



PARENTS' INFORMATION GUIDE 2026-2027

Excellence | Hard Work | Kindness



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 leave with the character, knowledge and qualifications to pursue a career of their choice, make a meaningful contribution to society and lead happy 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. It is our ambition that as a result of this environment all students leave Nova with high value qualifications which will open as many doors in the future to them as possible.

We place learning at the heart of everything that we do at Nova. Our expert teachers teach a knowledge rich curriculum which enables students to understand and interpret the world around them, to think for themselves, and as a result to access any part of society that they choose to.

At Nova, we intentionally cultivate character through our taught character curriculum and our wide extra-curricular offer. As a result of this, students will leave us as confident, resilient and well rounded young adults ready to make a meaningful contribution to society.

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.

Students will leave Nova Hreod with the character, knowledge and qualifications to pursue a career of their choice, make a meaningful contribution to society and lead happy and fulfilled lives.

Mission

Our vision is achieved through

- Ensuring students achieve high value qualifications which will open as many doors in the future to them as possible
- Giving students knowledge and understanding of our subjects which enables them to understand and interpret the world around them, to think for themselves, and as a result to access any part of society that they choose to
- Intentionally cultivating character and as a result of our character curriculum, students will leave us as confident, resilient and rounded young adults ready to make a meaningful contribution to society.

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

KEY STAFF

PRINCIPAL

James Harding-Mbogo is the Principal. Email: u.gawthorn@novahreodacademy.org.uk

SENIOR VICE PRINCIPAL – CULTURE

Mrs Krisha Hendra is the Senior Vice Principal – Culture. Email: k.hendra@novahreodacademy.org.uk

ASSISTANT PRINCIPAL - BEHAVIOUR

Mrs Faye Green is the Assistant Principal - Behaviour. Email: f.green@novahreodacademy.org.uk

YEAR MANAGER

The Year 7 Manager is Miss Cara Arnold. Email: yearmanager7@novahreodacademy.org.uk

ATTENDANCE OFFICER

Mrs Mandy Hickton is the Attendance Manager. Email: n.attendance@novahreodacademy.org.uk

SAFEGUARDING LEAD

Mrs Krisha Hendra, Senior Vice Principal, is the Designated Safeguarding Lead. Email: Safeguarding@novahreodacademy.org.uk

Mrs Emma Stephen is the Deputy Designated Safeguarding Lead. Email: Safeguarding@novahreodacademy.org.uk

SEND CO

Mrs Eleanor Edens is the SEND CO. Email: senco@novahreodacademy.org.uk

RECEPTION

Email: 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. 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.

AIMS OF OUR SCHOOL UNIFORM:

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.



Where to buy uniform

Branded items are purchased from Monkhouse, our uniform supplier

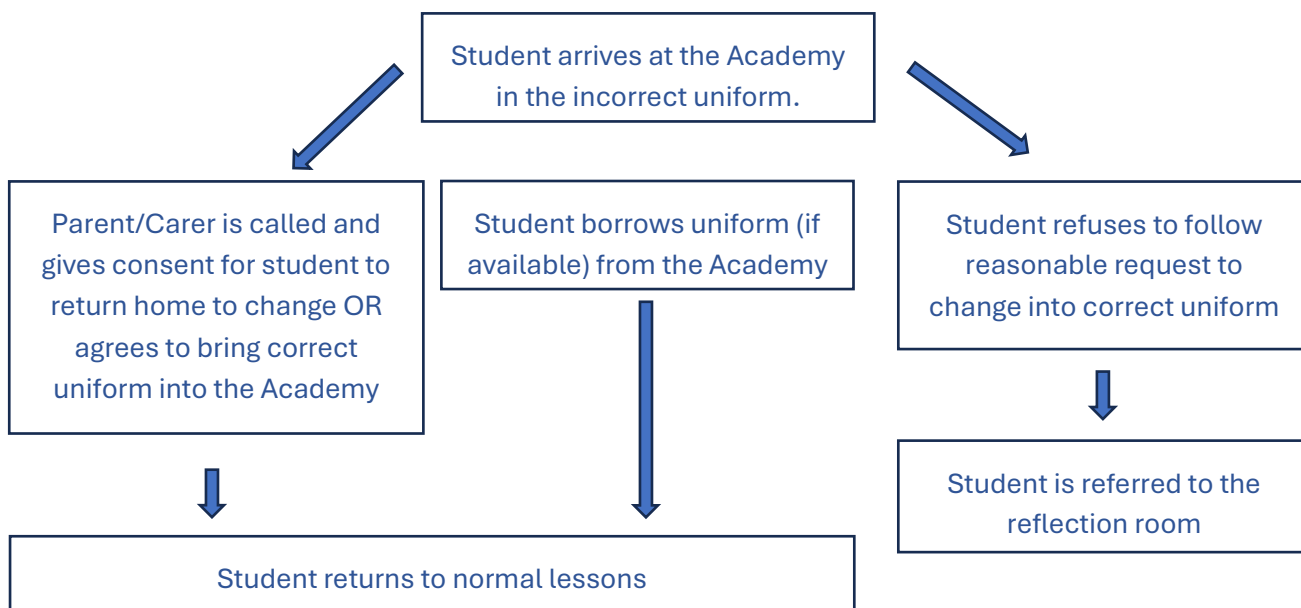
Other items can be purchased from any supplier

