

18 July 2018

Dear Parent/Carer,

## Changes to the School Day from September 2018

I am writing let you know about two important changes that we are making at Highgate Wood School for September 2018 and how they will affect the school day for your child.

From September 2018 we will be:

- introducing 15 minutes daily Dedicated Reading Time
- condensing lessons every other Tuesday by 5 minutes to allow a slightly earlier finish time for students to create opportunities for staff to support even better outcomes for the children.

*(We have re-worked the timetable to ensure that minimal impact is made to the students' lessons, they will still receive 5 periods, each one will simply be 5 minutes shorter than usual for every other Tuesday.)*

## Dedicated Reading Time

Quite apart from the joy of reading, the development of good literacy skills is a crucial component in getting the best possible outcomes at GCSE and A level in all subject areas.

We know that reading and literacy are impacted by social disadvantage and believe we have a moral imperative to narrow the gap and improve the life chances of our disadvantaged students by developing reading and literacy skills for all.

From September there will be 15 minutes dedicated reading time for all students, with different groups engaging in different activities to maximize the benefits of this. During this time students Years 7, 8 and 9 will be involved in silent reading, Year 10 and 11 students will participate in a variety of activities, including reading, which are focused on developing the literacy skills needed for external assessments – particularly English curriculum texts. The same will apply to post 16 students who will follow their own bespoke programme.

To create these 15 minutes, we have reduced Period one, Period three and Tutorial time by five minutes each. This has been structured and planned to ensure that the impact on direct curriculum delivery will be minimal. We are confident the benefits students will get though dedicated reading time will more than make up for the small reduction in lesson time.

EVENT		TIME	
Period 1		8:35 - 9:30	55 min. lesson
Period 2		9:30 - 10:30	60 min. lesson
Break		10:30 - 11:00	30 min. break
Tutorial	Assembly	11:00 - 11:10	10 min Tutorial
Reading Time		11:10 - 11:25	15 min. Reading Time
Period 3		11:25 - 12:20	55 min. lesson
Period 4		12:20 - 13:20	60 min. lesson
Lunch		13:20 - 14:10	50 min. lunch
Period 5		14:10 - 15:10	60 min. lesson
Period 6 (Post 16 only)*		15:10—16:10	60 min. lesson

\* Period 6 lessons are on Mondays, Wednesdays and Thursdays only

## Condensed Tuesdays, Tuesday Week 1, Early Finish for Students

For the new academic year Week 1 Tuesdays lessons will last 55 minute (instead of the usual one hour) with break time also reduced by 5 minutes and no Tutorial or Reading Time. This will enable school to finish at 2.25pm for students and create additional time for staff to work on new initiatives, collaborate on ideas and develop strategies to improve what we do as a school. This will be in addition to the scheduled INSET days, enabling us to provide the best experiences and support the best outcomes for all our students.

EVENT	TIME	
Period 1	8:35 - 9:30	55 min. lesson
Period 2	9:30 - 10:25	55 min. lesson
Break	10:25 - 10:50	25 min. break
Period 3	10:50 - 11:45	55 min. lesson
Period 4	11:45 - 12:40	55 min. lesson
Lunch	12:40 - 13:30	50 min. lunch
Period 5	13:30 - 14:25	55 min. lesson
End of students' school day	14:25—14:30	5 min. break
Staff Collaboration Time	14:30—16:30	2 hour development time

Our students already benefit from a high quality of education at Highgate Wood School. Students and their parents and carers readily acknowledge the great experiences that are provided here and appreciate the learning environment where our students are able to thrive and develop fully as individuals. Our excellent results have consistently placed us in the top 25% of schools nationally. However, we are always looking for ways in which we can improve and with this in mind we have decided to overhaul our approach to staff training and development.

Clearly, this is a significant step for us to take, but having done extensive research, including looking at other schools who have implemented the model, we firmly believe the overall benefits of this change substantially outweigh potential concerns. The quality of teaching is the single most important thing that improves the experiences of learning for children in school and we believe "Condensed Tuesdays" is the best way to make the already good experience even better.

