

# HIGHGATE WOOD SCHOOL



**WELCOME  
BACK**

**RETURN TO SCHOOL  
SEPTEMBER 2021**

Headteacher: Patrick Cozier BSc (Hons), MA, NPQH

Welcome! I hope you have all enjoyed a lovely summer and are looking forward to your return to school.

For the coming year we have introduced several changes at Highgate Wood School, all designed to make things even better for our students and help us all become the best that we can be. One of the most important changes is our move from House Teams to Year Teams, with each year group now being supported by a dedicated Head of Year. Mr Mayes is now Head of Year 7; Ms Brown is Head of Year 8, Ms Ward is Head of Year 9, Mr Key is Head of Year 10 and Ms Zwicky is Head of Year 11. I am confident that this change, together with our new Maya Angelou Centre and our restructure of Learning Support provision will help to support all students in their academic and their personal progress.

There are also other changes that will make a difference. We have a slightly different school day, and have split breaks and lunches—with Years 7, 9 and 11 following one schedule of times, and Years 8, 10, 12 and 13 following another—to ease the congestion in the dining hall and allow more enjoyable and relaxing break times. We are also now able to reintroduce some of our old systems, including Condensed Tuesdays, more after-school clubs and morning breakfast club. We no longer need to keep to year group “bubbles” and can now return to setting in subjects like maths and science, where we know this is a benefit to all. We are also able to have students be in regular school uniform every day, and change into their PE kit at the start of their PE lessons, rather than having to ask students to wear their PE kits all day as we did last year.

Our response to Covid-19 will still require us to maintain safe behaviours, washing our hands frequently and self-isolating if we test positive. We are inviting all students to have two Covid-19 tests in school at the start of the year, and will also be asking you to continue “self-tests” at home, but we will no longer need to ask “close contacts” to stay at home. Mask wearing will now be a matter of personal choice.

This booklet has been designed to help families understand these and other changes in place for the coming year and provide an overview of what to expect. I do hope that you find it useful.

Wishing all our students all the very best for a healthy, happy and successful new academic year.

Yours sincerely



Patrick Cozier  
Headteacher

## ARRANGEMENTS FOR THE START OF TERM

### **Friday 3rd September:**

**Year 12 students:** In school from 9:00am (Montenotte Road entrance) for Covid-19 tests, school photographs, tutorials and sixth form induction.

**Year 7 students:** In school from 9:30am (Park Road entrance) for Covid-19 tests, school photographs, tutorials, school tour and introduction to Highgate Wood School.

**Year 13 students:** In school from 1:30 pm (Montenotte Road entrance) for Covid-19 tests and tutorials.

**Year 8, 9, 10 and 11 students:** On Google Classroom registration rooms from 1:30pm to have tutorial session and be directed to their timetables (which should be visible on both Show My Homework and e-praise).

### **Monday 6th September:**

**Year 7 and Post 16 students:** Regular school day from 8:30am

**Year 8 and 10 students:** Remote lessons on Google Classrooms all day. Year 10 will have on-line lessons Periods 1 to 4 to allow Covid testing in the afternoon, and Year 8 having on-line lessons periods 3 to 5 so they can have their tests in the morning. (the schedules will be circulated separately).

**Years 9 and 11 students:** Remote lessons on Google Classrooms all day

### **Tuesday 7th September (Condensed Tuesday timings):**

**Year 7, Year 8, Year 10 and Post 16 students:** Regular school day from 8:30am

**Year 9 and 11 students:** Remote lessons on Google Classrooms all day. Year 11 will have on-line lessons Periods 1 to 4 to allow Covid testing in the afternoon, and Year 9 having on-line lessons periods 3 to 5 so they can have their tests in the morning. (the schedules will be circulated separately)

### **Wednesday 8th September**

**All students:** Regular school day for all students from 8:30am

## In-school Covid-19 tests

(these are the new tests requiring only a nose swab)



**If you have not already provided consent for your in-school Covid-19 test and wish to do so please visit: [www.surveymonkey.co.uk/r/lfdtest21](https://www.surveymonkey.co.uk/r/lfdtest21)**

Please be aware that return to school is not conditional on having a Covid-19 test and students may decide to withdraw their consent at any time prior to the test. For those who do take the first test, a second test will be scheduled for later in the week -which will take place whilst they, and their peers, are attending lessons as normal.

## COVID-19—Contingency Plans

From 16th August 2021, children under 18 (and double-vaccinated adults) do not need to self-isolate or miss school if a member of their household or a close contact tests positive for Covid-19. Instead they will be asked to book a PCR test, but can continue coming to school so long as they have no symptoms and the test result is negative.

