



**HODGSON ACADEMY**

Headteacher: Iain Siddall BSc (Hons)

*Imagine • Believe • Achieve*

# HODGSON ACADEMY PARENT HANDBOOK 2022/ 23



Moorland Road, Poulton-le-Fylde, Lancashire, FY6 7EU.

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Hodgson Academy, a private company, limited by guarantee and registered in England and Wales under no. 7604183. Registered Office Address : Hodgson Academy, Moorland Road, Poulton-le-Fylde, Lancashire, FY6 7EU.

## Contacting us

Telephone Number	01253 882815
Fax Number	01253 899971
E Mail Address	admin@hodgson.lancs.sch.uk
Absence Line	01253 895812
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## With effect from 1st September, 2022

### SENIOR LEADERSHIP TEAM

<b>Headteacher:</b>	Mr I Siddall	
<b>Finance Director:</b>	Mr M Pickles	
<b>Deputy Headteachers:</b>	Miss F Bate	Culture, Ethos, Conduct and Safeguarding lead
	Mrs S Khan	Quality of Teaching
<b>Senior Assistant Headteachers:</b>	Miss J Aionesei	Student Achievement
	Mr A Day	Student Conduct
	Miss S Hetherington	Culture and Ethos
<b>Assistant Headteachers:</b>	Mrs J Bristow	Quality of Teaching and Teacher Development
	Miss R Buckley	Curriculum and English
	Mrs L Foley	Culture, Ethos and PSHE
	Mr L Jenkinson	Quality of Teaching and SEND
	Mr C McCann	Quality of Teaching and PE
	Miss J Morton	Achievement and Science
	Mr S Stott	Curriculum and Mathematics

### Heads of House

Dragon House	Mr R Farmer	r.farmer@hodgson.lancs.sch.uk
Pegasus House	Mrs A King	A.king@hodgson.lancs.sch.uk
Griffin House	Mrs J Wade	j.wade@hodgson.lancs.sch.uk
Phoenix House	Miss C Boyle	c.boyle@hodgson.lancs.sch.uk

### Head of Year 7 and Primary Transition

Mrs L Garside	l.garside@hodgson.lancs.sch.uk
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### Pastoral Support Officers

Dragon House	Mrs A. Wenham	a.wenham@hodgson.lancs.sch.uk
Pegasus House	Mrs T O'Neill	t.oneill@hodgson.lancs.sch.uk
Griffin House	Mr G Wharrier	g.wharrier@hodgson.lancs.sch.uk
Phoenix House	Mrs L Giddings	l.giddings@hodgson.lancs.sch.uk

### Student Support

Learning Support Manager	Mrs L Beaumont	l.beaumont@hodgson.lancs.sch.uk
Deputy Safeguarding Lead	Miss J Sanderson	j.sanderson@hodgson.lancs.sch.uk
Safeguarding Manager	Mrs S Fox	s.fox@hodgson.lancs.sch.uk
Safeguarding officer	Ms C Spencer-Hodge	c.spencer-hodge@hodgson.lancs.sch.uk

<b>Finance Officer</b>	Mrs G Russan	g.russan@hodgson.lancs.sch.uk
<b>Attendance Officer</b>	Mrs A Collier	a.collier@hodgson.lancs.sch.uk

## The Academy Day

The academy's working day starts at 8.35am and finishes at 2.50pm. Hodgson provides only limited staff supervision before or after that time. Supervision commences at 8.25am with the exception of our Library and the Hot Pot Dining Room which are open from 8.15am.

At the close of the academy day staff will supervise students leaving Hodgson. Once the buses provided by the Local Authority have departed, such supervision is limited to the Library (until 4.00pm) or to organised academy activities.

Parents should note that the academy cannot take responsibility for students who arrive at Hodgson earlier than the prescribed times above or remain at Hodgson after the end of the school day unless they are taking part in an organised activity or they are sited in the Learning Centre.

The academy day is as follows:-

MORNING		AFTERNOON	
8.35am	Registration	12.00pm-1.30pm	Period 4 - Lunch will be taken during Period 4
8.50am	Period 1	12.00-12.35pm	Lunch 1 for identified year groups
		12.55pm-1.30pm	Lunch 2 for identified year groups
9.50am	Period 2	1.30pm	Reading or Assembly
10.45am	Break	1.55pm	Lesson 5
11.00am	Period 3	2.50pm	End of Academy day

A variety of co-curricular activities and homework clubs take place after this time in and out of school

## The Journey to and from Hodgson

Transport to and from Hodgson is provided by Lancashire County Council as part of their statutory duty. The academy only becomes legally responsible, on an "in loco parentis" basis, once your child enters academy grounds.

