



HEANOR GATE SPENCER ACADEMY

Parent/Carer Information 2022/23







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WELCOME FROM THE EXECUTIVE PRINCIPAL

I am very proud to be the Principal of Heanor Gate Spencer Academy and feel privileged to work with students, staff, parents and governors who all expect the very best from our school. We firmly believe in our vision and aims and are confident we will deliver the best possible outcomes to every child on their educational journey. Recent success in both our exam results and Ofsted GOOD grading should provide all parents/carers with great confidence in our school.

Our school ethos of 'Aspire, Learn and Achieve' will permeate throughout everything we do and is a shared vision that every member of the school community can be part of. We will insist on the very highest standards for all of the students in our care.

A key component of our everyday work is ensuring that high quality learning is experienced every day within the school; by every student, in every subject and in every lesson. Alongside this we recognise that all students have a range of social, emotional and personal needs that may require support. Heanor Gate Spencer Academy also gives great weight to the importance of an effective induction programme and ongoing guidance for each student through their Achievement Team and Personal Tutor.

Heanor Gate Spencer Academy is committed to creating an environment and climate in which all students have the right to work purposefully, feel secure, happy and confident and where relationships between staff and students, and between the students themselves, are based on mutual respect and tolerance. Heanor Gate Spencer Academy is also committed to ensuring every student reaches their potential and we will embed a culture of aspiration, where every student feels safe and happy to become the best young person they can be.



Mr S. Huntington
Executive Principal



THE SPENCER ACADEMIES TRUST

Heanor Gate Spencer Academy is a member of The Spencer Academies Trust.

The Spencer Academies Trust is an exempt charity constituted for the purpose of delivering education services across the East Midlands. As a multi-academy trust, the Spencer Academies Trust brings together primary schools including early years and nurseries, secondary schools and sixth-form provision in order to provide an outstanding education for local children and students.

Spencer Academies Trust schools work together collaboratively to achieve the best possible outcomes for young people, in an environment where partnership is valued and success celebrated.

Spencer schools promote independent learning and stimulate curiosity, supporting thousands of children and young people to fulfil their individual potential.

THE TRANSITION PROCESS

The personalised approach begins whilst your child is in primary school. We make every effort to ensure that the transition to Heanor Gate is smooth and successful with a dedicated Transition Coordinator, Mrs Lynam.

As students progress throughout their time at Heanor Gate, a student support team ensures that children can achieve academically, personally and socially. Tutors and Achievement Leaders work closely together as part of that team to understand your child and support their learning.

The Inclusion and Intervention Team works with many students who find learning a challenge, for a variety of reasons. With your support, we identify the type of learning need which is preventing them from making the progress they should and develop an individual learning plan to help everyone involved. Should your child require an Educational Health Care Plan, our team will liaise with all the relevant agencies to ensure this successfully supports their learning.

YEAR 7 CATs

As part of the transition process, students will complete online CATs (Cognitive Abilities Tests) at HGSA. Unlike Year 6 SATs which test knowledge, CATs are designed to assess a children's abilities to think in particular ways including understanding, memory, reasoning and decision-making. The results will give us a clear picture of what ability each student is currently working at and in which class they will be best suited to when they join us in Year 7.

CATs are designed to be taken with little preparation, so please ask your child not to panic about scoring high or low, or even revising for them. We just ask that they concentrate and try their best.



STUDENT ATTENDANCE

Promoting positive behaviour and excellent attendance is the responsibility of the whole school community. All students should be at school, on time, and every day the school is open, unless the reason for the absence is unavoidable.

Report an Absence

To report an absence, please call the school on 01773 716396 (option 1).

School attendance has been proven to have a huge impact on achieving good grades. Every student at this school is expected to maintain an attendance level of at least 97%, in line with the government's expectations. Whilst it is appreciated that children are unwell from time to time, and there may be exceptional circumstances for absences, please think carefully about taking your child out of school as persistent absence is proven to have a significant impact upon a child's educational attainment. We will continue to work with the local authority in terms of tackling persistent absence.

