HHS ESSENTIAL INFORMATION

School Day, SMT & Term Dates

All Years

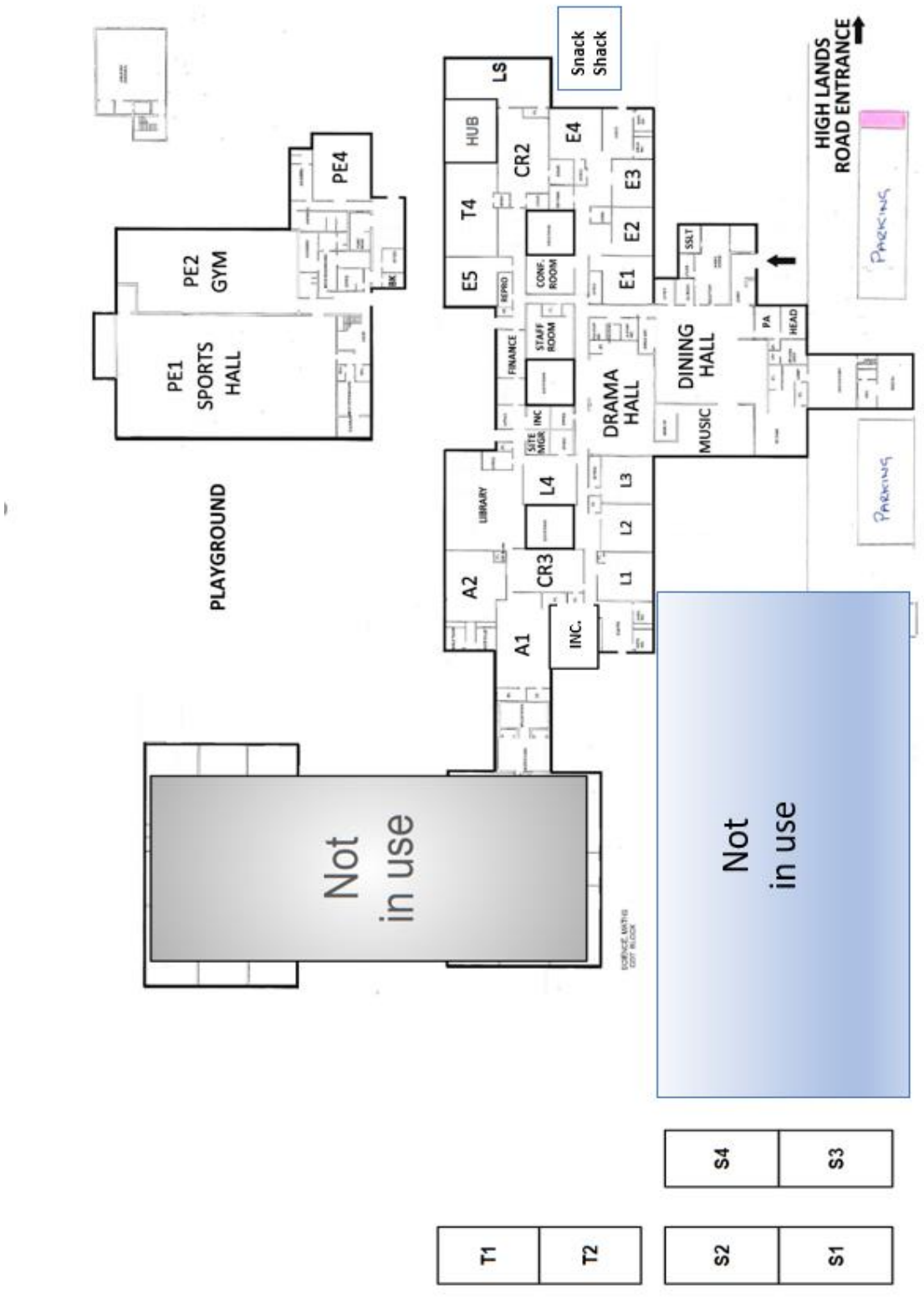
08:15 - 08:25	Arrive at school
08:30 - 08:50	Registration
08:50 - 10:05	Lesson 1
10:05 - 10:25	Break
10:25 - 11:40	Lesson 2
11.40 - 12:55	Lesson 3
12:55 - 13:35	Lunch
13:35 - 14:50	Lesson 4
14:50	End of school
15:50	Late bus (Tue Wed Thu)

