



# Hayle Academy 2024 -25

## Parent Information

We inspire students to dream big,  
to achieve more



# School Dates

September 2024						
Mon		2	9	16	23	30
Tue		3	10	17	24	
Wed		4	11	18	25	
Thurs		5	12	19	26	
Fri		6	13	20	27	
Sat		7	14	21	28	
Sun	1	8	15	22	29	

October 2024						
Mon		7	14	21	28	
Tue	1	8	15	22	29	
Wed	2	9	16	23	30	
Thurs	3	10	17	24	31	
Fri	4	11	18	25		
Sat	5	12	19	26		
Sun	6	13	20	27		

November 2024						
Mon		4	11	18	25	
Tue		5	12	19	26	
Wed		6	13	20	27	
Thurs		7	14	21	28	
Fri	1	8	15	22	29	
Sat	2	9	16	23	30	
Sun	3	10	17	24		

December 2024						
Mon		2	9	16	23	30
Tue		3	10	17	24	31
Wed		4	11	18	25	
Thurs		5	12	19	26	
Fri		6	13	20	27	
Sat		7	14	21	28	
Sun	1	8	15	22	29	

January 2025						
Mon		6	13	20	27	
Tue		7	14	21	28	
Wed	1	8	15	22	29	
Thurs	2	9	16	23	30	
Fri	3	10	17	24	31	
Sat	4	11	18	25		
Sun	5	12	19	26		

February 2025						
Mon		3	10	17	24	
Tue		4	11	18	25	
Wed		5	12	19	26	
Thurs		6	13	20	27	
Fri		7	14	21	28	
Sat	1	8	15	22		
Sun	2	9	16	23		

March 2025						
Mon		3	10	17	24	31
Tue		4	11	18	25	
Wed		5	12	19	26	
Thurs		6	13	20	27	
Fri		7	14	21	28	
Sat	1	8	15	22	29	
Sun	2	9	16	23	30	

April 2025						
Mon		7	14	21	28	
Tue	1	8	15	22	29	
Wed	2	9	16	23	30	
Thurs	3	10	17	24		
Fri	4	11	18	25		
Sat	5	12	19	26		
Sun	6	13	20	27		

May 2025						
Mon		5	12	19	26	
Tue		6	13	20	27	
Wed		7	14	21	28	
Thurs	1	8	15	22	29	
Fri	2	9	16	23	30	
Sat	3	10	17	24	31	
Sun	4	11	18	25		

June 2025						
Mon		2	9	16	23	30
Tue		3	10	17	24	
Wed		4	11	18	25	
Thurs		5	12	19	26	
Fri		6	13	20	27	
Sat		7	14	21	28	
Sun	1	8	15	22	29	

July 2025						
Mon		7	14	21	28	
Tue	1	8	15	22	29	
Wed	2	9	16	23	30	
Thurs	3	10	17	24	31	
Fri	4	11	18	25		
Sat	5	12	19	26		
Sun	6	13	20	27		

August 2025						
Mon		4	11	18	25	
Tue		5	12	19	26	
Wed		6	13	20	27	
Thurs		7	14	21	28	
Fri	1	8	15	22	29	
Sat	2	9	16	23	30	
Sun	3	10	17	24	31	

## AUTUMN TERM (74 days)

2 September - 20 December 2024

(Half term 28 October - 1 November 2024)

## SPRING TERM (60 days)

6 January - 4 April 2025

(Half term 17 February - 21 February 2024)

## SUMMER TERM (61 days)

22 April - 22 July 2025

(Half term 26 May - 30 May 2025)

## Week A

## Week B

## INSET Days

Yr 7 & 11 Only

## BANK HOLIDAYS

Christmas Day	25 December 2024
Boxing Day	26 December 2024
New Year's Day	1 January 2025
Good Friday	18th April 2025
Easter Monday	21 April 2025
May Bank Holiday	6 May 2025
Spring Bank Holiday	26 May 2025
Summer Bank Holiday	25 August 2025

195 days are included on the proposed school calendar. Maintained schools will be open to pupils for 190 days. The 5 additional days are allotted for In-Service Training.

# Welcome to Hayle Academy

Dear Parents, Carers and Students,

On behalf of all the staff at Hayle Academy, we warmly welcome all parents, carers and students. Whether you are reading this as new members of the Hayle family, or have been part of the Academy for the some time, I am delighted to share detailed information about our school with you. As Headteacher, I have been so impressed to see the sense of community in our school that grows from strength to strength. I look forward to working with you to support your child in their successful journey through our exceptional school as we inspire students to dream big, to achieve more.

