



The Hundred of Hoo Academy

‘The Hoo Way’ Parent and Pupil Handbook 2023-2024

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ASPIRE

ACHIEVE

EXCEL

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Principal's Welcome

I am delighted to welcome you to The Hundred of Hoo Academy. I genuinely care about the life chances of all young people, and as the Principal of The Hundred of Hoo Academy, I find the prospect of being instrumental in raising aspirations and attainment in this community enormously exciting. I am proud to work in education and believe that at the centre of everything we do is the individual child.

The Hundred of Hoo Academy is a highly inclusive and inspirational learning community that strives for excellence, with a traditional approach to discipline and innovative curriculum, underpinned by the principles of the IB Middle Years Programme. Our learning community embraces the highly successful College model nurturing strong partnerships with parents and carers, ensuring that the educational experience of every pupil is highly personalised through excellent communication between the family and academy.



The Academy has uncompromising aspirations and expectations for all of its pupils, and we work relentlessly to allow every pupil to reach their potential within a nurturing community. Below highlight the simple but effective steps for pupils to meet these expectations:

- Arrive at school on time, wearing the correct uniform, (no jewellery or make-up) and all required equipment, including a fully charged chromebook.
- Go directly to lessons using the quickest route without being distracted with friends.
- Enter the classroom calmly, sitting in the seating plan and attempt the starter question.
- Attempt the work to the best of your ability, ensuring excellent standards of presentation.
- Show you are engaged and focused by asking and answering questions.
- Show respect to all and be open-minded during discussions.
- Keep the academy and community tidy by cleaning up when leaving classrooms and social spaces.
- Be respectful when travelling to and from school.

Every pupil matters; every pupil can achieve; every lesson counts. Through innovation and creative thinking, we will work tirelessly to ensure that every child is **more than just educated** and leaves secondary education with all the skills required to lead a productive, successful, and most importantly, a happy adult life.

I warmly thank you for choosing our Academy and look forward to working in partnership with you over the next seven years!

Mr C. Guerin-Hassett | Principal

1. Vision and Values

At The Hundred of Hoo Academy, we value education that goes beyond just academic development. We combine good manners and etiquette with 21st Century innovation and creativity to ensure our pupils are more than just educated, they become globally minded citizens who will be empowered to change their own lives and the lives of those around them.

This will be achieved by:

- Providing an IB influenced learning curriculum that creates; Inquiring, knowledgeable and caring young people that act with integrity, and contribute to the local and global community. They will also help to create a better, more peaceful world through intercultural understanding and respect, recognising that other people with their differences can also be right.
- Broadening our pupils' horizons with frequent opportunities to explore the wider world through cultural visits and exchanges. Including an annual skiing trip, European exchanges, Duke of Edinburgh expeditions and World Challenge. Pupils will also have the opportunity to perform in our musical and theatrical productions.
- Having staff that aspire to the highest standards, who model and encourage a love of learning within a nurturing environment that supports students to achieve their greatest academic potential and excel in all they do.
- Fostering a partnership with parents and carers so that they share the same high aspirations for their child, feel welcomed and valued by the school community, and are able to provide support in their child's learning and development.

“Our values decide our character; our character decides our value.” – James Kerr

The values we instil in our pupils are:

- **ASPIRE** – to the very highest standards
- **ACHIEVE** – to the best of our ability
- **EXCEL** – in all that we do

“Set High Standards, remain true to your values, listen to your conscience and do yourself proud.”

Frank Sonnenberg

The Hundred of Hoo Academy has at its core the pursuit of the highest standards possible in education. We are unashamedly uncompromising in our promotion of excellence for all; respect, politeness and determination.

Hence, we are a well disciplined Academy, where pupils thrive in a culture defined by mutual respect and good behaviour. Our non-negotiable expectations are that our **pupils**:

- Wear the correct uniform and are fully equipped for learning (Pens, pencil, ruler, calculator etc.).
- Have excellent attendance and are punctual, arriving by 8:20am.
- Communicate respectfully and act with integrity.
- Value education and aspire to the highest standards.
- Take pride in their work so that they achieve to the best of their ability.
- Are committed learners who will excel in all that they do.

2. The College Model

2.1 Structure of Academy Colleges

There are three Colleges in The Hundred of Hoo Academy, each is assigned a colour as part of their College (*identifiable on their blazer and PE top*), pupils also wear a coloured tie representing the year they started. The Academy colleges will provide a small school pastoral model within which pupils receive pastoral support. Additionally in year 7, 8 and 9 the class they are taught in will be with pupils from their College.

Colleges will be of equal ability and fully comprehensive, some subjects in year 7, 8 and 9 may choose to set the pupils within their College classes based on ability. To encourage social confidence and to give pupils more opportunities to build friendships and have role models within a College they will not be in year group forms instead they will be in Key Stage vertical forms. **In Key Stage 3 (years 7-9) there will be 8-10 pupils from each year and within the Key Stage 4 (Year 10-11) form groups there will be 12-15 pupils from each year group as they will have specialist sessions as they prepare for their examinations.** They will attend a College Assembly once a week, with a celebration assembly each term, which will be led by the Heads of College outlined below.

2.2 The College Names

Neptune College

Named after the Roman God of the Sea, this is poignant to our community as the Hoo peninsula is surrounded by The River Thames and Medway. He also had the ability to speak with all sea creatures which links to the language acquisition within the MYP, which provides pupils with the opportunity to develop insights into the features, processes and craft of language and the concept of culture.

Athena College

Named after the Greek Goddess of Wisdom and sponsor of arts and strategy. Athena was always depicted with the 'owl of Athena', which was her source of knowledge. This Goddess was picked as it links to our 'knowledge rich' curriculum.

Forseti College

Named after the god of justice and reconciliation in Norse mythology. This God links well with our IB learner profile attributes in developing principled and self-regulated pupils.

2.3 The College Staffing

	Athena	Forseti	Neptune
Head of College	Miss Moore	Mrs Fissenden	Mrs Hutchinson
Assistant Head of College	Ms Whyte Mr Whatley	Miss Walkin Mr Rawbone	Mrs Simone Mr Harding
Director of Pastoral	Mr Medhurst	Mr Sanger	Dr Choudhury
Student Support Managers (SSM)	Mrs Mallandain Mrs Turner	Mrs Gifford Ms Hobbs	Ms Rivett Mrs Howell
Admin	Mrs Unsworth	Miss Lee-Williams	Mrs Pilling

3. Chromebooks

Every pupil will receive their own Chromebook device which is loaned by the Trust in agreement with Parents / Carers when they join the Academy. The use of 1:1 devices in and beyond lessons is a key part of our Digital Strategy and is the gateway to the wealth of experiences and information available to pupils within and beyond their community. Parents are required to collect a child's device, it cannot be handed directly to pupils when first loaned, and you will need to sign a Loan Agreement Form and complete the Parents' National Online Safety Course. Pupils will also be required to sign an Acceptable Use Policy when they first use their devices in the Academy. Parents MUST invest in a chromebook sleeve case to protect the device and ensure it lasts the required time while their child is attending the Academy, affordable covers can be easily found online.

Pupils are expected to take care of their device and responsible for ensuring it is brought to the Academy fully charged every day as part of their compulsory equipment list. They should not leave their device charging overnight as this will shorten the battery life and lead to complications in period 4 and 5 lessons should they be required to use their device frequently throughout the day.

Chromebooks can support pupils to learn in a multitude of ways, but do not replace traditional writing in books and will not be used every lesson. As an Academy we are aware of protecting pupils, and staff, from excessive screen time and encourage you to ensure pupils do not spend a significant proportion of their evening time using devices.

4. Structure of the Academy Day

4.1 Academy Day Timings

Below is the structure of the Academy day. We finish early on Wednesday afternoons for ongoing professional development of all our staff, and for Trust meetings.