Student Management Team

Deputy Headteacher	Mr P Etchingham
Family Liason Officer	Mrs N Coote
Year 7 & 8 Learning Leader	Mrs Z Manning
Year 9 & 10 Learning Leader	Mr S Kidby
Year 11 Learning Leader	Ms A Martin
Inclusion Lead	Miss N Beer
Inclusion Team Manager	Mrs S Youngs
Inclusion Team Assistants	Mr L South & Mrs T Rose
Raising Standards Lead for Literacy	Mrs E Ablitt
Raising Standards Lead for Student Leadership	Mrs M Lynch
SENDCo	Miss J Cannon

Autumn Term 2026	School term starts	Thurs 3rd Sept - Y7 only Fri 4th Sept - all
	Half term	Mon 26th Oct - Fri 30st Oct
	School term ends	Fri 18th Dec
Spring Term 2027	School term starts	Tues 5th Jan
	Half term	Mon 15th Feb - Fri 19th Feb
	School term ends	Thurs 25th March
Summer Term 2027	School term starts	Mon 12th Apr
	May bank holiday	Mon 3rd May
	Half term	Mon 31st May - Fri 4th June
	School term ends	Weds 21st July

School Map


PE4
PE2
GYM
PE1
SPORTS
HALL
PLAYGROUND
Not
in use
A2
A1
CR3
INC.
LIBRARY
L4
L3
L2
L1
SITE MGR
INC
FINANCE
STAFF ROOM
CONF. ROOM
REPRO
E5
T4
HUB
LS
CR2
E4
E3
E2
E1
Snack Shack
DRAMA HALL
MUSIC
DINING HALL
SSLT
PA
HEAD
HIGH LANDS ROAD ENTRANCE
Parking
Parking
Not
in use
T1
T2
S2
S1
S4
S3

School Map New Block



Vision and Values

Hadleigh High School is a comprehensive school where students of all abilities can develop and thrive as individuals and as part of an inclusive community. All students understand that belief in oneself, when combined with integrity and doing the right things in the right way will lead to success.

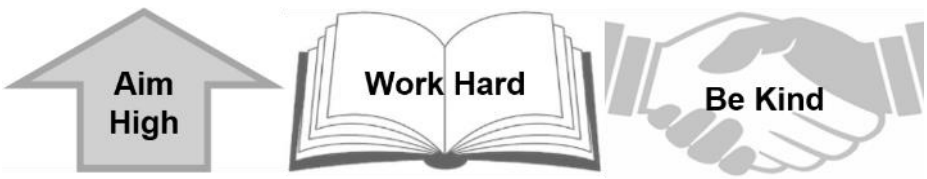
We combine the traditional values of discipline and respect with contemporary best practice in teaching, learning and use of technology. We inspire and support every student to achieve their personal best by fostering a love of learning, a passion for enquiry and a dedication to being the best they can be.

Our message is simple: ***Aim High, Work Hard, Be Kind.***

Aim High
We celebrate students who aim high and aspire to do their best in every aspect of their school life. They reflect on their success and respond positively to feedback.

Work Hard
We celebrate students who work hard and demonstrate excellent behaviour at all times. Students complete all work to the best of their ability, meet deadlines and are self-motivated. They work with enthusiasm and are willing to adapt their ideas as their knowledge develops.

Be Kind
We celebrate students who are kind and show respect to everybody in the school and beyond. They are active members of our community who build positive relationships with all and care for their environment. They work well in teams and co-operate to help and support each other.