We do recognise the early finish time may present a problem for some families so there will be provision for children to remain in school until 3.10pm if required. This will include full access to the Learning Resource Centre where children can be supported with learning activities and homework. The first Tuesday Week 1 of the new term will be on 18 September so there will be time in the autumn for parents and carers to notify us if they wish to use this facility for their children.

For more information about this change, please see the information booklet that we have circulated separately to all parents and carers or visit the school website. In addition, we will be holding an information evening with the PSA on Thursday 13th September for parents and carers who wish to find out more about the changes, raise points and ask questions.

I acknowledge that the communication of these changes has come very late in the term and I would like to apologise for this. We have invested considerable time and thought into deciding these changes because we wanted to get this right and hence it has taken a while longer to arrive at a final decision on the best way to proceed than I would have ideally hoped.

However, we are very excited by these changes as we feel that they have the potential to have a significantly positive impact on the school and our students. However, we are also committed to reviewing the impact of these changes and will seek the views of parents and carers when doing so. A process will be announced in September to allow the views of parents, students and staff to be captured regularly so that any concerns can be highlighted and addressed swiftly.

I look forward to providing you with some feedback as the New Year progresses. In the meantime I would like to extend my good wishes for the coming summer break.

Yours sincerely,



Patrick Cozier  
Headteacher

# HIGHGATE WOOD SCHOOL

## INFORMATION FOR PARENTS AND CARERS

SEPTEMBER 2018



MAKING A POSITIVE DIFFERENCE

MAINTAINING HIGH EXPECTATIONS

INSPIRING SELF BELIEF



## KEY CONTACTS

### **Safeguarding:**

If you have a safeguarding concern regarding a student please liaise directly with Dawn Spence, AHT and Designated Senior Lead, or Elizabeth McCartney, ILC Co-ordinator or Matt Dobrashian, SENCO

**Email:** [safeguarding@hws.haringey.sch.uk](mailto:safeguarding@hws.haringey.sch.uk)

### **Digital Safety:**

If you have concerns on what you see online or have about Cyber bullying please either complete the online bullybox or email your concern to us.

**Email:** [esafe@hws.haringey.sch.uk](mailto:esafe@hws.haringey.sch.uk)

### **Exams:**

For exams information please contact the schools exam officer, Lorraine Short.

**Email:** [exams@hws.haringey.sch.uk](mailto:exams@hws.haringey.sch.uk)

### **Uniform**

If you have a question around the uniform please...

**Email:** [uniform@hws.haringey.sch.uk](mailto:uniform@hws.haringey.sch.uk)

### **General**

If you have a general concern please...

**Email:** [admin@hws.haringey.sch.uk](mailto:admin@hws.haringey.sch.uk)

### **Headteacher:**

If you wish to contact the Headteacher please...

**Email:** [headteacher@hws.haringey.sch.uk](mailto:headteacher@hws.haringey.sch.uk)

### **Logins and systems:**

If you need help logging into any of the school systems please...

**Email:** [data@hws.haringey.sch.uk](mailto:data@hws.haringey.sch.uk)

### **Data Protection:**

If you have any questions around data privacy, data protection or GDPR please...

**Email:** [dataprotection@hws.haringey.sch.uk](mailto:dataprotection@hws.haringey.sch.uk)

### **Governing Body**

If you would like to contact the school's governing body please...

**Email:** [governors@hws.haringey.sch.uk](mailto:governors@hws.haringey.sch.uk)

## KEY DATES 2018—2019

### Term Dates

**Autumn Term:** Wed 5th Sept 2018 - Fri 19th Oct 2018  
Mon 29th Oct 2018 - Fri 21st Dec 2018

**Spring Term:** Mon 7th Jan 2019 - Fri 15th Feb 2019  
Mon 25th Feb 2019 - Fri 5th April 2019

**Summer Term:** Tue 23rd April 2019 - Fri 24th May 2019  
Mon 3rd June 2019 - Fri 19th July 2019

### Parent Consultation Evenings

<b>Year 7</b>	Tuesday 26th March 2019
<b>Year 8</b>	Tuesday 13th November 2018
<b>Year 9</b>	Tuesday 15th January 2019
<b>Year 10</b>	Tuesday 20th April 2019
<b>Year 11</b>	Tuesday 22nd January 2019
<b>Post 16</b>	Tuesday 12th February 2019