Parents need to be aware that on buses involved in this journey, often the only adult supervision on the bus is the bus driver. **Hence, there is the need for parents to stress to their children that they must behave safely and sensibly.**

The current timetables for buses are available separately. Details are on the academy website. If you have any queries in relation to bus travel then please **contact Lancashire Schools Travel-Line on 0300 123 6738 or use the following website:-**

<http://www.lancashire.gov.uk/children-education-families/schools/school-transport/school-bus-timetables>

Subject to certain conditions, travel expenses may be paid by the Local Authority for students who attend Hodgson.

Hodgson is located on a dangerous bend and double yellow "No waiting" lines run the full length of the front of the Academy. If you are travelling to Hodgson by car, **please do not set down or pick up children near to the main gates**. The area will be monitored by Civil Enforcement Officers (Parking Attendants) who will issue appropriate penalty notices where it is necessary to do so. We would also ask you to show appropriate consideration towards local residents when parking / waiting in your vehicle.

**Please do not drive onto the academy premises to drop off or pick up students as this can cause significant congestion and risks to all pedestrians at the front of school. There will be no entrance through our school gates between 8.05am and 8.35am and then between 2.45pm and 3.15pm**

Moorland Road is a very busy road and as stated above Hodgson is located on a dangerous bend. We recognise that there is insufficient parking / waiting space and that this can at times be frustrating. However, our primary concern is that all users of Moorland Road are aware of its dangers and act safely and sensibly to minimise any risks. **Please stress to your child the importance of such sensible behaviour.**

Students are allowed to cycle to Hodgson, however, we have already commented that Moorland Road is a busy and dangerous road and adjoining major roads are similarly so. You will appreciate therefore that we have serious concerns over students cycling to Hodgson **and it is strongly recommended that any student cycling to the academy wears appropriate safety equipment**. Please ensure that your child is a competent cyclist. Please also check the road-worthiness of the bicycle before allowing your son or daughter to cycle to Hodgson. There is an area set aside for parking bicycles. Responsibility for the safety of the bicycles or accessories will not be accepted by the academy. For obvious safety reasons students **MUST** dismount their bicycles before entering through the main gates. **They must not ride their bicycles on academy premises.**

Hodgson will take appropriate action if students do not follow these simple guidelines whilst on academy premises. We would also ask you to note that cycling is not allowed on the pathway between Station Road and Hodgson.

## **Forms and Houses**

Every student is allocated to a Form. A Form Tutor is responsible for each Form and is your first point of contact with the school.

Each Form is part of one of four Houses; Dragon, Griffin, Pegasus and Phoenix. The Head of House is responsible for the House and they are each supported by a Pastoral Support Officer.

## **Registration**

During registration, the Form Tutor records who is present in the academy. Students arriving late during registration must enter school through the Express Diner and register with the staff present. If arriving late after the end of registration, students must sign in at the main school reception. If students are missing from particular lessons for no apparent reason, we will contact parents as soon as possible if the student cannot be traced.

## **Attendance**

*It is the responsibility of the parent to ensure their child attends school*

Attendance and punctuality at Hodgson is a vital component of achievement. For full details about matters relating to attendance, please refer to the Student Attendance Policy. If your child is ill, we ask that you follow the procedures outlined below:

Please telephone on the first day of absence to tell us why your child is not at Hodgson. You can ring the **Absence line on 01253 895812** or the main office on 01253 882815. You can ring this number at any time and leave a message. Alternatively, you can contact us via email at [absenceline@hodgson.lancs.sch.uk](mailto:absenceline@hodgson.lancs.sch.uk). If you are unable to ring us to tell us your child is absent on the first day it is likely that our Student Services Officer will ring to check why your child is not in Hodgson.

**WHEN YOUR CHILD RETURNS TO THE ACADEMY IT IS VERY IMPORTANT THAT YOU SEND A MESSAGE TO EXPLAIN THE ABSENCE** if you have been unable to communicate this by other means. You can do this in several ways.

- A short written note.
- You can ring the Absence Line 01253 895812 and leave a message or email us at [absenceline@hodgson.lancs.sch.uk](mailto:absenceline@hodgson.lancs.sch.uk)

This message to explain your child's absence is very important to us as an academy. If you do not send a message to explain the absence, the period of absence will be recorded as unauthorised. This means that we might think your child is truanting.

