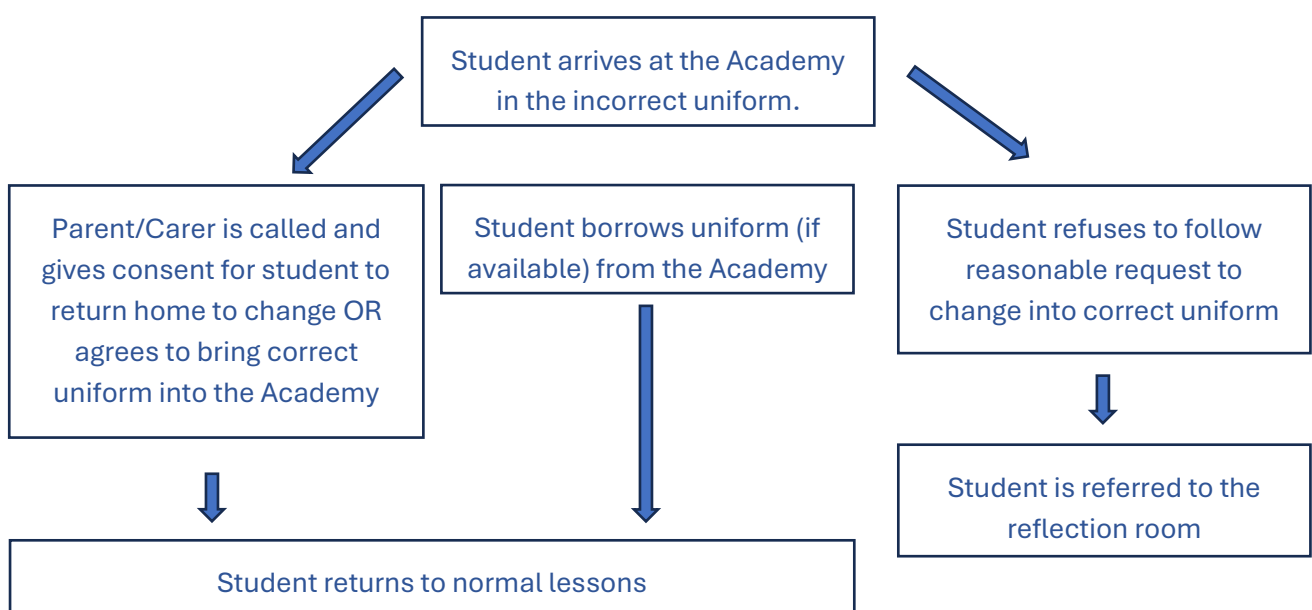
## UNIFORM FOR ALL STUDENTS

<b>Where to buy uniform</b>	<b>Must be purchased from Monkhouse, our uniform supplier</b>  Monkhouse Schoolwear, Sanford Street, Swindon. 01793 520843. <a href="http://monkhouse.com">Nova Hreod Academy (URN-140515) - School (monkhouse.com)</a>	<b>Can be purchased from any supplier</b>  Please be aware of items that are marketed as school uniform or in the uniform section but that don't meet our criteria.
<b>School Uniform Items</b>		
<b>Compulsory uniform</b>	Nova navy blazer  Nova house tie (clip-on)  <i>Orion – red striped tie</i>  <i>Cygnus – blue striped tie</i>  <i>Pegasus – yellow striped tie</i>  <i>Aquila – green striped tie</i>	Grey trousers, pleated skirt or shorts  White shirt  Black shoes  Black socks and tights
<b>Optional items of uniform</b>		Navy V neck jumper
<b>PE Kit Items</b>		
<b>Compulsory PE Kit</b>	Nova Hreod Academy Polo Shirt  Nova Hreod Academy reversible Rugby Shirt  Nova Hreod Academy blue shorts/skirt	Trainers  Navy Blue football socks  Football boots  Mouth guard/mouth shield for rugby
<b>Optional items of PE Kit</b>	Nova Hreod Academy hoody  Nova Hreod Academy fleece	Black/Navy tracksuit bottoms  Sports bra
<b>Banned Uniform Items – will be confiscated</b>		
<ul style="list-style-type: none"> <li>Hoodies or zip up hooded tops of any kind (including sports hoodies that students wear as a coat, zip up tops and fleeces). The only outer layer that students can wear is a coat.</li> <li>Round neck jumpers</li> <li>Sweatshirts of any sort included v-neck and round neck</li> </ul>		

- Cycling shorts, leggings
- Colourful and/or fluffy socks
- Sports socks with nike logo or other sports branding
- Demin or leather jackets
- Crocs, sliders, flip flops or any other open footwear are not allowed for students under any circumstances including injuries as they are not safe footwear on our school site
- Jewellery of any kind except for a single plain stud in each ear
- Smart watches including fitness trackers
- Airpods and earphones
- Nike air forces or converse style shoes or trainers
- False lashes of any kind
- Artificial, fake nails, nail polish or acrylic nails of any kind including a natural style
- Deodorant sprays, perfume or aftershave (Deodorant must be roll on only)

## UNIFORM CORRECTION

Please ensure that your child arrives in correct uniform each day. If students need to borrow some uniform for the day, they can exchange an item of uniform for a phone or keys or equivalent valuable item if they arrive before the start of school (note: we will not accept hoodies or coats in exchange for items of uniform). If students are in incorrect uniform or wearing banned items, they will need to correct/borrow their uniform before being allowed in lessons.



