

Tuesday 26th September 2023

Dear Parents/Carers,

I hope that this message finds you well.

It has been a very busy start to the school term, and despite the frustration of a delayed start, I feel it has been a very positive one. After the delay, my staff were even more pleased than usual to welcome the students back. The school is not the same without them, and I am very pleased that everyone settled back into the normal rhythm of school life really quickly and the school has been a place of focus and calm in these first few weeks.

I want to thank you for the patience that you showed during that delayed week and for the support that we have felt from you all as we slowly got our systems back to proper functioning. I would also like to take this opportunity to thank my IT team of Mr Oyem, Mr Moses and the almost retired Mr Ashman. The hours that they have worked to get the school back up and running have been phenomenal and we are indebted to them for their efforts.

As I am sure you will be aware, September is a time when all schools hit the restart button for the beginning of a new academic year. There is always a re-stating of expectations for students about the high standards that are expected. Highgate Wood is no different in this regard and we have been reminding the students of this. This letter contains some of those key messages so that you are fully informed.

Uniform Expectations

Last year, we very much focused on nurturing the positive relationships between staff and students, with the big emphasis being on acknowledgement and reward. We feel that this was successful and we will continue to build on it. We had a year off from focusing on uniform and this was deliberate. However, as the year went on, the impact on students' appearance became very visible and we now need to address that.

Our aim is to ensure that students wear their school uniform with pride and that our high expectation of wearing the uniform in the correct way is a significant and important part of our

CONSIDERATION • COOPERATION • COURTESY • CONTRIBUTION



Highgate Wood School supports individual actions to address the issues of Climate Change and promotes the United Nations top 10 recommendations



5-Minute showers



Drive less



Lights off



Local produce



Refill and reuse



Meat-free meals



Zero waste fashion



Bring your own bag



Recycle



Unplug

ethos and culture, alongside the 4Cs and The Highgate Wood Way. Like it has always been, students are expected to arrive at school wearing the correct uniform. The table below lays out the expectation around specific compulsory uniform items and one item that is banned.

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| SHOES | School shoes must be worn. If a student does not have school shoes for any reason they must show a note from home to the relevant Key Stage Office by 8.30am. If they do not have a note or they fail to hand it in, they will be placed out of circulation for the day. |
| BLAZER | Blazers are compulsory and must be worn around the building at all times during the day and at lesson changeover. Outside at break/lunch time and in lessons blazers may be removed. If a student arrives to school without a blazer they must show a note from home to the relevant Key Stage Office by 8.30am. If they do not have a note, fail to hand it in or are seen in the school building not wearing their blazer, they will be placed out of circulation for the day. No alternative to the blazer may be worn. Large jackets or coats may be worn over blazers in cold weather. |
| HOODIES | No hoodies are allowed to be worn in school. If a student is seen wearing a hoodie the hoodie will be confiscated and the student will be placed out of circulation for the day. |
| LANYARD | Every student must have a lanyard. If a student does not have their lanyard they must go to the relevant Key Stage Office by 8.30am to borrow a replacement for the day. Usually, we ask that students hand in their mobile phone in return for a replacement lanyard to ensure that the lanyards come back at the end of the day. If a student is seen around the school during the day without a lanyard (or not wearing their lanyard) they will be placed out of circulation for the day. |
| SCHOOL BAG | All students must come to school with an appropriate school bag to carry around their essential school equipment. If a student arrives at school with no school bag (and no note to explain why) they will be placed out of circulation for the day. |

The following table is gives clarity for parents about how the uniform is expected to be worn. The table below shows those situations that will result in an after-school detention.