Academy Day		Early Wednesday Finish	
Pupils enter school gates by	8:20am	Pupils enter school gates by	8:20am
Ready to Learn Check	8:25-8:40	Ready to Learn Check	8:25-8:40
Period 1	8:40-9:40	Period 1	8:40-9:40
Period 2	9:40-10:40	Period 2	9:40-10:40
Break	10:40-11:00	Break	10:40-11:00
Period 3	11:00-12:00	Period 3	11:00-12:00
Period 4	12:00-13:00	Lunch 1 / Tutor / Assembly	12:00-12:30
Lunch 1/Tutor/Assembly	13:00-13:30	Lunch 2 / Tutor / Assembly	12:30-13:00
Lunch 2/Tutor/Assembly	13:30-14:00	Period 4	13:00-13:55
Period 5	14:00-14.55		

4.2 Preparing for the Day

It is a pupils responsibility to ensure they are wearing the correct uniform and have cross referenced their daily timetable with the contents of their bag to ensure that they have all the necessary books and equipment for their lessons. The Academy advises that pupils do this the evening before; charging their Chromebook at the same time (see [Chromebook Acceptable Use Policy](#)). It is expected that parents support pupils in coming to Academy correctly dressed (see [Uniform and Equipment Policy](#)) having had breakfast, or planning to purchase breakfast from the Cucina kitchen, so that they have a healthy start to the day.

No forgotten equipment or kits will be accepted at reception after the Academy day has started.

4.3 Start of the Day

The Academy day starts at 8.25am and we expect pupils to be through the gate and on their way to their Period 1 lesson by 8.25am when the pip for Period 1 sounds. Pupils will have equipment and uniform checks each morning by Period 1 Teachers to ensure they **are ready to learn**. The Academy gates will be open to pupils from 7.45am onwards. Pupils will be able to access the Dining Hall and toilets from 8.00 - 8.25am when they are supervised by staff in order to get breakfast if they have not already eaten, and prepare for the day.

Pupils should arrive in plenty of time and should arrive by at least 8:20am. If there is a valid reason for lateness then parents should contact the Academy. If a pupil arrives late they will be given a late slip which should be returned to the staff member when the pupil arrives at their detention.

4.4 Morning Standards Checks

The morning pips sound at 8.20am and pupils will be expected to be in their Period 1 class by 8:30am. Teachers will greet their class and conduct a daily check to ensure that their pupils are ready for learning. Any equipment and uniform violations will be swiftly identified and addressed in order to remove barriers to learning before pupils start their learning. (see [Uniform and Equipment Policy](#)).

4.5 Transition to Lessons

Pupils are expected to walk in an orderly fashion to their lessons. As pupils move around the Academy between lessons and social times they will be expected to model the behaviours outlined in the [Pupil Code of Conduct](#) agreement at all times and will be sanctioned appropriately if they fail to do so (See [Behaviour and Attitudes Policy](#))

4.6 Break and Lunchtimes

Pupils can access their designated outdoor area and dining hall during break and lunchtimes. Food bought from the Cucina restaurant must be consumed in the dining hall. Pupils can choose to bring packed lunches if they do not wish to buy food, however any food and drink brought on to the site must be appropriate.

Break Time Areas:

Year 7 - Social Space

Year 10 - English area

Year 8 - Humanities (History) and playground

Year 11 - Maths Block and picnic area

Year 9 - Humanities (Geography) and playground

Sixth Form - Sixth Form Social Space

Lunch Time Areas and Times:

Neptune - Humanities

Forseti - Social Space

Athena - Social Space

Sixth Form - Sixth Form Social Space or Canteen

College	Neptune	Athena	Forseti	Sixth Form
Lunch 1	Lunch	Form	Lunch	Form
Lunch 2	Form	Lunch	Form	Lunch

The Cucina restaurant runs a cashless system for purchasing food via ParentPay (see Section 13.4 ParentPay). Pupils' biometric fingerprints will be used to pay for food and drinks from their personal account, which is topped up by parents using the secure online system. **Note: Year 7-11 pupils are not permitted to use their phones and Apple or Google Pay to purchase food and drink.** If a pupil has access to Free School Meals their account will be pre-loaded (see Pupil Premium and Free School Meals). It is each pupil's responsibility to ensure that their behaviours fall in line with the Pupil Code of Conduct agreement and in particular that they:

- Use the toilet (pupils are not expected to routinely use the *toilet during lessons after break or lunch [Period 1, 3 or 5]*)
- Eat and drink to ensure they are replenished for learning. Pupils purchasing food should eat this in the canteen.
- Remain seated while eating and speak with respect and appropriate level.
- Put all their litter in the bin and hold their peers to account if they fail to do so.
- Raise any concerns to members of staff or enquiries to the College office as it is not appropriate to miss lesson time to do so.
- Stay in the designated areas or they will be sanctioned for being out of bounds. Pupils should only go to the canteen if purchasing food and drink to ensure adequate seating space.

4.7 End of the Day

Lessons end at 2.55pm and pupils will be dismissed by their period 5 teachers. There will be a staggered dismissal based on their method of transport, including bus routes that have arrived to collect pupils. Period 5 teachers will inform/remind pupils if they have a detention and where they need to report to, based on whether it is a subject or pastoral detention. All Academy detentions are conducted after school, not during social times, with a start time of 3.00pm [2:00pm on a Wednesday] (see Behaviour and Attitudes Policy).

Following staggered dismissal at the end of the day, pupils are expected to leave the Academy site immediately unless they are attending after school activities and clubs, with staff supervising their dismissal from site by 3.00pm [2.00pm Wednesday]. For the safety of pupils and consideration of local residents, any pupils who attempt to congregate outside the Academy gates following the end of day dismissal will be immediately moved on by staff so that the access to the site is clear.

Pupils should make their way home after school and should not congregate at the local shops or parks whilst in school uniform, unless they are with their parents.

5. Structure of the Academic Year

The academic year is split into 6 modules approximately 6/7 weeks in length. During the Autumn term (October) there will be a two week break in line with all members of the Leigh Academies Trust. Both the Spring (February) and Summer (May/June) breaks will be one week in length. Where possible there will be approximately two weeks break over the Christmas and Easter periods.

5.1 Term Dates: 2023-2024

Module 1	Module 2
<p>Staff Development Days: Wednesday 30th August 2023, Thursday 31st August 2023</p> <p>Start: Friday 1st September 2023 (Years 7 and 12) Monday 4th September 2023 (All Year Groups)</p> <p>Finish: Friday 20th October 2023</p> <p>Autumn Break: Monday 23rd October 2023 to Friday 4th November 2023</p>	<p>Start: Monday 6th November 2023 Finish: Friday 15th December 2023</p> <p>Christmas Break: Monday 18th December 2023 to Friday 30th December 2023</p> <p>Bank Holiday: Monday 1st January 2024</p>
Module 3	Module 4
<p>Staff Development Day: Tuesday 2nd January 2024</p> <p>Start: Wednesday 3rd January 2024 Finish: Thursday 8th February 2024</p> <p>February Break: Friday 9th to Friday 16th February 2024</p>	<p>Start: Monday 19th February 2024 Finish: Thursday 28th March 2024</p> <p>Spring Break: Fri 29th March to Fri 12th April 2024</p> <p>Bank Holiday: Monday 1st April 2024</p>
Module 5	Module 6
<p>Start: Monday 15th April 2024 Finish: Friday 24th May 2024</p> <p>May Break: Mon 27th May to Fri 31st May 2024</p> <p>Bank Holiday: Monday 6th May 2024</p>	<p>Start: Monday 3rd June 2024 Finish: Friday 19th July 2024</p> <p>Bank Holiday: Monday 26th August 2024</p>

6. The Curriculum

The breadth and nature of the Academy's curriculum continues to improve as we work to ensure it is ambitious and improves the life chances of all pupils regardless of their starting points or individual needs.

The curriculum provides breadth and balance in terms of the subjects offered and these use the National Curriculum as the foundation. There is an explicit emphasis on "Cultural Capital" through the development of the essential knowledge needed to be educated citizens along with the skills and capabilities needed for life-long learning and for contributing effectively to global society through the Middle Years Program(MYP). These can be seen in the implementation of The Hundred of Hoo teaching and learning framework, the delivery of 'Theme of the Fortnight' program and in the whole Academy cross-curriculum subject map which demonstrates the teaching of literacy, numeracy, careers, and horizontal cross curriculum links between subjects alongside the co-curriculum.