## UNIFORM ADDITIONAL GUIDANCE

Please read the guidance carefully. We would recommend checking with us before purchasing an item if you are unsure whether it is compliant with our Uniform Policy.

	Acceptable in school	Not acceptable in school
Shirts	<p>White, long or short sleeved, button collar, suitable for a tie. Shirts are worn tucked in and buttoned up including top button.</p> <p><b>Compulsory item</b></p>	<ul style="list-style-type: none"> <li>No visible t-shirts to be worn underneath the school shirt</li> <li>No polo shirts</li> </ul>
Formal, tailored Trousers	<p>Grey in a traditional full length, formal style. Trousers should be worn correctly and sit at the waist.</p> <p>Belts: Black only</p> <p><b>Compulsory item</b></p>	<ul style="list-style-type: none"> <li>No fashion styles e.g. stretchy material, Lycra, skinny, leggings, jeggings, baggy or jeans</li> <li>No trousers with metal studs, rivets, or accessories such as labels, fake zips or buckles</li> <li>No cord, chinos, patterned fabric, casual trousers or branded items.</li> <li>No decorative belts or buckles</li> <li>No cropped trousers</li> <li>Low worn trousers are not permitted</li> <li>Trousers should not be rolled up</li> </ul>
Formal tailored Shorts	<p>Grey in a traditional, knee length, formal style. Shorts should be worn correctly and sit at the waist.</p> <p><b>Optional item</b></p>	<ul style="list-style-type: none"> <li>No fashion styles e.g. stretchy material, Lycra, skinny, cycling shorts, baggy or jeans</li> <li>No shorts with metal studs, rivets, or accessories such as labels, fake zips or buckles</li> <li>No cord, chinos, patterned fabric, casual or branded items</li> <li>No decorative belts or buckles</li> <li>Low worn shorts are not permitted</li> <li>Shorts should not be rolled up</li> </ul>
Pleated, tailored Skirt	<p>Grey, traditional formal pleated school style. Must be on or below knee length and pleated.</p> <p><b>Optional item</b></p>	<ul style="list-style-type: none"> <li>No fashion styles e.g. tight fitting, tube, skater, side slits or wrap around</li> <li>No visible shorts or jogging bottoms to be worn under trousers</li> <li>No figure-hugging stretchy jersey material, patterned, or textured</li> <li>No pencil skirts</li> </ul>

	Acceptable in school	Not acceptable in school
		<ul style="list-style-type: none"> <li>No skirts with accessories, e.g. decorative belts, labels, rivets, obvious zips or pockets or any other embellishment</li> <li>Skirts are not allowed to be worn rolled up</li> </ul>
Smart v-neck jumper	<p>Optional navy-blue V neck jumper may be worn under the blazer</p> <p><b>Optional item</b></p>	<ul style="list-style-type: none"> <li>No cardigans, sweatshirts or hoodies</li> <li>The jumper can only be worn with the blazer, not on its own</li> <li>Round neck jumpers are not allowed</li> <li>Not worn tied up at the back</li> </ul>
Coats	<p>A waterproof coat that should be worn over the school blazer to and from school as appropriate to the time of year and weather conditions.</p> <p><b>Optional item</b></p>	<ul style="list-style-type: none"> <li>Coats cannot be worn in lessons or when transitioning between lessons</li> <li>No hoodie, denim, leather jackets or sweatshirts allowed and these will be confiscated until the end of the day if worn to school.</li> </ul>
Footwear	<p>Black shoes only. These should be plain, leather or leather look, substantial, hardwearing and of a formal style. Shoes must be polishable.</p> <p>Shoes should be buckle, lace up or slip on but must not be Velcro.</p>	<ul style="list-style-type: none"> <li>No high heels, boots, trainers, skate shoes, canvas, suede, fur or Velcro fastenings</li> <li>No fashion styles with accessories such as bows, braiding or studs No alternative coloured soles or laces</li> <li>No branded logos</li> <li>Canvas shoes or trainers are not allowed. Please note this includes more formal trainer styles, such as black Nike Air Force.</li> <li>Nike Air Force, Crocs, sliders, flip-flops, slippers, open toe or open back footwear are not allowed under any circumstances</li> </ul>
Socks	Tights or socks must be black in colour only	<ul style="list-style-type: none"> <li>No trainer socks/shoe liners/bare feet</li> <li>No coloured textured, patterned or embellished styles</li> <li>No leggings</li> <li>No logos (including Nike ticks) on socks</li> <li>No sports socks</li> </ul>
Make up	Should be subtle, and kept to a minimum using neutral tones	<ul style="list-style-type: none"> <li>No heavy or excessive make up e.g. dark brows, thick eyeliner, bright eye shadow or lipstick</li> <li>No nail varnish, gel, acrylic or artificial nails may be worn</li> </ul>

