



# WELCOME TO THE NICHOLAS HAMOND ACADEMY

## Parent/Carer Guide 2021/2022 Academic Year

*The Nicholas Hamond Academy*

*Brandon Road*

*Swaffham*

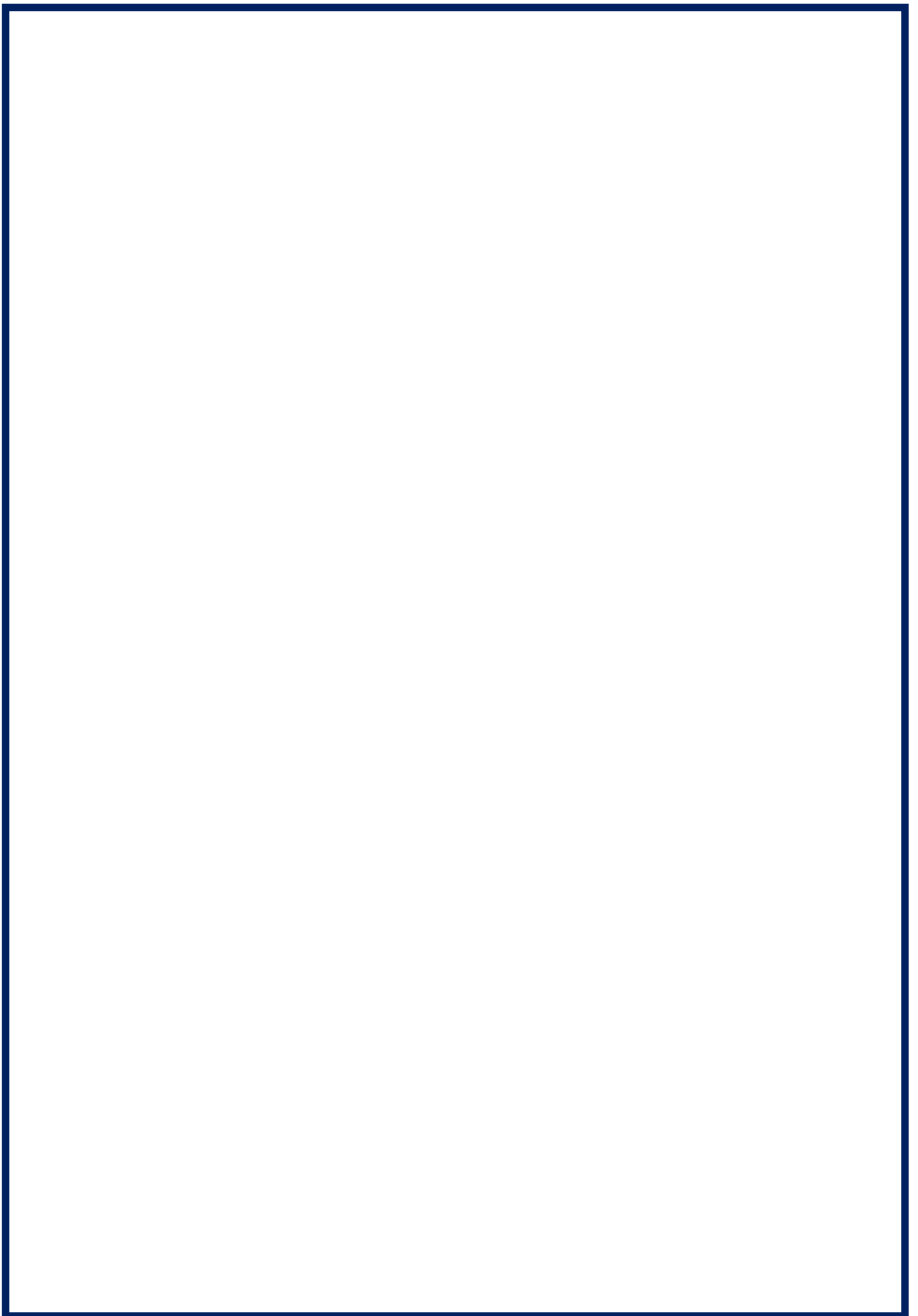
*PE37 7DZ*

*01760 721480*

Year 7 Office Ext: 6013

Determined to be...  
'the best that we can be'

