



Nova Hreod Academy

The best in everyone™

Part of United Learning

BEING NOVA

PARENTS' INFORMATION GUIDE

2023-2024

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INTRODUCTION FROM NICK WELLS – HEADTEACHER



I'm exceedingly pleased that your child will be joining us at Nova and am looking forward to welcoming them to our Nova community.

Our school ethos is deeply rooted in our 'DISC' principles, Drive, Integrity, Scholarship and Contribution, which our scholars develop during their time with us. As our scholars develop these values, they move towards adulthood, better prepared for the challenges they will face. They can take charge of their own destinies, flourish in their future careers and lead happy and healthy lives.

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

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

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

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

Mr Nick Wells

DRIVERS, VISION AND VALUES OF NOVA HREOD ACADEMY

Everything that we do at Nova Hreod is centred on our vision, our drivers of achievement, empowerment and belonging and the development of our four 'DISC' values. These values form a pathway to all-round success: excellence in academic achievement and excellence in character. Our vision is that:

At Nova, we aim to bring out the best in every one of our scholars, empowering them to achieve academically and personally.

We want our scholars become happier, healthier and more responsible, with a strong sense of belonging in our school, committed to the development of our community and the wider world.



We will achieve this through:

- A curriculum which is ambitious, sequenced carefully, principled, inclusive, research informed and enriching with excellent teaching for all scholars to bring out the best in everyone.
- A warm-strict culture, with a thorough commitment to pastoral care and the personal development of every child.
- An inclusive environment, where we have respectful, productive and fun-filled interactions with each other; diversity is celebrated; and we stand together as a community.

TERM DATES 2023-2024



Term dates 2023-2024

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

	January 2024	February	March	April
Monday	1 8 15 22 29	5 12 19 26	4 11 18 25	1 8 15 22 29
Tuesday	2 9 16 23 30	6 13 20 27	5 12 19 26	2 9 16 23 30
Wednesday	3 10 17 24 31	7 14 21 28	6 13 20 27	3 10 17 24
Thursday	4 11 18 25	1 8 15 22 29	7 14 21 28	4 11 18 25
Friday	5 12 19 26	2 9 16 23	1 8 15 22 29	5 12 19 26
Saturday	6 13 20 27	3 10 17 24	2 9 16 23 30	6 13 20 27
Sunday	7 14 21 28	4 11 18 25	3 10 17 24 31	7 14 21 28

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

Public Holidays

Monday 25th December, Tuesday 26th December, Monday 1st January, Friday 29th March, Monday 1st April, Monday 6th May, Monday 27th May, Monday 26th August

Teacher Training Days

Friday 1st September 2023, Monday 4th September, Monday 16th October, Tuesday 17th October, Wednesday 18th October, Tuesday 2nd January 2024, Wednesday 3rd January, Monday 15th April.

September start dates

Tuesday 5th September 2023	Year 7 start
Wednesday 6th September 2023	Year 11 return
Thursday 7th September 2023	Years 8, 9 and 10 return

Term Dates

Term 1	Monday 4th September 2023-Friday 13th October 2023
Term 2	Monday 30th October 2023 - Friday 15th December 2023
Term 3	Tuesday 2nd January 2024 - Friday 9th February 2024
Term 4	Monday 19th February 2024 - Thursday 28th March 2024
Term 5	Monday 15th April 2024 - Friday 24th May 2024
Term 6	Monday 3rd June 2024 - Thursday 25th July 2024

THE SCHOOL DAY

At Nova, our scholars attend 28 teaching periods per week, this means that the length of the day is longer for three days of the week. The longer days are Tuesday, Wednesday, and Thursday. The timings are broken down for you below. Please note that lunch and break times may vary for the 2023-2024 academic year as we accommodate different year groups at different times.



Nova Hreod Academy School Day 2023-2024

Time	Monday	Tuesday	Wednesday	Thursday	Friday
08.20 - 08.30	Roll Call	Roll Call	Roll Call	Roll Call	Roll Call
08.30 - 08.45	Tutor Time	Tutor Time	Tutor Time	Tutor Time	Reading
08.45 - 09.40	Period 1	Period 1	Period 1	Period 1	Period 1
09.40 - 10.35	Period 2	Period 2	Period 2	Period 2	Period 2
10.35 - 11.00	Break	Break	Break	Break	Break
11.00 - 11.55	Period 3	Period 3	Period 3	Period 3	Period 3
11.55 - 12.50	Period 4	Period 4	Period 4	Period 4	Period 4
12.50 - 13.25	Lunch	Lunch	Lunch	Lunch	Lunch
13.25 - 14.20	Period 5	Period 5	Period 5	Period 5	Period 5
14.20 - 14.40	Reading				Tutor Time
14.20 - 15.15		Period 6	Period 6	Period 6	
15.15 - 15.35		Reading	Reading	Reading	



CURRICULUM

CURRICULUM STRUCTURE

The Nova curriculum follows the National Curriculum very closely and, for most subjects, has been developed in partnership with colleagues in sister United Learning academies. We fully expect scholars to find their Key Stage 3 studies more challenging than their primary school work. This is a good thing. Learning should be intellectually stimulating and demanding. It should make scholars grapple with thought-provoking topics.

After three years studying a broad range of subjects in Key Stage 3, scholars select a range of qualifications to focus on for their GCSE and other Key Stage 4 studies through our options process. New subjects become available and, while certain subjects remain compulsory, scholars have some say over which subjects they study in school. Most qualifications are GCSEs, alongside some vocational qualifications (equivalent to GCSEs) such as BTEC courses.

