



# **WELCOME TO THE NICHOLAS HAMOND ACADEMY**

## **Parent/Carer Guide 2025/2026 Academic Year**

*The Nicholas Hamond Academy*

*Brandon Road*

*Swaffham*

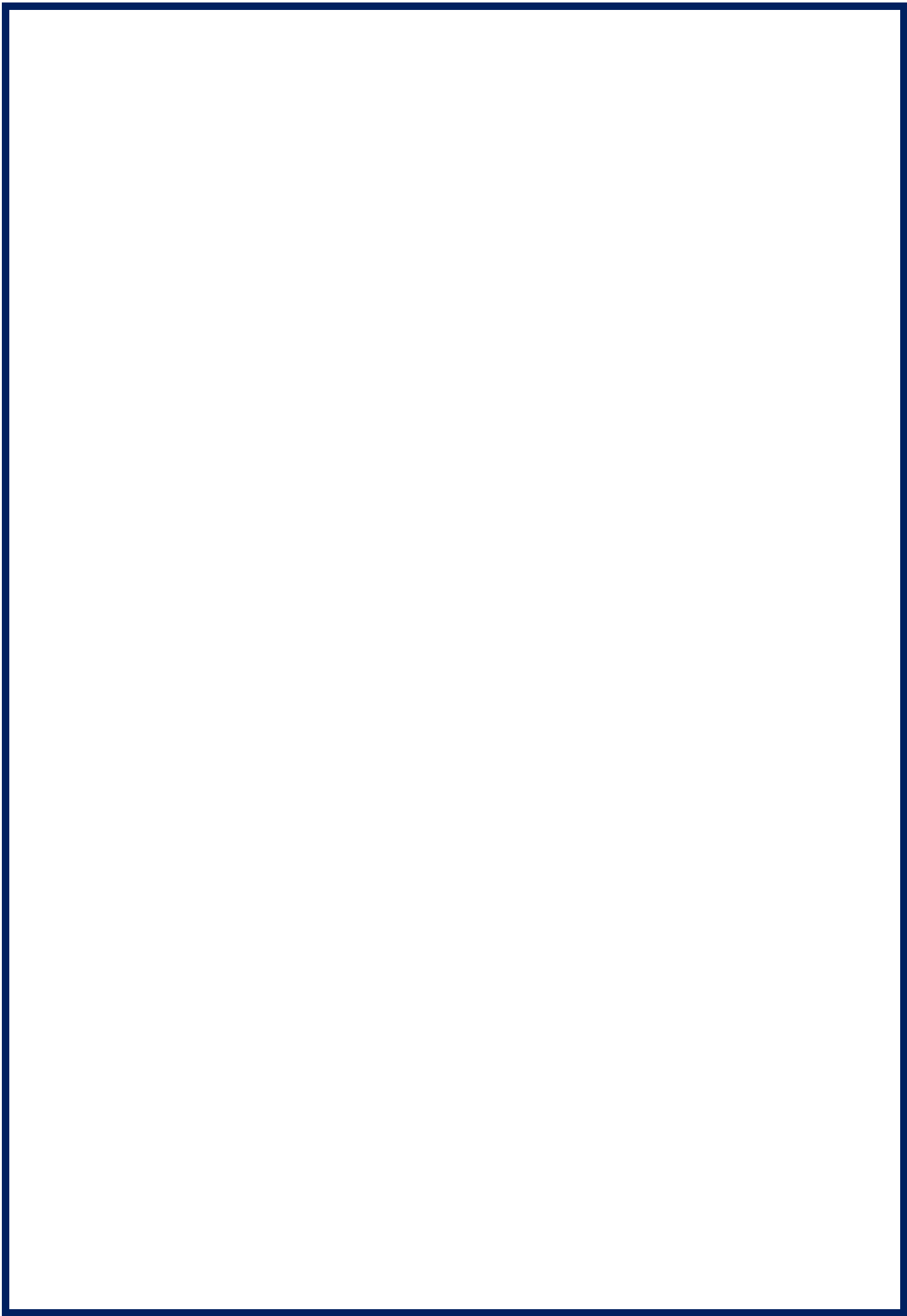
*PE37 7DZ*

*01760 721480*

**Year 7 Office Ext: 6013**

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





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## 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. Bristow*

**'The Year 7 Team'**

*"The school felt really big at first, but I soon got used to it and found my way around the academy with the help of the student leaders and now I love being here".*

## 2. TUTOR TIME

### **Tutor groups**

At TNHA we currently have six, Year 7 tutor groups. This tutor will be your child's first point of contact 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. Form time also involves work on, careers, PSHE, challenge cups and themed assemblies.