If your child is facing a longer absence, of three days or more, please let us know immediately. This can be done by letter or email to the Form Tutor or the Head of House. You can also telephone the main office. If absences are repeated or prolonged, the Academy may ask for medical evidence.

The Government has amended key legislation relating specifically to the authorisation of leave in term time, which came into force on 1<sup>st</sup> September 2013. Every year a significant amount of learning time is lost to students taking holidays in term time. Schools and academies can no longer authorise holiday requests. Parents may request a leave of absence in term time but this may only be authorised by the Headteacher in exceptional circumstances. Applications for leave must be made by completing a leave of absence form. These forms are available from our main reception. The Headteacher is unable to authorise any exceptional leave that is not requested in advance of the absence. From September 2015, penalty notices will apply for unauthorised requests for leave of absence, including holidays.

To help parents, holiday dates and dates of other important events such as examinations are published well in advance in the Student Planner and on the school website. Absences to attend medical and dental appointments should be notified in advance by letter or appointment card to your child's Form Tutor. Again, we ask that, if possible, appointments for regular dental or medical checks be made after the academy day or during the holidays.

## **Illness / Accidents**

If your child becomes ill or has an accident at Hodgson, they will be cared for by staff who will have undertaken first aid training. There is no nurse permanently on site. Our staff are not medical personnel. Professional assistance will be sought where it is considered necessary to do so. Whilst we hope it will never be the case it may of course be necessary to contact you as a matter of urgency. It is obviously vital that we have a current record of a number and address where you (or other emergency contacts) can be contacted in an emergency. **If you move, change your place of work or contact telephone number, it is essential that you inform the academy immediately.**

Please let us know if your child has any medical problems that affect their work or if circumstances occur when it is necessary for prescribed medication to be taken during the Academy day. Any medication brought into Hodgson should be left at the main office with clear instructions on administration procedures. This medication will be kept secure.

Students unable to take part in PE lessons due to injury or illness **MUST** provide a note to that effect for their PE teacher.

## Signing in and out of the Academy

If a student has to leave Hodgson for any reason during the day, having received permission to do so, it is important that she or he signs out at the main office. If the student returns, it is also important that they sign in.

**MISSED WORK** due to absence from Hodgson could have serious implications for your child's progress. Contact their Form Tutor or Head of House by telephone, letter or email. She or he will arrange for appropriate work to be sent home and/or be made available electronically.

On their return from a lengthy absence, your child should ask subject teachers for help with catching up.

## Catering

Breakfast is available before the start of the academy day from 8.00am.

A variety of healthy snack foods will be available within the dining rooms at morning break.

Lunches will be provided on a cafeteria basis. Details of menus are available on request. There is a varied choice of food and drink.

Meals are paid for through use of a Cashless Catering system. Each student will be issued with a PIN number for use with the system. Full details of the Cashless Catering system and methods of payment will be issued separately and be published on the school website.

Students may bring a packed lunch to Hodgson. Space will be made available for students to eat inside. In warm weather, their packed lunch may be eaten outside. However, food should not be eaten on the corridors. All students are encouraged to drink unflavoured still water. No fizzy drinks are allowed in classes.

It is not the policy of the academy to permit students to leave the site to go home for lunch. In exceptional circumstances, if you wish your child to go home for lunch please send a letter to the Headteacher at the start of term. Please note that in such circumstances responsibility for your child's safety, welfare and behaviour passes to you until your child returns to the academy.

Students must stay on the academy premises throughout lunchtime unless they have the permission of the Headteacher or Deputy Headteacher to leave. In such cases, students must sign out, and sign in, on their return, at the main office.

## **The Hodgson Experience**

At Hodgson, we provide a vast array of opportunities beyond the classroom both during lunch times and after school. All students are encouraged to participate in at least one activity and subject areas offer a diverse range of clubs as part of the Hodgson Experience.

The PE department runs several extra-curricular activities for students including football, rock climbing, trampolining, dodgeball, Kin ball, fitness, tennis, hockey, netball, badminton, basketball, cricket and athletics. Hodgson is proud of our strong sporting tradition and our success in local, regional and national leagues. Inter-House competitions in numerous sports are held for students to compete in and achieve points and trophies for their houses.

Performing Arts and Music are popular and successful areas with students offered the opportunity to take part in dance, drama, join the school band as well as take part in whole school productions.