Monkhouse Schoolwear, Sanford Street, Swindon. 01793 520843. [Nova Hreod Academy \(URN-140515\) - School \(monkhouse.com\)](https://www.monkhouse.com)

Please be aware of items that are marketed as school uniform or in the uniform section but that don't meet our criteria.

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. We do not accept notes. Please ensure you contact the Year Manager via email if there is an issue. Students are expected to borrow uniform if they are not in the correct uniform.



We pride ourselves on perfect uniform, and we can lend uniform to students. However, repeated uniform issues — defined as two or more incidents — will be treated as defiance of school expectations. Students who reach this threshold will be referred to the Reflection Room.

Compulsory Uniform

	Item	Guidance
	Blazer – compulsory branded item Nova Hreod Academy blue blazer with academy logo	Purchase from Monkhouse
	Tie - compulsory branded item 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>	Purchase from Monkhouse
	Shirt – compulsory item White, long or short sleeved, button collar, suitable for a tie. Shirts are worn tucked in and buttoned up including top button.	• No visible t-shirts to be worn underneath the school shirt • No polo shirts
	Grey, formal, tailored trousers -compulsory item Grey in a traditional full length, formal style. Trousers should be worn correctly and sit at the waist. Belts – plain black only <i>*skirt/shorts can be worn instead of trousers but must meet guidance</i>	• No fashion styles e.g. stretchy material, Lycra, 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 • No cropped trousers • Low worn trousers are not permitted • No visible shorts or jogging bottoms to be worn under trousers • Trousers should not be rolled up • No black trousers

	Plain black ankle length socks/tights – compulsory item	• No trainer socks/shoe liners/bare feet • No coloured, textured, patterned or embellished styles • No leggings • No fluffy socks • No logos (including Nike ticks) on socks • No sports socks • No frilly edges or patterns of any sort
	Formal, black, polishible, school shoes – compulsory item These should be plain, leather or leather look, substantial, hardwearing and of a formal style. Shoes must be polishable. Shoes should be buckle, lace up or slip on but must not be Velcro. Kickers are allowed.	• 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 • Canvas shoes or trainers are not allowed. Please note this includes more formal trainer styles, such as black Nike Air Force. • Nike Air Force, Crocs, sliders, flip-flops, slippers, open toe or open back footwear are not allowed under any circumstances

Acceptable Styles



Unacceptable Styles



Optional Uniform Items

	Item	Guidance
	Grey, formal, tailored, pleated knee length skirt – optional item	• No fashion styles e.g. tight fitting, tube, skater, side slits or wrap around • No figure-hugging stretchy jersey material, patterned, or textured • No pencil skirts • No skirts with accessories, e.g. decorative belts, labels, rivets, obvious zips or pockets or any other embellishment • Skirts are not allowed to be worn rolled up • No black skirts
	Grey, formal, tailored knee length shorts- optional item	• No fashion styles e.g. stretchy material, Lycra, skinny, cycling shorts, baggy or jeans • No shorts with metal studs, rivets, or accessories such as labels, fake zips or buckles • No cord, chinos, patterned fabric, casual or branded items • No decorative belts or buckles • Low worn shorts are not permitted • Shorts should not be rolled up • No black shorts
	Navy, smart v-neck jumper -optional item	• No cardigans, sweatshirts or hoodies • The jumper can only be worn with the blazer, not on its own • Round neck jumpers are not allowed • Not worn tied up at the back

Additional Guidance

	Item	Guidance
	School bag -compulsory item 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.	Handbags, messenger bags, canvas tote bags, pouches or shopping bags are not permitted.
	Waterproof coat – optional item 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.	- Coats cannot be worn in lessons or when transitioning between lessons - No hoodie, denim, leather jackets or sweatshirts allowed and these will be confiscated until the end of the day if worn to school.
	Natural 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, acrylic or artificial nails may be worn
	Jewellery is not allowed. Students should not wear any jewellery to school. 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. If students have other piercings, then transparent flat retainers are permitted to be worn but these must be discreet.	- No facial or oral piercings including nose studs, stretchers in the ears, tongue piercings or ear bars - No facial tattoos. - No large diamond studs, colourful earrings dangly earrings, hoops. - 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. - No bangles, beads, necklaces, wristbands or rings - No I-watches/SMART watches/fitness trackers.