This is an exciting time to be a part of Hayle Academy. We are a forward-thinking Academy and place our students needs at the heart of everything we do. As Headteacher, I am so proud to see the positivity, determination and compassion between students and staff; the calm and focussed environment and excellent support really does allow all students to flourish. I have no doubt that this fantastic school culture will ensure that each child can continue to thrive in the next academic year.

This booklet has been written to provide you with information about the school's day to day activities. We hope that this information will answer the most frequently asked questions that you may have. However, please do not hesitate to contact the school if you have any further queries or concerns.



**Mrs Melissa Lock**  
Headteacher



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# Hayle Academy Contact Information

## Key Personnel

<b>Headteacher:</b>	Mrs Melissa Lock
<b>Deputy Headteacher:</b>	Mr James Woodward
<b>Senior Assistant Headteacher:</b>	Mr Nick Croker
<b>Assistant Headteacher:</b>	Mrs Bex Leech
<b>Assistant Headteacher (with DT):</b>	Mr Richard Radford
<b>Assistant Headteacher (with Global Values):</b>	Miss Rebs Wilson
<b>Associate Assistant Headteacher:</b>	Mrs Tamsin Hosking
<b>Designated Safeguarding Lead: (operational)</b>	Mr Clive Wyatt
<b>Special Educational Needs Disabilities Co-ordinator (SENDCo):</b>	

## Extended Leadership Team: Curriculum, Teaching & Learning

<b>Head of Faculty - Languages (English &amp; MFL)</b>	Miss Laura Simons
<b>Head of Faculty - Maths &amp; Computer Science</b>	Dr. Andrea Blair
<b>Head of Faculty - Science</b>	Miss Amelia Ferris
<b>Head of Faculty - Sports &amp; Performance</b>	Mrs Tamsin Hosking
<b>Lead Practitioner - Literacy</b>	Mr Sam Joyce
<b>Lead Practitioner - Maths/Numeracy</b>	Mr Daniel Huntington
<b>Subject Leader - Art</b>	Mrs Alison Tranter
<b>Subject Leader - Food &amp; Catering</b>	Mrs Becca Treloar
<b>Subject Leader - Geography</b>	Mr Matt Leech
<b>Subject Leader - History</b>	Miss Laura Weeks
<b>Subject Leader - Music</b>	Mrs Steph Barry
<b>Subject Leader - Performing Arts</b>	Miss Claire Rule
<b>Area Resource Base - (ARB) Lead</b>	Miss Naomi Thomson

## Senior Pastoral Leads

<b>Senior Pastoral Lead (Specialist Support) &amp; Senior Mental Health Lead</b>	Mr Clive Wyatt
<b>Senior Pastoral Lead (Mainstream Support)</b>	Mr Zack Williams

# Hayle Academy Contact Information

## Support Staff

**Academy Inclusion Lead:**

**Admissions Officer:**

**Attendance Officer:**

**Behaviour Lead Teacher :**

**Behaviour Support Worker:**

**Exams and Data Manager:**

**Finance Officer:**

**PA to the Headteacher:**

**Reception/Administration:**

**Student Pastoral Support Team:**

**Site Operations Manager:**

Miss Madeleine Champion

Mrs Krystle Dale

Mrs Emily Wootton

Mr Adam Kevern

Mrs Karen Hosking

Miss Farrah Fulton

Mrs Karen Evans

Miss Andrea Daddow

Mrs Debbie Bingham

Miss Connie O'Brien

Mr Clive Wyatt, Mr Zack Williams

Mrs Jill Clark, Mrs Emily Wootton and

Miss Madeleine Champion

Mr David Quick



Hayle Academy  
3 High Lanes, Hayle, Cornwall TR27 4DN

## Contact Details

Main telephone number: 01736 753009

Email: [enquiries@hayle.tpacademytrust.org](mailto:enquiries@hayle.tpacademytrust.org)

Website: [www.hayleacademy.net](http://www.hayleacademy.net)