### INSET DAYS (School closed to students)

Monday 3rd September 2018  
Tuesday 4th September 2018  
Monday 26th November 2018  
Monday 22nd July 2018  
Tuesday 23rd July 2018

### Parent Information Evenings and other events

<b>Post 16 Info\UCAS Evening</b>	Wed 12th September 2018
<b>PSA Meeting</b>	Thurs 13th September 2018
<b>Year 10 Info Evening</b>	Mon 24th September 2018
<b>Open Evening</b>	Mon 8th October 2017
<b>Year 11 Info Evening</b>	Mon 5th November 2018
<b>Year 7 Info Evening</b>	Tues 6th November 2018
<b>Post 16 Open Evening</b>	Thurs 22nd November 2018
<b>Pastoral Review Day</b>	Tues 4th December 2018
<b>Year 9 Options Evening</b>	Tues 29th January 2019
<b>Post 16 Support Info Evening</b>	Wed 3rd April 2019

## NEW SCHOOL WEBSITE

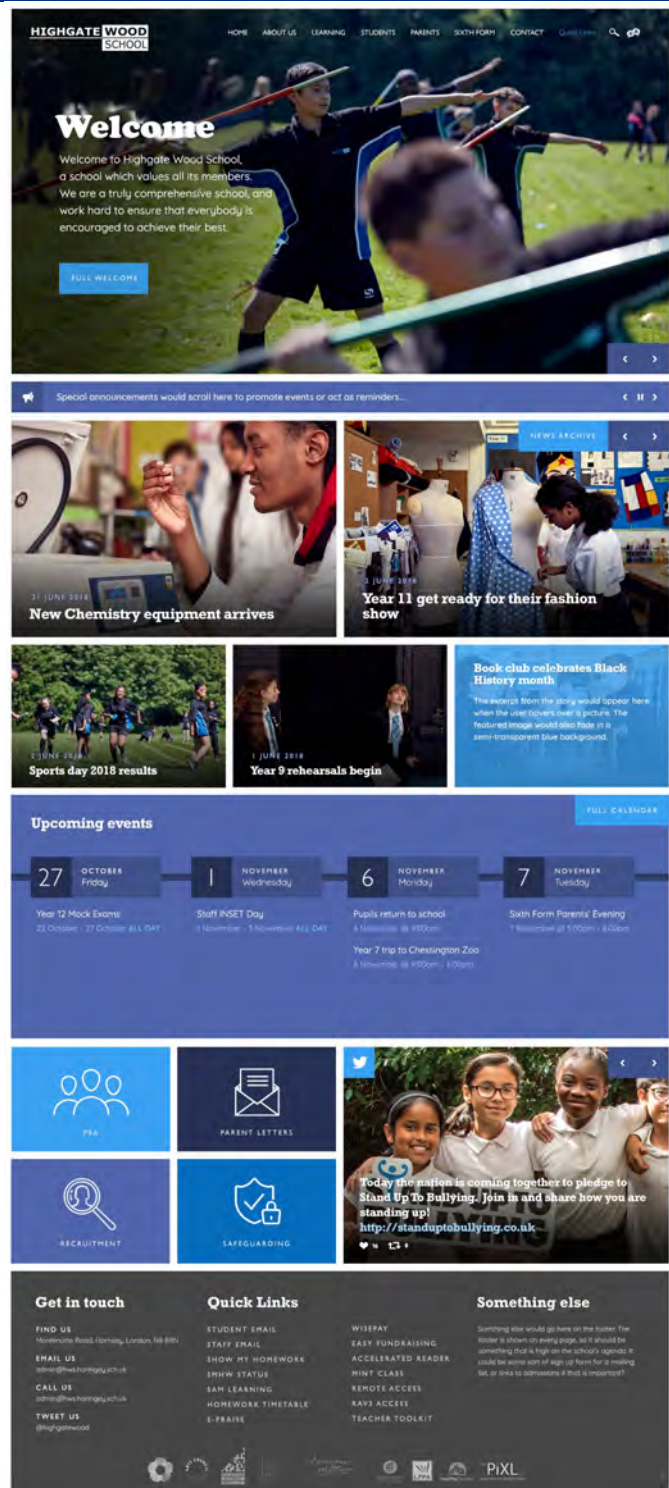
We are currently working on a complete rebuild of the Highgate Wood School website. This follows consultation with parents and carers about the existing site to establish what they would like and what information they would find particularly useful.