Values in Action

Aim High

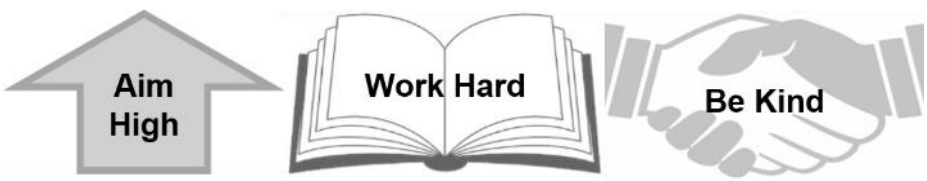
- We attend school and our lessons on time, ready to learn.
- We have high expectations of ourselves and attempt all class and homework set.
- We believe in our ability to excel and put extra effort in to meet our goals.
- We go out of our comfort zone to go 'above and beyond'.
- We wear our uniform correctly and with pride.
- We make the most of all opportunities to broaden our experiences.

Work Hard

- We complete our classwork and homework to the best of our ability.
- We meet deadlines and present our work neatly.
- We respond to feedback from our teachers.
- We give 100% effort in everything, seek help when necessary and never give up.
- We are responsible for our own learning, progress and achievements.
- We have the self-discipline to work independently and collaborate effectively when necessary.

Be Kind

- We respect ourselves and each other.
- We use appropriate language towards others.
- We recognise our mistakes and apologise if we do something wrong.
- We celebrate everyone's achievements as well as our own.
- We represent the school positively at all times.
- We treat our environment with care.
- We participate positively in our wider community.



Uniform



Jumper
Official school jumper with school logo.

Shirt/tie
Plain white shirt which fastens at the neck. Official school tie.

Skirt/trousers/shorts
Navy tonal tartan pleated skirt. Plain black tailored trousers or shorts. The trousers and shorts must have a hem and trousers must be ankle length. No jeans, combat, cord, lycra or 'skinny style' trousers of any kind.

Socks/tights
Plain black socks or plain black tights.

Shoes
Plain black shoes with a low heel or plain black trainers- no coloured laces or stitching. No canvas shoes, boots, stilettos, mules or sling backs.

Outdoor clothing
A sensible outdoor coat (preferably waterproof). No sweatshirts or hoodies.

Jewellery
Students with pierced ears are allowed to wear a small plain stud or small hoop in the lobe of each ear. Nose studs must be small and clear. Bracelets, necklaces and other piercings (tongue, eyebrow etc) are not permitted.

A wrist watch is allowed but smart watches should be used as watches only (not for communication). Smart watches are strictly forbidden in exams.

Hair
Extreme hairstyles are not allowed. No hair shorter than number 2, no patterns or lines cut into hair, no unnatural colours or unnatural combinations. The school reserves the right to make the final decision on what constitutes an extreme hairstyle.

Make-up
Discreet make-up is permitted. Nail varnish or false nails are not allowed, and have serious health and safety risks in some lessons e.g. Science.

Core Rules



Students are expected to take responsibility for their learning and conduct.

Expectations are clear and consistent to ensure you have a calm and effective learning environment.

As you will see from our core rules, we expect high standards and take pride in the positive partnerships we have with students and parents/carers.

Our basic expectations are as follows.

1. Be on time.
2. Be in the correct uniform.
3. Move quietly and calmly around school.
4. Be prepared to learn with appropriate equipment.
5. Follow instructions immediately.
6. Never use foul and abusive language.
7. Mobile phones must be kept in a pouch.

Equipment



You are expected to have the equipment listed below with you every day. There will be some days that you need other equipment for lessons, such as your PE kit. We expect you to be ready to learn in lessons, this means being organised with your equipment.

- Black/blue & green writing pens
- Pencil, sharpener & eraser
- Scientific calculator
- Clear 30cm ruler
- Clear pencil case
- Knowledge Organiser/Essential Information & exercise book (provided)
- Reading book

Punctuality and Attendance



Students will:

- Arrive on site by 8.25am each school day, correctly dressed in uniform.
- Attend registration, assembly and lessons on time.
- Ensure parents/carers provide proper explanation of their absences.
- Be prepared to make up missed work and ask for help if this is required.
- Stay on site during the school day.
- Sign out at reception if they have to attend an appointment (evidence must be provided).