*#TNHAWay*



# **CONTENTS**

## **1. WELCOME**

Tutor Groups

The Curriculum

## **2. COMMUNICATION**

First Aid

Illness

Keeping us informed

School Money

Go4Schools

## **3. PUNCTUALITY & ATTENDANCE**

Timings of the academy day

## **4. UNIFORM**

## **5. MOBILE TELEPHONES**

## **6. LUNCHTIME**

## **7. TOILETS**

## **8. TRANSITION DAYS**

## **9. EXTRA CURRICULAR ACTIVITIES**

## **10. TRAVELLING BETWEEN THE ACADEMY & HOME**

Cycling

Norfolk County Council Services Transport

Academy Minibuses

## **11. CONTACTING STAFF**

Year 7 Team

## **12. REMOTE LEARNING**

## **13. STUDENT LEADERSHIP**

## **14. DETENTIONS**

## **15. TNHA TERM DATES 2021-22**

## 1. WELCOME

Dear Parents/Carers

We are delighted to be able to welcome you to The Nicholas Hamond Academy. At TNHA students are provided with a safe learning environment and a rich, diverse curriculum from Year 7 to Year 11. The staff have high expectations and are keen to support students to grow and develop into learners that have high aspirations for themselves and thoroughly enjoy their lessons.

We value the partnership between the academy and home and welcome hearing from parents/carers regarding any concerns or worries you may have. Close communication and support from yourselves will make a big difference to your child's education and we look forward to working with you to ensure your child is successful, happy and safe.

Kind regards.

*Mr. Sam Bristow, Mrs Gemma Teanby & Mrs Ros O'Sullivan*

**'The Year 7 Team'**

### **Tutor groups**

At TNHA we currently have six, Year 7 tutor groups. This tutor will be your child's first point of call in the morning during morning standards checks. You will have the opportunity to meet and discuss your child at events such as the Year 6 Transition Evening, Year 7 'Settling in' Evening and Year 7 Parents Evening.

### **Form Time**

During form time each morning your child will complete a morning standards check. During this time the form tutor will check students' uniform and equipment to ensure they are ready for the day ahead. Afternoon form time includes a range of different activities. These involve work on 'settling in', careers, PSHE, reading, 'our community' and themed assemblies.

### **The Curriculum**

In Year 7, students have the opportunity to study subjects including; Art, Design Technology, English, Drama, Modern Foreign Languages, Geography, History, Mathematics, Music, LOOL, Physical Education and Science. Students also have access to programmes such as literacy intervention and the Carron Reading Programme for added support.

## 2. COMMUNICATION

The academy strives to ensure you receive all the necessary information. Please note that the majority of our letters to parents/carers are sent by our SchoolComms system to the email addresses we hold, with the exception of those requiring a consent form or reply slip or those aimed at a small targeted group of students. Should your email address change please contact the academy ASAP in order that we can update our records. (Copies of all letters are available on our website). We also email our #TNHAWay Newsletter home to parents/carers and post other news items on our on our social media feeds and website.

 @TeamNHA     TeamNHA     TeamNHA

Sporting updates:- Twitter:- @TNHA\_PE    Instagram: tnha\_pe

### **First Aid**

If a student has injured themselves during the academy day, they must report this to a member of staff. They will then be sent to a first aider who will assess them and administer any first aid. One of the first aiders may make contact to inform you of the situation and whether your child needs to be collected from the academy. Again, it is therefore important that we are notified of any changes in contact details.

