

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

14<sup>th</sup> July 2024

Dear Parents/Carers,

I hope that this letter finds you all well. It has been a while since I last wrote to you and as we approach the end of the term, I wanted to take a moment to address a few important matters and updates.

### Uniform Update

As you will be aware, from September, the uniform will consist of the school jumper, the year group tie, a white shirt, black trousers/school skirt, the year lanyard and plain black trainers or shoes. Please be aware that plain black trainers or shoes really does mean plain black. If in doubt, check with your child's head of year before purchasing uniform items.

In relation to the school jumper, we are allowing students to continue to wear the existing jumper as well as the new design to help parents manage the transition. We are mindful of the financial consideration for families managing the change. Jumpers will be compulsory at all times from September, except in lessons where staff can give permission for students to remove them. In warm weather we will also relax the requirement where appropriate, but should this be the case we will inform you via e-mail or text message.

I would also like to ask for your support in donating any unwanted blazers now that they are no longer compulsory. The PSA is coordinating a collection of blazers to donate to several charities. Your donations can make a significant difference to those in need. Any donations can be dropped off at the school reception. If you need any further details, please contact the PSA or Ms Emily Issitt, Assistant Headteacher ([eis@hws.haringey.sch.uk](mailto:eis@hws.haringey.sch.uk)).

Another important uniform issue we are currently facing is the management of PE kits at KS3, particularly for girls and Year 9 students. Many students are borrowing PE kits regularly. While our main aim is to encourage participation and ensure accessibility, the availability of spare PE kit is meant for students who have genuine reasons for not having their kit on a particular day. Please ensure your child is fully equipped for PE, including shorts/tracksuits, HWS PE top, trainers, and an optional hoodie. Spare kits should only be used when a genuine reason is provided from home. Additionally, it would be helpful for parents to be aware of the days their child(ren) have PE lessons. Thank you for your support and cooperation.

### Attendance Focus

As previously communicated, at Highgate Wood, we require students to maintain an overall attendance level of at least 96%. Regular attendance is crucial not only for ensuring that your child does not miss out on important learning opportunities but also for helping them build good habits for their future.

With this in mind, please be reminded that students who take time off during the school term for holidays without prior consent and without completing a Student Leave of Absence (SLOA) Form are likely to have the absence recorded as unauthorised. Holidays should be scheduled

during school breaks only. In exceptional circumstances, if you need to take your child out of school during term time, please ensure that you complete the SLOA form in advance. It is at the Headteacher's discretion whether absences are authorised; completing the SLOA form does not guarantee that permission will be granted.

Additionally, the school may issue a fixed penalty notice to parents who do not adhere to the school's policy on student absences. We have been informed by the DoFE that new guidance regarding student absences will be coming out in September. Once we have received this guidance, we will promptly share it with you. We thank you in advance for your support and cooperation with this.

#### Modern Foreign Language Department Notice – Developing Vocabulary

Our MFL department conducts half-termly vocabulary tests, as learning vocabulary is the backbone of language learning. Each vocabulary sheet is given at the start of the module as a paper copy and is also available on Satchel One. Students typically have 6-7 weeks to revise.

We encourage little and often learning, so please help your child get into the habit of 5-10 minutes of revision, 2 or 3 times a week. We offer guidelines in lessons on the best ways to revise, such as using the online platform/app Quizlet or the Look, Cover, Write, Check method. You can support your child by offering regular mini-tests at home. All our vocabulary tests involve translating from the foreign language into English, and we do not penalise for spelling mistakes in English.

We monitor the results of these tests and our policy is that if a student scores 3 or below out of 10 in two consecutive tests, we set a compulsory 30-minute intervention session after school for them to focus on their vocabulary learning and improve where they need help.