	Acceptable in school	Not acceptable in school
Jewellery	<p>Jewellery is not allowed. Students should not wear any jewellery to school.</p> <p>The only exception that is permitted is one pair of small plain, round stud earrings which must only be worn in the ear lobe no bigger than 3mm (one in each ear) and one wristwatch.</p> <p>If students have other piercings then transparent flat retainers are permitted to be worn but these must be discreet.</p>	<ul style="list-style-type: none"> <li>• No facial or oral piercings including nose studs, stretchers in the ears, tongue piercings or ear bars</li> <li>• No facial tattoos.</li> <li>• No large diamond studs, colourful earrings dangly earrings, hoops.</li> <li>• No plasters or tape to be worn over piercings and time is <u>not allowed</u> for piercings to heal - students must only remove the piercing or wear retainers.</li> <li>• No bangles, beads, necklaces, wristbands or rings</li> <li>• No I-watches/SMART watches/fitness trackers.</li> </ul>
Bags	<p>Students are expected to bring a bag to school every day. This can be a shoulder bag or rucksack but must be large enough to fit an A4 folder.</p> <p><b>Compulsory item</b></p>	Handbags, messenger bags, canvas tote bags, pouches or shopping bags are not permitted.
Hair covering	Hijab or Niqab in plain black or navy	Colourful or embellished items
	Bonnets, headscarves, wraps or durags in plain black or navy	Colourful or embellished items
<p>Nova Hreod Academy adopts the Halo Code.</p> <p>Our school champions the right of staff and students to embrace all Afro-hairstyles. We acknowledge that Afro-textured hair is an important part of our black staff and students' racial, ethnic, cultural, and religious identities, and requires specific styling for hair health and maintenance.</p>		

Shoes further guidance:

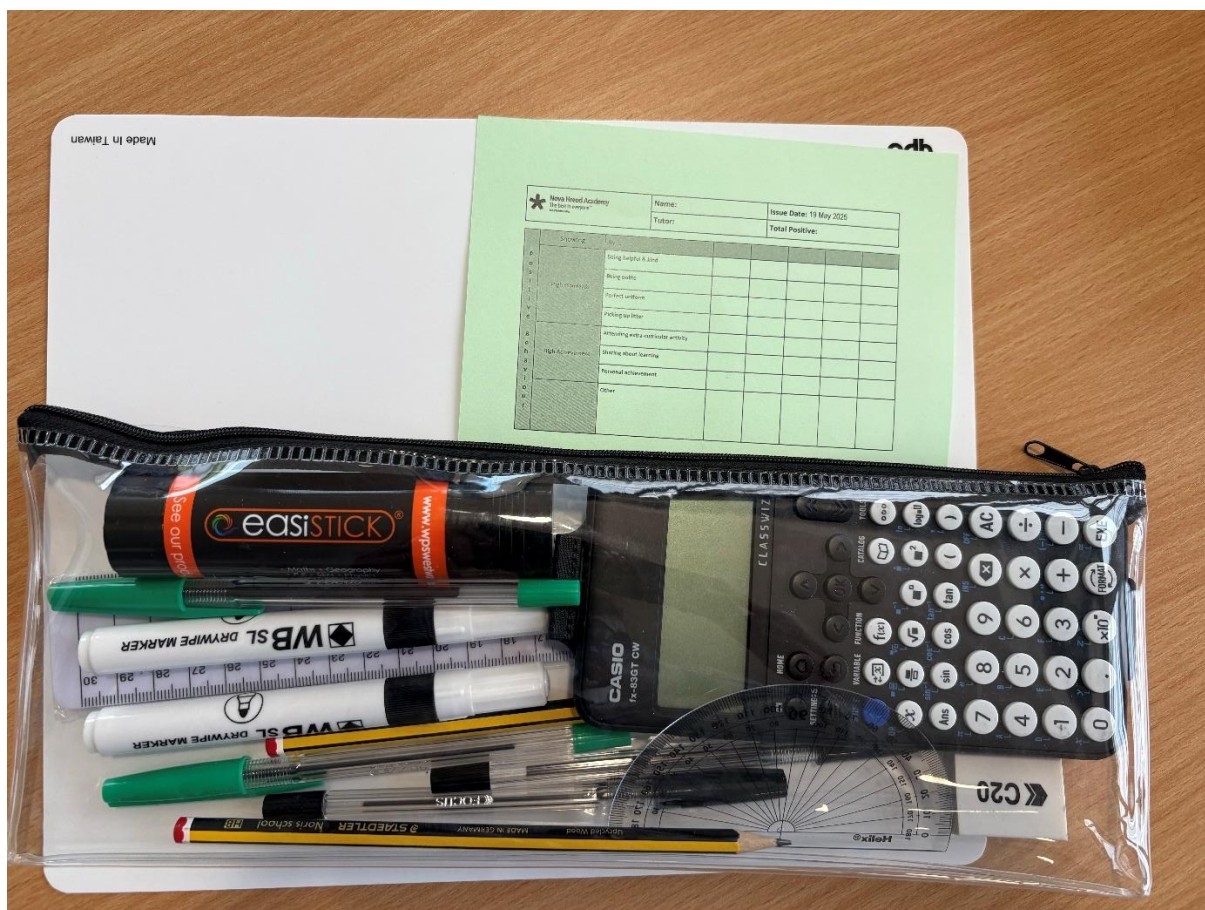
Acceptable Styles



Unacceptable Styles



## EQUIPMENT



Equipment is checked at the start of each day in tutor time. Students are given an opportunity to purchase equipment on their way into the academy each day at our Nova Equipment Shop.