## 3. 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 use the MyChildAtSchool App (MCAS). This will show you the attendance, behaviour and timetable for your child. Details for this app will be sent out to parents at a later date. We 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: - 'X' - @TNHA\_PE   Instagram: tnha\_pe

### **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 Leader
- 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.

## **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:-

Peter Sneesby – Attendance Officer: Tel: 01760 726169

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

## **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. If your child starts to feel unwell, during the day, we will monitor this and contact you if necessary. Again, it is therefore important that we are notified of any changes in contact details.

## **Microsoft Teams**

The academy also uses Microsoft Teams package for a variety of purposes. 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.

## **4. 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 attend a 'late' detention at lunch. Persistent 'lates' will be followed up by an afterschool detention depending on the number of lates received. Students are also expected to arrive at all lessons promptly and on time unless they have a valid reason. If students are late to lesson without a valid reason they will be issued with a late mark and may receive a sanction depending on how late they were.

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 refer to the TNHA website.

*'The greater the attendance the greater the achievement'*

## Timings of the academy day

8.45am to 9.05am	Tutor time
9.05am to 10.05am	P1
10.05am to 11.05am	P2
11.05am to 11.30am	Break
11.30am to 12.30pm	P3
12.30pm to 13.30pm	P4
1.30pm to 2.10pm	Lunch
2.10pm to 3.10pm	P5

## 5. UNIFORM

We believe in our students looking professional and taking pride in their uniform. We know it makes them feel a part of our school community. All students in the academy are expected to wear the full academy uniform during the following times.

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

(For detailed information please refer to the uniform expectations booklet in our pack)

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

## 6. MOBILE TELEPHONES:

At TNHA children **are not** allowed access to their mobile phone during the academy day.

Phones are expected to be off and in school bags when students enter the academy site, and during the academy day, including break and lunch 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. Unfortunately, if your child’s phone is confiscated more than once, they will be placed on a phone ban which means they will leave their phone at reception every day for a specified amount of time. Please support us by ensuring your child does not have their phone switched on and is left in their bag.

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

## **7. 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 £2.65 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.

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.

## **8. TOILETS**

Students are 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 throughout the day, please make our Year 7 Team aware. Medical evidence will need to be supplied before a toilet card is issued and so it is important that we are aware of this as early as possible.

## **9. TRANSITION DAYS**

We have been planning an exciting transition day for your child and look forward to them experiencing a day in the life of a TNHA student. Students will be invited to TNHA on 7<sup>th</sup> and 8<sup>th</sup> July 2025. Information will be sent out in due-course to confirm what date your child and their school will be invited in.

*"The teachers are really nice and are always open to speak to us,  
I settled in quickly and now it feels like home".*

## **10. 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 clubs will be published on social media each half term, sent to parents and carers, available on our website, as well as advertised to the students. We believe that being part of extra-curricular clubs is an integral part of being a TNHA student and our TNHA Way and we encourage all students to attend at least one club.



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.

*“There are so many clubs to choose from at TNHA at lunchtime and afterschool. I really enjoyed taking part in the interform dodgeball competition and also had the opportunity to see The School of Rock at Norwich Theatre. There is so much you can do”.*

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

### **Cycling**

Students are allowed to cycle to the academy but should disembark from their bike when entering the academy grounds and take care as the area outside the academy becomes very busy at peak times. We also strongly encourage all student to wear a helmet for their safety. 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@attrust.org.uk](mailto:sam.bristow@attrust.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. Please contact the academy as early as possible to be placed on a waiting/provisional list.

## **12. CONTACTING STAFF**

If you wish to contact a member of staff by email, please contact the academy office who will pass the email to the relevant and most appropriate member of staff.