If your child develops Covid symptoms at home, they should stay at home and should book a PCR test, (not a Lateral Flow test). If your child develops Covid symptoms at school, they will be sent home and you should book them a PCR test. If your child tests positive for Covid, they will need to self-isolate. The rest of the household does not need to self-isolate if they are under 18 or fully vaccinated – but instead should book a PCR test.

### What happens if....

**Very low level:** No Covid-19 positive cases within the school community for 10 days or more.

- No action needed beyond
  - Reminding students of importance of good hand– and personal-hygiene
  - Maintain and monitor good ventilation where practical.
  - Ensure students\staff stay at home and book PCR test if they have Covid symptoms
  - Continue to promote regular self-testing for staff and students.

**Low level:** A single child tests positive for Covid-19 in a class. There are fewer than five cases in the year group and no other year groups are affected.



- The child self-isolates for 10 days. Remote learning will be provided
- The parents of the child are contacted directly by NHS Track and Trace to establish likely contacts.
- Likely contacts will be contacted by NHS Track & Trace and advised to book at PCR Test.
- Children do not need to miss school or self-isolate whilst they wait for the result of the PCR test unless they have Covid Symptoms.

**Medium level:** Five children or staff members within a year group test positive within 10 days of each other or three children or staff in a single class within 10 days, suggesting that Covid-19 may be spreading within that group.



- The school will discuss the outbreak with Haringey Public Health and agree strengthening protective measures for 10 school days which may include:
  - Adapting, limiting or postponing some events, trips, open days or performances.
  - Reverting to Zoom assemblies in classrooms.
  - Temporarily reintroducing face coverings

**Rising level:** Covid cases within the school continue to rise within a 10 day period with multiple classes and staff affected, suggesting that Covid is spreading widely



- Incident Management Team meeting held between the school and Haringey Public Health to agree further measures, for a further 10 school days, which may include:
  - Re-introducing class\yeargroup bubbles.
  - Postponing all non-essential events.
  - Re-introducing remote learning for individual classes for 10 school days considered.

**The school will inform parents of any changes to Covid measures should these be needed.**

# THE SCHOOL DAY

*All students need to be in school by 8:30am*

STANDARD SCHOOL DAY					
Timings		Years 7, 9 & 11	Timings		Years 8, 10, 12 & 13
8:30am	<i>Students in school</i>		8:30am	<i>Students in school</i>	
8:35am - 8:45am	Tutor time/Assembly		8:35am - 8:45am	Tutor time/Assembly	
8:45am - 9:00am	Reading Time		8:45am - 9:00am	Reading Time	
9:00am - 9:55am	Period 1		9:00am - 9:55am	Period 1	
9:55am - 10:20am	Break		9:55am - 10:55am	Period 2	
10:20am - 11:20am	Period 2		10:55am - 11:20am	Break	
11:20am - 12:15pm	Period 3		11:20am - 12:15pm	Period 3	
12:15am - 12:55pm	Lunch time		12:15pm - 1:15pm	Period 4	
12:55pm - 1:55pm	Period 4		1:15pm - 1:55pm	Lunch time	
1:55pm - 2:55pm	Period 5		1:55pm - 2:55pm	Period 5	
<b>STUDENTS IN KEY STAGE 3 and 4 DISMISSED AT 2:55pm</b>					

CONDENSED TUESDAY (WEEK ONE)					
Timings		Years 7, 9 & 11	Timings		Years 8, 10, 12 & 13
8:30am	<i>Students in school</i>		8:30am	<i>Students in school</i>	
8:35am- 8:45am	Tutor time		8:35am - 8:45am	Tutor time	
8:45am - 9:40am	Period 1		8:45am - 9:40am	Period 1	
9:40am - 10:05am	Break		9:40am - 10:35am	Period 2	
10:05am - 11:00am	Period 2		10:35am - 11:00am	Break	
11:00am - 11:55am	Period 3		11:00am - 11:55am	Period 3	
11:55am - 12:35pm	Lunch time		11:40am - 12:50pm	Period 4	
12:35pm - 1:30pm	Period 4		12:50pm - 1:30pm	Lunchtime	
1:30pm - 2:25pm	Period 5		1:30pm - 2:25pm	Period 5	
<b>STUDENTS IN KEY STAGE 3 and 4 DISMISSED AT 2:25pm</b>					

On Condensed Tuesdays on Week One there is no Reading Time and lessons and breaks are compressed to provide an early school end for students at 2:25pm

## SCHOOL ENTRANCES\EXITS

**Years 7 and 8** will use the **Park Road** gate

**Years 9 and 10** will use the **Tennis Court** gate

**Years 11 and Post 16** will use the **Montenotte Road** gate

## YEAR TEAM PASTORAL STRUCTURE

Though we have moved from a House Team to a Year Team pastoral structure, the first port of call for families remains the students' form tutor. For Form Tutor contact details please visit the school website.