Parents/Carers will:

- Encourage students to leave home in plenty of time in the mornings.
- Ensure that they are in the correct school uniform.
- Inform the school if a student is unwell or going to be late. Give an indication as to when the student will be well enough to return.
- Make routine medical/dental appointments out of school time.
- Arrange for holidays to be taken out of term time.

Why is good attendance and punctuality so important?

Students who attend school on a regular basis and access high-quality teaching and learning opportunities will usually leave school with qualifications and access to greater employment opportunities. The links between attendance and achievement are strong, and high levels of attendance at school should be expected of each student.

100% attendance	0 days missed	Excellent
95% attendance	9 days of absence (1 week & 4 days of learning missed)	Satisfactory
90% attendance	19 days of absence (3 weeks & 4 days of learning missed)	Poor
85% attendance	28 days of absence (5 weeks & 3 days of learning missed)	Very poor
80% attendance	38 days of absence (7 weeks & 3 days of learning missed)	Unacceptable

Knowledge Organiser and Homework (Years 7-9)

Homework is an essential part of your education. It is designed to make sure that you know the essential facts, language and ideas that will make you successful in your studies.

You will be given a Knowledge Organiser booklet each term. There is a timetable in this booklet that shows when all of your homework for the whole term should be done. You should use this to get into a good working routine so that you are in a strong position to begin your GCSEs in Year 10.

Here is the basic information you need; there is more information later in this booklet and on the school website:

- Two knowledge Organiser (KO) homeworks to be done every school day.
- Homework will be set on Google Classroom.
- All KO homework is to be done in your KO exercise book and/or on Google Classroom..
- You should use the 'Work Hard Strategy' indicated by your teacher.
- All tasks should be dated and given a title of the subject, focus and strategy used.
- Your work will be checked by both your form tutor and your class teachers.
- KO homework is compulsory; the usual sanctions apply if you do not complete it.
- You must have your KO booklet and KO exercise book with you at all times.

If you have any questions, please speak to your form tutor.

The House System



There are six houses with a form group in each year representing one of the houses. The houses are all named after individuals who have a connection to Hadleigh and the local area.

The house system is designed to develop a sense of community along with encouraging competition. Students will be able to earn house points.

House points will be tallied up across the year with the House Cup being presented in the whole school assembly on the last day of term.



Oswald (Red)
World record holder for long distance flying, breaking records in 1927, 1933 and 1938.



Ansell (Orange)
A wealthy businessman. Built in 1863, The Ansell Centre was a day school for poor children who would have received no education.



Duncan (Blue)
When the 353rd Fighter Group arrived at Raydon airfield, it was led by Colonel Glenn Duncan.



Morris (Yellow)
The noted 20th century painter who moved to Hadleigh in the 1930s.



Guthrum (Purple)
King of the Danes who made Hadleigh capital of England for two weeks. He is believed to be buried under St Mary's church.

Student Leadership Team

HONORARY HEAD STUDENTS			
Archie D	Hannah S	Matthew L	Edward D

HEAD STUDENTS			
Abigail R	Lilly W	Natalie M	Emily B

CREATIVE ARTS PREFECT	COMMUNITY PREFECTS
Jacob B Lottie F Georgia G Daisy G Mark M Freya M Aimee O Evie T	Amelia C Amy C Felicity R Phoebe R
	ECO PREFECTS
	Joshua H Julia Z

JUNIOR HOUSE PREFECTS	JUNIOR SPORTS PREFECTS
O Denys S & Ava P **A** Robyn F & Jasmine D **D** Joshua H & Lyara B **M** Lucy S & Poppy W **T** Shardae S **G** Ezra Cl & Joel F	Ella B Sophia B Caspar C Joel F Emilia H Ruby N Poppy P Josephine S Evie B Ezra Cl Zac D Olive H Liliana M Zak N Holly P Jack Y

LITERACY LEADERS
Ava H & Emilia C

TRANSITION COACHES					
Connie A	Arvids A	Kaitlyn B	Ella C	Jessica D	Brooke J
Lottie K		Maddie L	Evie M	Jasmine S	Lily S
		Jacob W	Julia Z		

Rewards



Positive behaviours in relation to classwork and homework are recognised using our reward system. These apply both in lessons and outside of lessons.