You can reach the office via the following email: [tnh-office@attrust.org.uk](mailto:tnh-office@attrust.org.uk)

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

Mrs Clare Smith (SENDCO) - Email: [Clare.Smith@attrust.org.uk](mailto:Clare.Smith@attrust.org.uk)

Ms. Sarah Cooper (Assistant SENDCO) - Email: [Sarah.Cooper@attrust.org.uk](mailto:Sarah.Cooper@attrust.org.uk)

## **Safeguarding:**

Mrs. S Mayes: Designated Safeguarding Lead - Email: [Sarah.Mayes@attrust.org.uk](mailto:Sarah.Mayes@attrust.org.uk)

Mrs. S. Jones, Safeguarding Manager - Email: [Stacy.Jones@attrust.org.uk](mailto:Stacy.Jones@attrust.org.uk)

## **The Year 7 Team**

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

Miss. L. Taylor – Year 7 Student Support Leader – Email: [Louise.Taylor@attrust.org.uk](mailto:Louise.Taylor@attrust.org.uk)

## **13. Rewards**

### **How to we celebrate success?**

We hold the highest of expectations for all our students in their learning, behaviour, conduct and uniform. The vast majority of students meet these high expectations every day. We feel it is important to recognise this, and do so on a Monday morning with our positive start. This positive start to the week motivates our students to continue to meet and exceed our expectations throughout the week ahead and make the most of their time within the academy.

### **Positive Monday:**

On a Monday morning, students that have: \_

- 100% attendance the previous week  
Zero Behaviour points the previous week
- Attend in full academy uniform and have all equipment are awarded with positive points. This will be awarded by their tutor and you will see it appear on the MCAS App as 'Positive Monday'.

*"I love getting positive points, it makes me feel special and like I have done something really good"*

**What do we get rewards for in lessons?**

Students receive positive points in lessons for meeting or exceeding our 5 key areas:

**Be Ready**  
**Be Ambitious**  
**Be Safe**  
**Be Kind**  
**Be The Best That You Can Be**

Students also receive positive points across the academy for being responsible and helpful, completing homework and being respectful. We want our learners to accept their own behaviour and choices and we will support and encourage them to do this.

*“Receiving a positive point is a real reflection on the work  
I have done and makes me feel proud”*

*“My greatest achievement this year was being the first students to get my GOLD Badge  
and receiving the student of the term award at the same time, I was so happy”.*

## **14. DETENTIONS**

At The Nicholas Hamond Academy we set the highest of expectations for ourselves and our students to help us to be ‘the best that we can be’.

If students do not meet our high expectations, then a sanction may be issued. The type and length of the sanction will depend upon the severity of behaviour. These range from a 30-minute breaktime detention to an up to 1 hour after school detention. Behaviour that we deem more severe may result in internal isolation, a fixed term exclusion or permanent exclusion. When an afterschool detention is set, we will ensure that parents/carers are given 24 hours’ notice to arrange transport if needed.

## **15. STUDENT LEADERSHIP**

*“Being a part of the student leadership team has been very enjoyable  
as we have been able to discuss many important issues  
and we are making a positive difference to our academy”.*

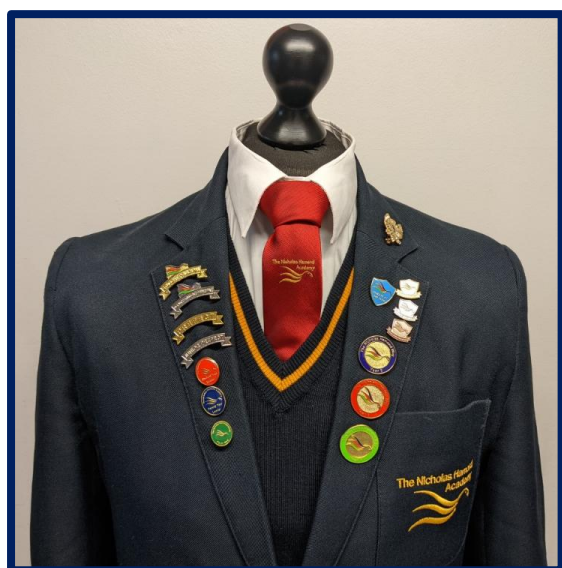
Here at TNHA we strongly believe in building an environment in which every student feels that their voice is heard. We have a large and successful student leadership team that work closely with each other and staff within the academy to ensure we continue to make our academy ‘the best it can be’.