All scholars will complete GCSEs in English Language, English Literature, Mathematics, Science and at least one EBacc subject (Modern Language and a Humanities subject - either History or Geography) as well as a range of other options.

Subjects	Lessons per week
Maths	5
English	5
Science	4
Geography	2
History	2
French	2
Religious Studies	1
Music	1
Drama	1
Physical Education	2
Relationships, Social and Health Education	1
Art and Photography	1
Design and Technology	1

The EBacc was introduced by the Department for Education as a marker that students have followed a properly rounded academic curriculum. It recognises the set of qualifications that top colleges, universities and employers see as a route into joining them and is a means of ensuring that doors are not closed to students at the age of 14.

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

The table on the left shows the subjects that scholars will be studying in Year 7, 8 and 9.



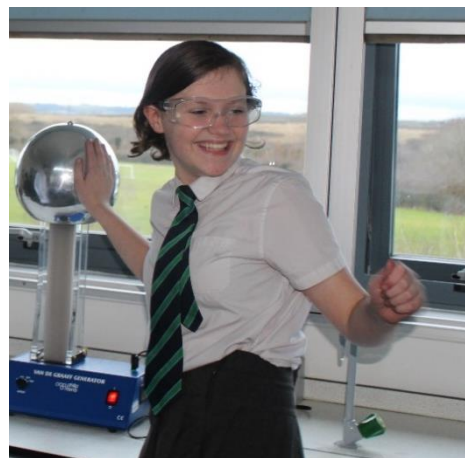
Catalyst is designed to stretch the most able in the STEM SUBJECTS. Applicants must have an academic aptitude towards STEM subjects and demonstrate a keen interest in science, maths, engineering or computing. Catalyst scholars will benefit from an in-depth, fast paced curriculum and enjoy unique opportunities to explore their interests, conducting research into specific areas related to STEM topics.



In addition to the requirements of the National Curriculum, Catalyst scholars will be given advanced teaching in aspects of the sciences, mathematics, computer science (including software programming and coding) and research skills. Scholars will have many opportunities to participate in extra STEM activities.

The breakdown of the Catalyst Stream curriculum is as follows:

	CATALYST STEM Curriculum							Wider Curriculum									
	Maths	Biology	Physics	Chemistry	Engineering	Computer Science	DT	English	History	Geography	RE	French	Art	Music	PE	PSHE	
Year 7	4	2	2	1	1	1	1	4	2	2	1	2	1	1	2	1	28
Year 8	4	2	1	2	1	1	1	4	2	2	1	2	1	1	2	1	28
Year 9	4	1	2	2	1	1	1	4	2	2	1	2	1	1	2	1	28





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

Our Curriculum is...

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

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

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

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

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

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



AMBITIOUS



SEQUENCED



PRINCIPLED



INCLUSIVE



RESEARCH INFORMED



ENRICHING

HOME STUDY EXPECTATIONS

We expect all scholars to complete home study ahead of lessons to help them retain key knowledge and deepen their understanding of the topics they are learning. Home study provides them with an opportunity to use various platforms and techniques to learn and remember key facts for the topic they are studying and to think about and tackle challenging concepts that are related to what they have been learning with their teachers.

At the start of each year, we teach scholars about our expectations regarding home study. Teachers explain the procedures for home study in their subjects. For some subjects, dedicated home study books or printed booklets will be issued. scholars must take good care of these and ensure they are not lost.

Home study is always set and collected on the same day each week meaning that scholars always have 7 days to complete their tasks. Scholars and parents can check the details and deadlines for all study work on EPrise. Once you've provided the school with your email details, you will be able to set up a username and password for EPrise.

In Years 7, 8 and 9, each piece of home study work set should take approximately 60 minutes to complete and the subjects and platforms are summarised in the table below:

Subject	Platform/task	Duration
English	Bedrock and Sparx Reader	60 minutes
Maths	Sparx Maths	60 minutes
Science	Seneca	60 minutes
Humanities	Quiz booklets	30 minutes Geography 30 minutes History
French	Languagenut	60 minutes

There is no home study set for the first couple of weeks of Year 7 and only half the amount set for the first half term. This is designed to support our scholars to make the step up from primary school.

For Catalyst scholars at KS3, there is additional home study set in computer science and engineering.

Unsurprisingly, the amount of home study issued in year 10 and 11 is greater than that at KS3. In the core subjects (English, mathematics and science) home study should take approximately 90 minutes a week and in options subjects it should take approximately 60 minutes a week. Home study at KS4 may use the same platforms that have been used at KS3 but may also include other tasks.

All scholars are expected to complete study work by the due date set by their teachers. There is a study base which runs every day after school that scholars can attend if they would like support or just a space to complete their work.

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

SUPPORTING YOUR CHILD WITH HOME STUDY

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

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



ASSESSMENT

IN CLASS ASSESSMENT

At Nova Hreod Academy, student assessment is ongoing: teachers use mini-whiteboards, verbal questioning, reading and observing scholars' work and in class book marking to judge their grasp of subject content and to guide decisions about teaching. In addition, teachers use low stakes Common Interim Assessments (CIAs) to help understand scholars' current performance levels. These are short assessments sat by every class within the year to give both scholars and teachers an indication of current understanding and any knowledge gaps. Teachers use the information gathered from CIAs to inform future teaching.