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:

- 30cm ruler
- Black Pen x 2
- Clear Plastic 30cm pencil case
- Eraser
- Glue Stick
- Green Pen x 2
- Pencil x 2
- Protractor
- Scientific calculator
- A4 size white board\*
- White board pen x 2
- Knowledge Organiser\*
- Self-Quizzing book\*
- Reusable Water Bottle

\*Whiteboards, Knowledge Organisers and Self-Quizzing books are provided by the school, but a charge will apply for replacements if lost.

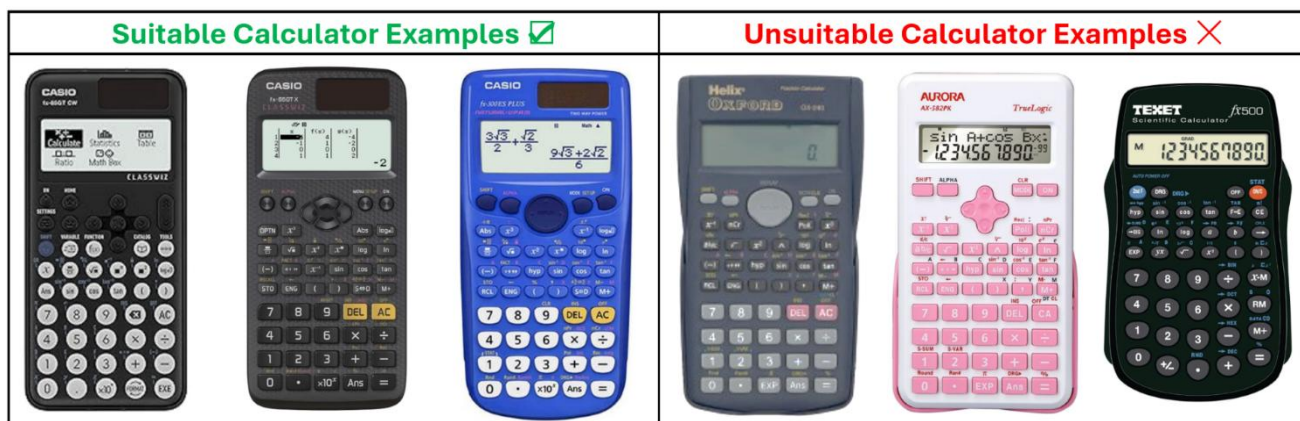
## Scientific Calculators

The scientific calculator should have a 3+ line screen allowing textbook style notation.

Recommended Calculator: Casio fx-85GTCW

Available at Amazon and many other retailers:

[Casio fx-85GTCW Black Scientific Calculator : Amazon.co.uk: Stationery & Office Supplies](https://www.amazon.co.uk/Stationery-Office-Supplies/Casio-fx-85GTCW-Black-Scientific-Calculator/dp/B000060101)



## Valuable and Electronic Items

At Nova, students may not use their phone, earphones or electronic devices in school (including smart watches).

If a student wishes to bring this equipment to school, it should remain switched off in their bag. We operate a policy of “see it, hear it, lose it” regarding electronic devices. If seen or heard anywhere inside the school gate, they will be confiscated until the end of the school day.

Please do not message or call your children during the school day as they will be issued a consequence if using their phone on site. They are not allowed to check their phones during the school day.

If there are persistent breaches of the school’s mobile phone policy, then students will be banned from bringing their phone onto site and will need to hand in their phone on entry to site.

Students are not allowed to under any circumstances take pictures, videos or record using their mobile phone or any other device on the school site.

## THE SCHOOL DAY

Students are expected to arrive on site at school by 8:15am each day.

Timings of the school day are as follows:

Time	Monday - Friday
8:20 – 8:30	Roll Call
8:30 – 9:00	Tutor Time / PSHE / Reading
9:00 – 10:00	Period 1
10:00 – 11:00	Period 2
11:00 – 11:25	Break
11:25 – 12:25	Period 3
12:25 – 13:25	Period 4
13:25 – 14:00	Lunch
14:00 – 15:00	Period 5
15:00 – 16:00	Period 6 (Tues – Thurs / Year 11 Only)

Lessons are one hour long and students in Years 7-10 have five lessons each day.

Year 11 receive three extra hours of learning each week between Tuesday and Thursday which amounts to 117 hours of additional teaching per year. This is to ensure they are fully prepared and feeling confident for their summer examinations.

Extra-curricular activities take place after school from 15:00 to 16:00 and we hope as many students as possible will take up the opportunity to benefit from the range of clubs and activities on offer. Details of the extra-curricular offering will be sent out at the beginning of each term.

Study base runs Tuesday to Thursday between 15:00 and 16:00 in the Library which all students are welcome to attend to get additional support with their homework.

For Year 11 students Champions Hour runs from 16:00 – 17:00 on Tuesday – Thursday, this is a brilliant opportunity for students to have a quiet space to study and to also get help and support from their teachers.

## ATTENDANCE AND PUNCTUALITY

We are a 100% school. Students are expected to attend 100% of lessons and arrive to school on time, every day. There is a clear link between academic outcomes and school attendance. We know that students with over 5% absence rate are three times less likely to pass their English and Maths GCSEs.

By promoting good attendance and punctuality we aim to:

- Make good attendance and punctuality a priority for all those involved in the school community.
- Raise our pupils awareness of the importance of good attendance and punctuality.
- Provide support, advice and guidelines to parents, pupils and staff.
- Work in partnership with parents, including regularly informing them about their child's absence and attendance levels.
- Support pupils back into school following a lengthy or unavoidable period of absence and provide support to build confidence and bridge gaps.
- Celebrate and reward good attendance and punctuality.