A copy of the school's Attendance Policy is available on our website.

PUNCTUALITY

Being on time is not only an essential life skill, but also something which has a huge impact on learning. Being on time to school provides a positive routine which sets students up for the day ahead and allows teachers to maximise time available to help students learn. Students should be through the main gates no later than 8.45am to enable them to arrive at their classroom by 8.50am. Late marks are collated and sanctioned accordingly.

TERM TIME HOLIDAY

You may make a request for an absence due to exceptional circumstances, prior to taking your child out of school, by completing the Leave of Absence Request Form, available from the school office. Examples of exceptional circumstances we would consider include competing in national sporting events, funerals or weddings of close family members.



STUDENT BEHAVIOUR

We expect students to behave and act in a responsible and respectful manner both in our school and within the local community, including travelling to and from school. Alongside our discipline system we have a very strong culture of rewards and achievement. We actively reward students with achievement points, certificates, letters/postcards home and verbal praise. Our full Behaviour Policy can be found on our website.

ACHIEVEMENT (A) AND BEHAVIOUR (B) POINTS

The school has an achievement and behaviour monitoring system to enable us to reward students' success and monitor any incidents of poor behaviour across the school. The achievement points are distributed by all staff in recognition of students' progress across a range of key 'Behaviour for Learning' attributes. Behaviour points are similarly distributed by staff when behaviour falls short of basic expectations. On these occasions, students will also receive a sanction which is consistent with the behaviour issue in question and this will be communicated by the teacher and/or Achievement Leader.

SCHOOL REWARDS

Students who exhibit commitment, work hard and demonstrate progress will be rewarded and praised at every opportunity. Our rewards system includes:

- Verbal praise
- Written praise (postcards, letters, certificates etc.)
- Achievement points (A points)
- Tutor group awards
- Attendance awards
- Celebration lunches
- House rewards / faculty awards
- Presentation evenings
- Award ceremonies
- Trips and activity days

The list is not exhaustive and we will endeavour to find new and innovative ways to reward and award student success wherever we can.



UNIFORM AND EQUIPMENT

UNIFORM

The uniform is comprehensive and we will not apologise for maintaining high standards of appearance. We pride ourselves on being prepared for school and looking extremely smart and ready to learn and it is paramount that your child comes to school in the correct uniform.

The uniform policy states that the following **uniform** must be worn:

- Black blazer with school badge*
- Plain white shirt tucked in at the waist and buttoned at the top
- *Optional black sweatshirt with school badge**
- Plain black tailored trousers or tailored knee-length skirt (skirts made out of stretchy t-shirt style material are not acceptable)
- Clip-on school tie in House colour*
- Black or white socks / black or flesh coloured tights (no knee-high socks)
- Plain black shoes (no boots, open toes shoes, pumps or trainers)

PE kit should be worn as follows:

- White polo top with school badge**
- Navy blue PE shorts
- Suitable trainers for indoor and outdoor lessons
- *Optional navy sweatshirt with school badge***
- *Optional navy sports leggings***

Jewellery should be kept to a minimum. No more than:

- One pair of earrings in the lobe of the ear
- One ring
- One watch

Students will not be allowed any other piercings, including no nose studs, piercings in the helix or tragus of the ear or tongue piercings.

Haircuts should be smart in appearance and appropriate for the school setting and in line with our dress code. There should be no extreme cuts or colours.

Discreet make-up is acceptable. Heavy or visible eye or lip-colouring is not permitted. Students are not permitted to wear nail varnish or polish (from September 2019).

Unfortunately, failure to wear the correct uniform will result in students being away from the classroom and out of general circulation. A full Uniform Policy can be found on our website.

For a visual resource of what is acceptable uniform, please view the [School Uniform section](#) of our website.