#### Apologies – Disruption Caused by Industrial Action

I would like to extend my apologies for the disruption caused by the recent three days of strike action by the NEU. I understand the inconvenience this has caused families and will be writing to you separately on Monday 15<sup>th</sup> July with further details and information on this matter, including the possibility of further disruption in September. Please be reassured that the myself and the governing body are doing all that we can to bring this dispute to an end.

#### Hornsey Parochial Charities Individual Grants

In case you were not aware, I wanted to bring to your attention to some support available to our families via the Hornsey Parochial Charities Individual Grants. These grants support residents during times of need. Individual Grants can provide support for household items (for example: cookers, fridges, washing machines, beds, bedding, furniture and essential baby equipment), as well as basic clothing and footwear and other items during an immediate crisis. Grants are usually awarded via a voucher.

To be eligible to apply for a Hornsey Parochial Charities Individual Grant you must: be a resident for twelve months or more in their area of benefit (see website); complete their Individual grant online application form.

Applications must be supported by a reference letter from either a third-party professional supporting organisation or support worker.

We can apply on behalf of parents, but you can also make individual applications directly through their website: Hornsey Parochial Charities <https://www.hornseycharities.org/>.

### Update on New Admin Toilets – Good News!

Good news! Haringey Local Authority have confirmed their approval for the works to start on the Admin boys' and girls' toilets. The work will happen over the summer and the Haringey project manager is confident that they will be good to go by the time we start back in September.

I want to thank all of those parents who played a role in pushing this issue so strongly with Haringey. There is no doubt that this has happened much more quickly that would have been the case otherwise.

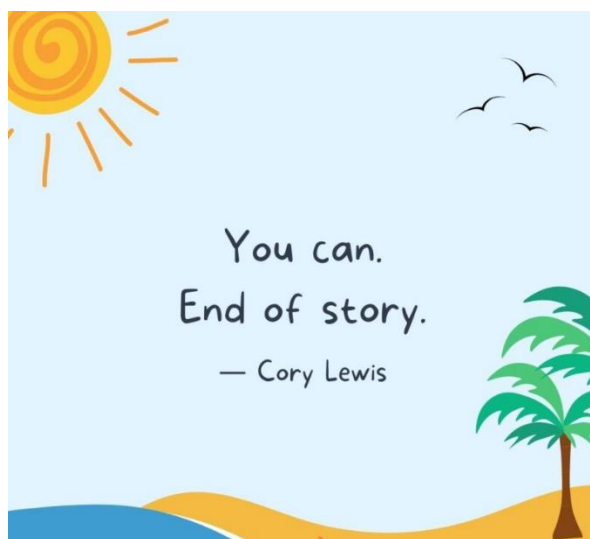
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### A few dates for your diary...

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| <ul style="list-style-type: none"><li>Monday 15<sup>th</sup> July 2024</li><li>Tuesday 16<sup>th</sup> July 2024</li><li>Friday 19<sup>th</sup> July 2024</li><li>Wednesday 24<sup>th</sup> July 2024</li><li>Tuesday 3<sup>rd</sup> September 2024</li></ul> | <ul style="list-style-type: none"><li><b>Sports Celebration Evening (6pm to 7.15pm)</b></li><li><b>SEND Parents' Forum (5pm to 7pm)</b></li><li><b>MADfest from 6pm</b></li><li><b>Last day of term – 12.25pm finish for students</b></li><li><b>First day back after the Summer Holiday – Years 8, 9, 10, 11 and 13 all arrive at 1.45pm to collect timetables, etc.</b></li><li><b>First full day of teaching from 8.30am</b></li></ul> |
| <ul style="list-style-type: none"><li>Wednesday 4<sup>th</sup> September 2004</li></ul>                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                           |

### ... And Finally

As ever, I will end with a quote.



As we approach the end of the year, I thought I would use an image that had a bit of positivity and sunshine! Self-belief is the cornerstone of all success. We will always instil in our students an absolute belief that they can!

Thank you for your continued support!

Regards

A handwritten signature in black ink that reads "Cozier".

Patrick Cozier  
**Headteacher**