	Nova Hreod Academy adopts the Halo Code. 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 communities’ racial, ethnic, cultural, and religious identities, and requires specific styling for hair health and maintenance.
	Hijab or Niqab in plain black or navy
	Bonnets, headscarves, wraps or durags in plain black or navy for students who have afro-textured hair



Compulsory PE Kit

	Item	Guidance
	Nova Hreod Academy navy polo shirt – compulsory branded item	Purchase from Monkhouse
	Navy Shorts/Skort – compulsory item	• Purchase from Monkhouse – branded items available • Cycling shorts are not allowed • Plain black and navy shorts from other suppliers allowed • Small sports logos only
	Trainers -compulsory item	Converse, or fashion style trainers are not allowed.
	Football boots - compulsory item	No blades Must be suitable for grass
	Navy socks or sport socks in grey, white, black or navy - compulsory item	

Optional PE Kit Items



**Nova Hreod Academy
Hooded jumper -optional
item**

Purchase from Monkhouse



**Nova Hreod Academy
Rugby top -optional item**

Purchase from Monkhouse

- These are usually worn by boys but are unisex



**Black/navy jogging
bottoms or tracksuits -
optional item**

- Leggings are not allowed
- Small sports logos only

Other recommended items:

- Sports bra
- Mouth guard/gum shield
- Shin pads

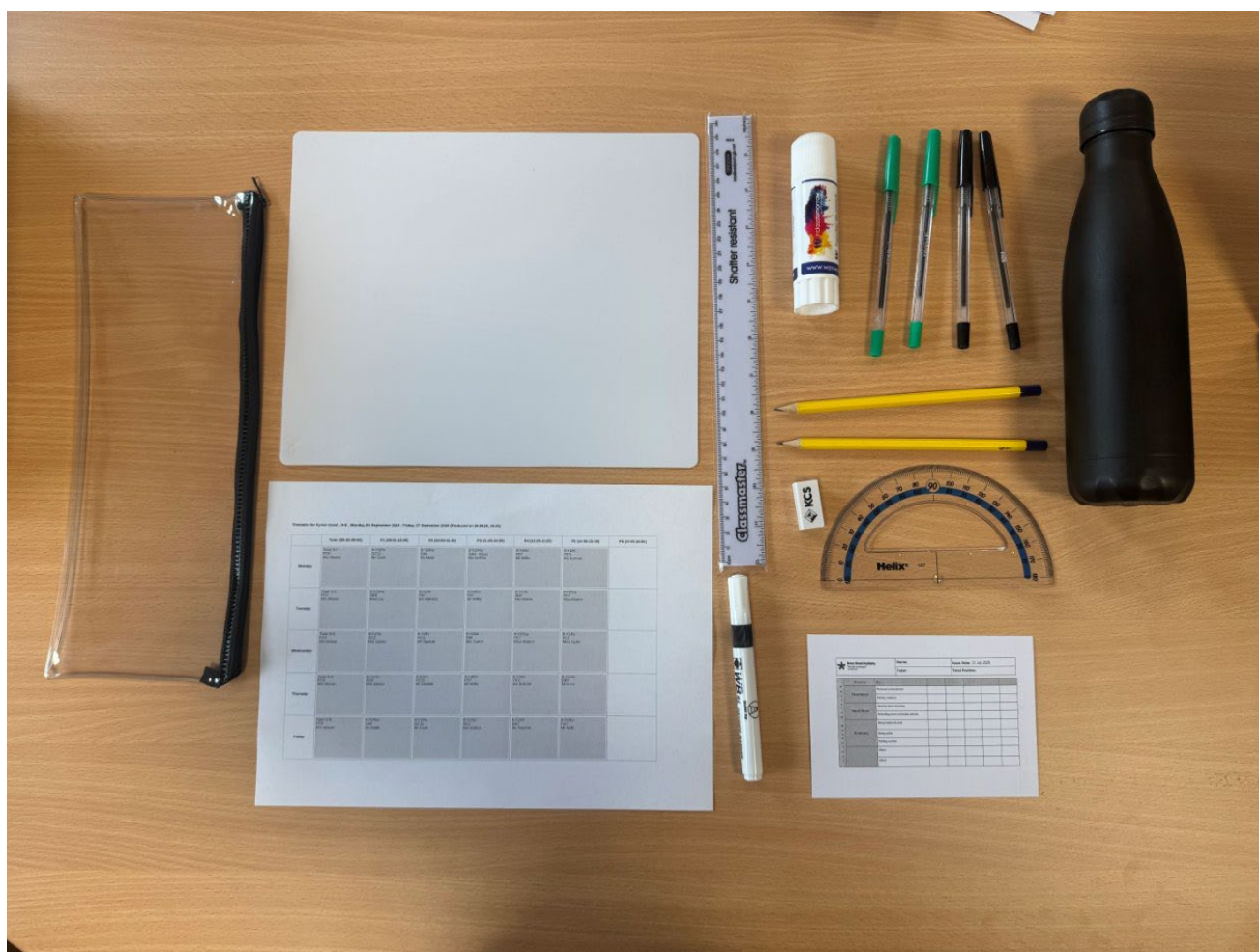
Banned Uniform Items – will be confiscated