Aim High	• You have: - Shown belief in your ability to excel. - Gone out of your comfort zone. - Gone above and beyond what is expected. - Made the most of all opportunities. • An Aim High event will be recorded resulting in two house points being awarded.
Work Hard	• You have: - Responded positively to feedback from staff. - Sought help when necessary and never given up. - Taken responsibility for your own achievements. - Shown self-discipline to work independently and collaborate effectively when necessary. • A Work Hard event will be recorded resulting in two house points being awarded.
Be Kind	• You have: - Shown respect to yourself and others. - Recognised your mistakes and apologised when wrong. - Represented the school positively. - Participated positively in our wider community. • A Be Kind event will be recorded resulting in two house points being awarded.
Be Green	• You have: - Made a positive contribution to the natural environment. - Taken an active interest in the world around you. - Created or participated in an eco event. - Treated your environment with particular care. • A Be Green event will be recorded resulting in two house points being awarded.

You can use the positive points you accumulate on Arbor to purchase goods or services in our school shop. The shop is open each towards the end of each term in the library.

Sanctions

Poor behaviour choices in relation to lessons are addressed using our C system. Like positive behaviour points, negative points are also recorded on Arbor. Students with more negative points than positive points will not be allowed on residential trips and may not be allowed to attend other reward events.

C1 Official warning	• Your learning behaviour is unacceptable and needs to be corrected. • You will be told that you are receiving a C1. • If your behaviour is corrected, no further action is taken.
C2 Second warning	• Your learning behaviour is still unacceptable and needs to be corrected. • You will be told that you are receiving a C2 and moved to a different seat in the class. • A C2 event will be recorded on Go4Schools.
C3 Reset Room	• Your learning behaviour is still unacceptable and needs to be corrected. • You will be told that you are receiving a C3, you will be removed by mobile and taken to the Reset Room • Recorded on Go4Schools and you will be placed in a D15 centralised detention. (If C3 in P1(KS3) or P2 (KS4), the student does D15 in break. Post-morning break C3 = D15 at lunch) • If you receive two C3s in one day you will spend the rest of day in the Reset Room. You will also receive a D60, this will be arranged for a later date.

Sanctions



Outside of lessons, poor behaviour is addressed using our N system.

N1	• Your choice of behaviour is particularly unacceptable and goes against HHS values. • If your behaviour is corrected, an N1 event will be recorded on Go4Schools but with no follow up sanction required.
N2	• Your choice of behaviour is severely unacceptable and goes against HHS values. • You will be referred to a member of the Leadership Team. • If your behaviour is corrected, an N2 event will be recorded on Go4Schools and an appropriate follow up sanction put in place.
N3	• Your choice of behaviour is extremely unacceptable and goes against HHS values. • You will be referred to a member of the Leadership Team. • An N3 event will be recorded on Go4Schools and an appropriate follow up sanction put in place.

The school sanction & support system includes:

- Staff discussion with student
- Phone call/meetings with parent/carer
- D10 centralised breaktime detention for poor punctuality
- D15 centralised break/lunchtime detention and D60 centralised after school detention for poor learning behaviour
- Pastoral/academic support such as
  - Social, emotional and mental health advice
  - School Nurse Team, ChatHealth Service, Kooth.com & 4YP counselling
  - Staff mentoring
  - Extra-curricular clubs, including study club

See school website for additional information about our Early Help Offer and additional details on Support pages later in this booklet.