The curriculum serves to build upon the skills and knowledge developed throughout a pupil's primary education and creates a solid foundation upon which to develop knowledge and key concepts as they move from Key Stage 3 to Key Stage 4. This means that each subject plans their curriculum to be delivered in a way that sequences learning towards cumulatively sufficient knowledge and skills for future learning and employment. Within the curriculum map there are clear links between the curriculum, the local context of the school and global contexts. Many pupils on the Hoo peninsula have a limited understanding of life outside of Medway and therefore schemes of work use examples of familiar local contexts to further develop their understanding of the wider world.

6.1 The Secondary - Two-weekly Cycle

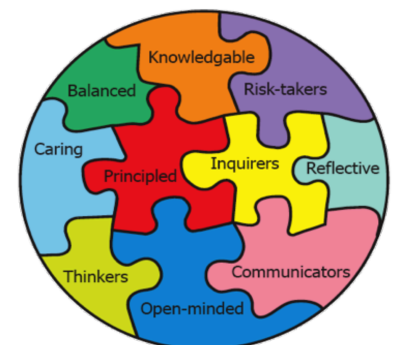
The Academy day is divided into 5, one hour teaching periods over a two week cycle (with Wednesday period 5 being used for staff CPD), giving 48 periods per fortnight. In addition to this, we have an extra period 6 at the end of the day for pupils to attend intervention/enrichment sessions and after Academy day clubs.

6.2 The Middle Years Programme (MYP)

The MYP framework ensures that pupils develop into inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

The MYP curriculum framework comprises eight discipline groups providing a broad and balanced key stage 3 education. pupils study all eight disciplines in years 7 to 9 and are able to focus on some subject groups in more detail in year 9, plus the added benefit of a subject from the 'Careers Education' discipline to broaden their curriculum.

- Language & Literature
- Sciences
- Mathematics - (*Maths Mastery*)
- Individuals & Societies - (*History, Geography and PSHRE*)
- Arts - (*Art, Drama and Music*)
- Language Acquisition - (*French, Spanish or German*)
- Design - (*IT and Technology*)
- Physical & Health Education - (*Practical and Theory*)



As well as the eight discipline groups there is also cross-curricular, interdisciplinary teaching and the opportunity to complete a community project. Units are built upon key and related concepts, alongside a global context that ensures pupils are able to make connections between their learning and life outside of the Academy, in their local community and beyond.

Explicit 'Approaches to Learning' are also taught to children to develop and embed lifelong learning skills that they will then implicitly use once they master them and leave the Academy. These include the ability to critically think, reason, research and communicate - all key transferable skills that pupils need to develop for tomorrow's world.

Lastly the IB Learner Profile of the MYP reinforces pupils to nurture and develop the key characteristics that we would want all our children to foster and model within the community, for example being caring, compassionate, open minded risk takers who are resilient enough to overcome the challenges life may throw at them.

6.3 Numeracy and Literacy Across the Curriculum

At the Academy, we are all teachers of literacy and numeracy. We all make the commitment to improve standards in literacy and numeracy through thoughtful, pupil centred planning, uniform marking procedures, standardised delivery of numerical concepts and ensuring that this exceptional practice is part of every lesson. We ensure that every opportunity is taken to model high quality literacy and numeracy skills.

The below outlines the ways in which we support both areas across the curriculum:

- Pupils engage in specific activities that explicitly develop reading, writing, communication and mathematical skills.
- Pupils develop these skills through work that makes cross-curricular links with other subjects.
- All staff have access to pupils' reading ages and use these to plan their lessons, adapt resources and support pupils
- Pupils develop extended writing skills, and therefore resilience, through consistent opportunities in all subject areas.

6.4 Fundamental British Values and PSHRE Curriculum - All Years

The Academy is fully immersed in the ideals and values of Britain, ensuring that democracy, rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs run through the very fabric of our community. This is reflected through our behaviour systems, expectations of a 'Hoo pupil' and our curriculum. We support every pupil to have their opinions, for them to be shared and valued through pupil surveys, the Student Leadership Team and in lessons.

Personal Social Health, Religious and Economic education is taught discretely throughout Year 7 -13 The content of which is delivered to support pupils' Spiritual, Moral, Social and Cultural development, enabling them to access the world without prejudice or ignorance of their own purpose, social standing or views of others around them.

This aspect of the curriculum is well mapped alongside the form time 'Theme of the Fortnight' programme, ensuring that pupils are given essential access to a variety of life skills. Through working alongside the PSHE association and Medway Council, resources for the whole curriculum have been built to ensure the needs of all pupils are met in line with the RSE and PSHE statutory guidance.

[Fundamental British Values Guidance](#)

[PSHE Curriculum](#)

[RSE Curriculum](#)

6.5 Home Learning

At the Hundred of Hoo Academy, we believe that homework plays a crucial role in the educational development of our students. Homework serves as an extension of classroom learning, providing students with opportunities to reinforce concepts, practice skills, foster independent thinking, and develop effective study habits. The purpose of homework is to:

1. **Reinforce Learning:** Homework allows students to consolidate their understanding of concepts learned in class and reinforce the skills they have acquired. It provides an opportunity for students to apply what they have learned independently, which promotes better retention and mastery of the subject matter and allows them to become more knowledgeable in the process.
2. **Develop Independent Study Skills:** Homework helps students develop valuable skills such as organisational self-management skills including time management, organisation, and self-discipline. It encourages students to take responsibility for their learning outside the classroom and fosters a sense of ownership and autonomy in their educational journey.
3. **Promote Critical Thinking:** Homework tasks often require students to engage in critical thinking, problem-solving, and analytical reasoning. It encourages students to explore different perspectives, seek solutions, and develop their ability to think creatively and independently.
4. **Strengthen Collaboration and Communication:** Some homework assignments may involve collaborative projects, group discussions, or sharing ideas with classmates. Such tasks promote teamwork, effective communication, and social interaction skills, which are essential for success in future academic and professional endeavours.

At Key Stage 3 (Years 7-9), we have implemented a structured homework timetable to support their academic progress and promote a balanced approach to learning. The timetable will be sent home at the start of each year. Homework tasks should take approximately **30 minutes to complete**. By adhering to the homework timetable, our pupils will develop a sense of routine, responsibility, and organisation, fostering a positive attitude towards their studies and maximising their potential for success.

At Key Stage 4 (Years 10-11), there is not a specific timetable, although some subjects will continue to make use of one where appropriate for their own subject. Homework should take approximately **45-60 minutes** to complete. All subjects will set at least **one piece of homework per week**. Pupils should also make use of the subject websites (found on the main academy website) to complete some independent revision on previous topics.

At Key Stage 5 (Years 12-13), there is not a specific timetable, although some subjects will continue to make use of one where appropriate for their own subject. Homework should take approximately **60 minutes** to complete. All subjects will set at least **one piece of homework per week**. Pupils should also make use of the subject websites (found on the main academy website) to complete some independent revision on previous topics, both during their scheduled study periods and at home.

All homework will be set on Google Classroom with clear deadlines and due dates. Homework tasks will vary across subjects, and across year groups. The majority of homework will contain a written element, however some tasks may be digital based to be completed on their chromebooks and submitted online through the relevant subject digital platform, or on Google Classroom. Some tasks include, but are not limited to; Knowledge Organisers, retention quizzes, written independent practice tasks, extended writing tasks, flipped learning, research tasks, exam style questions, project based tasks or structured revision.

We are delighted to extend our offer of Homework Club to everyday after school. This is aimed at ensuring our pupils have access to an environment where they can complete their home learning with guidance and support from the Academy's cover supervisor colleagues. Your child can choose to attend any day after school, or you can request they attend by contacting the relevant college team. Pupils may be directed here if they are regularly not completing their homework, and have missed three or more

homework deadlines within one module. This will support them in organising their time effectively, and provide further support to understand their home learning where needed.

Parents/carers can receive personalised daily or weekly updates on students completion of homework through the Google Guardians programme. We ask that you regularly check your child's homework through the use of Google Classroom and ensure they are supported in completing this at home.

6.6 The Co-curriculum

At The Hundred of Hoo Academy, we not only value education in the classroom, we believe our experiences define us. Pupils should be given a wealth of opportunities, alongside activities that they have the right to experience. Each and every year pupils spend at The Hundred of Hoo Academy they will develop new skills, make new friends and be involved in life-affirming experiences. Every young person will have an entitlement to rich and fulfilling experiences both inside and outside of the Academy walls.