Facebook: <https://www.facebook.com/hayleacademy>



**HAYLE ACADEMY**

# School Day

08.50	TUTORIAL Operational	
09.00	LESSON 1	
10.15	BREAK	
10.30	LESSON 2	
11.40	Comfort Break	
11.45	LESSON 3	
12.55	LUNCH A for 7,8 and 10	TUTOR B for 9 and 11
13.20	5 minutes Change over	
13.25	TUTOR A for 7,8 and 10	LUNCH B for 9 and 11
13.50	LESSON 4	
15.05	Extra Curricular	





If a child is absent from school due to illness or for an unavoidable reason, it is important that parents inform the school on the number above as soon as possible before 9.30 am on **each** day of absence. If a child has no morning registration mark and no reason has been given for the absence, the Attendance Officer will make contact with the student's parent; any unexplained absences will be marked as unauthorised.

If your child needs to attend a medical appointment, the school will require written evidence for this, e.g. an appointment card or letter; this will enable the school to authorise this absence. It is preferable that medical appointments are made outside of school hours.

Parents will be aware that the law has changed and schools can no longer authorise holidays taken during term time unless there are exceptional circumstances. Please do not arrange holidays during term time; it will affect your child's progress. If you have reason to believe you have exceptional circumstances, please contact the Attendance Officer, Mrs Emily Wootton.

Please be aware that the school policy is to issue penalty notices for unauthorised holidays/absences and these may result in a fine or prosecution.

*“If you decide to take your child out of school, without permission, you will be committing an offence under the Education Act 1996. We may refer the matter to Cornwall Council who as the issuing officer may decide to take legal action against you. A penalty notice can be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days. Fines are issued per parent/carer, per child. Failure to pay the penalty notice may result in Court action. Persistent absences not authorised by the school may result in a prosecution in the Magistrates Court, leading to fines up to £2,500 and/or custodial sentences.”*

Attendance is recorded electronically during every lesson and form period. An attendance rate above 96% is expected of all students as evidence shows that good attendance can lead to good progress and high achievement.

If attendance falls below 95%, this would be of concern and you may well be contacted by the school.

All attendance is monitored on a daily and weekly basis. When attendance falls below 95% we may contact you to raise our initial concerns; if attendance falls below 93% we may invite you to a meeting to look at why your child has been absent from school and to find ways to work together to improve attendance. As a school, we also monitor each child's number of broken weeks in school. All research indicates that if a child misses 17 days of school per year they are likely to achieve 1 grade lower in their GCSE's.

The school day begins at 8.50am and all students are expected to be in their form room by this time. All students arriving after 8.50am must sign in at reception. It is expected that parents will inform the school if students are going to be late.

The register closes at 9.30am; all students arriving after this time will be coded 'U', *Unauthorised Absence*, unless it has been previously agreed with the school and where possible, evidence has been provided. Unauthorised absences due to lateness may result in a penalty notice for persistent lateness being issued.

For any attendance related concerns or to report student absence please contact the Attendance Officer on:

Call 01736 800556

[attendance@hayle.tpacademytrust.org](mailto:attendance@hayle.tpacademytrust.org)

# A

## Assessments

Students sit formal assessments in Maths, English, Science, History, Geography and French at strategic points throughout the year to determine their progress against our planned curriculum and to identify any areas for curriculum development. Other subjects will use a cumulative assessment approach in lessons to determine your child's progress against the planned curriculum.

Students in Year 11 take mock exams during the Autumn Term and Spring Term, replacing formal in class assessments.

Progress reviews are sent home with an indication of how well the student is mastering the key curriculum topics covered up to that point. Please note that parents and carers will receive 2 progress reviews per year for their child after an assessment window according to our reporting cycle.



[radford@hayle.tpacademytrust.org](mailto:radford@hayle.tpacademytrust.org)



# B

## Behaviour

Hayle Academy believes that every student needs to behave appropriately, can be a successful learner and should feel happy, safe and secure in school. The school believes that it is through high expectation and a culture of pride, respect and courtesy that behaviour for learning is best achieved, but that rewards and sanctions play a significant part in maintaining a safe and secure environment.

The school is committed to providing a happy, safe, secure learning environment in which students work co-operatively and harmoniously. All members of the community are entitled to feel free from harassment, discrimination and bullying. Those who breach the school rules will be treated fairly but firmly and sanctions will be used consistently and with the avowed aim of preventing further transgression. The school is committed to the principles of restorative justice and to providing full and empathetic support. The school also places a strong emphasis on individual responsibility.