**Impact of missed days of school:**

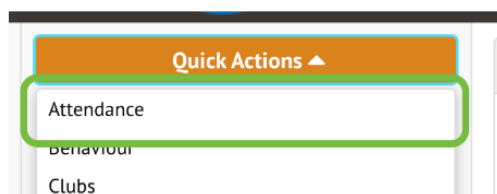
	80% Attendance	90% Attendance	95% Attendance (government target for all students)	100% Attendance
<b>Every week</b>	5 lessons	2.5 lessons	1.25 lessons	We are a 100% school and expect students to attend every day, on time
<b>1 term</b>	65 lessons	32.5 lessons	16.25 lessons	
<b>1 year</b>	195 lessons	97.5 lessons	48.75 lessons	

### NOTIFYING SCHOOL OF ABSENCE

If students are absent, please report absence before 8.00am on the first day of absence and every day after using the following procedure:

We encourage all parents to report absence using the Arbor Parent App, please see below for details of how to do this:

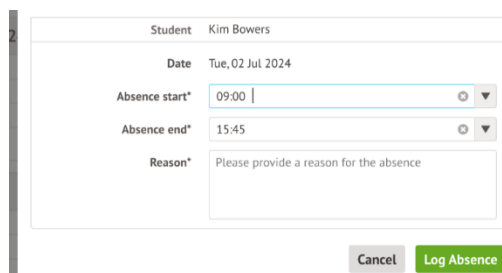
*To record an absence on the Arbor App click on the Quick Actions button and then click Attendance.*



*From here, click the green Log Absence button in the top-right of the page.*



Here, you can input the start and end time for the absence and type in the reason for the absence. Please include as much detail as possible for the reason. Once you have filled in this data, click Log Absence. This will then be visible to school staff.



Student Kim Bowers

Date Tue, 02 Jul 2024

Absence start\* 09:00

Absence end\* 15:45

Reason\* Please provide a reason for the absence

Cancel Log Absence

Further details on logging absence using the Arbor App can be found here:

[Logging absences on the Parent Portal and Arbor App – Arbor Help Centre](#)

If you are unable to use the Arbor Parent App to report absence please email [n.attendance@novahreodacademy.org.uk](mailto:n.attendance@novahreodacademy.org.uk) before 8.00am on the first day of absence and every day after. If you are unable to email, please call the automated attendance line on 01793 549102 before 8.00am on the first day and each subsequent day of absence.

## DAILY ABSENCE

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As part of our daily attendance monitoring, we phone home for every student who is absent where we haven't been notified of a reason for this.

## LEAVE OF ABSENCE REQUESTS:

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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:

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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, and this must be given to school in advance of the appointment. We will expect students in school before and/or after the appointment depending on the location and the length of travel.

## FIRST AID

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We have a dedicated first aid team situated in student services. If a student is feeling ill and it is deemed necessary by a member of the pastoral team to seek permission to send them home, we will contact you. Students should not contact parents about going home during the school day.

## ANY OTHER REQUEST FOR ABSENCE:

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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 to the academy will be referred to the Swindon Borough Council who may issue a Notice to Improve letter, a Fixed Penalty Fine or Court Notice.**

## PUNCTUALITY:

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When students arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement.

We expect all students to arrive at school on time at 8:15am, 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. Students who arrive part way to school through a lesson without a medical reason for the lateness will be asked to wait in the reflection room until the start of their next full lesson.

**Parents/carers of students who persistently arrive late to the academy will be referred to the Swindon Borough Council who may issue a Notice to Improve letter, a Fixed Penalty Fine or Court Notice.**

## CURRICULUM & ASSESSMENT

At Nova Hreod Academy we have an ambitious curriculum that challenges our students and promotes deep learning.

We want to provide students with the knowledge and skills that will enable them to be successful in their adult lives. Therefore, the curriculum is sequenced carefully, to promote enduring memories of the most important ideas and concepts in each subject. It is principled and inclusive, meaning that the choices of what content to include are not taken lightly: our choices reflect our desire to teach the best that has been thought, said and done.

### KEY STAGE THREE CURRICULUM:

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English (4 lessons)	Maths (4 lessons)	Science (4 lessons)
Geography (2 lessons)	History (2 lessons)	RE (1 lesson)
French (2 lessons)	Art (1 lesson)	DT (1 lesson)
Drama (1 lesson)	Music (1 lesson)	PE (2 lessons)

PSHE is taught through weekly 25 minute lessons as part of tutor time.

### ASSESSMENT:

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During the academic year there are two exam periods for pupils in Years 7-10. These are known as Best in Everyone Assessments (BiEs). The first of these takes place roughly halfway through the academic year and the second one takes place towards the end of the summer term. For most subjects, this means written exam papers completed in examination conditions.

So that every student knows exactly what to revise, we have preparation lessons in each subject that is assessed with a written exam. These provide guidance as to what will be assessed in the forthcoming assessment and we thank parents and carers in advance for helping to ensure that their children revise thoroughly for these important tests.

During each BiE assessment window, students 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.

Following the test, parents will receive a report which sets out students performance in each subject along with attitude to learning grades from each teacher.