At The Hundred of Hoo Academy we provide our pupils with a holistic curriculum, enhancing all aspects of their development. We firmly believe that a young person's future is dependent on the experiences they have in the present.

In 2023-24 the Academy will strive to offer a wide range of co-curricular opportunities for pupils both inside and outside the Academy to support pupils' cultural development. The Academy will provide opportunities for pupils to attend clubs in subjects such as science, MFL, PE and the LGBTQI+ community plus year group and college competitions in PE, MFL and humanities. The Academy is also planning on running trips to various performances with the English and performing arts and humanities department. Pupils can also have the opportunity to take part in the Choir, Stage productions and Variety performances.

6.7 Academy Trips

At The Hundred of Hoo Academy we believe that our pupils benefit significantly from visiting places of interest and we know these experiences will broaden pupils' horizons and deepen their learning.

We will run regular trips to Universities, Museums, Galleries, Theatres and Sports venues. You will always be informed if your child has been invited to take part in a trip or visit and be asked to complete the following consent - [Link](#)

We will ask parents for a contribution towards the cost of Academy trips where necessary. We do not want cost to be a reason for pupils to miss out, so if parents are unable to make a contribution they should discuss this with the Academy.

At the Hundred of Hoo Academy our curriculum gives every pupil strong foundations for the future. It gives every pupil the right and opportunity to 'Aspire, Achieve and Excel'.

7. Pupil Leadership Council

The pupil Leadership Council will play a key role in pupil voice and how Academy life develops as the Academy grows over time. Initially each form group will elect 2 pupils to sit on the pupil leadership council. These pupils will play a key role in representing pupil voice when they meet termly with a dedicated member of staff or sixth-former to listen to queries, feedback and ideas they may have about how to further improve our academy, community and learning experiences.

Heads of College will meet separately with their own College pupil leadership members when organising college and community events. In addition the Senior Leadership Team and visitors may meet with the pupil leadership members from different year groups when seeking pupil voice.

8. Pupil Premium and Free School Meals

The Academy receives 'Pupil Premium Grant' funding from the Government for two separate reasons:

- Raising the educational attainment of disadvantaged pupils of all abilities to help them reach their potential
- Providing support for children and young people with parents in the regular armed forces

The Academy's PPG spending strategy can be found on The Hundred of Hoo Academy's Website: www.hundredofhooacademy.org.uk

The Hundred of Hoo Academy processes all applications for Free School Meals centrally at the Academy. If you feel that you are eligible and wish to apply you are required to submit an application through our website [here](#). If your application is successful you will see a green band across the top of your application along with a reference number. This will automatically be sent to the Academy. If you are unsuccessful you will see a red band informing you that you are not eligible.

Please click save and contact the Academy if you believe this is incorrect and that you may be eligible - please contact the Academy.

To be eligible you need to be in receipt of one of the following:

- Universal Credit, provided they have an annual net earned income not exceeding £7,400 (£616.67 per month)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit, provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by HMRC
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

If a child has previously qualified for Free School Meals at their Primary School parents will still need to complete this application for a child/children to continue receiving them from September 2021. If the Academy does not receive an application, Free School Meals will not be available.




If a pupil is eligible for Free School Meals, they will remain eligible until they finish secondary school. Free school meal status cannot be applied retrospectively so it is extremely important the form is submitted promptly before the start of the Academic year to avoid any charges for food brought prior to this.

9. Uniform

Pupils are expected to wear full Academy uniform (see [Uniform and Equipment Policy](#)). Smart uniform conveys a sense of pride in self, pride in learning and pride in the Academy and community that pupils are a member of. Our uniform supplier is Uniformbase Ltd, 11 Railway Street, Chatham; Telephone number 01634 407217, or visit their website at www.uniformbase.co.uk. There are also social media pages where families are sharing/selling surplus uniform for the Academy which may also be of help in securing any items of uniform that are needed. We do also have secondhand uniform available through our College offices, please email to enquire.

School shoes are plain, black leather shoes: no Vans or Converse type shoes (including no Kickers Tovni shoes), and no trainers. Patent shoes are allowed. Trousers and skirts must have the Academy logo and skirts must be knee length (each waist size has multiple lengths).

Once here, pupils must ensure they are in correct uniform or else be sent home to rectify their uniform or placed in isolation until such a time the uniform is correct.

Compulsory Equipment	Recommended Equipment	School Uniform	PE Kit
Pencil Case	Coloured pencils	 <ul style="list-style-type: none"> Navy Blazer with College colour around Academy Badge (older blazers may not have this), Year colour tie White shirt (not blouse) Optional V-Neck Jumper with Year colour trim Grey trousers or box pleat skirt with Academy Logo Black shoes (no tassels, not trainers) Plain grey ankle socks, grey or black tights (no knee socks) Academy Backpack with Logo 	<p>Compulsory PE Kit: White T-shirt and Navy Shorts with Academy Logo, Navy PE Bag with Academy Logo</p> 
30cm ruler	Safety Scissors		 <p>Recommended PE Kit: Navy Joggers or Leggings, Zip Top (only the one with Academy Logo is permitted)</p> <p>Swimming Plain coloured swim shorts above knee length Swimming costume (no bikinis)</p>
Compass	Glue		
Protractor	Pencil Sharpener		
Scientific Calculator (eg. Casio FX 85GTX)	Whiteboard pen		
3 x Black or Blue writing pens	Apron for Tech		
3 x HB pencils			
2 x Red pen			
Rubber			
Highlighters			
Reading Book			
Pencil Sharpener			
Water Bottle (labelled)			
Charged Chromebook in a Chromebook case with charger left at home			
All exercise books / folders / textbooks for the day			
PE Kit if required			

Please note the above PE kit is applicable to year 7. Year 8-11 may also still wear the optional items; Academy hoodie, Academy skort and navy sports leggings.

10. Behaviour and Attitudes

10.1 Academy Rewards System

Positive motivation lies at the heart of effective education and our system at the Academy is designed to recognise and celebrate effort, achievement and success at all times. The key themes from each attribute in the learner profile underpin the rewards and consequence policies and opportunities to enable pupils to be successful in all aspects of these will be embedded seamlessly throughout The Hundred of Hoo Academy community life.

The Purpose:

- To motivate and encourage pupils.
- To recognise achievement.
- To foster a healthy atmosphere of competition between individuals, year groups and Colleges.
- To promote a culture of achievement and hard work.
- To underpin and promote the characteristics of being a successful learner.

Implementation :

Pupils will be praised through positive praise points, linked to the IB Learner Profile. These will be awarded both in class and around the Academy site. At the end of each module the points will be collated and pupils will be issued with certificates and prizes to acknowledge their achievements.

Additionally, positive postcards may also be sent home by teachers for sustained effort and performance, for example: positive attendance, excellent work or homework or other contributions to the wider school life. Each fortnight, form tutors will nominate pupils who have demonstrated the IB Learner profile attributes effectively, these pupils will have their name, in College colours, added to the communitree in the main hall. Pupils will additionally be celebrated in Awards Assemblies.

Reward System	Description
Reward Points	<p>Reward points can be awarded through our Bromcom System at any time. These are accumulated over a pupils' journey at the Academy and recognised with blazer lapel pin badges at certain milestones and awarded in form times and/or College Assemblies. At the end of each module the College with the most reward points will be celebrated - this will be visually displayed for pupils within the Academy.</p> <ul style="list-style-type: none"> • 200 - Bronze Learner • 400 - Silver Learner • 700 - Gold Learner • 1000 – Platinum Learner
Postcards	<p>Postcards will be periodically sent for recognition of outstanding achievements and learner attributes within each of the MYP Disciplines (Language acquisition, Language and literature, Individuals and societies, Sciences, Mathematics, Arts, Physical and health education, Design). Receiving a postcard also accumulates 5 Reward</p>
Celebration Assemblies	<p>There will be a Celebration Assembly at the end of Modules 2, 4 and 6 where teachers will nominate pupils to be awarded a certificate linked to one of the Learner Attributes. Where possible, parents of award winners will be invited to join the celebration.</p>

	In addition a prize will be awarded for 100% Attendance for that module and most improved attendance, with the winners name being drawn from a box of all nominated pupils. This is reset each term.
IB Learner of the Fortnight	Each teacher will be able to recognise one pupil who they believe has explicitly demonstrated one or more of the IB learner profile attributes that fortnight. They will receive a leaf for this which will be displayed on the communitree to demonstrate the achievements of pupils throughout the year. Pupils will also receive 5 positive points. Five leaves will be chosen at random at Christmas, Easter and the end of the year and a prize awarded to those pupils.
Reward events and activities	There will be a reward event or activity in each module to recognise pupils who have consistently displayed the right behaviours and attitude towards their learning.
College Reward Events / Competitions	Co-curricular activities, college competitions, Academy events and trips will provide opportunities for pupils to be rewarded via the Bromcom point system and be rewarded with further events and trips.