Detentions



Detentions are an important part of the school's behaviour policy. Students are expected to take responsibility for their behaviour and reflect on the impact of their actions, especially on the learning of other students.

D10 and D15 detentions are held in the Reset Room
D60 detentions for poor behaviour or missing a D15 are held in the library.
If students do not attend allocated detentions, the sanction will escalate.

- D10 centralised detention - 10 minutes at breaktime (recorded).
- D15 centralised detention - 15 minutes at lunchtime (recorded).
- D60 centralised detention - one hour after school (recorded and contact made with home)

Failure to attend detentions is sanctioned as follows:

- Failed or failure to attend D10 or D15: **student received a D60 detention** (recorded)
- Failed or failure to attend D60: **student must attend 5 lunchtime Detentions in the Reset Room**
- Failure to attend one lunchtime detention: **student must attend a further two lunchtime detentions in the Reset Room**

Repeated failure may lead to suspension.

Arbor.com

What is Arbor

Arbor is an online school data system which gives parents/carers and students access to:

- Timetable
- Attendance
- Behaviour
- Attainment Data
- Reports

How does Arbor work?

- Data is entered into Arbor by staff.
- Students log into Arbor using their school email address.
- Parents/carers log into Arbor using the email address they provided the school.
- If you have never logged into Arbor before, you must use the First-time User link on the login page.
- If you have forgotten your password, you can request a password reset email using the Forgotten your Password link.

Arbor Mobile App

The App currently allows you to:

- View your timetable.
- View your attendance.

How to get the App

The App is completely free of charge to you and can be downloaded via:

GET IT ON Google Play

Download on the App Store

Google Classroom

What is Google Classroom?

Google Classroom is a free web service that aims to simplify creating, distributing, and marking assignments in a paperless way. The primary purpose of Google Classroom is to streamline the process of sharing files between teachers and students.

How do you access Google Classroom?

- Access your school email account via the Quick Links tab on the homepage of the school website - www.hadleighhigh.net
- Log into your email account (you will be shown this at school), click on the nine dotted square next to the school badge.
- Click on the Classroom icon, you will then find a Google Classroom for each of your subjects.

How does Google Classroom work?

- Each Classroom has three main tabs – Stream, Classwork and People.
- In Stream you can see posts from your teacher and announcements about assignments set by your teacher.
- In Classwork you can see assignments set by your teacher.
- In People you can see the names of other students in your class.

Other Google Apps

Google Docs, Sheets, and Slides are apps that let you create different kinds of online documents, work on them in real time with other people, and store them in your Google Drive online. You can access the documents, spreadsheets, and presentations you create from any computer, anywhere in the world.

- Google Docs is a word processor similar to Microsoft Word.
- Google Slides is presentation software similar to Microsoft PowerPoint.
- Google Sheets is a spreadsheet program similar to Microsoft Excel.



Support - ChatHealth and SNT

General details

ChatHealth is an easy way for young people (aged 11-19 years) to confidentially ask for help about a range of issues, or make an appointment with a school nurse, by sending a text message.

This service aims to provide timely and convenient access to confidential health advice for students, including issues about:

- Sexual health
- Emotional health and wellbeing
- Bullying
- Healthy eating
- Smoking, drugs and alcohol
- Self harm
- General health concerns

Messages sent to the dedicated number are delivered to a secure website, and responded to by local school nursing teams.

Who are they?

Your School Nurse is Katie Baalham. You can pop in to see them at the drop in sessions which are held every Monday lunchtime in the Conference room.

Is it confidential?

Your contact with the School Nurse Team is private and confidential. However, if they feel that you or someone else is not safe they will need to share this information.

Contact details

Hadleigh Health Centre
Market Place
Hadleigh
Tel: 01473 820 164

ChatHealth Text Service

07507 333 356
Monday to Friday (excluding bank holidays)
9:00am to 4:30pm



Support - Anti Bullying

Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to share information and know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to SHARE with staff.