BEST IN EVERYONE ASSESSMENTS

During the academic year there are two exam periods for pupils in Years 7-10. These are known as Best in Everyone Assessments. 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. For physical education, scholars are assessed on their performance in a dedicated assessment lesson. In art, performing arts and technology, teachers use their judgement of scholars' work holistically to assess them.

So that every scholar 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.

BEST IN EVERYONE ASSESSMENTS



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The best in everyone™
Part of Hreod Learning

During each BiE assessment window, scholars 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:

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

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

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

We constantly seek to improve our teaching practice to ensure that our scholars achieve the very best results. We work hard as a staff body to implement and deliver a broad and balanced curriculum which is both challenging and aspirational.

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



LESSONS



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

- I Do – teacher-led explanations, models and demonstrations.
- We Do – questioning, both verbally and on mini-whiteboards, and teacher/ co-construction of answers to check that the class understand.
- You Do – independent application of the lesson's learning.

The first step in any lesson is a swift review of prior learning followed by a demonstration and/or explanation of what is to be learned. The teacher then guides scholarly practice by providing prompts, asking questions to check for understanding, and by giving feedback. When scholars are firm in their initial learning, the teacher moves them to independent practice where they work with less guidance. The objective of independent practice is to provide scholars with plenty of opportunities to recall and apply their learning with accuracy and confidence. In future lessons, through quizzing and review tasks, scholars are required to recall prior learning, so that 'forgetting' is minimised, and 'remembering' is supported.

SUPPORT FOR LEARNING



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

In some cases, scholars will be withdrawn from their main class to receive small group intensive teaching with the aim of getting them back to age related expectation or in a position where they can confidently access the curriculum throughout the school.

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

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

If you have any particular concerns about your son or daughter's learning, please contact Mr Wilkinson (b.wilkinson@novahreodacademy.org.uk) to address these.

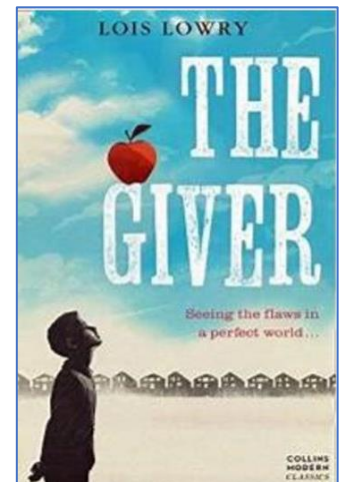
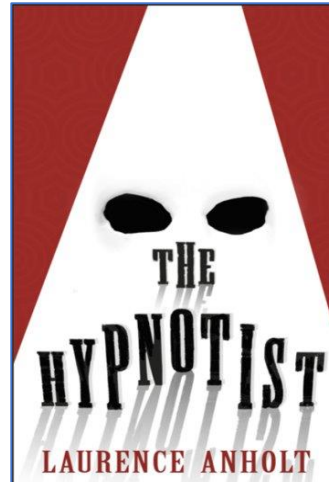
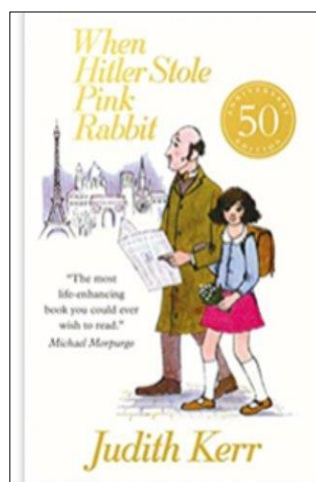
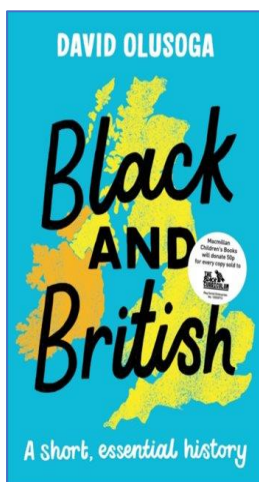


Reading Programme



Drive * Integrity * Scholarship * Contribution

Every afternoon at Nova, scholars in Years 7 to 10 will take part in reading for 25 minutes in their year groups. They read a range of classic stories from different cultures, traditions and time periods, as well as a selection of important works of non-fiction. In addition to providing our scholars with access to some of the best fiction and non-fiction ever written, the whole school reading programme is also designed to complement the curriculum, drawing links to ideas, themes and figures studied in lessons.



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



Reading frequently is also a part of the home study expectation through the Bedrock Vocabulary and SPARX reader programmes. Bedrock Vocabulary is a vocabulary curriculum which teaches vocabulary explicitly, whilst encouraging reading. This teaches scholars the academic vocabulary they need to succeed in school, as research shows that there is a direct link between a scholars' vocabulary and their academic achievement. Narrow vocabularies affect scholars' capacity to express and explore their ideas, which ultimately impacts their grades. Helping scholars to improve and widen their academic vocabularies is essential for them to achieve their potential. You will receive further details regarding Bedrock Vocabulary and SPARX reader at the beginning of your child's first academic year with us.

We source and embed quality texts into lessons across the curriculum, so that scholars are supported to read challenging, academic texts in subjects other than English.