Behaviour Expectations in and out of Lesson

Behaviour in Lesson

Lessons are all an hour long and pupils will be expected to follow the Classroom Etiquette protocols at all times, failure to do so will result in appropriate consequences in line with the Academy Behaviour and Attitudes Policy. Pupils can expect the same structure in every lesson across the Academy lessons.

C-System

Within the classroom, teachers will respond to both positive and negative behaviour. Staff are expected to challenge poor behaviour in lessons in a consistent and appropriate manner and will immediately log incidents on Bromcom for monitoring purposes.

All pupils at The Hundred of Hoo Academy recognise the authority of teachers and do not argue back. Any instances of arguing back will result in teachers moving to the next stage of the behaviour policy.

The C-System used with the classroom is outlined below:

C1 & C2 Warnings

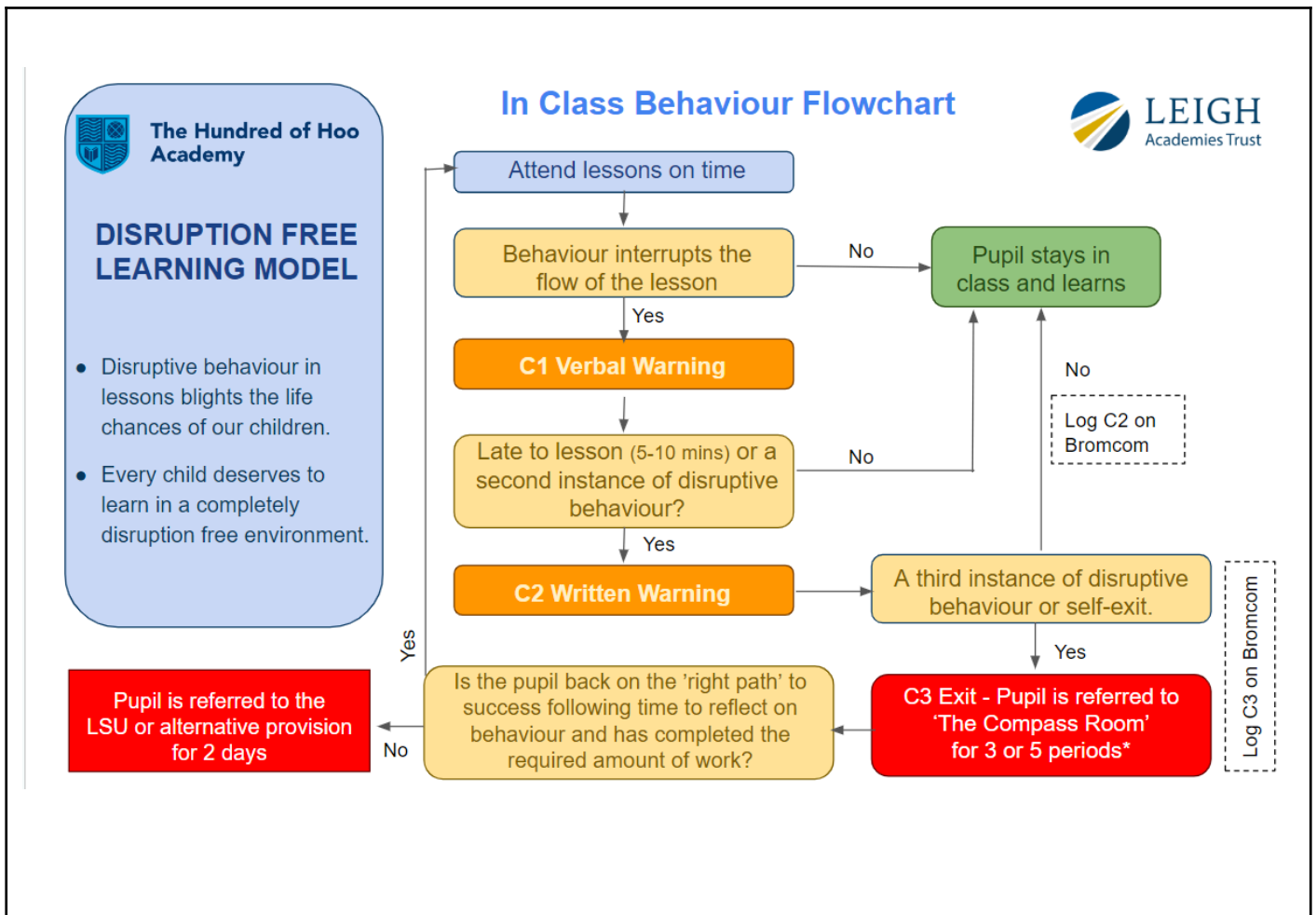
If a pupil fails to meet any of the in class expectations they will be given a C1 verbal warning.

If a pupil falls short of expectations for a second time the incident will be recorded on Bromcom and the member of staff leading the lesson will briefly explain to the pupil the behaviour that they are displaying and why it is inappropriate. It is expected that all pupils will reflect upon, and then correct their behaviour following the warnings in a lesson.

We recognise that pupils deserve and need 'second chances' as they learn to become self - disciplined young adults. As such, when a pupil moves from one lesson to another lesson their warnings will 'reset' and the system will restart. This feeds into the culture of 'reflection' which we have at The Hundred of Hoo Academy

C3 Exit

If a pupil has a third incident of disruption of learning they will be 'exited' to the Compass room, an out of lesson provision away from their peers. This will prevent individual pupils from disrupting the learning of others, and therefore harming their chances of achieving to the best of their abilities and excelling in all that they do.



Behaviour Outside of Lessons

All pupils are expected to take responsibility for their actions and their choices at all times.

Please note the table below outlining our expectations outside of lessons.

Travelling to and from the Academy	Pupils	Teachers	Parents
	<ul style="list-style-type: none"> • Represent the Academy with pride • Wear the correct school uniform. • Speak politely and give way to members of the public. • No loitering in groups in the local community. • Not engage in illegal or illicit activity. • Report any issues to staff 	<ul style="list-style-type: none"> • Following dismissal staff will walk to designated areas to ensure a purposeful end to the day. • Leaders will walk around the local area to ensure pupils have left appropriately. • Follow up on any reported issues. 	<ul style="list-style-type: none"> • Set clear times for pupils to return home • Support attendance and punctuality by ensuring pupils are awake and ready to attend the Academy fully equipped and on time. • Send pupils back to the Academy who have not attended detention
Break and Lunch	<ul style="list-style-type: none"> • Act Sensibly • Eat when sat down • Clear away all rubbish • Tuck chairs in. • Look after their school. • Speak with 'indoor voices' 	<ul style="list-style-type: none"> • Monitor pupils behaviour in the canteen and social spaces 	<ul style="list-style-type: none"> • Provide healthy snacks and refrain from allowing sugary sweets. • Ask pupils what they ate at break and lunch • Ensure parent pay is topped up where appropriate.
During transitions	<ul style="list-style-type: none"> • Go the quickest way possible to lessons. • Walk on the left with pace and purpose 	<ul style="list-style-type: none"> • Greet and dismiss pupils at the door. • Record any lateness. 	<ul style="list-style-type: none"> • Ask their child if they were on time to every lesson.

Please note the above is not completely exhaustive. We ask that parents speak to all of their children, each day, about every aspect of their school day.

During transitions between lessons (going from one lesson to another), including before and after breaks, pupils will act appropriately; that means no running through the corridors or loitering in corridors. To avoid congestion, we say to all pupils **'Keep left, walk with pace and purpose'**.

It is essential that all pupils move quickly to lessons (they will have 5 minutes to move from one lesson to the next) to ensure they arrive promptly to every lesson to avoid any consequences.