## HOME STUDY

Our vision is that students at Nova Hreod will have a better chance of success than if they attended any other school in the country. It has been shown that in the highest-achieving schools in the country, students from Year 7 onwards can expect an hour of home study per day and even more once they reach Year 10. Independent home study plays a vital part in helping students retain and recall the facts that enable tough problem solving and the practicing of vital skills in all subjects.

At KS3 students are set up to 60 minutes daily of home study, this is a mixture of online and paper based homework.

At KS4 students are set up to 90 minutes of home study in each of the core subjects (English, maths and science) and 60 minutes of home study in each of their option subjects. The home study is set following the timetables below and students always have one week to complete their work, which is due in by 7.30 am on the day specified.

Homework is introduced gradually in Year 7, there is no home study set for the first few weeks of Year 7 and after this point homework is introduced in a gradual manner. This is designed to support our students to make the step up from primary school.

**More details including the schedule of what homework is set each day of the week is available on our school website.**

All students are expected to complete home study work by the due date set by their teachers. There is a study base in the library which runs after school that students can attend if they would like support or just need a quiet space to complete their work.

If students do not complete their home study, or it is not completed to the standard expected, a detention will be issued. We view home study as being a vital part of learning and ask that parents support and encourage students to complete all of their home study to a high standard.



## FOOD AND DRINK

Students need to eat a healthy diet and stay hydrated, in order to be ready to learn.

The Stellar Diner offers a large selection of food and drinks, with a choice of at least two hot meals each day. Alternatively, you might prefer to buy a sandwich or baguette from the cold counter.

Students are alternatively welcome to bring a packed lunch.

### Payment



We are pleased to be able to accept online payments for school meals and other miscellaneous payments using ParentPay.

ParentPay is a secure website which will allow you to pay online using your credit or debit card. It is easy to use and offers the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week, safe in the knowledge that the technology used is of the highest internet security available.

Payments via ParentPay can be made by credit/debit card. Parents can choose to be alerted when their balances are low by email and/or text message; payment histories and statements are available securely at any time. Another advantage is that children will not need to carry cash to school.

To set up an account, please visit [www.parentpay.com](http://www.parentpay.com) using the unique user ID and password provided by the Academy. If you have not received this please contact the finance office.

### Free School Meals

You will need to re-apply for free school meals if your child had these in primary school.

When applying, you will need your National Insurance number and your child's birthday.

The website to apply is linked here: [Free School Meals](#)

### Snacks and drinks

All students are requested to bring a refillable water bottle every day.

If your child wishes to buy extra snacks in school, you can top up their account through Parent Pay.

Sweets, fizzy drinks, energy drinks and high-sugar juice drinks are not permitted in school and will be disposed if seen.

## REWARDS AND CONSEQUENCES

We believe that students at Nova can conduct themselves to the very highest of standards and that it is our job to hold them to these standards. This begins with having very clear expectations which are taught carefully to the students. We have clear routines for each and every part of the school day to ensure that the school runs efficiently and students are safe and secure at all times.

We believe that students can change behaviours easily through rewards and sanctions and that these quickly form good habits. Over time, these habits become part of the character of students and enable them to be successful in life.

### CODE OF CONDUCT

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At Nova students uphold our values of Excellence, Hard Work and Kindness by committing to the following expectations:

1. I follow staff instructions – first time, every time
2. I am always in the right place, at the right time, doing the right thing
3. I treat all members of our community and the school environment with kindness and respect
4. I always have the required equipment, wear my uniform correctly and am ready to learn
5. I work hard without disrupting other students' learning.
6. I take pride in the quality and presentation of my work.

### REWARDS

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Nova Hreod Academy is a school in which students work exceptionally hard and are polite and kind to each other on a daily basis. We believe that students should be rewarded consistently for doing the right thing. We recognise how hard our children work and want to ensure that they receive rewards for this.

We reward students by:

- Issuing merits in lessons
- Issuing positive character card signatures at social times
- Running a weekly reward event and providing treats for the top students / tutor groups
- Running half termly rewards experiences for the children who accumulate the most merits.

### CONSEQUENCES

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We believe that every child deserves an education that is free from disruption. In the same way we want children to understand that poor behaviour, a lack of respect and a lack of hard work are detrimental to their achievement as well as to our community as a school.

If a student fails to meet the required high standards of the Academy, then they must expect to face the consequences of their actions through our behaviour system.

## DETENTIONS:

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When students at Nova demonstrate the right actions we seek to always recognise and reward them. To the same end, if students' actions are not meeting our expectations there is a resulting consequence and same day detentions are part of our sanctions system. The purpose of detentions is to teach students that actions have consequences, students must learn this in order to develop the necessary level of personal responsibility required to be successful now and in their lives.

At Nova we run centralised detentions daily; students can be issued a detention for one of the following reasons:

- Missing / incomplete homework
- Lateness to school
- 3 negative points on their character card

*Please note this is not an exhaustive list.*

Detentions for Years 7 – 10 run for either 30 minutes, an hour or 1 hour and 30 minutes beginning at 3.00pm.

## REFLECTION ROOM:

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Our school operates on the principle of ensuring that learning for all students is free of disruption at all times. Therefore, during lessons students will on the first incident of not meeting expectations receive a warning, if there is a second incident where expectations are not being met students will receive another warning.

If there is a third incident during a lesson of a student not meeting expectations they will be sent to the reflection room.

