



Harrow Way

Community School

Learning for life, success for all

**Welcome to Harrow Way
Information Evening
Tutor Presentation
5th September 2024**





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I am the first point of contact for parents

- Contact me by email or telephone
- If not available, our Receptionist will take a message

We have a 48 hour response policy

At times, there will be issues about which you will feel strongly, but we thank you for maintaining a polite and respectful manner. We will always treat you with respect and expect to be treated in the same way.



The Role of the Form Tutor

First and main point of contact with parent/carer

- 1. To monitor the school reward system**
- 2. To support school attendance.** Working with parents, student, Head of Year, Assistant Head of Year, Education Welfare Assistant and the Family Partnership Manager.
- 3. To encourage punctuality:** Registration at 8.40 am prompt
- 4. To monitor the wearing of the correct school uniform;** maintaining high standards of dress at all times



The Role of the Form Tutor

- 5. To pass on information to tutor members**, e.g. notices from staff briefing each morning; reading out the daily student bulletin; distributing letters, etc.
- 6. To check the student diary**, ensuring homework is set and complete and the diary is signed weekly by parents and tutor
- 7. To use the comment section in the student diary**, to communicate with parents



The Role of the Form Tutor

- 8. To monitor the academic progress of each student:** Parents' Evenings – setting and reviewing targets
- 9. To monitor the welfare and progress of individual students**
- 10. To apply sanctions,** e.g. detentions for persistent lateness; forgetting student diary; incorrect uniform; referring on to Year Leader where applicable and contacting and informing parents of concerns



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Typical Tutor Routine

Each day: *Register; uniform check; Bulletin & well-being check*

- **Monday** - Year 7 assembly day
- **Tuesday** – Collect number of stamps, check signatures in planner.
- **Wednesday** – Reading Programme
- **Thursday** – Reading
- **Friday** - Reading



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Three Simple Rules

- **Be Ready**
- **Be Respectful**
- **Be Your Best**



Example of a Diary Page

SEPTEMBER 2013 - Week 1

	Date	Done
Monday 2		
Tuesday 3		
Wednesday 4		
Thursday 5		
Friday 6		

Stamps for Positive Behaviour

Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Additional Stamps for Positive Behaviour					
Parent & Teacher Comments / Other Activities <input type="checkbox"/> Letter Home <input type="checkbox"/> Received					
					Stamp Total
					<input type="text"/>
Student Signature		Parent Signature		Tutor Signature	

REWARD SYSTEM and CRITERIA FOR STAMPER

Students will only receive a stamp at the end of every lesson if they are judged to have followed our three simple rules:

1. **Be ready - on time for your lessons and with the correct equipment**
2. **Be respectful - to staff and other students**
3. **Be your best - complete your classwork and homework to the best of your ability**

If you have not earned a stamp a number will be written in your diary to indicate the area you need to improve.

STAMPER ROUTINES

1. At the beginning of each lesson you must take out your student diary, open it at the appropriate page and then place it on the desk in front of you.
2. You are responsible for making sure that you collect all of your stamps for every lesson.
3. You are to make sure that you give your tutor your new stamper total each week.
4. **Remember:** Every stamp you collect is equal to one house point and will go towards The House Cup.



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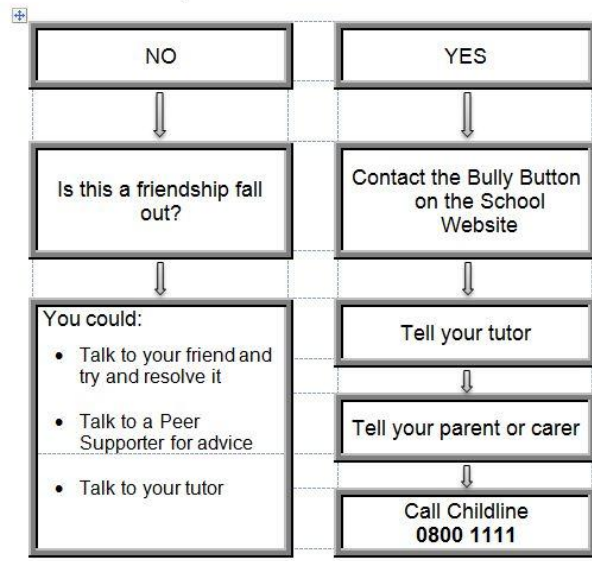
Anti-Bullying



ARE YOU BEING BULLIED?