During social times pupils are expected to do the following:

- To sit/stand with their friends before school, break, lunch and after school in the designated duty areas of the school.
- Food is to be eaten in the designated College areas or dining hall. Food and drink should not be consumed whilst moving around the academy.
- If pupils are inside at break times they must be either sat down or transitioning to a seated area to sit.

Outside the Academy Gates - Behaviour in the School Community

The Hundred of Hoo Academy will be a beacon of excellence in the local community. As such pupils are expected to demonstrate a high standard of conduct on the journey to and from school as each person is an ambassador for our school. We expect the very best of behaviour and conduct.

Pupils are expected:

- To arrive at school and leave school in full uniform.
- To use the traffic lights crossings to cross the road safely.
- To use the cycle lanes/pedestrian zones safely.
- Not to loiter at the local shops or park.
- If they do not live in Hoo to return home immediately at the end of the day
- To take any litter home and dispose of it properly.
- To respect our neighbours and all local residents.

If pupils' behaviour is not of the expected standard, the Academy, by law, is allowed to impose sanctions upon pupils in response to non-criminal poor behaviour which is witnessed by a member of staff or is reported to the Academy. There may also be times when pupils will need to be challenged on their behaviour when not representing the Academy, this will include their general behaviour in the local community.

This includes any misbehaviour when the pupil is:

- Taking part in any Academy organised or Academy related activity
- Travelling to or from the Academy
- Wearing academy uniform, in whole or part
- In some other way is identifiable as a pupil at the academy or misbehaviour at any time, whether or not the conditions above apply, that;
 - Could have repercussions for the orderly running of the Academy
 - Pose a threat to another pupil or member of the public
 - Behaviour against other people, which is related to their involvement within the Academy eg. Bullying/including Cyber Bullying of another pupil outside of Academy hours
 - Could adversely affect the reputation of the Academy

Following a staggered dismissal at the end of the day, pupils are expected to leave the Academy site immediately unless they are attending after school activities and clubs, with staff supervising their dismissal from site by 3.00pm [2.00pm Wednesday]. For the safety of pupils and consideration of local residents, any pupils who attempt to congregate outside the Academy gates following the end of day dismissal will be immediately moved on by staff so that the access to the site is clear.

Pupils should make their way home after school and should not congregate at the local shops or parks whilst in school uniform, unless they are with their parents.

The Academy will set appropriate sanctions based on an individual basis, according to the nature of the incident. These expectations are also reinforced by the Bus Code of Conduct. Pupils are a representative of the Academy when travelling to and from the Academy.

Consequence Model & System (C-System)

Consequence System Overview (Secondary - Years 7-13)

Tariff	Action/Consequence	In Lesson	Out of Lesson
C1 Behaviour Event	Verbal Warning <ul style="list-style-type: none"> Opportunity to correct actions Reference to consequence chart Name on board 	<ul style="list-style-type: none"> Disrupting learning, Failure to listen Lack of work Not following instructions immediately, Being impolite, Passivity Distracted by chromebook 	
C2 Behaviour Event	Events <ul style="list-style-type: none"> Record on Bromcom Chromebook screen laid flat (if necessary) 5 x C2 incidents in a week will result in a pupil being placed on form tutor report 	<ul style="list-style-type: none"> Repeated C1 Arguing/Challenging teacher whilst they are teaching. Late to lesson -6 -9 minutes late 	<ul style="list-style-type: none"> Littering. Eating or drinking outside of allocated area. 1st Uniform offence 1st Offence chewing gum Running/Pushing friends or other pupils
Late to the Academy	Event <ul style="list-style-type: none"> Late to the Academy after 8.30 	<ul style="list-style-type: none"> 1st/2nd Offence 3rd Offence onwards 	<ul style="list-style-type: none"> 50 minute detention 3.00 - 4.30 detention
D1 Organisation.	<ul style="list-style-type: none"> 50 Minute Detention Record under Organisation on Bromcom 	<ul style="list-style-type: none"> Ill equipped (No equipment/PE Kit, Cooking Ingredients, Chromebook) 1st Offence against Academic Honesty Policy Incomplete or no homework 	<ul style="list-style-type: none"> 1st occasion (out of bounds). 2nd Offence Uniform offence 2nd Offence chewing gum
D2 Standards	<ul style="list-style-type: none"> 3.00-4.30pm Detention 2 x D1 result in a 3-4.30pm detention 2 x D1 for incomplete or no homework 5 x C2 in a week Record under Standards on Bromcom 	<ul style="list-style-type: none"> 5 x C2 incidents in a week (Wednesday - Wednesday of the following week). Failure of subject report/College Report Casual swearing. Mobile or tablet seen or used within the academy site but then handed over. Accessing inappropriate sites including social media, chat rooms or gaming sites Bullying (Strike 1) 2nd Offence against Academic Honesty Policy 2x D1 for incomplete or no homework - homework club referral 	<ul style="list-style-type: none"> Inappropriate behaviour travelling to or from school, during social time or transition. Casual swearing 2nd occasion of being late to AM/PM Form time(per module) Late School for Non-compliance with Uniform Policy Kicking/throwing other pupils bag/causing damage to another pupils personal property Making contact with another pupil, this can include pushing, holding, removing,taking another person's equipment even if this is a friend Traunting form 1st Occasion - 2.00-3.30

			2nd Occasion onwards compass referral
C3	Removal to Compass Room or LSU <ul style="list-style-type: none"> • Same day 50 minute detention • Record on Brom Com (C3 Compass) • Phone call from class teacher. 	<ul style="list-style-type: none"> • Refusal to respond to interventions following C2 leading to an exit. • Self Exit • Truancy from lessons, or detention. • 2nd occasion of traunting form • Aggressive or Confrontational Defiance. • Dangerous behaviour during transition. • Repeated offences against Academic Honesty Policy 	
C4	Incident within or outside of the Academy Follow investigation process – this may lead to: <ul style="list-style-type: none"> • Learning Support Unit referral • Alternative school to avoid a suspension. • Fixed Term Suspension <i>At Principal's discretion</i>	<ul style="list-style-type: none"> • Failure of Compass Room • Failure of LSU • Bringing the Academy into disrepute. • Failure to follow staff instructions • Failure to follow Bus Code of Conduct • Inappropriate language including the use of homophobic and racist language. • Aggressive or Intimidating behaviour towards a pupil. • Refusal to hand over banned items including mobile phones. • Use of mobile phone in changing rooms(1 day LSU) • Refusal to be searched. • Compromising the health and safety of others. • Leaving the Academy site. • Repeated refusal of a detention • Use of/Possession of a banned item (smoking/vape) • Bullying (Strike 2). • Vandalism of property*, including chromebook. • Anti Social behaviour - including online. • 3rd Offence Academic Honesty Policy 	
C5	Serious Incident within/or out of the Academy Follow investigation process – this may lead to: <ul style="list-style-type: none"> • Alternative school to avoid a suspension. • Fixed Term Suspension. <i>At Principal's discretion</i>	<ul style="list-style-type: none"> • Aggressive or Intimidating behaviour towards a member of staff or a member of the public. • Possession of inappropriate/dangerous item in or outside school (offensive weapon, alcohol, drugs), • Physical assault to a community member. • Failure to respond to interventions to bring about change in behaviours and/or serious behaviours which prevents teaching and learning from taking place and hinders the progress of others. • Persistent and escalated breach of the school code of conduct. • Bullying (Strike 3) • Deliberately setting off the fire alarm. 	
C6	Serious/persistent breach and harming education of others. <ul style="list-style-type: none"> • Permanent Exclusion • Governors disciplinary Panel • Pupil Referral Unit <i>At Principal's discretion</i>	<ul style="list-style-type: none"> • In response to a serious breach (one off incident) or persistent breaches of the school's behaviour policy; and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school. 	

***Vandalism or damage to Academy property**

Where vandalism or damage to Academy property is found to have taken place, the Academy will investigate the circumstances fully in line with the Academy's behaviour investigation policy. If the damage is deemed wilful, the Academy will provide written notification to the parents/carers requesting that the Academy property be restored or replaced in accordance with the actual damage as determined by the Principal.

Damage to another pupils property

Where vandalism or damage to another person's property is found to have taken place the Academy will investigate the circumstances fully in line with the Academy's behaviour investigation policy. If the damage is deemed wilful or intentional the Academy will notify the parents/carers requesting that the property be restored or replaced in accordance with the actual damage.