### **Illness**

If your child is unwell it is academy policy that you telephone or email each morning to inform us of this as early as possible:-

Harriet Mather – Attendance Officer: Tel: 01760 726169

Email: [attendance@tnha.org.uk](mailto:attendance@tnha.org.uk)

### **Keeping us informed**

Should you have any worries regarding your child please do not hesitate to contact the academy. In the first instance your main points of contacts will be:-

- a) Your child's form tutor
- b) Your child's Student Support Officer
- c) Your child's Head of Year

Please also let us know if there are any problems at home or medical issues which you feel may affect your child.

## School Money

The academy operates an online cashless system which includes payments for: - academy trips, food at break and lunch and any replacement equipment. You will be able to pay money into your child's account and also track what they have spent it on. Students are given a pin code in order to purchase food from our canteen.

## Go4Schools

The academy also uses Go4Schools in order to track all information about your child. Parents can also access this to see what homework is set and when it is due. Log-in details will be provided. Parents/carers can also print off any worksheets if they have access to a printer.

### 3. PUNCTUALITY & ATTENDANCE

Punctuality and attendance are very important within the academy and in later life. We expect all students to strive to achieve 100% attendance.

If a student arrives after the bell has sounded at 8:45am they are classed as 'late' and will be expected to serve a 10 minute detention at break time. Persistent 'lates' will be followed up by either a lunchtime detention (25 minutes) or an afterschool detention (1 hour).

Students are also expected to arrive at all lessons on time unless they have a valid reason or an 'out of lesson slip'. They will be expected to serve a break time detention if this is not the case.

Whenever possible please ensure appointments are made outside of academy hours and that you arrange to take your holiday during academy holidays. For academy term dates please see the last page of this booklet or the TNHA website.

### Timings of the academy day

8.45am to 9.05am	Tutor time	20 mins
9.05am to 10.05am	P1	1hr
10.05am to 11.05am	P2	1hr
11.05am to 11.30am	Break	25 mins
11.30am to 12.30pm	P3	1hr
12.30pm to 1.30pm	P4	1hr
1.30pm to 2.10pm	Lunch	40 mins
2.10pm to 3.10pm	P5	1hr

#### **4. UNIFORM**

All students in the academy are expected to wear the full academy uniform during the following times.

- on the way to the academy
- whilst at the academy
- leaving the academy
- during academy visits unless informed otherwise

(For detailed information please see the uniform section of our website)

Research has shown that having a high standard of uniform has a positive effect on academic performance.

#### **5. MOBILE TELEPHONES:**

At TNHA children **are not** allowed access to their mobile phone.

Phones are expected to be off when they enter the academy site and when moving around the building and also during lesson time. Should a student not follow these rules their mobile will be confiscated and taken to the main reception where it can be collected at the end of the day by a parent or carer.

**‘If it’s out or it’s on, it’s gone’**

#### **6. LUNCHTIME**

During lunchtime, students have access to a wide range of hot and cold food using our academy money system. Students simply join the queue, make their selection and enter their 4 digit pin code provided to them.

If your child is entitled to a ‘free school meal’ please make sure the academy is aware as they are able to obtain a lunch to the value of £2.20 each day. A hot and cold food service is also available during break time and before the start of the academy day.

There are specific criteria for families to access ‘free school meals’ which are set by the Government. If your child currently does not receive ‘free school meals, but your circumstances mean you might be entitled, then please speak to one of the Year 7 team.

## **7. TOILETS**

Students are discouraged from using the toilets during lesson time and should be encouraged to go to the toilet before morning registration or at break and lunch. If your child requires a 'toilet pass' for a medical reason meaning that they require to use the toilet regularly, please make our Year 7 Team aware during your transition interview.

## **8. TRANSITION DAYS**

Further information to follow.

## **9. EXTRA CURRICULAR ACTIVITIES**

Within the academy there are a wide range of different clubs and activities run by departments either after the academy day or at lunch times. Details of sports clubs will be published on social media each half term as well as advertised to the students.

In addition, we run multiple trips throughout the year which have previously included:- Paris, Barcelona, plays in London and Norwich as well as weekly competitive sports fixtures against other schools in the area.