In terms of developing all round communication skills, our teachers expect scholars to be able to speak clearly and articulate themselves well. We expect scholars to speak and write in full sentences so that, when they leave us and apply for university or employment, they have the edge on their competitors. We use a range of strategies in class to ensure that our scholars learn to speak and write as professionals. We use the key mnemonics SHAPE and STEPS to encourage scholars to use appropriate language and create full answers. These go with SLANT, which encourages active engagement in learning, which is detailed in the illustration below.

Nova POISE ‘SLANT’	Nova MANNERS ‘STEPS’	Nova VOICE ‘SHAPE’
<ul style="list-style-type: none"> Sit up straight Listen carefully Ask and answer questions like a scholar Never interrupt Track the speaker 	<ul style="list-style-type: none"> Sir or Miss Thank you Excuse me Please Sorry 	<ul style="list-style-type: none"> Speak in full sentences Hands away from your face Articulate Project your voice Eye contact

NUMERACY



sparx

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

Online SPARX home study at Key Stage 3 and Hegarty Maths at Key Stage 4 reinforces the knowledge and skills taught in lessons and allows practice of mathematical skills. Numeracy skills are also developed in science and geography. The teachers of maths, science and geography work carefully to ensure there is alignment in how they teach mathematical ideas, ensuring a consistency in approaches that helps scholars recognise how numeracy skills are vital in many subjects and, by extension, in their lives beyond school.

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

All scholars are keenly focused on improving numeracy skills and mathematical knowledge.

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

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

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

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

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

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



THE HOUSE SYSTEM

Every scholar at Nova is a part of the house system.

On entry into Year 7, each scholar is placed into one of our four mixed-age houses and into a mixed-age vertical tutor group. They become part of their house family, and the tie that they wear shows to which house they belong. Each morning, scholars join their house tutor group for Roll Call and registration and then reconvene in the afternoon for a 25-minute tutor session or an assembly. The tutor group contains between 25 and 30 scholars, with approximately seven scholars from each of Years 7 – 10.

Once they move into Year 11, scholars remain in their houses, but join a tutor group to support them through the challenges of their final year at Nova.

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

There is also a House Manager for each house who works with parents and carers when there are concerns about behaviour or attendance.

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



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

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

Our House Championship provides opportunities for healthy competition and fun through a wide range of competitions. House points are added to our championship totalizer with the winning house being awarded the House Championship at the end of the year.



THE HUB

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

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

In addition to our House Managers we have a Student Welfare Coordinator, who works closely with our Designated Safeguarding Lead, Student Support Specialist and the SEND team in supporting our scholars through intervention including self-regulation sessions and the ELSA program.

BEHAVIOUR EXPECTATIONS

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



The DISC Code

DRIVE	We work hard and show resilience.
INTEGRITY	We are polite, kind and follow adult instruction.
SCHOLARSHIP	We present work neatly, making the most of every learning opportunity. We SLANT and we SHAPE our responses.
CONTRIBUTION	We respect other people, their property and the environment.



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

The DISC Code sets out our expectations for behaviour across the Academy and ensures that our DISC values tie into all actions and interactions on a daily basis; they are applied in the classroom, around the building and out in the community.

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

Our behaviour system is designed to reward those scholars who are working hard and meeting expectations regarding conduct in school and out in the community. Scholars who take away the opportunity for others to learn and make progress will be removed for a period of reflection. Those that do not conduct themselves in a positive manner will be challenged. It is a clear and robust system intended to ensure that all of our scholars have the opportunity to make progress, achieve and be successful during their time at Nova Hreod.

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

REFLECTION

When a scholar fails to adhere to any aspect of the DISC Code in the classroom, the following process is applied:

1. A warning is issued, and the scholar's name is written on the board as a reminder of the DISC Code.
2. If that scholar continues to not meet expectations, they will be referred to Reflection.
3. They will arrive at reflection and remain there until the end of the lesson and then return to class following that period of reflection (level 1 referrals only).
4. They will then return to Reflection to complete a 55-minute detention at the end of the school day. They will also complete a reflection form to enable them to consider how their actions in the classroom impacted others and what they need to do moving forwards.

Parents will be contacted by SMS text message, to inform them if their child has been placed in Reflection.

If a scholar breaks one of these rules in the classroom and it is considered a higher infringement, they will be sent straight to Reflection. They will remain there for the remainder of the day whilst still completing a 55-minute detention at the end of the school day. A discussion with the member of staff who made the referral will take place with the scholar and then the member of staff will telephone home to give some detail of the high-level incident triggering reflection and any actions or support agreed.

If a scholar breaks one of these rules outside of the classroom a DISC Code slip will be issued, and sanctions will be agreed through The Hub. For any DISC Code slip issued, a sanction will take place in the form of a detention, usually a 30-minute detention but up to a 60-minute detention depending on the level of severity.

For incidents that warrant a separate sanction to a detention, possible sanctions include contact with parents, a period of time in reflection followed by a 55-minute detention, fixed term exclusions and permanent exclusion for the most serious incidents; This is not an exhaustive list.

For incomplete homework, a detention will be issued with the given opportunity to complete the piece of missing homework in that very detention. Due to the time requirement for each piece of homework, please note that the homework detention for our KS4 scholars, is considerably longer than for our KS3 scholars.