Are you unhappy with the way someone is treating you?
Do you feel unsafe and threatened by someone?

Is it persistent and deliberate?



Parents, if you are concerned about any issues regarding bullying please contact your child's tutor in the first instance.

There is some helpful advice and links provided on our website.



Troubleshooting

WHAT TO DO IF ...

Problem	Who and Where
If I am late after registration?	Sign in at the Student Welfare Office.
If I am being bullied or know someone who is?	Tell somebody - your tutor, a teacher or a friend.
If I have a dental/medical appointment?	Your parent must write a note in this diary. You must sign out at the Student Welfare Office and make sure that you sign back in again upon your return.
If I have lost something?	Lost property is kept in the Student Welfare Office. If it is still lost, tell your tutor. All property should be marked with your name.
If I don't understand homework?	See your subject teacher, your tutor or a friend.

If I have forgotten my homework or PE kit?	Confess! Explain to your subject teacher before the lesson.
If I get something confiscated?	Arrange for when it can be collected with the teacher who has taken it.
If I don't feel well?	Tell your teacher; you may be sent to the Student Welfare Officer. Do not contact home yourself.
If I am absent?	Your parent must telephone the school to let them know. Bring a letter on your return.
If I am concerned about anything?	Talk to your tutor.



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Typical School Timetable

	AMon	ATue	AWed	AThu	AFri
1	English HPB E4	Maths KK L11	D&T TNL DT1	English HPB C1	Science HLB S8
2	Music VOL A2	French NPB C8	D&T TNL DT1	Dance SLB C5	English HPB E4
3	P.E. EE PE2	ICT DEB S1	History NBA M5	Personal Develop VLB M6	Maths KK L11
4	P.E. EE PE2	Science SBC S9	French NPB C8	PD: RE NDG H4	Music VOL A2
5	History NBA M5	D&T TNL DT2	Maths KK L11	Maths KK L11	Geography CCH M3
Tw					

CCH: Miss C M CHASE
DEB: Mrs D L BARRETT-JAMES
EE: Miss E ESCRITT
EM: Mr E A MANSON
HLB: Miss H L BURLEY
HPB: Mrs H P BAIN
JPM: Mr J P A MASSIAH
KK: Mr K A KAMBAREV

NBA: Mr N BATES
NDG: Mr N D A GRACE
NPB: Mr N P BULPITT
SBC: Mrs S CROSSLEY
SLB: Miss S L BRYANT
TNL: Mr T N LARCOMBE
VLB: Ms T L BLAIR
VOL: Mrs V LANE



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Homework!

- Always something to do!
- After-school homework club in the school Library.
Students supported by librarian and prefects
- Satchel One – you should have received a personal log-in to enable you to track your child's homework online
- Knowledge Organisers form the basis for most homework in Year 7



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How can you help?

- Plan ahead and encourage your child to plan – pack the bag night before
- Supporting school rules e.g. mobile phone rules
- Establish a routine for homework etc.
- Provide a quiet, well lit place to study free from distractions
- Ensure your child has correct equipment-pens, pencils, calculator, PE kit, dictionary



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Supporting your child:

- School Diary – sign *each week* and check stamps – lots of praise!
- Look through their work
- Read teachers' comments
- Ask them to show you what they have been learning
- Do avoid 'turn off' phrases e.g 'when I was your age/at school'
- **Please remember, we work in partnership**



Mobile Phones

Communication between parents and students should be via reception

- Mobiles are the responsibility of the student we do not recommend bring expensive phones to school.
- Students must not use their mobile phone in school.
- They must remain **out of sight** and **switched off** from 8.40 to 3.00pm including break and lunchtime.
- If you need to contact your child, please *do not ring their phone*, but ring the school. We will get a message to them.
- Students can ring parents from Student Reception.
- On the third time a child has their phone confiscated parents are expected to come and collect it.



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And finally...

We hope that you have found the answer to some of your questions. However, if you have any further questions or worries please do not hesitate to contact us at school on 01264

364533

or email on

Teacher name.surname@harrowway.hants.sch.uk