UNIFORM SUPPLIERS

Items annotated with * or ** on the previous page are only available to buy from our registered school uniform suppliers:

***Uniform - Morleys Schoolwear Solutions**

Online or visit their store

www.schoolwearsolutions.com

Free delivery to HGSA

446 Nottingham Rd, Chaddesden, Derby DE21 6PE

cust.service@schoolwearsolutions.com

01332 281311

****PE Kit - Karlsports Schoolwear**

Online only

www.ksschoolwear.co.uk

Free delivery to HGSA

karlsports.schoolwear@gmail.com

01536 601731

A uniform pre-order form will be distributed to parents/carers so uniform can be ordered directly with the school in time for their child starting in September.

ESSENTIAL EQUIPMENT

It is essential that all students have the correct equipment so they are 'ready to learn'. Our minimum expectation is that all students will always have a pen, pencil, ruler, a maths set and calculator. Equally we expect this equipment to be carried in an appropriate school bag. Having the correct equipment is a compulsory requirement of attending Heanor Gate Spencer Academy.



GENERAL INFORMATION

PAPERLESS & CASHLESS

The school successfully became a cashless school in September 2017 and since then all transactions (school meals, trips etc.) have been paid for via ParentPay (see below).

We are also a paperless and more eco-efficient school. As such, we use texts and emails as our methods to communicate so please ensure we have an accurate and accessible mobile number and email address for each contact at all times.

PARENTPAY

At Heanor Gate Spencer Academy parents and carers are able to use ParentPay to put money onto their child/ren's account to pay for:

- Lunch/Snack money
- School trips
- Revision guides
- School equipment

You will receive your own personalised username and password from us once we have set up your account, allowing you to connect your bank card to your account and make payments online any time.

SYNERGY

In September 2021 we moved to a new system called Synergy which has improved communication between school and home. As well as centralising communications, the student and parent portals allow access to live attendance, behaviour and achievement information for your child.

You will use Synergy to book appointments with your child's teachers at their Parent Consultation Evenings.

GOOGLE CLASSROOM

We use Google Classroom as our primary platform to share resources and homework with students to support the learning that takes place in school.

Every student from Year 7 to Year 13 has a registered Google account which allows them to complete pieces of work online, and also store their digital data in one location removing the need of additional peripherals and costs for expensive software.

Once logged on, students will automatically have all of their 'Classrooms' added to their account and homework tasks will be added regularly by their teachers.



TUTOR GROUPS

All students belong to a tutor group during their time with us. Students register in their tutor groups every morning before starting their timetabled day. Each is led by a Personal Tutor who will get to know your child and support their personal and social development as well as helping them to manage their academic journey.

HOUSES

Each tutor group is part of our house system, which is designed to allow students to work together towards common goals and also feel part of a smaller community within the school.

All students wear their house colours on their tie. The houses are:

Chatsworth - Red
Haddon - Yellow
Hardwick - Green
Kedleston - Purple
Sudbury - Blue

We have a House Coordinator who arranges regular house events across the different departments in school that students can choose to take part in. At the end of each year, the house cup is awarded to the house with the most points.

It is worth noting that it is not always possible to ensure siblings are within the same house. Details of your child's tutor group and house will be communicated in the summer term.

THE ACHIEVEMENT TEAM

Each of our year groups has a designated Achievement Leader (head of year). They oversee their students' long term achievements and standards and support of all of the students in their care.

Achievement Leaders work with tutors to ensure all students are well supported in order to maintain the high expectations that form the Heanor Gate way.

Each Achievement Leader has an assistant who deputises for them when necessary, and who supports pastoral care across the year group.

TIMETABLES

All students are assigned their own personal timetable of lessons. The timetable runs over 2 weeks: A week and B week. Your child is expected to check which lessons they have on each day and bring suitable equipment to school for those lessons.

Specific details relating to our curriculum can be found on our website.



IMMERSION DAYS

At Heanor Gate we are committed to providing an effective and enjoyable learning experience for our students. In addition to their usual timetable, we deliver three Immersion Days each academic year whereby the school timetable with cease so everyone in school can participate and more in-depth learning can occur over a longer period of time.