- 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.
- Round neck jumpers
- Sweatshirts of any sort included v-neck and round neck
- Half -zip sports top/ sports jumpers
- Cycling shorts, leggings
- Colourful and/or fluffy socks/socks with embellishments or frills
- Sports socks with Nike logo or other sports branding (for PE only)
- 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
- Smart watches including fitness trackers
- Airpods and earphones
- Nike air forces or converse style shoes or trainers
- Deodorant sprays, perfume or aftershave (Deodorant must be roll on only)

Please ensure you are clear on the following:

- **Jewellery of any kind** except for a single plain stud in each ear is not permitted. Please ensure any new piercings are healed or only done at the start of the summer or after they have left Secondary school. We do not allow for any healing time. All piercings must be able to be removed for PE.
- **False lashes of any kind** are not permitted. Students will be in the reflection room until they are removed.
- **Artificial, fake nails, nail polish or acrylic nails** of any kind including a natural style are not permitted. Students will be in the reflection room until they are removed.

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
- Reusable Water Bottle

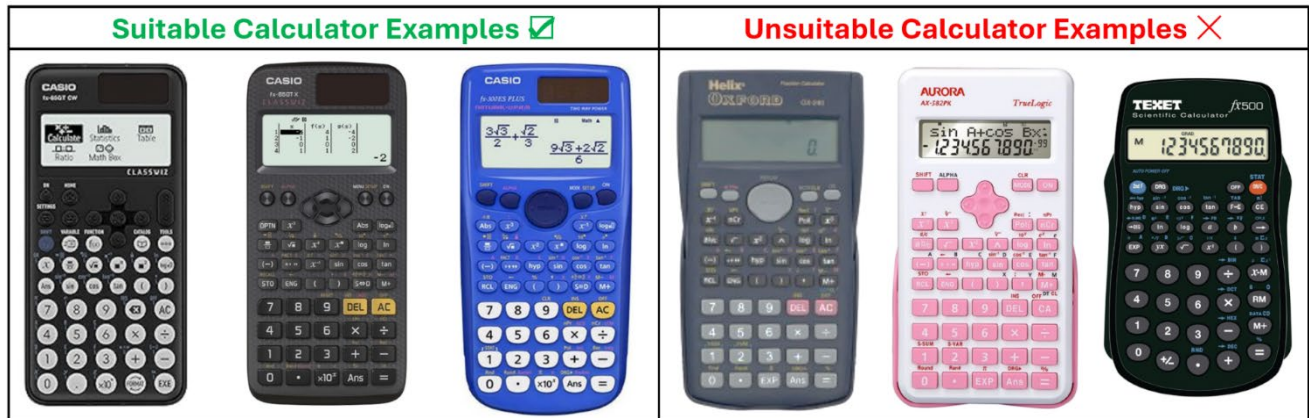
Scientific Calculators

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)



MOBILE PHONES

Department for Education guidance (2026) states ‘schools should develop a mobile phone policy that prohibits the use of mobile phones and other smart technology with similar functionality to mobile phones (for example the ability to send and/or receive notifications or messages via mobile phone networks or the ability to record audio and/or video) throughout the school day, including during lessons, the time between lessons, breaktimes and lunchtime.’

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

To support a safe and focused learning environment, the school has clear expectations regarding mobile phones:

- **Bringing phones to school:** Students may bring mobile phones, but they do so at their own risk. The school cannot take responsibility for loss, theft, or damage. These must not be used at all on school site or at any point during the school day. Parents play an important and vital role in ensuring that students understand this expectation.
- **Storage:** All mobile phones must be **switched off and put into students’ bags** at the start of the day. They should remain out of sight until students have left site.
- **Safeguarding and Behaviour:** Misuse (e.g. taking photos/videos without consent, accessing inappropriate content, or cyberbullying) is taken seriously and will result in sanctions. 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.
- **Sanctions:** Phones used inappropriately will be confiscated. In some cases, parents/carers may need to collect the device where students repeatedly use their phone in school.
- **Communication:** If a student needs to contact home, they can speak to the student services team at break, lunch time and after school.