For other contacts, please see below

### Key Stage 3:

**Senior Lead:** Ms J Burniston ([jbu@hws.haringey.sch.uk](mailto:jbu@hws.haringey.sch.uk))

**KS3 Pastoral Support Officer:** Ms Z Malm ([sma@hws.haringey.sch.uk](mailto:sma@hws.haringey.sch.uk))

### YEAR 7

**All emails:** [Year7@hws.haringey.sch.uk](mailto:Year7@hws.haringey.sch.uk)

**Head of Year 7:** Mr T Mayes ([tma@hws.haringey.sch.uk](mailto:tma@hws.haringey.sch.uk))

### YEAR 8

**All emails:** [Year8@hws.haringey.sch.uk](mailto:Year8@hws.haringey.sch.uk)

**Head of Year 8:** Ms E Brown ([ebr@hws.haringey.sch.uk](mailto:ebr@hws.haringey.sch.uk))

### YEAR 9

**All emails:** [Year9@hws.haringey.sch.uk](mailto:Year9@hws.haringey.sch.uk)

**Head of Year 9:** Ms G Ward ([gwa@hws.haringey.sch.uk](mailto:gwa@hws.haringey.sch.uk))

### Key Stage 4:

**Senior Lead:** Mr A Hartley ([aha@hws.haringey.sch.uk](mailto:aha@hws.haringey.sch.uk))

**KS4 Pastoral Support Officer:** Ms N Daniels ([nda@hws.haringey.sch.uk](mailto:nda@hws.haringey.sch.uk))

### YEAR 10

**All emails:** [Year10@hws.haringey.sch.uk](mailto:Year10@hws.haringey.sch.uk)

**Head of Year 10:** Mr J Key ([jke@hws.haringey.sch.uk](mailto:jke@hws.haringey.sch.uk))

### YEAR 11

**All emails:** [Year11@hws.haringey.sch.uk](mailto:Year11@hws.haringey.sch.uk)

**Head of Year 11:** Ms K Zwicky ([kzw@hws.haringey.sch.uk](mailto:kzw@hws.haringey.sch.uk))

### Sixth Form:

**Senior Lead (Director of Sixth Form):** Ms L Pinnick ([lpi@hws.haringey.sch.uk](mailto:lpi@hws.haringey.sch.uk))

**All emails:** [Post16@hws.haringey.sch.uk](mailto:Post16@hws.haringey.sch.uk)

**Sixth Form Manager:** Ms B Lewis ([bla@hws.haringey.sch.uk](mailto:bla@hws.haringey.sch.uk))

**Student Support Officer:** Ms H Gordon ([hgo@hws.haringey.sch.uk](mailto:hgo@hws.haringey.sch.uk))

**Deputy Head of Sixth Form:** Mr T Patman ([tpa@hws.haringey.sch.uk](mailto:tpa@hws.haringey.sch.uk))

*Please note that students in Years 7 - 11 will still remain members of DaVinci (HIG), Seacole (ATE) or Edison (WDS) houses and the House system will continue in terms of being the source of competitions, including Sports Days, and the House colours will continue to remain an important and essential part of our school PE kit.*

## SCHOOL UNIFORM

### Uniform

School uniform is an important part of our high standards and expectations. Please make sure students are ready for school in appropriate uniform for every day in school.

If a student does not have all their uniform items, or if they are missing any item of equipment they will need to visit their Year Office before 8:30am. They should bring a note in by way of explanation and then a solution will be found. If a student does not alert their Year Office to the missing items before school starts they are likely to face either a detention or being placed out of circulation until the issue is resolved.



**schoolcoloursdirect**

Uniform items need to be purchased from School Colours Direct, using the link on the school website. You need to create an account in order to see the uniform items. This process is explained on the video at <https://vimeo.com/571979632>

To help establish the Year group identity we have new year group ties for September 2021. Students in Years 8 to 11 will be able to swap out their old tie for a new year tie in September at no charge. We will also be issuing all students with free House pin badges in September 2021. These will need to be pinned to their blazers.

Please see the next page for our full Uniform Code.

## BIOMETRICS

### Fingerprint ID

We have not yet reactivated our biometric provision as there are still some questions around the Covid-19 safety of fingerprint ID. Students must therefore continue to use their ID cards for purchasing items in the canteen and elsewhere.

We will alert families when we are able to reintroduce the use of fingerprints.