The Visual Arts is another area in which the Academy is successful with students working with local artists as well as taking part in exhibitions and competitions at the Grundy Art Gallery and Blackpool and the Fylde College Gallery.

Hodgson runs a very popular Duke of Edinburgh award scheme for years 9, 10 and 11, where students take part in weekend expeditions and work towards certificates in team building, orienteering and camping skills.

A timetable of extra-curricular activities will be published regularly and this can be found on notice boards around school and on the school website. We may ask for written permission from you for your child to take part in these activities particularly for those taking part after the end of the academy day. You will be informed of the time at which an activity will end and you will need to make arrangements to ensure that your child gets home safely.

## **Teaching and Learning**

High quality teaching and learning lies at the very heart of everything we do at Hodgson Academy. We believe every child has the right to a high-quality education, where they develop intellectual curiosity, memorable learning experiences and love of learning. Our vision is for all of our students, to make outstanding academic progress, which will create life chances for them in the future.

Our expert teachers and teaching assistants take pride in the educational experiences our students undertake, applying a range pedagogical strategies to support students and their learning. We have very high expectations on our students, ensuring children are stretched and challenged to ensure that they fulfil their potential. Our mantra of 'quality first teaching' ensure all of our student's access the support they deserve, irrespective of their starting point, backgrounds or circumstances.

Our extensive professional development programme is fundamental to delivering and reviewing effective teaching at Hodgson. Our teaching staff learn through the adoption of a collaborative, enquiry based approach to classroom innovation.

We believe Hodgson Academy provides an outstanding education, offering students a broad and balanced curriculum choice whilst delivering the best possible opportunities for our students in a modern Britain. We also endeavour to deliver the latest National Curriculum as prescribed by the Department for Education, with all students studying the following subjects in Key Stage 3:

- English
- Mathematics
- Science
- History
- Geography
- Religious Education
- Modern foreign language
- ICT/Computing
- Communication Studies
- Art
- Technology
- Music
- Physical Education
- Personal, Social, Health and Careers Education

Our school timetable is made up of 25 one-hour teaching periods each week, as well as two shorter periods a day where students come together in their registration groups. In the morning session, students are provided an opportunity to prepare for the day by monitoring equipment and standards, as well as receiving school notices. In our second, longer session of the day, we all commit to 20 minutes of collective reading in our 'Reg and Read' session.

At the end of Year 8, students will complete their option choices, commencing study towards their qualifications at the beginning of Year 9. All students will continue to study English, Mathematics, Sciences, one language and one humanity towards nationally recognised qualifications, as well as fulfilling the criteria of the English Baccalaureate.

## **Personal Responsibility and PAUSE**

At Hodgson, we have high expectations of all our students and expect a certain level of personal responsibility towards students success in their time at school. The last letter in our ethos PAUSE is E and stands for EFFORT, which we expect all of our students to show every day, in every lesson. We truly believe in making every lesson count.

We expect students to do their own personal best, to focus on their learning and not do anything which might interfere with the work and effort of other students, and finally for all our students to take a full role in the life of the academy by taking part in the 'Hodgson Experience'.

### **EQUIPMENT**

All students are required to prepare for the school day by ensuring they have the right equipment with them for each lesson. This involves students taking responsibility for bringing the correct books and necessary equipment to Hodgson each day. This is achieved through routines at home and regularly checking their school timetable, which is recorded in their student planners, discussed further below. We thank parents for their support in encouraging their children to organise themselves each day.

Students should bring a well-equipped pencil case including pen, their books for each academy day and PE equipment if necessary. They should also have a strong bag of an appropriate size to protect their possessions. Basic equipment is sold in the Library if something is forgotten or lost, and open before



students are expected to attend registration.

ALL items of equipment must be clearly marked with the name of your child.

## **STUDENT PLANNER**

All students are provided with a Student Planner. It allows students to record homework, it encourages students to organise their time effectively and it also becomes an important record of your child's progress throughout the year, as information is added. Please take the time to look at your child's Student Planner and discuss it with them. The Student Planner contains important information about Hodgson and the academic year. Dates of Parents' Evenings, all academy examinations and times when academy reports are sent home are published in the Student Planner.

The Student Planner also operates as a communication system between Hodgson and home. If you wish to send messages to Hodgson, one way to do this is to write them in the Student Planner. In turn, we may sometimes use this method to send messages to you. Parents and Form Tutors are asked to sign the Student Planner each week to ensure that students are meeting their responsibilities. If a student loses a Student Planner it must be replaced by purchasing a new one from the main office.