Even in Year 7, your child will have the opportunity to apply for a student leadership position. This could be as a Head of Year, Deputy Head of Year or Form Representative. As a Head of Year or Deputy Head of Year students represent their year groups voice in whole school

student leadership meetings, vote on changes and actions within the academy on behalf of their year group. A Form Representative represent their form group and voice's their ideas in fortnightly year team meetings. They also present ideas in form time, lead form competitions and sessions and share the ideas the student leadership team have back to their form.

Previous year's student leadership team have made many changes that included; designing and deciding on a new school tie, securing £3,000 of funding towards sustainability projects around the academy and have voted to support a number of charities in non-uniform events - to name only a few!

We believe being part of the student leadership team not only ensures that all students voices are heard but enables our students to build additional lifelong skills beyond the classroom such as: communicational skills, leadership, teamwork, organisational skills, confidence and becoming entrepreneurial.



***"All the teachers are friendly and approachable if you need them. I am now the Student Head of Year 7 and really enjoy having an active role in the student voice, we really to get listened to".***

## **16. STUDENT VIEWS**

**"I felt really nervous on my first day, but once I got to know the teachers and made friends, I really enjoyed my first week" - Tilly Year 7**

**"I really enjoyed my transition days at TNHA as you get to try all the new lessons out and the academy help you make friends" - Ruby Year 7**

**"I was worried when I first started TNHA as I didn't know anyone else, however my form group and form teacher made me feel welcome straight away" - Miley Year 7**

**"The academy seems really big at first and I did worry about getting lost, however to help you get around when you start, pupils in Year 8 show you where to go to make sure you get to lessons O.K" - Luke Year 7**

**“Since joining TNHA I have made loads of new friends from other schools, my advice to new Year 6 students would be to try and make new friends as there is so many nice people who would like to be your friend”- Cyrus Year 7**

We very much look forward to sharing more information with you about life at TNHA in the coming weeks and months and look forward to welcoming you to the academy on 11<sup>th</sup> & 12<sup>th</sup> June for our Transition Evening. We will be sending you a series of videos and newsletters over the coming months on everything we do on a day-to-day basis for you and your child.

## **17. A LETTER FROM A STUDENT**

Dear future student at the Nicholas Hamond Academy,

I have been asked to tell you about life at the academy. I hope you are excited about a new place and I am here to help you with any worries you may have. Personally, I had many worries going into secondary school. I worried about making friends, getting to the bus on time, where I should eat for lunch, where I go for break, how to get to lessons etc.

My biggest worry was making new friends. Don't be afraid to leave other Year 6s from your class and there are so many new people to make friends with. Another common one is getting lost in the academy. I enjoyed being led around by students in the older years for the first 5 days and this helped me take in my surroundings without even knowing. There is also a one-way system and also red arrows to help you. Rooms also have numbers on them which match your timetable.

Some pupils worry about being bullied. I have never met anyone in our Year 7 playground who has bullied anyone else or been bullied. They are all really nice and they act friendly towards everyone. Older years just ignore you as they have exams etc to think about.

If you catch a bus to go home you are allowed to leave early when you start to make sure you know where to get the bus from. There are bus lines and helpers and teachers to make sure you are in the right place.

These were my main worries, so I hope this has helped you out a bit. If there was something that day I was worried about, I thought of something to comfort me and spoke to the Head of Year 7 or The Student Support Leader.

There are loads of fun trips, clubs and sports fixtures to take part in and they are really good ways of making new friends and new experiences.

I hope all goes well and I wish you a warm welcome.

Best wishes

*Phoebe J  
Former Year 7*

## 18. FAQ

Q, Who do I contact to inform the academy about my child's learning or medical needs?

A, Please ensure you contact Mr Bristow either by telephone or by email [sam.bristow@attrust.org.uk](mailto:sam.bristow@attrust.org.uk) with any information we may need. It is also possible to share this information during the upcoming online parent meetings in April and May.

Q, How do I purchase the academy uniform?

A, You can purchase all uniform from our Academy website by following the uniform links on the homepage. Alternatively, you will be invited to attend a uniform event in the summer holidays in which to purchase and try on uniform.

Q, How are form groups decided when pupils start in Year 7?

A, Tutor groups are carefully chosen from using all the available information such as information from junior school, information received during online parents' meetings and also from matching your child's interests and likes with others.