We are confident the new rebuild will allow us to be more effective in communicating the many success and achievements of the school and our students as well as providing an efficient means of sharing important information.

We fully expect the new website to be launched at the start of the new term and hope it will be enjoyed by every member of the Highgate Wood School community. We are grateful to the support of the PSA, both in terms of their part-financing of the project and in the way they have informed and helped the developers to create a site that should meet all parental needs.

In the meantime you can continue to get information from the existing website at [www.hws.haringey.sch.uk](http://www.hws.haringey.sch.uk) and also the school twitter feed @highgatewood.

If you have any suggestions, comments or questions please email [tas@hws.haringey.sch.uk](mailto:tas@hws.haringey.sch.uk)



## INSIGHT

**insight**

At this time of year we would normally be issuing a new edition of Insight, the school magazine. This year, unfortunately, the publication has been beset by problems.

We are planning to include the outstanding features for Insight on the new school website for the new year. For the coming academic year Insight will return as before. Apologies for its recent absence.

## DEDICATED READING TIME (THE SCHOOL DAY)

EVENT		TIME	
Period 1		8:35 - 9:30	55 min. lesson
Period 2		9:30 - 10:30	60 min. lesson
Break		10:30 - 11:00	30 min. break
Tutorial	Assembly	11:00 - 11:10	10 min Tutorial
Reading Time		11:10 - 11:25	15 min. Reading Time
Period 3		11:25 - 12:20	55 min. lesson
Period 4		12:20 - 13:20	60 min. lesson
Lunch		13:20 - 14:10	50 min. lunch
Period 5		14:10 - 15:10	60 min. lesson
Period 6 (Post 16 only)*		15:10—16:10	60 min. lesson

\* Period 6 lessons are on Mondays, Wednesdays and Thursdays only

## DEDICATED READING TIME

We have had many conversations about the importance of developing students' reading skills to enable them to access the curriculum more readily. It is so critical that it is a key priorities in the School Development Plan. We are therefore delighted to introduce dedicated reading time for all students in the school.

Students in Years 7, 8 and 9 will be engaged in reading fiction or non-fiction with the rest of their Tutor Group, making use of Accelerated Reader to help ensure their skills are developing and they are engaged in reading at the right level.

Year 10 and 11 students will participate in a variety of activities, including reading, which are focused on developing the literacy skills needed for external assessments, mastering the specialist vocabulary needed for their various subjects and widening their vocabulary more generally.

Sixth formers will also be engaged in a wide range of initiatives connected to developing literacy; ranging from them working with the younger students and supporting them as readers, to having their own lending library in the sixth form block. There will also be university style "reading weeks" and sessions to help them become critical readers, more discerning about the validity of news reportage and being able to identify fake news.

Specific information for all the different cohorts will be made available when term begins. In the meantime we would hope parents encourage their children to read over the summer holidays and ensure that they always have a reading book as part of their equipment in school.

## CONDENSED TUESDAY (DAY STRUCTURE)

EVENT	TIME	
Period 1	8:35 - 9:30	55 min. lesson
Period 2	9:30 - 10:20	55 min. lesson
Break	10:25- 10:50	25 min. break
Period 3	10:50 - 11:45	55 min. lesson
Period 4	11:45 - 12:40	55 min. lesson
Lunch	12:40 - 13:30	50 min. lunch
Period 5	13:30 - 14:25	55 min. lesson
End of students' school day	14:25—14:30	5 min. break
Staff Collaboration Time	14:30—16:30	2 hour development time

## CONDENSED TUESDAY: RATIONALE

The obvious questions are why are we doing this and don't staff have enough training time currently?