## **HOMEWORK**

All students at Hodgson are given homework, which will provide meaningful activities for them to do as part of the broader curriculum offered at the school. It is important that students establish a routine for doing homework as soon as possible, and we thank parents for their support in this important area of education. We believe that the purpose of homework should be to support students in becoming independent and grow their love for learning.

Teaching staff will provide a diverse range of homework tasks for students, ranging from targeted extended practice tasks, knowledge retention activities and open ended research projects intermittently. A broad and varied range of homework tasks helps to develop students' knowledge and allow them more choice in how they express their work. The quality and rate of homework completion are closely monitored through the academies house system, providing teachers, students and parents with an accurate assessment of homework completion.

Students regularly completing homework to a high standard will expect to see the following advantages:

- Improved time management and organisational skills
- Improved discipline of practice
- Improved independent study skills
- Improved self-regulation

Parents should encourage students by:

- Establishing a regular time to do homework
- Creating an appropriate environment in which to work
- Testing their child on activities completed
- Discussing work with their child
- Praising their child's work and effort with homework

Our overarching emphasis is quality over quantity. Homework should be accessible for all and completion will be rewarded using our rewards system. The academy provides daily homework support provision in the library, at lunch times and after school. In these sessions, students can utilise ICT facilities, subject specific resources, stationery equipment and teacher support.

## **Reviewing Student Progress**

You will receive Progress Reports on a termly basis that will provide information on your child's academic progress. Each report will indicate whether your child is making the expected progress in each subject. Each report will also provide information relating to your child's effort, behaviour, achievements and attendance. The approximate date of issue for each report will be documented in the Student Planner. Copies of all Progress Reports are posted home to parents.

Each academic year a Parents' Evening is held for every year group. At these events, parents and students have the opportunity to meet with subject teachers by appointment to discuss progress. The date of each Parents' Evening is documented in the Student Planner and a reminder notification is sent shortly before the evening itself. Procedures for making appointments for the Parents' Evenings are explained to students at the appropriate time. We do, of course, expect students and parents to attend these evenings together.

In addition, parents wishing to discuss the progress their child is making can request this at any time by contacting their child's Form Tutor in the first instance.

At the beginning of Year 7, all students take tests called Cognitive Ability Tests, referred to as CATs. Literacy testing will also be undertaken. The Academy will use this information, in conjunction with Key Stage 2 test results achieved in Year 6, when evaluating the progress being made by each student over time.

## **Learning Support**

The term 'special educational need' refers to a learning difficulty or disability that makes it harder for a child to learn than most other children of the same age.

### **HOW WILL HODGSON KNOW IF MY CHILD HAS SPECIAL EDUCATIONAL NEEDS?**

If a student is experiencing – or has previously experienced – difficulty of any kind in their schooling, early recognition of that difficulty is important. We can identify this in a number of ways:

- A report by an Educational Psychologist or specialist teacher
- Information from primary schools
- Information from parents
- Tests in reading and spelling
- Observation and referral by subject teachers
- Cognitive Ability Tests (CATs)
- Reports from external agencies
- Referral from the pastoral team

## **LINKS WITH EXTERNAL AGENCIES AND SERVICES**

The Student Services department has established close links with a range of services. There is a regular exchange of expertise. These agencies include:

- Educational Psychology
- School's Medical Officer
- Local Authority Attendance support services.
- School Nurse
- Children's Social Care
- Special Schools
- Inclusion Services.
- Advisory Teachers
- CAMHS (Child and Adolescent Mental Health Services) and other emotional well-being services.
- Life coach
- Bereavement Counselling Services
- Barnardos
- ACE
- Police

The Special Educational Needs Co-ordinator (SENCO), Mr L Jenkinson, is the teacher at Hodgson who is responsible for the provision of support for students with special educational needs and disabilities.

The SENCO works closely with the Learning Support Manager, Mrs L Beaumont and the Safeguarding Manager, Mrs S Fox to ensure the effective day-to-day operation of the academy's SEND policy and the support given by Student Services.

Our SEND Department will work closely with parents when special educational needs have been identified with supported documentation to make REASONABLE adjustments to support the students.

## **ACCESS**

If anyone (parent/carer/child/visitor) has a disability that they would like to tell us about, please see our Disability Provision Statement on the school website, which provides relevant contact details.

All stakeholders are encouraged to contact the academy at any time if assistance is required.