11. Safeguarding

The Hundred of Hoo Academy recognises our moral and statutory responsibility to safeguard and promote the welfare of all children, providing an ethos and environment within the Academy that will help children to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The Purpose of our safeguarding procedure is to provide a clear framework for all staff to promote the following aims:

Set clear child protection procedures and make sure that everyone in our Academy understands and follows them.

- Reinforce our child protection policy with strong policies for recruitment, for preventing and dealing with bullying and harassment and for teaching children how to protect themselves.
- Train our staff regularly in the implementation of these and all other safeguarding policies.
- Work in partnership with other agencies and relevant bodies to ensure the safety and wellbeing of our pupils.

Both parents and pupils are able to access Safeguarding resources on the Academy website

11.1 Key contact personnel in the Academy:

If a parent/carer or pupil encounters any safeguarding concerns regarding a child they must seek help and support from the Academy, or other appropriate agencies. Below are the key personnel within the Academy who will be able to offer support and guidance.

The Hundred of Hoo Academy

If you are feeling worried or scared there are people in the Academy you can talk to

You can talk to any member of staff

Speak to us, we are here to listen

Do you need advice?

Do you need help?

Are you worried about something?

Mr P Mortley Senior Vice Principal	Mr L Webb	Miss C Small	Mrs P Johnson	Mrs L Wells
Designated Safeguarding Lead	Deputy Safeguarding Lead	Deputy Safeguarding Lead	Deputy Safeguarding Lead	Deputy Safeguarding Lead

Named Safeguarding Governor: **Keith Morrison**

11.2 Reporting a concern about a child

Medway's Children's Services

If you consider a child to be at significant risk of harm please contact Children's Services First Response services on **01634 33 44 66**. For concerns out of hours contact number is **03000 419191**.

In the case of emergencies, call the Police: **999**

Children's and Young people's mental health services

Kent CYPMHS provides emotional wellbeing and mental health advice and support for young people and their families across Kent.

If you have a significant concern regarding a child or young person's mental health, you are able to contact this service on the number below for advice. Alternatively if you are not able to seek advice from this service and you believe this child is a significant risk to themselves you can call 999 or get an appropriate adult to take them to A&E where they can be assessed. **CYPMHS contact number- 0300 123 4496**

Alternative telephone numbers when you have concerns about a child:

NSPCC: **0808 8005000**

Child Line: **0800 1111**

12. Working in Partnership

12.1 Parent Agreement

By choosing The Hundred of Hoo Academy as the secondary school for your child you are agreeing to work in partnership with us to ensure the best possible learning experiences and outcomes for your child. The expectations of all our Parents and Carers are outlined below in our Parent Agreement:

It is expected that as a supportive parent / carer of a pupil attending The Hundred of Hoo Academy you will:

- Believe that your child is capable of academic success either gaining a place at university, or in a career of choice, and understand that through hard work on the part of your child and with your support, their potential will be realised.
- Equip and prepare your child for the Academy day, ensuring they arrive every day by 8:25 nourished, appropriately dressed and ready for learning.
- Recognise you play a key role in ensuring your child is in the Academy everyday achieving 100% attendance and report any unavoidable absence prior to 8:15, providing the evidence required for the Academy to authorise this. Understand the need to avoid booking appointments during the academy day and do not plan for any holiday absence during term time, accepting that the academy will work with the Attendance Advisory Practitioner for accrued unauthorised absences should this guidance be ignored, or should attendance fall below 95%.
- Provide a quiet, focused learning space at home where your child can complete independent study and flourish in their learning outside of the classroom and support them in completing tasks set by their teachers.
- Actively encourage your child to partake in extra-curricular activities to ensure they are enjoying their learning, develop a broad skill set and have a diverse general knowledge of the world around them.
- Support and model the Academy's high expectations with a no excuses philosophy, prompting your child to take responsibility for their own learning and actions and teaching them to accept the consequences when they fail to do so.

- Support the Academy policy regarding detentions and exclusions. Understand that the Academy reserves the right to set detentions on the same day and communicate with the Academy clearly if there is a valid reason a detention needs to be rearranged.
- Treat all Academy staff with respect and courtesy, accepting that they are professionals whose judgement should be trusted. Promise to work with the Academy in a gracious manner should you feel there is a concern that you wish to raise and trust the Senior Leadership Team to resolve this with you
- Communicate with the Academy should personal circumstances change to ensure that our records are accurate at all times and that we are well informed of any significant changes in your child's life that could impact on their learning.
- Understand that engaging in discussions about the Academy, its policies, procedures and decisions on social media can be highly detrimental to the community, our pupils and staff. Promise not to speculate or discuss Academy topics, or comment on individual staff or pupils on any form of social platform, instead raising any concerns to the Academy.

12.2 Contacting the Academy

Communication between the Academy and parent/carers is an essential element for both parties. In helping parents/carers understand how to effectively communicate with Academy staff, please see our Contact Policy for details.

All communication must be made via College email addresses where it will be passed on to the correct member of staff.

If you choose to telephone the Academy via the main Academy telephone number, please ensure you select the correct college extension.

Our College email addresses are:

Athenaparent@hundredofhooacademy.org.uk

Forsetiparent@hundredofhooacademy.org.uk

Neptuneparent@hundredofhooacademy.org.uk

Parents/carers must not access the Academy site without first making an appointment with a member of staff. Parents/carers will not be met without a pre-arranged appointment.

Staff will respond to any telephone calls within 48 hours, commitments permitting. There are occasions where staff will leave messages when the caller (parent/carer) is not available. Please be mindful that staff will try to contact the caller again as soon as they are able given commitments. Staff will not always be able to make contact during the school day due to teaching commitments (including after school intervention/detentions/training sessions/meetings).

12.3 Buses

Bus travel is provided by Medway Council for pupils to be able to travel to and from the Academy.

Whilst the Academy will manage the behaviour of pupils upon the buses, any concerns with bus travel or bus timetables should be directed to the relevant bus companies via these links [Arriva](#) and [Nu-Venture](#)

12.4 Academy Site Access

If you wish to drop off and collect your child by car, we ask that you do this on a side road off of Main Road, Hoo, this is to reduce congestion within the local community. Parents are **not** permitted to drive and wait on site in order to support traffic management of the buses and coaches.

The Hundred of Hoo Academy is a place of learning therefore parents/carers and visitors are not permitted access to the Academy site during the working day, this includes dropping off items for pupils who have forgotten them. We believe nothing is more important than children's learning therefore access is by appointment only. Appointments with teaching staff will not generally be made between 08:00 – 15:00 as staff will be engaged with pupils in teaching and learning.

There is limited parking on the Academy site so parents / carers are advised to park off site and make their way through the pedestrian gate to their appointment. Parents/Carers and visitors arriving at the Academy without an appointment will be denied access.

We fully understand that there will be emergency situations where parents/carers and visitors will need to enter the site without a pre-booked appointment. These are as follows:

- Medical / Health and Safety / Behavioural emergency with permission from the Principal.
- Medical injury i.e. your child is on crutches and transport is needed to the Reception door.
- If your child requires (or has forgotten) prescribed medication.

12.5 Medical Conditions/Toilet Passes - [Medication Guidance](#)

Some pupils may have conditions that mean that the Academy will make adjustments for them, for example the need to use the toilet frequently. If your child has a medical condition, please detail it in our Enrolment Form. If your child requires an Individual Health Care Plan, please contact your child's College to arrange a meeting before your child starts in September.

There is no legal duty on Academy staff to administer medicines to pupils, and the prime responsibility for a pupil's health lies with the parent/carer who is responsible for the pupil's medication and should supply the Academy with any relevant information. The Hundred of Hoo Academy will never give a non-prescribed medicine to a pupil. This includes paracetamol and ibuprofen.