MOBILE PHONES AND ELECTRONIC DEVICES: SEE IT, HEAR IT, LOSE IT

We operate a 'See It, Hear It, Lose It' policy with regard to phones and electronic devices. Mobile phones and electronic devices including headphones and smart watches must not be visible on the school site from the moment scholars enter the gates at the bottom of the hill. These items should be turned off and kept in the scholars' bags during the school day. If mobile phones, electronic devices, smart watches or headphones are seen or heard during the school day, they will be confiscated, and the scholar will be set a half hour detention for the same day. The mobile device will be available to collect at the end of the day from the Hub. If an electronic device is confiscated for the second time in a term, the scholar will be set an hour detention for the same day. The parent or carer will need to collect the mobile device at the end of the day. They will not be returned directly to the child.



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

STUDENT LEADERSHIP

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

Student leadership is overseen by the Head of House for Student Leadership and Student Voice. There are some additional roles managed by Nova staff and sometimes students are passionate about more than one leadership role.

Students also have the opportunity to become subject/department ambassadors too such as STEM Ambassadors, Sports Captains or Music Ambassadors as well as Student Librarians to encourage reading and Maths Ambassadors for Sparx.

Contribution for leadership positions is always recognised and awarded through our Epraise system and Charter Milestones. Students have election and appointment windows through applications opened over the course of the academic year. Some roles require additional interviews or projects to be appointed into the role.

STUDENT LEADERSHIP GROUPS



SCHOOL CAPTAINS

The School Captains play an active role in representing the school within our community and they are also part of the Senior School council. Students in year 10 can apply for the role of School Captain once they have attained a Prefect position. A shortlist is drawn up for interviews and a select panel of our leadership team then has the difficult role of deciding who should be shortlisted. Potential candidates then go through an interview process which includes delivering their vision in an assembly or presentation to staff.

Every summer, two School Captains are chosen as well as Vice Captains from the Prefect team.

PREFECTS

Prefects have a range of responsibilities and duties and support positive behaviour around the academy. For example, during lunch times where they assist the Senior Leadership Team on duty and during Friday Lunchtime Competitions. They may assist with Supernova and are actively supporting Open Evening in their roles.

Year 10 scholars can apply to become prefects in the Spring/Summer terms each year in readiness to take over from Year 11 prefects once examinations begin. Prefects are the exemplary students at Nova and positions are coveted, so only earned after a rigorous appointment process.

SENIOR COUNCIL

The aim of the School Council is to provide a forum for discussion.

The Senior School council allows views to be expressed and heard and creates a further opportunity for effective communication within the school and for appropriate actions to be taken. It comprises of members of years 9, 10 and 11 as well as including the School Captains.

Scholars gain a place on the Senior School Council through their roles as Y9 House Reps, Y10 Wellbeing Ambassadors and Y11 Prefects where they have demonstrated prior leadership experience in these positions.

TUTOR REPRESENTATIVES

Tutor Representatives are responsible for gathering the views of their tutor groups to represent them at House council meetings. They then feedback to their tutor group the outcomes of the council meeting. They also support their tutor with tutor displays and ensuring that materials for the tutor programme are given out and collected during tutor time. They act as role models for their tutor group.

Students in Year 8 can apply to become a tutor representative to their Head of House and then a vote takes place within their tutor to elect them. This is yearly in Term 1.



HOUSE REPRESENTATIVES

House Representatives take part in Senior Council meetings with feedback from the tutor representatives. They play an active role at open mornings and supporting with primary transition. House Representatives also play an active role in raising money for the House charities. House Representatives support the Head of House in house events and help to build enthusiasm across their House.

Scholars in Year 9 can apply to become House Representatives to their Head of House. They are then voted for in an anonymous vote based on vision rather than popularity by each tutor group in their House. This is yearly in Term 1.

WELLBEING AMBASSADORS

Student Wellbeing is crucial here at Nova. From mental health and the essence of belonging, to celebrating diversity, Wellbeing Ambassadors are crucial to the student body.

Wellbeing Ambassadors overlap duties for Prefects during Y11 PPE examinations so that Year 11 prefects can focus on exams. By the new year in Term 3 a gradual handover of duties begins so that Prefects can truly feel supported in their Wellbeing by the Leadership teams within the House system. Wellbeing Ambassadors help ensure House spirit remains high for the rest of the year and are there to oversee all leadership groups run by Head of House for Student Voice and Student Leadership.

Year 9 students going into Year 10 after September can apply to become House Wellbeing Ambassadors. They apply using the online application form and are interviewed for the role prior to appointment. The interview panel along with Heads of House appoint the candidates yearly in Term 6.



STUDENT LIBRARIANS

Student Librarians play a fundamental role within the library during break time, lunch time and after school where they help to re-stock shelves as well as booking books in and out of the library. They are also used to promote world book day and other key literary events as well as the reading programme at Nova.

Student Librarians are elected and managed by our Nova Librarian, Mrs Shurley



THE GREEN TEAM

The Green Team dedicate themselves to raising awareness of what we can be doing at Nova to improve our immediate, local, and even national environment. They will develop initiatives for the rest of the academy to follow, promote more environmentally friendly practices and take part in various green and eco-friendly projects throughout the course of any given year.

The Green Team also help run Eco Club, a supernova enrichment offer, with staff supervision. Anyone in Year 7 to Year 11 can be appointed as part of the Green Team when applications open in Term 2 or directly appointed by staff.