## **Academy Uniform and Appearance**

We want all students to make an effort with their personal appearance and give a good impression of themselves and Hodgson. Uniform is compulsory throughout Hodgson. All items of uniform and equipment must be named.

The PTFA sell high quality approved uniform direct from a shop based at the academy. Profits made are utilised solely to boost PTFA funds. This in turn will benefit Hodgson. Details of how this uniform can be bought are available from Hodgson. There are more details about academy uniform in your child's Student Planner.

The PTFA shop is open on Saturday mornings from 10am until 12noon. It is also open on Wednesday evenings from 5pm until 7pm. Details of any closures can be found on the academy website.

Uniform Shop Tel: 01253 881175

Uniform can also be purchased from Bispham Clothing and Poulton Sports and Trophy Centre.

### **Jewellery**

Students may wear a small single ear stud in the lobe of each ear. Larger ear jewellery such as larger studs and earrings are not acceptable. Wearing more than one stud in each ear is not acceptable.

Nose piercings are not allowed and students will be told to remove the nose stud. Students who do not comply with this will be sanctioned.

A suitable watch may be worn. No other jewellery including rings, bracelets and body piercing jewellery may be worn.

Ear studs must be removed for health and safety reasons during PE lessons.

### **Hairstyles**

Hair must be styled in an appropriate manner that is acceptable to the academy.

Examples of inappropriate hairstyles, which are not permitted, include:

- Shaved lines or patterns
- Haircuts incorporating a 'skin fade'
- Hair presented in a non-natural colour, or more than one colour
- Hair styles incorporating hair of significantly different lengths
- Excessive use of gels or other styling products

The final judgement as to what constitutes an inappropriate hairstyle will be taken by Miss Hetherington (Senior Assistant Headteacher) or, in her absence, the Headteacher or Deputy Headteacher. Students exhibiting inappropriate hairstyles will be sanctioned. This may include attending daily detentions and/or working in isolation until the problem is rectified.

The Academy has a right to expect that long hair can be safely tied back for work in academy laboratories, technology rooms, PE lessons or in any other areas where health and safety considerations must take priority.

### **Make Up**

The Academy believes that make-up is not appropriate or desirable for children in a school context and so the wearing of make-up is discouraged. However, a small amount of make-up worn subtly is permissible.

This does not include the following, which are all not acceptable in any circumstances:

- False tans
- False eyelashes
- Eyeshadow/eyeliner

- Lipstick
- Nail varnish or false/acrylic nails

The final judgement as to what constitutes the subtle wearing of make-up will be taken by Miss Hetherington, Senior Assistant Headteacher, or, in her absence, the Headteacher or Deputy Headteacher.

Students must ensure that they hand watches, money and other items of value to PE staff before they get changed for PE lessons so that they can be locked away whilst the lesson takes place. It is the responsibility of the student to ensure this happens.

Students must wear black leather shoes that do not have logos visible. Trainers and canvas shoes are not acceptable. Students wearing incorrect shoes must wear a replacement pair of acceptable shoes from the schools stock as a temporary measure. Students who do not comply with this will be sanctioned.

Students wearing footwear related to a medical condition must have a note or letter from their GP or consultant.

#### **MOBILE PHONES AND OTHER 'ACCESSORIES'**

Mobile phones should not be seen, used or heard during the school day or on the school premises. Failure to adhere to this rule will result in phones being confiscated and the student will be sanctioned. In the first instance, students will have the phone returned to them at the end of the school day. In the second instance, parents will have to come in to collect the phone.

**In an emergency**, parents wishing to contact their child can leave a message at reception.

If bringing a phone to school, students are actively encouraged to bring only an inexpensive phone.

## **The Academy as a Community**

#### **STANDARDS OF BEHAVIOUR**

Hodgson Academy is a large community of approximately 1,200 students and staff. It is a caring community and one in which there are high standards and expectations.

All members of the community have the right:

- To be safe at Hodgson
- To keep their possessions safe
- To be free to work to the best of their ability
- To be treated with respect and consideration

#### **WITH THESE RIGHTS COME RESPONSIBILITIES**

All members of the community are expected:

- To move about the building in an orderly and civilised fashion

- To allow others to concentrate on their work
- To listen to others and respect their opinions and views, even if they are different to their own
- To take care of the buildings and grounds of Hodgson
- To work to maintain the good name of Hodgson in the community

## **POSSESSIONS**

Students should not bring into Hodgson anything which is likely to be a danger to themselves or to others or which could be a distraction from work.