The following guidance must be observed when requesting prescribed medication to be administered in The Academy:

- A Medication Consent form must be completed by the parent/carer, detailing prescribed medication to be given, times, dosage and any known side effects.
- Emergency contact details must be given
- Only medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber will be accepted
- Medicines must always be provided in the original container as dispensed by a pharmacist and must include details of the patient and the prescriber's instructions for administration (i.e. the leaflet enclosed in the box). We will not administer any medication that is not presented in its original container or out of date and labelled.
- The Academy must be notified immediately of any changes to medication. In such instances, it will be necessary for parents/carers to sign an "Amendment to Medication" instruction

- Parents/Carers are responsible for renewing supplies to ensure that medication is available in The Academy at all times where necessary. Should the Academy not be supplied with the necessary medication, this may result in a pupil being sent home until medication can be provided
- Parents/carers must advise us when any medication is ceased and are responsible for coming into the Academy to collect any remaining medication stored there
- Parents/carers are also responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal

12.6 My Child at School App ‘My Child at School’ (MCAS)

MCAS is a portal that enables parents to view their child’s academic performance in real-time via a web browser. By using MCAS, parents/carers are able to look at a wealth of information for your child. The portal also provides general useful information about school such as the academic calendar and announcements. MCAS is linked directly into our School Management System which means that all the information is continuously updated in real time and available to parents/carers 24 hours a day. Details are sent out at once children have enrolled in September, with a guide and details on how to log in for the first time.

12.7 Parent Pay

The Hundred of Hoo Academy is a cashless Academy. Our e-payment system, ParentPay, is used to make payments such as dinners, trips, clubs etc. ParentPay is a secure website and cash payments can be made at local stores where you see the PayPoint logo. Login details will be issued when your child starts in September. Letters detailing all username and passwords to access ParentPay are sent home each September to new entrants. ParentPay is a payment secure site and a link is [here](#).

Please email your child’s College if you require a reminder of this log on information.

ParentPay– shop (Term Time only): There is a shop category option that allows parents/carers to purchase items such as Academy ties and revision guides. Parents/Carers are able to buy these online and pupils will be able to collect from Student Services. Please note revision books will be handed out by the Heads of Departments. This shop option is only available term time, parents/carers will **not** be able to access the Academy site during the holidays to collect items, they will have to wait until term starts again and the pupils can collect.

12.8 Academy Dining Hall - Biometric System Permission

The Hundred of Hoo Academy has a biometric image system for pupils to pay for food and refreshments in the Academy’s restaurant. This increases the speed at which pupils can purchase their food, and supports the Academy in its overall aim to be as cashless as possible. The system links directly with our online payment system Parentpay. Cucina, our providers, will always work with parents to ensure if a child has allergies they are catered for.

The biometric recognition system works by looking at skin patterns on the finger or thumb. During the enrolment process the software captures a digital signature of your child’s fingertip or thumb, which is then broken down into data points, similar to reference points on a map. The system then turns these into an alphanumeric string which is then encrypted and stored on the Academy’s secure server. As only an alphanumeric string is stored, the system is safe and secure and would be of no use to anyone except for the purposes for which the system is designed.

The Academy does however require - [Parental Consent](#) to allow us to capture the finger/thumb image needed to enrol pupils into the system which was given when completing the enrolment forms. Even if your child is unlikely to have a school meal, it is still helpful that we enrol them in the system should they ever find they need to make use of it. The Academy does not accept cash.

12.9 Use of Pupil Images

At The Hundred of Hoo Academy we take the issue of child safeguarding very seriously. As part of the enrolment forms parents will have received a [Parental Consent Form](#) outlining the conditions of use which will have been returned to the Academy to ensure our records are accurate. Should your permissions for use of pupil images change at any time please contact your child's college so that we can update our records.

12.10 Keeping Children Safe Online

As a Trust we subscribe to '[National Online Safety](#)' which is a multi-award winning online provider for training, guidance and lesson materials to upskill and equip teachers across the country with the knowledge and resources needed to help keep children safe online. Parents / carers can use the following link to register for free on this platform, enabling them to access the online hub and an app that can be downloaded to mobile phones for up to date announcements to keep children safe e.g about latest trends on social media sites and what to look for as a parent.

<http://nationalonlinesafety.com/enrol/hundred-of-hoo-secondary>

We ask that parents familiarise themselves with the content on NOS, the visual E-Safety Guides and take the 'Online Safety for Parents of Children Aged 11-14' prior to their child starting at the Academy. Chromebooks will not be issued to parents until this course has been completed.

12.10a - Filtering and Monitoring Pupils use of Chromebooks

The Academy works in partnership with Smoothwall to ensure that all school accounts and devices whether inside or outside of school are appropriately monitored. Smoothwall is a real-time, digital monitoring solution that flags incidents as they happen. Monitoring both keystrokes and screen views, safeguarding staff are informed, through a variety of means, when users try to view or type any content that could be harmful.

This is a safeguarding led remote monitoring arrangement aimed at protecting all users from risks of online bullying, and pupils who may be at risk of wellbeing or safeguarding concerns. Data from student accounts is never seen in its entirety but identified risk words and phrases are reviewed and risk assessed by Smoothwall and will be passed onto the school safeguarding team if they meet set thresholds of concern or risk. This is an important strengthening of our safeguarding arrangements to protect our users as we increasingly operate in electronic forums as part of our wider digital strategy.

Pupils that are found to have used their Chromebooks inappropriately will be sanctioned in line with the Academy Behaviour Policy and Acceptable use agreement.

12.11 Key Dates

Photographs	
Year 7 & 12	Friday 1 September 2023
Year 10 & 11	Monday 18 September 2023
Staff Development Days	
30 and 31 August 2023	
2 January 2024	
28 June 2024	

Provisional Parents' Evenings	
Year 7	Thursday 29 February 2024
Year 8	Thursday 27 June 2024
Year 9	Thursday 30 November 2024
Year 10	Thursday 25 April 2024
Year 11	Thursday 1 February 2024
Year 12/13	Thursday 11 January 2024

Other Key Dates	
Year 7 Information Evening	Thursday 7 September
Welcome Evening for Primary and Secondary Intake 2024	Wednesday 27 September
Open Morning Tours for Secondary Intake 2024	Monday 2 October - Thursday 5 October
Meet the Tutor Yr 7 and 12	Thursday 5 October
Sixth Form Open Evening	Thursday 19 October
Year 11 and 13 Information Evening	Thursday 14 September
Year 9 Futures' Evening	Thursday 21 March

And finally.....

Our aim at the Hundred of Hoo Academy is to provide the very best education possible for each and every child. We know that it is vital that we equip every child with the skills, values and enthusiasm towards learning that will stand them in good stead for the rest of their life. We firmly believe that if our staff, parents/carers and governors work together then we will achieve this aim. It is our hope, dream and aspiration that we will have a long, productive and successful relationship with you and your child.

And so, all that remains for us to say is, welcome to The Hundred of Hoo Academy 2023 - 2024!

13. Documents for pupils and Parents

Pupil Documents

Parent/Carers need to be aware that your child will sign and agree to follow the following documents:

- [Pupil Use of Social Media Policy](#)
- [Anti Bullying Policy](#)
- [Behaviour Policy](#)
- [Academy Uniform Policy](#)
- [Bus Code of Conduct](#)
- [Pupil Code of Conduct](#)
- [Chromebook Agreement Policy](#)
- [Academic Honesty Policy](#)

Parent/Carer Documents

Parent/Carers need to be aware that you will sign/agree that your child will follow the following documents:

- [General Consent Form](#)
- [Pupil Use of Images](#)
- [Biometrics Consent Form](#)
- [Academy Site Access](#)
- [Anti Bullying Policy](#)
- [Behaviour Policy](#)
- [Academy Uniform Policy](#)
- [Bus Code of Conduct](#)
- [Pupil Code of Conduct](#)
- [Chromebook Agreement Policy](#)
- [Academy Early or Unforeseen Closure](#)

14. Policies and Procedures

Note - Some of these policies are updated over the course of the summer break.

All of the Academy and Trust policies are available on our website using this [link](#) and go to About us > Policies

The policies we have identified that provide key information prior to attending the Academy are listed below for parents/carers and pupils and can be accessed using the interactive links.

Policy Title	
Attendance and Punctuality Policy	
Behaviour Policy	Pupil Code of Conduct
LAT Chromebook Loan Agreement BYOD Policy	Chromebook Acceptable Use Agreement
Home Academy Contact Policy	
Anti Bullying Policy	
PSHRE Policy	RSE Policy
Safeguarding Policy - New Policy September 1st 2023	
Uniform and Equipment Policy	
LAT Complaints Procedure	