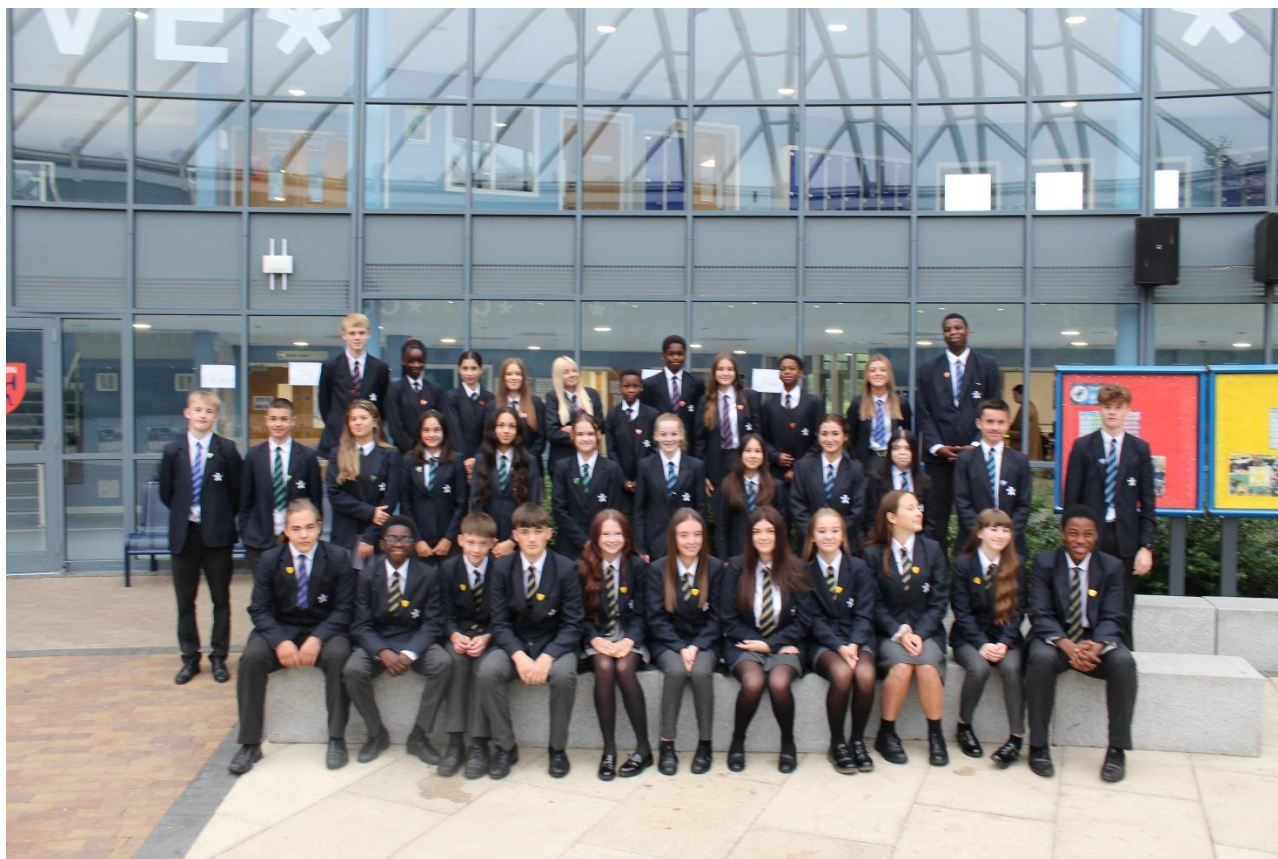


GLOBAL AMBASSADORS

Global Ambassadors are passionate about creating an inclusive environment where everyone can belong at Nova. Global Ambassadors help raise awareness about diversity days around the world and UK. We want to help ensure all our students build exemplary character in school and for beyond when living as Global citizens in Swindon and wherever else life takes them!

Global Ambassadors help share their culture and other cultures within their houses through diversity days. They act as mentors to new EAL students, especially if they can speak same/similar languages. They also act as ambassadors for the school and local community in school events such as Nova Nibbles, Nova Iftar and Nova Cultural Clothing and Diversity Day.

SPORTS CAPTAINS



Sports Captains are role models for sport and excellence within their houses. The aim of the group is to increase the participation of sport amongst their House. All our Sports Captains play sport to a high level outside school. They are responsible for encouraging students from their House to participate in the Inter-House sport competitions, and they support the PE team in sports activities. They help at events such as Open Evenings and help to lead sports sessions with primary schools.

SUBJECT AMBASSADORS

There are leadership roles available to students in subject areas too, including STEM Ambassadors, Music Ambassadors and Maths Ambassadors.

THE EPRAISE REWARDS SYSTEM

epraise.co.uk

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

The system we use for logging DISC points is EPraise. This has proven highly successful and popular over the last few years. DISC points earned by scholars can be converted to a monetary value. There is an Academy Shop where students are able to use their online Epraise accounts to order items which are collected from the shop. Logins and passwords for your child's Epraise account will be emailed to you in September, or whenever your child is registered on our academy's roll.