Activities held on Immersion Days include curriculum-led school trips, workshops and other interactive activities which are often led by external providers.

MOBILE PHONES

We have a zero-tolerance policy regarding the use of mobile phones at school. We understand the need for students to carry phones for their safety when travelling to and from school, however, it is not necessary for mobile phones to be switched on whilst in school.

The school will hold a firm stance on this and will confiscate any phones which are visible, unless a teacher directs this for educational purposes during a lesson. Repeat offences will be taken very seriously.

EXTRA-CURRICULAR ACTIVITIES

Our staff offer an impressive range of free after school activities which students are welcome to come along to. Some clubs will ask for a commitment, and others can be attended at leisure. Full details of current after school clubs can be found on our website.

We also give our students wider extra-curricular opportunities, most notably our residential ski trip which sees our students travel to Europe's colder climates during February half term. When an exciting trip such as this is announced, you will hear about it first in an email from the trip leader.

TRANSPORT

The Littles 466 bus is our only dedicated school service as most of our students live within a walking distance of school. It serves students from Morley, Smalley, West Hallam, Stanley Common & Horsley Woodhouse.

For those travelling from further afield, there are good transport links to Heanor Marketplace which is a 15 minute walk away from school.

Students who wish to travel to school by bike or scooter should complete a permit form, to be collected from reception. They will then have access to the bike shed which is locked during the day.



STUDENT DINING ARRANGEMENTS

Students can access our school canteen at break and lunch time. We also have a breakfast bar for those who arrive at school early.

The canteen offers a 4-week rotation of menus which change throughout the year, including a variety of hot and cold food and vegetarian options. The menus can be found on our website, along with the price lists and a guide of what options there are at the different counters.

FIRST AID AND MEDICATION

We have a team of qualified emergency first aiders who will be on hand for any students who receive an injury or become unwell whilst they are at school.

A student's injury will be recorded and if it is deemed they are not well enough to stay in school, we will call their listed contacts in order of priority to arrange for someone to collect them.

First aiders are not able to treat any injuries that have not been sustained on the way to or at school, and there is not a nurse on the premises. To contact the team of nurses who support our students, please call the School Nursing Team based at Heanor Memorial Health Centre.

If your child needs to take medication during the school day, it must be brought in to school by the parent/carers in advance so it can be locked away safely. You will be asked to complete a Medication Permission Form to be kept with the medication at all times.

Students are allowed to keep up to 4 painkillers in their bags for self-administration.

SAFEGUARDING

Heanor Gate Spencer Academy aims to provide a safe environment and vigilant culture where children and young people can learn and be safeguarded. As a school we promote the welfare of students and staff, and work together with other agencies to ensure there are adequate arrangements within our school to identify, assess and support those children who may be suffering from harm.

We recognise that all adults have an active part to play in protecting our students from harm, and the child's welfare is our paramount concern. All employees, volunteers and governors will know how to identify pupils who may be being harmed and then how to respond to a pupil who discloses abuse, or where others raise concerns about them.

If you have a concern for a child who attends Heanor Gate Spencer Academy, please get in touch with our Safeguarding Team at safeguarding@heanorgatespencer.com or call 01773 716396. If a child is in immediate danger, please call the police.

Further safeguarding information can be found on our website.



PUPIL PREMIUM

What are we doing at HGSA?

Our aim is simple: to ensure there are no barriers to any student achieving their academic potential. For students who receive the pupil premium funding, we look at each individual and work out how best to support that student. There are also wider strategies we are employing to maximize their learning outcomes; for example, we have reduced class sizes with key groups to ensure a more personalized approach to learning can take place.

FREE SCHOOL MEALS

Your child's primary school should let us know if your child is already in receipt of free school meals.

Due to the current pandemic and recent job losses you may find that you will now qualify to receive free school meals for your child/children.

To apply, contact the free school meals team by telephone: 01629 536400 / 01629 535743 or by email: checking@derbyshire.gov.uk. Alternatively, you can complete an application form via the Derbyshire County Council website.