## **10. TRAVELLING BETWEEN THE ACADEMY & HOME**

### **Cycling**

Students are allowed to cycle to the academy but should take care as the area outside the academy becomes very busy at peak times. These can be left safely in our designated bicycle shed and collected at the end of the academy day.

### **Norfolk County Council Services Transport**

Students must hold a valid bus pass in order to use transport provided by Norfolk County Council. Bus companies will not allow students to travel without one. Parents/carers should apply via the Norfolk County website. During transition days, a temporary bus pass will be provided for all routes by Eagles buses.



## **Academy Minibuses**

In addition, TNHA provides minibuses to 'out of catchment areas' for the cost of £1 per child per day. There are limited places available and therefore it is recommended that you apply for this at the earliest possible opportunity by contacting Mr. Bristow via email at: [sam.bristow@tnha.org.uk](mailto:sam.bristow@tnha.org.uk) or by telephoning the academy on 01760 721480.

Currently we provide transport to the following areas subject to space being available:

Fincham, Thetford, Shouldham, Mundford & Ashill

## **11. CONTACTING STAFF**

If you wish to contact a member of staff by email, please use the following format: [forename.surname@tnha.org.uk](mailto:forename.surname@tnha.org.uk)

e.g. [Joe.Smith@tnha.org.uk](mailto:Joe.Smith@tnha.org.uk) (a full staff list is available on our website).

### **Special Educational Needs (SEND)**

Mrs L. Bernard (SENDSCO) - Email: [Liz.Bernard@tnha.org.uk](mailto:Liz.Bernard@tnha.org.uk)

Mrs S. Cooper (Year 7) - Email: [Sarah.Cooper@tnha.org.uk](mailto:Sarah.Cooper@tnha.org.uk)

### **Safeguarding:**

Ms. K. Ogden: Designated Safeguarding Lead/Assistant Principal – Email: [Katie.Ogden@tnha.org.uk](mailto:Katie.Ogden@tnha.org.uk)

Ms C Mendoza: Safeguarding Manager - Email: [Charlie.Mendoza@tnha.org.uk](mailto:Charlie.Mendoza@tnha.org.uk)

### **The Year 7 Team**

Mr. S. Bristow - Head of Year - Email: [Sam.Bristow@tnha.org.uk](mailto:Sam.Bristow@tnha.org.uk)

Mrs G. Teanby - Head of Year - Email: [Gemma.Teanby@tnha.org.uk](mailto:Gemma.Teanby@tnha.org.uk)

Mrs R. O'Sullivan - Student Support Leader - Email: [Rosalyn.O'Sullivan@tnha.org.uk](mailto:Rosalyn.O'Sullivan@tnha.org.uk)

## **12. REMOTE LEARNING**

At TNHA we have extensive remote learning opportunities should the academy be closed in order for your child to continue their learning. Using Microsoft Teams we are able to deliver high quality lessons remotely should the academy be closed for the day or an extended period.

## **13. CONTACTING STAFF**

Students will have a number of leadership opportunities during their time at The Nicholas Hamond Academy. These range from form reps to student leaders.

At TNHA we aim to develop students all round skills and ensure they have a student voice and shape the academy to be the best that it can be.

## **14. DETENTIONS**

At The Nicholas Hamond Academy we set high standards for ourselves and our students. Should students not meet these standards a detention will be issued. Where possible parents/carers will be given 24 hours' notice should this be after academy hours.

# 15. TNHA Academy Calendar 2021-2022



September 2021						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2021						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2021						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2021						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2022						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2022						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2022						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2022						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2022						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2022						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2022						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2022						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**White Dates: Academy Open to Students** **Red Dates: Bank Holidays** **Orange Dates: Academy Holidays** **Blue Dates: Staff Training Days**

*(There are 4 highlighted staff training days. The fifth training day will be disaggregated and held as twilight sessions during the academic year)*