Parental Support

- The school expects full support from parents/carers. From 29 June 2026, new national legislation requires schools to maintain a phone-free environment during the school day, and we ask families to support us in ensuring students follow these expectations.
- 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.

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 home study.

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:

We understand that missing just one day a fortnight adds up to nearly three weeks of lost learning over a year and that good attendance is strongly linked to higher achievement, better wellbeing, and stronger friendships. Employers and colleges look closely at attendance records—it's a key indicator of reliability and commitment.

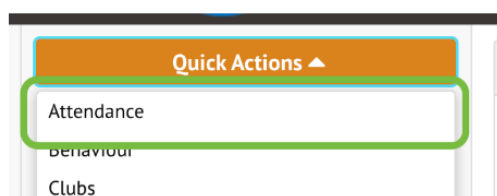
	80% Attendance	90% Attendance	95% Attendance (government target for all students)	100% Attendance
Every week	5 lessons	2.5 lessons	1.25 lessons	We are a 100% school and expect students to attend every day, on time
1 term	65 lessons	32.5 lessons	16.25 lessons	
1 year	195 lessons	97.5 lessons	48.75 lessons	

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.

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 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.

- **High Temperature:** If you let us know your child has a high temperature, please do let us know what this is. Government guidance states that if your child has a temperature of 38°C or above, keep them at home until it returns to normal.
- **Sore Throat:** If your child has a sore throat, they should be well enough to attend school.
- **Coughs and Colds:** Mild symptoms such as a runny nose or sore throat are fine if your child feels generally well.
- Please note that if your child has had a bout of **sickness or diarrhoea**, please do send them in as soon as they feel fine.

DAILY ABSENCE

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:

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

MEDICAL/DENTAL APPOINTMENTS:

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

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:

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 Penalty Fine or Court Notice.**

HOME VISITS:

We are required to conduct home visits on the fourth day of absences if we haven't heard any reason for absence or sighted the student in the three days before this. We will contact you in advance of any home visits.

PUNCTUALITY:

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 Penalty Fine or Court Notice.

We invest a lot into our attendance rewards to ensure students continue to be praised for their attendance and punctuality and this will continue throughout the year. For a summary of these rewards and our Parent Friendly Attendance Policy, please see our page on the website - [Attendance and Punctuality](#)



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:

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:

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 weekly home study of 60 minutes in length. In year 7 there is focus on English and Maths, in year 8 we add in Science and French and in year 9 we also add in Geography, History and RS.

In year 7 and 8 students also complete a short daily homework quiz which helps them to recall key knowledge and facts across a range of subjects.

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.

Students always have one week to complete their work. Details of the work that has been set can be found on Arbor.

Homework is introduced gradually in Year 7, there is no home study set for the first few weeks and after this point homework is introduced in a staggered 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 for each year group 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 on a Tuesday, Wednesday and Thursday 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.



IT ACCESS

All students at Nova Hreod Academy are given free access to Microsoft 365 and the suite of Office applications that are associated with this. We communicate with students using Outlook email, part of Office 365, and all Year 7 students and in year admissions will be given an induction session to understand how to log into the school computers and how to log into all of the Microsoft apps from home.

In addition, all Nova students will given access to a range of web- based resources which support with homestudy outside school.

The vast majority of these websites are accessible by logging into Microsoft 365 using the school email address and password that students use to log in to devices at school. This is a process known as “single sign on” and means that students do not have to enter their passwords repeatedly.

In order to find out information on how to access all of the apps and websites that we use at Nova, please use the links below. If you have any further questions are experiencing any IT related issues with Arbor, our Home Study apps or Microsoft 365, then please contact Mr Delap on j.delap@novahreodacademy.org.uk

FAQs

How does my child access Arbor and reset their Arbor password using Microsoft Outlook?

[Accessing Arbor and resetting a student's Arbor password](#)

How does my child access the different apps and websites for their Home Study at Nova?

[Homestudy website access reminders](#)

Special Educational Needs and Disabilities (SEND)

At Nova, we have high expectations for all students and believe that every child should be supported to achieve their full potential. We are committed to providing high-quality, inclusive education through Quality First Teaching in every classroom. This means that teaching is carefully planned, adapted and delivered to meet the needs of all learners, ensuring that students can access and succeed within the curriculum.

We are inclusive by design. Our teaching approaches are developed to support a diverse range of learners from the outset, rather than relying solely on additional interventions. We recognise that the most effective support for many students takes place within the classroom through skilled teaching, strong relationships and responsive practice.