After You've Applied

Derbyshire County Council will email you to let you know if your application has been processed and the outcome of the eligibility check. Once you have received confirmation of eligibility please inform us so our records can be updated.



THE LIBRARY

The Library is open to students from 8.15am until 4pm Monday to Thursday, and until 3.30pm on Fridays. Students are welcome to spend time in the library to complete homework, for quiet study, for reading and to borrow or return library books. Students will also have opportunities during lessons to utilise our collection of books.

Students can borrow up to 2 books from the library at once, choosing from our range of fiction and non-fiction books. The loan period is 2 weeks initially, however this can be extended by renewing the book with our Librarian, Miss Bredgaard.

We also have 25 computers and a printer in the library which can be used for homework or school work during free time.

CAREERS

Our Careers Centre is based within the Library. The careers team, together with key staff in school, ensure that every young person is inspired, engaged and challenged to help them achieve their potential.

Our students follow a full Careers, Information, Advice and Guidance programme that prepares them to make informed decisions about their career aspirations. The CIAG programme is regularly reviewed to ensure that the academy's and students' needs are met.

All students have access to 'Unifrog'; a virtual careers advice and guidance platform which advises students on all possible careers and their pre-requisite pathways. The platform is highly regarded by the CEC, DANCOP and other key stakeholders.

During Year 9, all students have a Pathways interview with a member of our Senior Leadership Team about their career aspirations, possible future employment options and are advised on what subject choices will support them, alongside what future decisions might need to be explored.

All students in Year 11 receive a Post 16 Pathways interview, again with a member of SLT, to discuss their career aspirations and how their Post 16 choices can support them.

All students from Year 9 up to Year 13 have access to an impartial CIAG interview, if they wish to take up the offer, with a personalised action plan drawn up. This 1:1 interview with a careers counsellor ensures students are equipped with a good understanding of the world of work, an opportunity to develop their career management skills and the confidence and curiosity to explore future jobs.

Our careers team work hard to develop links with outside agencies, providers, business and employers to ensure our students have meaningful opportunities to explore future opportunities and experience the world of work.



TERM DATES 2022/23

Your child's first day of school will be on Friday 2 September 2022.

They will have a day to orientate themselves around the school site before students in the elder years come back on Monday 5 September.

Please note, our holiday dates do not always align with Derbyshire County Council's dates, so please check our term dates before making holiday arrangements.

Half Term 1		
Term Starts		Term Ends
Y7 & Y12	Friday 2 September 2022	Friday 21 October 2022
Y8, Y9, Y10, Y11, Y13	Monday 5 September 2022	
Staff INSET*	Thursday 1 September 2022 Monday 26 September 2022	
Student Holiday	Monday 24 October – Friday 28 October 2022 Inclusive	

Half Term 2		
Term Starts		Term Ends
All years	Monday 31 October 2022	Thursday 22 December 2022
Staff INSET**	Friday 25 November 2022	
Student Holiday	Friday 23 December 2022 – Friday 6 January 2023 inclusive	

Half Term 3		
Term Starts		Term Ends
All years	Monday 9 January 2023	Thursday 16 February 2023
Staff INSET**	Friday 17 February 2023	
Student Holiday	Monday 20 February – Friday 24 February 2023 inclusive	

Half Term 4		
Term Starts		Term Ends
All years	Monday 27 February 2023	Friday 31 March 2023
Student Holiday	Monday 3 April – Friday 14 April 2023 inclusive	

Half Term 5		
Term Starts		Term Ends
All years	Monday 17 April 2023	Friday 26 May 2023
Student Holiday	Monday 1 May 2023 (bank holiday) Monday 29 May – Friday 2 April 2023	

Half Term 6		
Term Starts		Term Ends
All years	Monday 5 June 2023	Friday 21 July 2023
Staff INSET**	Friday 23 June 2023	
Student Holiday	From Monday 24 July 2023	

* Staff training day - staff only in school ** continental