## WISEPAY

### Wisepay Online Payments

We are currently reviewing our online payments provider, Wisepay. Certainly for the next few weeks we will continue to use Wisepay for online payments. If you have any issues accessing the system please email [wisepay@hws.haringey.sch.uk](mailto:wisepay@hws.haringey.sch.uk).



For the Wisepay App you will need the school's organisation code.

That code is: **86419567**

# SCHOOL UNIFORM CODE

## BOYS

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

**Trousers:** Plain black regular fitting trousers, not tight or “skinny” but must be straight cut, medium width, regular fit or pleated. They should not be worn below the waist (no underwear should be visible). NO JEANS, LEGGINGS, TRACKSUIT BOTTOMS or CORDS.

**Ties:** All students must wear their year group school tie. Ties must be pulled smartly up to the top shirt button. Ties should be worn so they reach down to just above the waist.

**Jumpers\Cardigans:** Plain black, V-neck with HWS blue trim around the neck to be worn in cold weather as needed, not tucked in at the waist. No other form of jumper\cardigan is acceptable.

**Blazers:** 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.

**House Badge:** A House Badge will be provided to pin to the blazer

**Shoes:** Plain black leather (or leather look), suede or patent shoes with flat heels. Plain black ankle boots are also acceptable. No coloured 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 socks or below the knee socks. Socks must be plain with no logos or frills.

## GIRLS

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

**Trousers:** Plain black regular fitting trousers, not tight or “skinny” but must be straight cut, medium width, regular fit or pleated. They should not be worn below the waist (no underwear should be visible). 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 their year group school tie. Ties must be pulled smartly up to the top shirt button. Ties should be worn so they reach down to just above the waist.

**Jumpers\Cardigans:** Plain black, V-neck with HWS blue trim around the neck to be worn in cold weather as needed, not tucked in at the waist. No other form of jumper\cardigan is acceptable.

**Blazers:** 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.

**House Badge:** A House Badge will be provided to pin to the blazer

**Shoes:** Plain black leather (or leather look), suede or patent shoes with flat heels. Plain black ankle boots are also acceptable. No coloured 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. Socks must be plain with no logos or frills.



## SOME KEY DATES

**Wednesday 1st September:** INSET Day (school closed to students)

**Thursday 2nd September:** INSET Day (school closed to students)

**Friday 3rd September:** Year 7 and Post 16: *1st day in school*. Other years: *Remote learning*

**Monday 6th September:** Years 7 and Post 16: *in school*. Years 8, 9, 10 and 11: *Remote learning*

**Tuesday 7th September:** Years 7, 8, 10 and Post 16: *in school*. Years 9 and 11: *Remote learning*

**Wednesday 8th September:** All years *in school*

**Friday 10th September:** Year 7 Team Building Day

**Wednesday 15th September:** Year 12 Welcome Evening (Webinar)

**Thursday 19th September:** PSA AGM Webinar (all parents\carers welcome)

**Tuesday 21st September:** Year 13 UCAS Information Evening (Webinar)

**Friday 24th September:** Mini MADFest (to be confirmed)

**Monday 27th September:** Year 7 Parent Information Evening (Webinar)

**Wednesday 29th September:** Year 10 Parent Information Evening (Webinar)

**Monday 4th October:** Year 11 Parent Information Evening (Webinar)

**Thursday 14th October:** Primary Transition Open Evening

**25th—29th October: HALF TERM**

**Tuesday 9th November:** INSET Day (school closed to students)

**Thursday 18th November:** Post 16 Open Evening

**Tuesday 23rd November:** Year 8 Parents' Consultation Evening (virtual)

**Tuesday 30th November:** Year 9 Parents' Consultation Evening (virtual)

**Wednesday 8th December:** Pastoral Review Day (virtual)

**Friday 17th December: END OF AUTUMN TERM**

**Tuesday 4th January: START OF SPRING TERM**

**Tuesday 18th January:** Year 11 Parents' Consultation Evening (virtual)

**Tuesday 8th February:** Year 13 Parents' Consultation Evening (virtual)

**Friday 11th February:** INSET Day (school closed to students)

**14th February—19th February: HALF TERM**

**Tuesday 15th March:** Year 7 Parents' Consultation Evening (virtual)

**Tuesday 29th March:** Year 12 Parents' Consultation Evening (virtual)

**Friday 1st April: END OF SPRING TERM**

**Tuesday 19th April: START OF SUMMER TERM**

**Tuesday 10th May:** Year 10 Parents' Consultation Evening (virtual)

**30th May—3rd June: HALF TERM**

**Thursday 21st July: END OF SUMMER TERM**

(Please visit the school website for updating dates and events)