The above applies to all students and includes journeys to and from Hodgson; on Hodgson premises and to all those participating in any academy related activity away from Hodgson. Parents are reminded that smoking is forbidden in ALL public places and therefore any breach of this law will be taken very seriously. This includes electronic cigarettes. Hodgson is 'smoke-free' throughout the whole site. Infringement of these regulations will be considered a most serious case of misbehaviour and will be dealt with as such.

Students are not allowed to sell goods of any description at Hodgson for personal gain. Students are not allowed to gamble in any manner whatsoever on Hodgson grounds.

## **BEHAVIOUR**

Good behaviour is fundamental to success in the classroom: success for both students and teachers. Behaviour for Learning is, as it suggests, behaviour that allows for and encourages learning to take place. As a key focus, all personnel, including governors, have committed to deliver the acronyms PAUSE and CARE, our agreed moral code. PAUSE and CARE remind us all of the most important rules of Hodgson:

P = Punctuality to Hodgson and to lessons  
 A = Attendance at Hodgson  
 U = Uniform worn in the correct manner each day  
 S = Safe & Sensible Behaviour  
 E = Effort

Consideration and Respect for Everyone (CARE)

**Hodgson has a number of important policies that include:**

- **Child Protection / Safeguarding**
- **Anti-Bullying (Safe to Learn)**
- **Behaviour**

**These policies are available on our website ([www.hodgson.lancs.sch.uk](http://www.hodgson.lancs.sch.uk))**

Students learn effectively and make progress in an atmosphere which supports and encourages. Praise and rewards are vital to creating a positive learning environment. Hodgson has a range of awards, which are designed to recognise and encourage the achievements of students. These include assemblies and celebration occasions. Hodgson constantly reviews its rewards.

Students also represent Hodgson in the wider community. Poor behaviour in the wider community that could bring the school into disrepute may also be sanctioned depending on the context and circumstances.

## **HOUSE POINTS**

House Points will be awarded by staff to reward students who conform to our core values of PAUSE & CARE.

This could include excellent work or modelling caring, helpful and polite behaviour. Extra-curricular contributions will also be recognised by the allocation of House Points.

Students will also be rewarded for their attendance, effort and performance in subjects contained in their progress reports.

## **SUBJECT AWARDS**

Subject Departments award certificates for work of the month to students. The Headteacher also awards commendations for exceptional work. Full details can be found in our Behaviour for Learning Policy.

**Full details regarding uniform and conduct can be found in the 'Uniform and Appearance' and 'Behaviour' policies which can be downloaded from the school website"**

## **Problems and how to solve them**

The vast majority of students are happy and contented at Hodgson. Many will go through their entire time at Hodgson without worry at all. However, as within any large community, there are occasionally problems for individuals. Even small problems seem important to children and so we will treat seriously any problem which is raised by students or by their parents.

Parents know their children best and can usually tell when there is a problem or when they are unhappy. However, when children move to a new and much larger school, the demands and requirements are often new to parents as well as students. Sometimes this means that signs of problems for a student can be missed at home.

## **SIGNS OF PROBLEMS**

Here are a few indications that your child might be having problems at Hodgson:

- Your child does not appear to take any pride in work and avoids letting you see any of her or his exercise books
- Your child makes no comments about what she or he has done at Hodgson, but they did this freely at their previous school / academy
- Your child regularly seems to have no homework
- Your child regularly spends very little time on homework or says work was all finished during the day. They could be vague about the exact requirements for completing and handing it in
- Your child regularly spends too long on homework
- Your child seems to suffer from illnesses and often asks to be allowed to stay at home

## WHAT TO DO

Put simply the answer is to let someone at Hodgson know immediately you think that something is wrong. You do not have to know exactly what your child's problem is before you speak to someone at Hodgson. It is enough to simply be aware that something may be wrong. Please do not wait or worry that you are troubling us by getting in touch. If we are not informed, we cannot be expected to be able to deal with the issues appropriately.

## WHAT IS A CONCERN?

A concern is:

- Any expression of dissatisfaction that needs a response
- A useful source of information – parental feedback – that helps us to meet your needs and thus to develop our partnership in the interests of your children, our students

## HOW TO COMMUNICATE A CONCERN

Informal Discussion - most issues will be resolved by firstly, raising the concern with your child's Form Tutor whom she or he sees every day.