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|------------------------|---|
| UN-TUCKED SHIRT | If a student arrives at their form room/classroom/or in the corridor and they do not have their shirt tucked in, they will receive a D3 demerit which results in an after-school detention. |
| TIE | If a student arrives at their form room/classroom/or in the corridor and they do not have their tie showing 5 stripes in place to the top of the neck, they will receive a D3 demerit for lack of cooperation (uniform/tie) |
| HATS | No hats in building or lesson. If one is worn the student will receive a D3 demerit for lack of cooperation (uniform/hat). Non-religious headwear is allowed at break and lunch. |

| | |
|-------------------------|--|
| SAGGING TROUSERS | If at any point in the day a student has their trousers sagging so that the top of their trousers is well below the waist, this will result in a D3 demerit. |
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I thank you in advance for supporting us by helping to make sure that your child knows and adheres to these expectations.

MMR – Letter to Parents/Guardians from Haringey

As the winter approaches, the school will be facilitating flu vaccinations (nasal spray for most students). This will be available for all students from Years 7 to 11 and you will receive further information about it, together with consent forms from the Haringey vaccination service, very shortly. On a different health related matter, I attach here a letter from Dr Will Maimaris, Haringey's Director of Public Health. Dr Maimaris highlights the increase in Measles circulating in London and requests families to ensure their children's MMR vaccinations are up to date. The letter does provide guidance for those who are uncertain about their child's vaccination status and what to do if you or your child has measles symptoms. It is an important letter so I do urge you to read it.

Eligible for Free School Meals?

I am very aware that the cost-of-living crisis has impacted on many of our families. It may be that your child is now eligible for Free School Meals. You can see if this may be the case by visiting the government guidelines at <https://www.gov.uk/apply-free-school-meals>. One very straightforward way of checking your eligibility is to register and complete the form at <https://pps.lgfl.org.uk/> If you use this and it confirms your eligibility the school will be alerted and your child can have the FSM allowance applied almost immediately. If any family has difficulty accessing <https://pps.lgfl.org.uk/> the school may be able to complete the form on your behalf. If this is the case please email freeschoolmeals@hws.haringey.sch.uk As you may be aware, children on Free School Meals also bring the school additional funding in terms of the Pupil Premium so it is both our families' interest and our own that all those who are eligible are able to claim the allowance.

Extra-Curricular Clubs

I know that many of you have been asking about the school clubs that will be happening this term. Mr Mansfield has been extremely busy collating the information about the clubs that are now running and is also working to finalise arrangements with outside providers to enhance our provision even more. The internal extra-curricular clubs' timetable is now on the Highgate Wood School website. All of our internal clubs are free of charge and do not need to be booked in advance but there is currently a waiting list for trampolining. We are hoping to launch our external extra-curricular towards the end of this half term. A change to the Keeping Children Safe in Education guidance has meant that our external providers are required to complete additional documentation which we are in the process of receiving.

Year 7 Team Building Day

Our Year 7 Team Building Day took place last Friday and I would like to take this opportunity to thank the Year 7 Team and also our wonderful new Year 7 students for creating such a fantastic experience. This is now a key event in the Highgate Wood School Calendar and in our transition programme, and I know the children thoroughly enjoyed it. I am extremely grateful to the PSA who fund the day and make it possible.

PSA Annual General Meeting

Speaking of the PSA, Next Monday (2nd October) from 6.00pm - 7.00pm, is the Year 7 Information Evening for Year 7 parents and carers. This will be followed by the PSA Annual General Meeting from 7.00pm - 8.00pm to which all Highgate Wood School parents and carers are warmly invited. There will be an opportunity to hear from the governors about the priorities for this academic year and a chance to hear about the exciting PSA fundraising and events that took place last year, as well as the upcoming plans for this year.

Open Evening on 12th October - Early Finish

On Thursday 12th October we have our annual Open Evening for prospective year 6 students and their parents. On that day school will finish at 1.15pm for all students. A grab bag will be available for collection by those students who are eligible for free school meals.

In closing I would like to thank you again for the support you have shown us during the challenging first days of term and trust that the remainder of the year will be comparatively calm and uneventful.

Yours sincerely

Patrick Cozier

Headteacher