Staff currently benefit from five INSET days a year for training purposes and these will continue. However, INSET alone does not meet our ambitions. Training that is widely spread out has benefits for some aspects of what we are trying to achieve, but not for all. We want to continue to attract and retain our best teachers and we need to ensure that they can remain energetic, enthusiastic, creative and driven. We need them to be able to work together, share and develop best practice and make what is already very good for our students into something even better. To achieve this requires something more consistent and frequent.

The increased pressures of curriculum development and the lack of time currently available for staff to work together on a consistent and regular basis is a problem that is difficult to resolve as a

normal timetabled after school event.

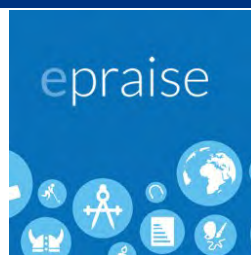
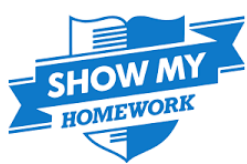
By finishing the day 45 minutes earlier once a fortnight we have created a regular two hour period of time that we believe will allow our staff to focus on developing the best practice with the ability to constantly revisit, reflect and improve on what they do in ways that will be of significant benefit to our students, whilst at the same time protecting our core curriculum.

We have re-worked the timetable to ensure that minimal impact is made to the students' lessons, they will still receive five periods, each one will simply be five minutes shorter than usual for every other Tuesday.

We are confident that the benefits of the "condensed Tuesday" will far outweigh any potential concerns, but we are also committed to reviewing the impact of these changes and will seek the views of school governors, students, staff, parents and carers as the year progresses.



## WISEPAY, PARENTMAIL, E-PRAISE AND SHOW MY HOMEWORK



At Highgate Wood School we make use of several online services. Most of these also have an App through which many, though not all, of their services are available.

It is important that parents and carers are able to access these resources so please do contact us if you are experiencing any difficulties. We will try and respond within 48 hours, though over the summer holidays it is likely that it will take longer for you to receive a response.

Please email [data@hws.haringey.sch.uk](mailto:data@hws.haringey.sch.uk) with the name of your child and the service you are trying to access.

**Show My Homework:** All students have access to this using their regular school username and password. Parents and carers can access by self registering with a code obtained from the school. All homework set at Highgate Wood School is posted on Show My Homework. The SMHW App mirrors the website.

**Wisepay:** Wisepay provides the schools online payment service, allowing users to top-up their child's lunch account, pay for music lessons and trips and purchase

uniform items. Your username and password is supplied by the school. The new Wisepay App has just been launched.

**E-praise:** E-praise allows students to see their merits, behaviour points and attendance details. They access it with their regular school username and password. Parents can self-register by entering their email under the Parents tab and leaving the password field blank. We also use e-praise for Parents' Evening and Pastoral Review Day appointment bookings.

**Parentmail:** Registering with Parentmail lets you to use the Highgate Wood School comms App. This App allows us to send you messages free of charge, rather than sending text messages that cost the school money. Login details are available from the school.

**SamLearning:** All students have an account with the SamLearning revision site. They have been issued with their logins but can email [data@hws.haringey.sch.uk](mailto:data@hws.haringey.sch.uk) if stuck. The Centre ID that is needed is N8HW.

## DATA PROTECTION AND PRIVACY NOTICES

At Highgate Wood School we take data protection seriously and have various systems and procedures in place to help ensure that all personal data is kept secure and private.

We are required to share some personal data with outside agencies, including the

local authority and the Department for Education, and also some of the service providers we use (including the online services mentioned above).

Details of how personal data is shared is available on the Privacy Notices that can be found on the school website.

## BIOMETRICS

From September students will be able to use their fingerprint as well as their ID card to pay for school meals (and top-up their lunch accounts).

The system will be introduced over the summer and we will start recording students' fingerprints early in the new term.

Students and their parents will be asked for their agreement before any fingerprints are taken and they are fully entitled to refuse. For those who do not wish their fingerprints to be taken, they can continue to use their ID card as they do currently.

We are introducing this new system because there have been issues with students forgetting or losing their card. This will hopefully stop that.

Once the new system has been fully deployed we will not allow any student to pay for meals except with their card or their fingerprint. This will prevent any misuse of individual accounts which has happened from time to time in the past.