Contact can be made by:

- Telephone
- A note in the Student Planner
- Letter
- Email

Due to teaching staff commitments during the day, the most appropriate method of contact is email from which you should expect a response by the next working day.

A **Head of House**, who has overall responsibility for the students in a year group, leads each team of Form Tutors. If the Form Tutor is unavailable, the Head of House will be able to discuss your concern.

If your concern is subject related then the **Head of Department**, who leads the subject, will be able to discuss your concern.

Furthermore, the organisation of Hodgson is such that there is always a member of the academy's **Senior Leadership Team** available to resolve any issues which you might like to raise.

**FORMAL COMPLAINTS** - If, unfortunately, in spite of such accessibility your needs cannot be met satisfactorily, the Headteacher will clarify the formal complaints' procedure. A copy of the complaints policy can be found on the academy website.

## Charging and Insurance Arrangements

### CHARGING POLICY

The 1988 Education Reform Act lays down the conditions under which the academy may charge for activities taking place wholly or mainly during academy hours. Governors, having discussed the legislation with the Headteacher, have agreed a formal charging policy:



With certain exceptions, education provided during academy hours is free. Such exceptions are detailed in the full policy but do include for example:

Costs of certain materials in practical subjects  
Revision aids  
Musical Instrument tuition  
Certain academy visits  
Certain extra curricular activities

Full details are available on request.

Attention is drawn to the 'remissions' section of our policy which is printed out in full below

#### **"REMISSIONS**

*The academy will continue to ensure, as it has in the past, that no student is excluded from participation in any academy activity because of inability to pay. Parents of students in this situation, and particularly those whose families are in receipt of Income Support, should make the Headteacher or the Deputy Headteacher aware of the situation, which will be dealt with discreetly.*

*In drawing up this Charging and Remissions Policy, Governors believe parents will wish the academy to continue to provide a wide range of extra-curricular activities. They believe parents would wish the academy to help students discreetly where appropriate, but they would wish parents to know that no specific funds are available for this purpose and therefore, the opportunity to exercise this discretion is very limited. The Academy will, where it is appropriate to do so, consider supporting disadvantaged students (usually within the Pupil Premium group) by contributing up to a maximum of 25% of the costs of school trips that are not curriculum related.*

*Hodgson Academy has a formal academy uniform policy. Governors are committed to ensuring that the academy uniform is available at a fair and reasonable price. Governors would want to ensure that no family feels unable to apply for a place at the academy for their child as a result of uniform costs. Parents of students in this situation should make contact with the academy as described above so that consideration can be given as to whether any financial support can be made available."*

#### **INSURANCE**

Hodgson's insurance arrangements in relation to children and parents are as follows:

1. Liability insurance arrangements provide protection for Hodgson Academy in respect of claims for compensation made by any person suffering bodily injury or damage to property due to some act or error of Hodgson Academy. These arrangements are in respect of the academy's legal liabilities only and it should be noted that the academy does not automatically accept liability for any injury or damage, which may occur as it, would have to be proved that the academy was legally responsible for the injury or damage suffered, i.e. it was at fault.

2. Where an injury or damage to property arises due to some act or neglect of a third party (i.e. some person or organisation other than the academy) any resultant claim for compensation would have to be directed towards the Third Party and not the academy.

3. If a person suffers a bodily injury where no-one is at fault there would be no legal grounds for pursuing a claim for compensation against either the academy or a third party.

However, this is a risk that can be covered by a Personal Accident Insurance Policy.

The academy currently has in place insurance that covers travel and personal injury, which as well as covering academy trips, also provides students with personal accident cover for accidents occurring whilst engaging in academy activities.

Parents could arrange their own insurance cover for their children with higher amounts of cover and also to include all risks should they so wish. Parents should contact an Insurance Broker or Insurance Company for appropriate advice in this respect. If parents have any queries they should contact the academy for full details of insurances held by the academy along with the relevant terms and conditions.

## **Academy Policies**

Academy Policies and Procedures can be made available at any time. Many of our Policies and Procedures can be found on our website [www.hodgson.lancs.sch.uk](http://www.hodgson.lancs.sch.uk). Alternatively, please contact the academy and we would be happy to supply you with appropriate copies.

*The information in this document is correct at the time of going to print, in readiness for the new term starting in September 2022*

*Please contact the academy should you wish to check any aspect of the information contained herein.*

**This document can be made available in other formats. It can also be found on the academy website. Please contact the academy reception if you require any assistance or further information.**