Once in the reflection room students will spend a minimum of three periods and a social time in there as well as completing a 30 minute after school detention.

Parents will be informed that their child is in the reflection room and a reconciliation will take place with the referring teacher after school.

On occasion students will be referred straight away to the reflection room, this is for behaviour which we deem to be dangerous, please see the table below that outlines reasons for this:

Warnings given for	Immediate referral to the reflection room
Bickering or unkindness Calling out Coughing unnecessarily Damaging equipment or property Distracting others Eating in class (including chewing gum) Head on the desk or in your arms Inappropriate response to a warning Leaving seat without permission Low-level disruption Off-task chatter Physical contact Refusal to follow instructions Refusal to work Rudeness Shouting Talking over a teacher Throwing an object Turning around on a seat Using an electronic device (and confiscated) <b>Anything that slows down learning</b>	Abusive, discriminatory or offensive language Dangerous or violent behaviour Failing detention or failure to attend detention Failing to hand in a banned item Fighting Lack of correct uniform Refusing to follow instructions Refusing to hand over character card Late to lesson Swearing (indirect or directly) Throwing an object with intent to hurt Throwing food or drink at another student Pulling another student's tie Refusal to borrow PE kit Truanting on or off-site Wearing incorrect piercings, makeup, nails or eyelashes Walking away from a member of staff <b>Anything that is dangerous or causes risk</b>

The staff at Nova are all here to help students. When they correct behaviour by issuing a warning the aim of this is to support students to become a better learner. The table below outlines our expectations for how students should respond when issued a warning.

Correct response	Incorrect response – warning given
Sorry Sir / Miss Remain silent	Arguing Denying that you did something Slamming something down Responding sarcastically

*If a student wants to understand more about why they a warning they may speak to the teacher after the lesson has finished and other students have been dismissed*

## CHARACTER CARDS:

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Students carry a character card with them every day and they enable our staff to recognise students who are demonstrating behaviours that meets our high standards. They also allow students to hold students to account when our expectations are not met. The use of character cards reminds students of what we expect at Nova which strengthens our school culture.

Character cards are used during roll call and around the academy during break, lunch and transitions between lessons. Any member of staff can sign a student's card for positive or negative behaviours. Students must carry their character card in their blazer pocket around the academy and hand over the card if asked for by a member of staff.

The accumulation of these points earns both rewards and sanctions in the short term and allows students to access larger rewards in the long term. The expectation is that all students only have signatures on the positive side. We encourage families to check student's character cards regularly as this will demonstrate the impression their behaviour is having around the academy.

## RED LINES:

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At Nova there are certain behaviours which we will not tolerate, we refer to these as red lines. These are behaviours for which a student is likely to receive a suspension from school and which could even result in permanent exclusion from school:

Physical assault of any form to another student or member of staff

Discriminatory or prejudicial language used in any way towards another student or member of staff

Bringing a banned item\* onto the school site

Swearing at a member of staff

Refusal to go to the Reflection Room when sent by a member of staff

Truancing SLT detention

Failing to meet expectations in the Reflection Room

Continued failure to follow instructions of members of staff

\*See Behaviour Policy for details

# TERM DATES

## Term Dates 2025-2026

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

October						
	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			

November						
	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		

December						
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			

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

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

March						
	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		
1	8	15	22	29		

April						
	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			
5	12	19	26			

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

June						
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			

July						
	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			

August						
	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		

### Public Holidays

Thursday 25 December 2025, Friday 26 December 2025  
Thursday 1 January 2026, Friday 3 April 2026, Monday 6 April 2026, Monday 4 May 2026  
Monday 25 May 2026, Monday 31 August 2026

### Teacher Training Days

Monday 1 September 2025, Tuesday 2 September 2025, Monday 20 - Wednesday 22 October 2025  
Monday 5 January 2026, Tuesday 6 January 2026, Monday 13 April 2026

### September start dates

Wednesday 3rd September 2025      Year 7 start  
Thursday 4th September 2025      Year 11 return  
Friday 5th September 2025      Years 8, 9 and 10 return

### School holidays

#### Term Dates

##### Term 1

**PUPILS WILL BEGIN RETURNING FROM 3 SEPTEMBER 2025**

Monday 1 September 2025 - Friday 17 October 2025

##### Term 2

Monday 3 November 2025 - Friday 19 December 2025

##### Term 3

Monday 5 January 2026 - Friday 13 February 2026

##### Term 4

Monday 23 February 2026 - Friday 27 March 2026

##### Term 5

Monday 13 April 2026 - Friday 22 May 2026

##### Term 6

Monday 1 June 2026 - Wednesday 22 July 2026

## HOME/SCHOOL AGREEMENT

At Nova we believe that success is built upon a three way partnership – students, parents and staff. To achieve success, we all need to work together.

The **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.



## COMMUNICATION

Please can we ask that families use the following email addresses to communicate with the school. These email addresses are shared inboxes with access by all members of the relevant teams, by doing this we can ensure that we respond quickly to you with the appropriate information.