More information will be circulated in September.



## BLACK HISTORY MONTH APPEAL

October is Black History Month and to celebrate the occasion we are hoping to collate the stories of as wide arrange of black members of the Highgate Wood School community as we can.

We want to hear from black parents, grandparents, aunts and uncles, students and staff past and present and get them to tell us the story of their lives and the countless different ways in which they have achieved success and fulfilment. This could be in their career, their education, their family life or their work in the community.



Please email your stories (and a photograph if possible) to [bhm@hws.haringey.sch.uk](mailto:bhm@hws.haringey.sch.uk) and encourage others to do so.

We would like to publish these stories on the school website and also make them available as displays around the school.



## HIGHGATE WOOD SCHOOL PSA

Every Highgate Wood School parent and carer is automatically a member of the PSA but you are not automatically signed up to their mailing list through which you can receive updates about many school events and general information about HWS.

To sign up to the PSA mailing list please visit <http://bit.ly/hwpsa> You can also mail them at [hwoodpsa@gmail.com](mailto:hwoodpsa@gmail.com) and join their Facebook page which is linked to the PSA page of the school website.

## UNIFORM ORDERING

Please be aware that the school uniform is no longer stocked in school. If you need a uniform item it must be ordered on Wisepay.

Once ordered you will be able to pick it up ready for the start of term between 10:00 and 14:00 on the following days:

Friday 3<sup>rd</sup> August, Friday 10<sup>th</sup> August

Saturday 1<sup>st</sup> September, Monday 3<sup>rd</sup> September

Alternatively you can have it delivered to your home at an additional cost.

**Please be mindful that if you want uniform for the start of term, the cut off point is Monday 27<sup>th</sup> August.**



**UNIFORM ITEMS NEED TO BE ORDERED FROM WISEPAY  
UNIFORM ITEMS CANNOT BE PURCHASED DIRECTLY FROM THE SCHOOL.**

## CLARIFICATION OF UNIFORM RULES ON SHOES AND COATS

We hope to start the new school year without discussions about uniform. The school's Uniform Code will be applied fully (included on the next pages) and we would like to emphasise the rules on coats and shoes:

### **Coats must be coats, not hoodies**

Students are not allowed to wear any hoodie in school at all. If students are chosen to wear something over their blazer, then it must be a coat. It cannot be a hoodie with zips or with buttons. It must be a coat.

The same rules apply in that it must be worn over the blazer. Just to be clear: the blazer is worn first, then the coat can be worn on top.

In the same way that the Head Teacher has the final say on what is deemed appropriate footwear, the Head Teacher has the final say on what is deemed an appropriate coat. It must be a coat – no hoodie or jumper with a hood.

### **Shoes must be shoes, not trainers.**

If a child is unable to come to school in correct uniform, including correct footwear, then it is the parent's responsibility to provide a note that explains the reason and a date as to when this can be corrected.

If a student comes to school with incorrect footwear, then they must go to the House Office before 8.30am to show the note to Ms Malm who will issue a replacement item. It is the student's responsibility to do this before 8.30am. At no other time will Ms Malm deal with incorrect footwear, unless students break their shoes etc during the day, and then they must go to her and get a replacement pair, or Ms Malm will issue a note explaining the reason for the incorrect footwear.

If students are seen during the day wearing incorrect footwear, and do not have a note from the House Office, then they are immediately placed in Isolation for the rest of the day (they lose their learning time). The onus is on your child to get things sorted before school starts.

## REQUIRED SCHOOL EQUIPMENT

Every student in every lesson should be equipped with at least two black or blue pens, a green and purple pen, two pencils, coloured pens or pencils, a ruler, a sharpener and a rubber (correction fluid is not allowed), all kept in a pencil case, together with their Student Planner and personal reading book. In addition a calculator and geometry set is required for many subjects as is a PE Kit for PE lessons.

## SCHOOL UNIFORM

**Religious Wear:** Religious wear is acceptable, although the school does require that items be restricted to plain black, navy or white

**Bag:** Students must have a bag large enough and strong enough to carry all the required school equipment plus other items they require.