For students identified as having Special Educational Needs and Disabilities, we provide teachers with a Pupil Passport. These documents offer valuable insights into each student's strengths, areas of need and any barriers they may experience in their learning. They also outline practical, high-impact strategies that teachers can use within the classroom to support success and participation and are reviewed termly.

Where students require support beyond what is ordinarily available through classroom provision, we offer a range of graduated interventions. These interventions are carefully targeted, regularly reviewed and time-bound to ensure they have a positive impact. We also work closely with a range of external agencies and specialist services to provide additional expertise and support when required.

English as an Additional Language (EAL)

We are proud to be a diverse and multilingual school community, with a wide range of languages spoken by both students and staff at Nova. We recognise the strengths and experiences that multilingual learners bring to our school and are committed to supporting them as they develop their English language proficiency.

Students who speak English as an Additional Language (EAL) are assessed on entry to the school to determine their level of English proficiency and identify any support they may require. These initial assessments help us gain an understanding of their speaking, listening, reading and writing skills.

Students' progress in English is monitored regularly as they develop confidence and fluency. The level of support provided is tailored to each student's individual needs and stage of language acquisition. As students become increasingly fluent in English, support is adapted accordingly to ensure they can fully access the curriculum and participate confidently in all aspects of school life.

Our aim is to ensure that every EAL student feels welcomed, valued and supported, enabling them to thrive both academically and socially within our school community.

CATERING

We encourage all students to make healthy choices and take responsibility for their well-being throughout the school day. Students need to eat a healthy diet and stay hydrated 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.

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

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

Information about allergens and ingredients is available daily. If your child has specific dietary requirements or allergies, please contact the academy in advance.

Cashless Catering System

We operate a cashless catering system to make purchasing food and drink within the academy quick, secure and efficient.

All students are issued with a cashless catering account, which is accessed using a **biometric system (fingerprint recognition)**. This allows students to pay for meals at the till. Please note we are a cashless site.

The system is safe and secure:

- The fingerprint is converted into an **encrypted digital code**, not an actual image
- No fingerprint image is stored by the school
- The system cannot be used outside of the academy

Payments and Top-Ups

We are a completely **cashless site**, so no cash is accepted in the dining areas.

Parents and carers must use **Arbor Pay** to add money to their child's account:

- Log in to your Arbor account
- Select the **Meals / Payments** section
- Top up the balance securely online

Balances update automatically and are available for students to use within a short period.

Free School Meals

If your child is eligible for **Free School Meals**, their account will be automatically credited each day with the daily free school meal allowance value. This is done discreetly, and there is no difference in how students pay at the till. Any items above the Free School Meal allowance will need to be paid for through Arbor Pay.

If you have any problems with the payment system or school lunches please contact the main office via phone or email admin@novahreodacademy.org.uk

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 through our bespoke 'Character Curriculum'. We have clear routines for each and every part of the school day to ensure that the school runs efficiently and students are safe at all times.

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

CODE OF CONDUCT

The Nova Way – Code of Conduct

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

1

I follow staff instructions
- first time, every time.

4

I always have the required
equipment, wear my uniform
correctly and am ready to
learn.

2

I am always in the right place,
at the right time, doing the
right thing.

5

I work hard without disrupting
other students' learning.

3

I treat all members of our
community and the school
environment with kindness
and respect.

6

I take pride in the quality and
presentation of my work.

REWARDS

Nova Hreod Academy is a school in which students work exceptionally hard, pupils are polite and kind to each other on a daily basis and engage well in wider school life. We set the expected standard high but with that comes a wealth of opportunity to succeed and receive rewards for doing so. We believe that students should be rewarded for consistently for doing the right thing. We recognise how hard our children work and want to ensure that they receive rewards and recognition for this. The opportunity to succeed is great but the rewards for doing the right things are second to none. Students who come here

will have the best possible chances of success with the most exciting rewards for engaging in school life.

Merits are the currency for rewards. We reward students thousands of merits each week and some examples are listed below:

- Teachers issue merits every lesson - these are earned through contribution and excellent work
- Positive character card signatures at social times and during transition- every signature is a merit

Merit totals not only form part of the criteria for rewards events but also give the opportunity for student to receive raffle tickets for big prizes drawn each half term.