What is bullying?

Bullying is repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power.

What are the types of bullying?

Verbal	Name-calling, sarcasm/taunting, making threats.
Physical	Pushing, kicking, hitting.
Cyber	Text/photo/video messaging, social media.
Indirect	Excluding/ignoring someone, spreading rumours.

What to do if you are being bullied



Don’t retaliate.



Keep a record of what’s happening.



Tell someone you trust.



Surround yourself with people that make you feel good.



Don’t blame yourself, it’s not your fault.



Be proud of who you are.

How to be a positive bystander



Recognise when someone is being bullied.



Don't laugh, participate or be an "audience" for the bully.



Tell others that what is happening is wrong.



Ask the person being bullied if they’re OK.



Tell a trusted adult what’s going on.



Help others to make good choices and be supportive.

Support & Advice

There are many ways in which you can seek support if you need to. It is always good to talk to a friend, family member or member of staff but there are also useful websites.

kooth	kooth.com (online) A safe place for young people to talk, connect and chat with others. Access to self-help materials, discussion forums and tools such as online journals and goal trackers.	
school+nurses	**School Nurse Team & ChatHealth** (face to face/text) If you have concerns about your health access the drop in sessions every **Monday lunchtime in the conference room**, or text them via their ChatHealth service - **07505 333 356**	
4YP	4yp.org.uk (face to face) Counselling for anyone going through a difficult time and would like to talk to someone who will listen and help find solutions. Just speak to a member of staff at school.	
IS THIS OK?	isthisok.org.uk (online) Are you worried about something, or someone you know? Here you'll find a chat service and information on a wide range of topics.	
THE SOURCE	thesource.me.uk (online) Information, advice or guidance on a wide range of topics Use The Source to find out where to access support.	
THE MIX Essential support for under 25s	themix.org.uk (online) Help with any challenge you're facing - from mental health to money, from break-ups to drugs. Online community, confidential helpline, counselling service.	
Porch Project Engaging With Youth Culture	porchproject.co.uk (face to face) We offer a wide variety of services and support to children and young adults including drop in sessions at our Youth Centre and mobile Youth Centre and Youth Work in schools	
YOUNGMINDS fighting for young people's mental health	youngminds.org.uk (online) YoungMinds can help you understand how you're feeling, find ways to feel better, or help you support someone else.	
Beat Eating disorders	beateatingdisorders.org.uk (online/phone) Learn more about eating disorders. Need help for yourself or someone else? No matter your situation, you deserve support. Contact us to find a service that's right for you. **0808 801 0677**	

Mental Health Apps

Useful apps that can help you look after mental health

	CALM APP Calm app features hundreds of calming exercises, helpful breathing techniques, and sleep stories designed to improve wellbeing by improving sleep and reducing stress.	
	SAM APP SAM app helps you monitor and manage your mental health, with self-help techniques to help with anxiety, depression, loneliness and coping.	
	MIND SHIFT CBT When you need anxiety help fast, use these quick and easy tools to help you take a breath, ground yourself, shift your thinking, and take steps to cope.	
CALM HARM	**CALM HARM APP** The Calm Harm app provides some immediate activities and techniques to help you break the cycle of self-harm behaviour and explore underlying trigger factors.	

Reporting a Concern

	MyVoice A secure online system to report a safeguarding concern about yourself or someone else to HHS Student Management Team.	

Need Urgent Support? 24/7 Crisis Services

childline ONLINE, ON THE PHONE, ANYTIME	childline.org.uk **0800 1111** Childline is a free, private and confidential service that you can access online and on the phone. They can provide help and support for people up to their 19th birthday.	
SAMARITANS	samaritans.org You can access confidential emotional support at any time from Samaritans either by calling **116 123** or emailing **jo@samaritans.org**	
shout for support in a crisis	giveusashout.org **Text 85258** 24/7 text service, free on all major mobile networks, for anyone in crisis anytime, anywhere. It's a place to go if you're struggling to cope and you need immediate help.	