Nova Hreod Academy rewards students for the following things:

- **1 DISC point is given for 100% attendance each week**
- **1 DISC point is given for no behaviour points each week**
- **1 DISC point is given for no home study detentions in a week**
- **Students can gain extra house points by being involved in after school activities e.g. SuperNova, as well as representing the school in sport, academic or cultural events**
- **5 DISC points are given for every 'Nova Star Slip' which is given by every teacher every lesson to one scholar**

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



SUPER NOVA – OUR ENRICHMENT PROGRAMME

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

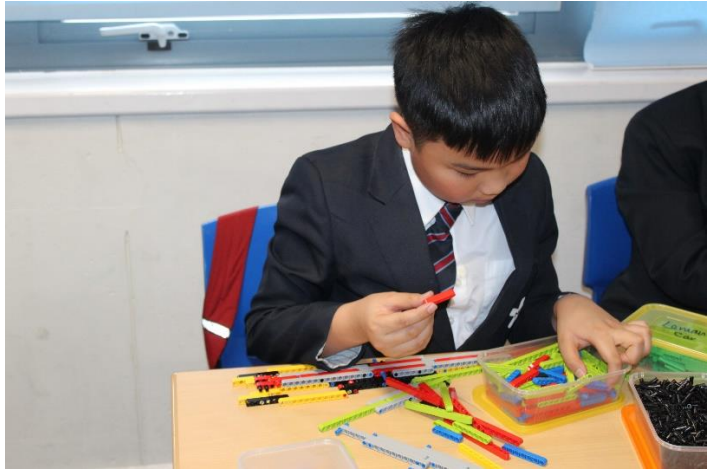
We offer a variety of clubs and activities in:

- SPORT
- DUKE OF EDINBURGH AND ADVENTURE SERVICE CHALLENGE
- EXPERIENCES
- SERVICE
- THE ARTS
- HOBBIES
- EXTENDED LEARNING
- INTERVENTIONS
- LEADERSHIP

There will be many opportunities for scholars to represent Nova in sports teams. Scholars will be able to train and, if selected, represent Nova in fixtures and tournaments.

All scholars are encouraged to try and attend at least one club during each term though we understand and respect the fact that many of our scholars participate in activities outside of school instead.





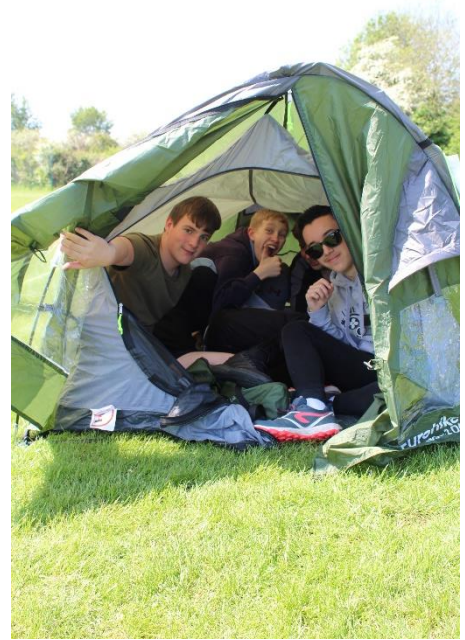
DUKE OF EDINBURGH AWARD SCHEME

Taking part in the Duke of Edinburgh programme provides opportunities for young people to find self-confidence, a sense of purpose and achievement whilst providing structure and training. Scholars can do programmes at three levels which when completed, lead to a Bronze, Silver or Gold Duke of Edinburgh Award. At Nova, we offer the bronze and silver levels but these would prepare our scholars to go on to take the gold award at sixth form or college.

TRIPS AND RESIDENTIALS

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

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



THE NOVA SCHOLARS' CHARTER

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

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

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

THE STUDENT PLEDGE:

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

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

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

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

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

PATHWAYS TO PROFESSIONS



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

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

Mrs Gawthorn can be contacted via email: u.gawthorn@novahreodacademy.org.uk

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

Reflecting - Thinking about what makes them tick. Their interests and skills. What they enjoy doing and why. Things they are less good at or don't enjoy.

Exploring - Finding out about the different courses, training schemes and jobs that they could move on to.

Planning - Sorting the different options open to them into priority order. Deciding what steps they need to take to get more information about their favourite subjects, to improve their chances of success and to apply for higher education, volunteer work and employment.

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

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



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

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

THE LIBRARY

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

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

The Library has a fantastic range of books, magazines and audio books for scholars to use.

The Library is open for scholars daily at the following times:



Lunchtime:

Times vary per year group

(Monday-Friday)

After school:

3.35 – 4.35pm

(Tuesday-Thursday)



UNIFORM AND EQUIPMENT



UNIFORM FOR ALL SCHOLARS IS

Nova navy blazer – Unisex style in regular or fitted version

Nova house tie (clip-on)

Orion – red striped tie

Cygnus – blue striped tie

Pegasus – yellow striped tie

Aquila – green striped tie



The items above should all be purchased from Monkhouse Schoolwear, Sanford Street, Swindon. 01793 520843. [Nova Hreod Academy \(URN-140515\) - School \(monkhouse.com\)](http://monkhouse.com)

The following items below can be purchased from any supplier:

- Charcoal Grey Trousers, Charcoal Grey Skirt or, in the summer, charcoal grey shorts
- plain white work-style shirt or blouse
- plain black shoes
- black socks
- black tights
- Optional Navy blue sweater

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

- 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

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

Optional PE Kit for cold weather only:

- Black tracksuit trousers
- Nova Hreod Academy fleece





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

Equipment is checked at the start of each day in roll call. As scholars are given an opportunity to purchase equipment on their way into the academy each day at our Nova Equipment Shop, any missing pieces of equipment will result in a same-day detention.