The table below gives an overview of the different types of rewards that we issue to students based on merits across the year

Individual Rewards	Tutor Group Rewards	Whole School Rewards
Certificates	Reward Breakfast	Chocolate based reward
Postcards	Cookies	Non School Uniform Day
Lunch Queue Pass	Pizza Lunch	Inflatables hire for the day
Chocolates		
Hero Token Voucher Raffle		
Half Termly School Reward Events		
Reward trips/visits		

Inclusive Rewards

- End of term celebration to recognise subject champions, tutor groups with highest attendance, merits and standards as well as congratulate those who have achieved milestones or special recognition for contribution and performance. Although there are criteria for some rewards, we try to ensure our rewards are as achievable as possible so that all students feel they have a goal to strive for.
- Running an annual reward event for the top pupils in each year group that demonstrate exceptional attendance, behaviour and work hard to receive those merits.
- Our rewards system is the foundation for developing well rounded individuals, an opportunity for students to demonstrate good character and be recognised for this. We set no limit on who can achieve these rewards and by being in school everyday, doing the right thing and contributing to wider school life and personal development, all pupils can receive recognition for this.

CONSEQUENCES

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:

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:

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

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)

Anything that slows down learning

Please note that this is not an exhaustive or definitive list

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

Reflection Room Conduct

Students are expected to remain focused, work hard, and demonstrate excellent behaviour while in the Reflection Room. In most cases, students can earn an early exit after three successful periods by:

- Demonstrating excellent behaviour throughout each period
- Completing a minimum of three pages of work

Immediate referral to the reflection room

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
Swearing (indirect or directly)
Throwing an object with intent to hurt
Throwing food or drink at another student
Refusal to borrow PE kit
Truancing on or off-site
Wearing incorrect piercings, makeup, nails or eyelashes
Walking away from a member of staff

Anything that is dangerous or causes risk

- Working continuously and without disruption

Students who do not meet these expectations will receive a supportive call home. Persistent disruption to reflection room will result in an escalated sanction.

Five Period Reflection Referral Incidents

Students referred to the reflection room must go there immediately. Students delaying entry to the room would need to spend five periods in reflection.

We have a responsibility to ensure the academy is a safe place for all students to learn and enjoy. Hands-on behaviour — *for example pushing, shoving, or pulling off someone's tie* — is not permitted at the academy. Any student seen engaging in hands-on behaviour will be immediately referred to the Reflection Room for five periods. *Please note: this is not an exhaustive list.*

We do not allow jewellery, false lashes, or false nails for health and safety reasons, and to ensure students feel no pressure to keep up with fashion trends or become distracted by them. Students wearing jewellery (other than studs in the lower ear, a regular watch, or a clear retainer in other piercings), fake lashes, or fake nails will be referred to the Reflection Room for five periods.

Every minute matters, and students must demonstrate excellent attendance to their lessons. Students who are not in the right place at the right time are absconding lessons. Any student who absconds will be referred to the Reflection Room for five periods, complete a 30-minute detention on the day of the infringement, and then complete an SLT detention.

Repeated Referrals to the Reflection Room

Following every two referrals to the reflection room students will be expected to attend a 90-minute SLT detention, parents will receive a notification from school. Attendance at this detention is compulsory. During the detention, students will be supported to complete homework, including retrieval practice designed to help students strengthen key concepts and secure knowledge in their long-term memory.

If a student is referred to the reflection room on 5 occasions across a term, this will result in an escalated sanction as it represents a pattern of persistent disruptive behaviour.

CHARACTER CARDS:

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.

Students with 3 negative signatures in a row on the bolded section of the character card will be referred to the reflection room.

Students with 6 negative signatures anywhere on the character card will be referred to the reflection room.

One missing character card incident will result in a 30-minute detention. Every two missing character card logs within a term will lead to a referral to the Reflection Room.

RED LINES:

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

Suspension and Reintegration Procedures

When a student receives a suspension, the school follows a structured process to support conduct review, accountability, and a successful return to learning.

Suspension Reflection Task

During the period of suspension, students are required to complete a **Suspension Reflection Task**. This task encourages students to think carefully about the incident, the impact of their actions, and the steps they will take to make positive choices moving forward. The completed task must be returned to school on the student's first day back.

Reintegration and Reflection Room

Upon returning from suspension, students will spend **five successful periods** in the school's **Reflection Room** before rejoining their normal timetable. This reintegration period allows staff to:

- Review the student's reflection task
- Reinforce expectations for behaviour and learning
- Provide support to ensure the student is ready to return to lessons

- Monitor conduct and engagement in a calm, structured environment

To “pass” each period, students must demonstrate appropriate behaviour, follow instructions, and complete the work provided. Once all five periods are successfully completed, the student will return to their regular classes.

Students and parents will be invited to school for a reintegration meeting by a member of the behaviour and pastoral team.