**Coat** There is no uniform coat. Coats must be large enough so school blazers can be worn under the coat. **NO HOODIES ARE ALLOWED.**

**Headwear:** Hats/caps can be worn outside and in the playground, but must be removed inside the building.

**Jewellery:** Large items of jewellery should not be worn, e.g. large hooped earrings (earrings bigger than that which comfortably can fit a finger between the ear lobe and the earring), large bracelets or rings. Necklaces/Chains should be worn under shirts so that they are not visible.

**Makeup:** Teachers reserve the right to ask students to remove excessive makeup at their discretion. Light touch subtle make up is acceptable.

**False Nails:** Are not acceptable at school. Students found wearing them will be asked to have them removed by the following school day.

### **PE Kit:**

All students must have the following in their PE kit:

- Polo shirt of their house colour (purchased via school)
- Black tracksuit bottoms (purchased via school)
- PE hoodie (this item is optional, but no other hoodie is acceptable. Purchased via school)
- Black shorts
- Black sport socks
- Trainers (any colour)

NB - Only the polo shirt in the house colour is compulsory. Hoodies and tracksuit bottoms are optional but no other options apart from the ones sold through the school shop are permitted.



## SCHOOL UNIFORM (BOYS)

**Shirt:** Plain white, tucked into trousers at all times. The top button should be fastened.

**Trousers:** Plain black tailored trousers, not to be worn below the waist, i.e. no visible underwear. **NO JEANS, LEGGINGS, TRACKSUIT BOTTOMS or CORDS.**

**Ties:** All students must wear a school tie with their House strip. Ties must be pulled smartly up to the top shirt button. Ties should be at a length that at least five of the stripes can be seen of the thick edge.

**Jumpers\Cardigans:** HWS Plain black, V-neck with HWS blue trim around the neck to be worn in cold weather as needed. No other form of jumper or cardigan is acceptable.

**Jackets:** Plain black HWS blazer with school logo on breast pocket and HWS blue lining. Blazers are worn at all times except inside a classroom where they may be put on the back of a chair.

**Shoes:** Plain black leather (or leather look), suede or patent shoes with flat heels. Plain black ankle boots are also acceptable. No coloured trip trim or stitching. School shoes must be formal shoes and not have the look of a trainer or sports shoe. If it looks like a trainer it will be considered to be a trainer and not allowed.

**Socks:** Plain black, white or grey ankle.

## SCHOOL UNIFORM (GIRLS)

**Shirt:** Plain white, tucked into trousers/skirt at all times. The top button should be fastened.

**Trousers:** Plain black tailored trousers, not to be worn below the waist, i.e. no visible underwear. **NO JEANS, LEGGINGS, TRACKSUIT BOTTOMS or CORDS**

*or*

**Skirt:** School skirt, with summer blue strip. It needs to be just above knee-length with waist buttons visible.

**Ties:** All students must wear a school tie with their House strip. Ties must be pulled smartly up to the top shirt button. Ties should be at a length that at least five stripes can be seen of the thick edge.

**Jumpers\Cardigans:** HWS Plain black, V-neck with HWS blue trim around the neck. No other form of jumper or cardigan is acceptable.

**Jackets:** Plain black HWS blazer with school logo on breast pocket and HWS blue lining. Blazers are worn at all times except inside a classroom where they may be put on the back of a chair (or coat hook).

**Shoes:** Plain black leather (or leather look), suede or patent low-heeled shoes or ankle boots. No coloured trip trim or stitching. School shoes must be formal shoes and not have the look of a trainer or sports shoe. If it looks like a trainer it will be considered to be a trainer and not allowed.

**Tights:** Plain black, white, grey or flesh coloured (no patterns).

**Socks:** Plain black, white or grey ankle socks or below the knee socks.

## **Highgate Wood School**

Montenotte Road

London N8 8RN

Tel: 0208 342 7970

Email: [admin@hws.haringey.sch.uk](mailto:admin@hws.haringey.sch.uk)

Website: [www.hws.haringey.sch.uk](http://www.hws.haringey.sch.uk)

Twitter: [@highgatewood](https://twitter.com/highgatewood)