Every scholar 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 and to be shown at roll call:

Equipment list:

- Pen (black or blue)
- Pencil
- 30cm ruler
- Green Pen
- Eraser
- Sharpener
- Protractor
- Compass
- Scientific calculator
- A4 size white board*
- White board pen

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

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

*whiteboards are provided by the school, but a charge will apply for replacements if lost.

CATERING



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

THE STELLAR DINER

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

Current menus can be viewed on the school website.

	Break	Lunch
Monday – Friday	Times will vary per year group, but 20 minutes will be given to each scholar between 09:45 and 11:00.	Times will vary per year group, but 30 minutes for lunch will be given to each scholar between 11:55 and 13:20.

THE KIOSK

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

THE STREET FOOD CART

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

FREE SCHOOL MEALS

If your child is eligible for free school meals, this information will be provided to us by their primary school. If you would like to apply for free school meals, you should do this through Swindon Borough Council (website), who will then forward the information on to us. If you need any more advice on this, please contact Student Services.

PACKED LUNCHES

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

DRINKS

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

High caffeine energy drinks are not permitted in school.





PAYMENT

For all school services, trips, visits, and school meals, payments are made by “biometric” code. The academy uses an online payment system called ParentPay, which has been carefully selected to allow for meals and school activities to be paid via the internet and also from pay points at local shops.



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

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

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

MEDICAL

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

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

USE OF PHOTOGRAPHS

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

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

FINDING YOUR WAY AROUND

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

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

Scholars enter the building between C and D Wings.

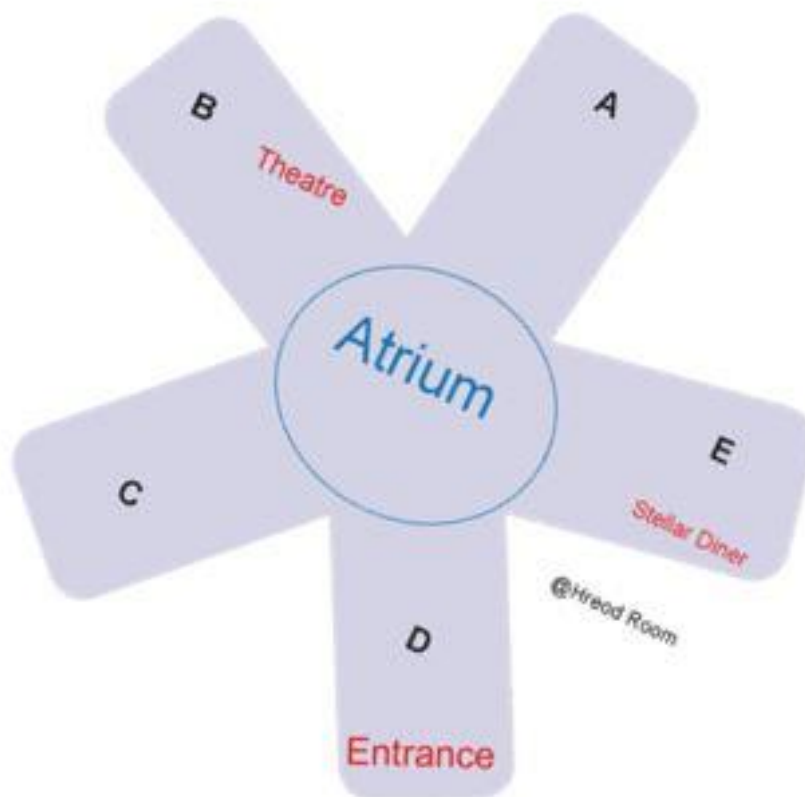
The timetable will have the room shown on it – for instance, if a scholar has English, the room could show as FD6... he/she would know to go to: First Floor (F) . . . D Wing (D) . . . and find room 6. The straightforward layout of the building makes understanding the timetable fairly easy.



MAP OF THE SCHOOL

Nova ~~Hreed~~ Academy has 5 wings that radiate out from the central Atrium. Each wing contains a different subject area.

<u>Ground Floor</u>	<u>First Floor</u>	<u>Second Floor</u>
A Wing: Drama, Music, Dance	A Wing: Art	A Wing: ICT suite
B Wing: Technology	B Wing: Technology (Food, Catering, Textiles)	B Wing: Mathematics
C Wing: PE	C Wing: Languages, Library	C Wing: Science
E Wing: Stellar Diner	D Wing: English	D Wing: Science
	E Wing: Humanities	



HOME/SCHOOL AGREEMENT

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

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

To us all, being Nova involves all of us accepting our responsibilities towards giving your child the best education possible. The **Home/School Agreement** (attached) 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 scholars are successful.



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. All other non-urgent queries should go through the EPraise Messenger service.

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

DesignedandprintedespeciallyforyoubyReprographicsNovaHreod



I need to report my child's absence or medical Appointment.

I have a query about FSM or Parent pay...

Use
EPRAISE
Messenger

We need to see the Supernova clubs for this term...

Use
EPRAISE

The fastest and best way to communicate with us.

Nova Hreod Academy
The best in everyone™

DOWNLOAD the APP
We look forward to hearing from you!

epraise.co.uk
The award winning school rewards system

~~Please REMEMBER TO DELETE THE OLD APP
Schoolgateway~~

I need to contact my son's teacher but I work during school hours...

I need to speak with Pastoral / House Managers team and the telephone is busy. What can I do?

Use
EPRAISE
Messenger

Should you have any problem logging into EPRAISE please email: admin@novahreodacademy.org.uk