*See Behaviour Policy for details

TERM DATES

Term Dates 2026-2027

	September	October	November	December
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
	January	February	March	April
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
	May	June	July	August
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Public Holidays

Friday 25th December, Monday 28th December 2026
Friday 1st January, Friday 26th March, Monday 29th March 2027
Monday 3rd May, Monday 31st May 2027

Teacher Training Days

Tuesday 1st September, Wednesday 2nd September 2026
Monday 19th October, Tuesday 20th October, Wednesday 21st October 2026
Monday 4th January, Tuesday 5th January 2027
Monday 12th April 2027

September start dates

Thursday 3rd September 2026 Year 7 start
Friday 4th September 2026 Year 11 return
Monday 7th September 2026 Years 8, 9 and 10 return

School holidays

Term Dates

Term 1

PUPILS WILL BEGIN RETURNING FROM 3 SEPTEMBER 2026

Tuesday 1 September to Wednesday 21 October 2026

Term 2

Monday 2 November to Friday 18 December 2026

Term 3

Monday 4 January to Friday 12 February 2027

Term 4

Monday 22 February to Friday 25 March 2027

Term 5

Monday 12 April to Friday 28 May 2027

Term 6

Monday 7 June to Friday 23 July 2027

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. The Home/School Agreement is available on the school website.



SAFEGUARDING

At Nova Hreod Academy, safeguarding is at the heart of everything we do, and we are proud to be a *telling school* where everyone feels confident to speak up and share concerns. We are committed to creating a safe, inclusive, and supportive environment where all students are protected from harm. This includes a proactive approach to preventing and addressing bullying, as outlined in our [Anti-Bullying Policy](#).

Any concerns related to bullying or student welfare can be reported directly to the safeguarding team via safeguarding@novahreodacademy.org.uk, ensuring swift and appropriate action in line with our safeguarding procedures.



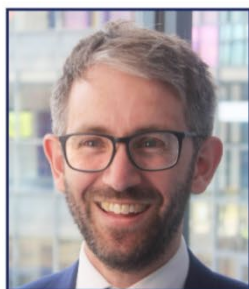
Nova Hreod Academy

The best in everyone™

Part of United Learning

Safeguarding Team at Nova Hreod Academy

Safeguarding at Nova Hreod Academy works to ensure that all students are safe and happy, both at school and at home.



James Harding-Mbogo
Principal



Krisha Hendra
Senior Vice Principal
Designated Safeguarding Lead (DSL)



Emma Stephen
Deputy Designated
Safeguarding Lead (DDSL)



Penny Haley
Safeguarding Officer



Helen Stowe
Attendance & Family
Support Officer

Remember!
Use the email address 'ineedhelp@novahreodacademy.org.uk'
to let us know what's worrying you.

If you have any concerns about yourself, or another student, you can speak to any member of staff, who may put you in touch with one of the Safeguarding Team.



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
Specific Enquiries yearmanager7@novahreodacademy.org.uk yearmanager8@novahreodacademy.org.uk yearmanager9@novahreodacademy.org.uk yearmanager10@novahreodacademy.org.uk yearmanager11@novahreodacademy.org.uk	Email this address for – communication regarding any specific issues / enquiries relating to your child	Year Managers
Subject Enquiries novadesignenquiries@novahreodacademy.org.uk (3D Design) novaartenquiries@novahreodacademy.org.uk (Art) novaenquiriesbusinessitimedia@novahreodacademy.org.uk (Business, IT, iMedia) novadramaenquiries@novahreodacademy.org.uk (Drama) novaenglishenquiries@novahreodacademy.org.uk (English) novageographyenquiries@novahreodacademy.org.uk (Geography) novahistoryenquiries@novahreodacademy.org.uk (History) novamathsenquiries@novahreodacademy.org.uk (Maths) novamflenquiries@novahreodacademy.org.uk (Modern Foreign Languages) novamusicenquiries@novahreodacademy.org.uk (Music) novapeenquiries@novahreodacademy.org.uk (PE) novareenquiries@novahreodacademy.org.uk (Religious Education) novascienceenquiries@novahreodacademy.org.uk (Science)	Email these addresses if you have any queries relating to your child's subject teaching, curriculum or homework set.	Faculty Leaders
General Enquiries admin@novahreodacademy.org.uk	Email this address for: -Details of upcoming events -Enquiries regarding dates / times -General enquiries about school systems / processes	Reception Team
Safeguarding Safeguarding@novahreodacademy.org.uk	Any concern regarding the safeguarding of your child or of other students in the school.	Safeguarding Team
Attendance n.attendance@novahreodacademy.org.uk	Communication regarding absence or lateness.	Attendance Team
SEND sendco@novahreodacademy.org.uk	Enquiries relating to SEND support and diagnosis	SEND Team
Careers Careers@novahreodacademy.org.uk	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

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

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:

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

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 also vital in case of a medical or other emergency.



Visitor
Entrance

CCTV