	Description	Who will respond
<b>Specific Enquiries</b> <a href="mailto:yearmanager7@novahreodacademy.org.uk">yearmanager7@novahreodacademy.org.uk</a> <a href="mailto:yearmanager8@novahreodacademy.org.uk">yearmanager8@novahreodacademy.org.uk</a> <a href="mailto:yearmanager9@novahreodacademy.org.uk">yearmanager9@novahreodacademy.org.uk</a> <a href="mailto:yearmanager10@novahreodacademy.org.uk">yearmanager10@novahreodacademy.org.uk</a> <a href="mailto:yearmanager11@novahreodacademy.org.uk">yearmanager11@novahreodacademy.org.uk</a>	Email this address for – communication regarding any specific issues / enquiries relating to your child	Year Managers
<b>Subject Enquiries</b> <a href="mailto:novamathsenquiries@novahreodacademy.org.uk">novamathsenquiries@novahreodacademy.org.uk</a> (Maths) <a href="mailto:novaenglishenquiries@novahreodacademy.org.uk">novaenglishenquiries@novahreodacademy.org.uk</a> (English) <a href="mailto:novascienceenquiries@novahreodacademy.org.uk">novascienceenquiries@novahreodacademy.org.uk</a> (Science) <a href="mailto:novaMFLenquiries@novahreodacademy.org.uk">novaMFLenquiries@novahreodacademy.org.uk</a> (Modern Foreign Languages) <a href="mailto:novaPEenquiries@novahreodacademy.org.uk">novaPEenquiries@novahreodacademy.org.uk</a> (Physical Education) <a href="mailto:novahumanitiesenquiries@novahreodacademy.org.uk">novahumanitiesenquiries@novahreodacademy.org.uk</a> (History, Geography or RE) <a href="mailto:NovaPARTsenquiries@novahreodacademy.org.uk">NovaPARTsenquiries@novahreodacademy.org.uk</a> (Performing Arts) <a href="mailto:NOVADARTsenquiries@novahreodacademy.org.uk">NOVADARTsenquiries@novahreodacademy.org.uk</a> (Art, Design & Technology)	Email these addresses if you have any queries relating to your child's subject teaching, curriculum or homework set.	Faculty Leaders
<b>General Enquiries</b> <a href="mailto:admin@novahreodacademy.org.uk">admin@novahreodacademy.org.uk</a>	Email this address for: -Details of upcoming events -Enquiries regarding dates / times -General enquiries about school systems / processes	Reception Team
<b>Safeguarding</b> <a href="mailto:Safeguarding@novahreodacademy.org.uk">Safeguarding@novahreodacademy.org.uk</a>	Any concern regarding the safeguarding of your child or of other students in the school.	Safeguarding Team
<b>Attendance</b> <a href="mailto:n.attendance@novahreodacademy.org.uk">n.attendance@novahreodacademy.org.uk</a>	Communication regarding absence or lateness.	Attendance Team
<b>SEND</b> <a href="mailto:sendco@novahreodacademy.org.uk">sendco@novahreodacademy.org.uk</a>	Enquiries relating to SEND support and diagnosis	SEND Team
<b>Careers</b> <a href="mailto:Careers@novahreodacademy.org.uk">Careers@novahreodacademy.org.uk</a>	Enquiries relating to careers advice & guidance	Careers Team

### VISITING THE ACADEMY WITHOUT AN APPOINTMENT:

As I'm sure you will appreciate, running the Academy is extremely busy and the focus for leaders across the Academy day is ensuring students get a great educational experience. During the Academy day from 07:45 until 15:30 staff will be involved in pre-planned work ensuring the Academy runs smoothly. If you arrive at the Academy without an appointment there may not be anyone immediately available to meet with you (unless it is a safeguarding emergency). To avoid disappointment, please make contact using the channels above to arrange a meeting for a specific time with the right person.

## ARBOR PARENT APP

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The Arbor parent portal and the associated phone app are the primary way that we as a school communicate information to parents. We would ask that all parents sign up and download the Arbor Parent App. On this app parents can access important information about their children and in some cases request updates to the details we hold for you on our systems.

The following information can be found on the Arbor parent app:

- Attendance Data AM/PM summary and ability to download an attendance certificate.
- Behaviour Data - Total Behaviour points/incidents by year/term.
- Timetable/Lesson Data - Lesson information for the day and full student timetable.
- Exam Timetables - Schedule of exams at times of the year.
- Student Details - Key contact information and other student details held on Arbor for your child with ability to request changes.
- Student Consents - Displays current consents.

Click here for more details: [Arbor Parent Portal Support](#)

## ARBOR STUDENT APP

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Students at Nova use Microsoft Outlook to:

- To contact teachers & year managers via email
- To receive emails from the school

Students use the Arbor Student Portal / App to:

- View their timetable
- View their Merit data
- View their attendance
- View the Home Study assignments they have been set

Year 7 students will be setup on both of these platforms in the first two weeks of term.

Click here for more details: [Logging Into and using the Student App – Arbor Help Centre](#)

## ABUSE TOWARDS STAFF:

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Everyone at the Academy is happy to work with you in partnership to support students. If you have a query / concern, please do get in contact using the channels outlined above. We will not tolerate violent, aggressive, threatening behaviour and/or abuse (verbal, physical or emotional) against any member of the Academy community, including staff, and we reserve the right to remove right of access to the Academy from any member of the community who does not behave in an appropriate manner (this includes use of social media).

## CONTACT US

### **Our contact details are:**

Nova Hreod Academy

Akers Way

SWINDON

SN2 2NQ

Reception : 01793 528800

Absence line: 01793 549102

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.

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.





Visitor  
Entrance

CCTV