School detentions will take place after school each Tuesday, Wednesday and Thursday lasting for 45 minutes. In some circumstances, detentions may take place during break or lunchtime. School detentions will also be issued for incidents outside of lesson times, including students' conduct on the journey to or from school.

Our reset room is a quiet space designed to provide an opportunity for students to 'reset' if they have made poor behaviour choices. This enables them to re-regulate themselves and to reflect on positive ways forward using our reflection resources. Students work in silence to complete their academic work with support provided by the Pastoral team.

# B

## Broad Horizons

All students will take part in our Broad Horizons enrichment curriculum where they will have a range of exciting opportunities to develop health and wellbeing, learn new and exciting skills, and to volunteer and give something back to the community.

Students will be able to select an activity from the termly programme which they will complete as part of their timetable on a fortnightly basis.

Students are expected to wear their school uniform or their full PE kit.

Further information on this can be found on our website under the School Life heading.

[www.hayleacademy.net](http://www.hayleacademy.net)

Develop Skill  
DGAGJOB 2K!!!

Develop Self  
DGAGJOB 26!!

Develop Community  
DGAGJOB COWWNNIIF

# B

## Bus Passes

The Local Authority will provide information and an application pack regarding dedicated bus transport to and from school, for your child prior to them starting school.

If a bus pass is lost, a replacement pass needs to be applied for through the Local Authority website. Please be aware there is a charge for the replacement pass.

If you need help in completing the application or are unsure of your eligibility for free home to school transport, please contact the Pupil Transport Team on below:



0300 1234 101



[pupiltransport@cornwall.gov.uk](mailto:pupiltransport@cornwall.gov.uk)



[www.cornwall.gov.uk/education-and-learning/schools-and-colleges/school-transport/](http://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/school-transport/)

# C

## Careers Education

Throughout their time at Hayle, all students will have many opportunities to engage with Careers Education, Information, Advice and Guidance (CEIAG). This will take place in their Global Values lessons, tutor time and across the curriculum, and in events beyond the classroom.

They will have access to a careers advisor and personal guidance that will increase their awareness of the options available to them in school, post-16 and beyond. We also support parents and carers on this journey so that they can help students make informed decisions about their future.

## Canteen Arrangements

The school canteen serves a range of buffet and cooked meals available to all students. Students may purchase their food or bring a packed lunch. The canteen is also open at morning break and before school.

At Hayle Academy we have a cashless system in our canteen for the school meal service. The system provides a more efficient, faster and better quality of service and is more secure, guaranteeing money you provide your child is being used for school meals rather than being misused. Parents can also access reports showing their children's purchase history if this is required.

Our selected partners for the cashless system are Sharp Electronics, one of the world's largest electronic companies and Schoolcomms who provide the internet payment site, which is required to allow parents to top up student accounts. The system uses the latest biometric technology and eliminates the need to carry cash or cheques within the Academy. The cashless system simply scans a thumb/finger at the canteen till and then debits the relevant student account.

Legislation requires an 'opt in' arrangement and therefore requires you to complete a consent form (found in the Hayle Academy admission form). If you choose not to have your child registered on the system, then a proximity fob will be issued to be used as an alternative method.

Register with Schoolcomms: visit their website at [www.schoolgateway.com](http://www.schoolgateway.com) and click on 'New User'. You will be asked for your **email address and mobile phone numbers**. These **must be the same** as the ones you have provided the school. The company will text you a PIN which can be used to set up an account, after which you can add funds to your child's account by clicking on the Lunch Money icon. If you have a smartphone, you can download the App - search for 'School Gateway'.

***Please do not hesitate to contact our Enquiries with any queries you may have:***

[enquiries@hayle.tpacademytrust.org](mailto:enquiries@hayle.tpacademytrust.org)



## Free School Meals

All students have a lunch account at the school canteen. For students claiming free school meals, the students' accounts will be loaded daily with the free school meal allowance. Students will then pay for their food using the cashless catering biometric recognition (thumbprint) or a key fob. These student accounts can be topped up with additional money from parent/carers, but the free school meal allowance will always be taken from the account first.

The school has a link to the Local Authority advisory page for parents wishing to register their child for free school meals. In addition to providing the free meal, each registration provides additional funding for school to provide support and education to all students.

## C

### Changes to Student Information

We ask that parents keep the school up to date with any changes of information, such as address or telephone numbers, including mobile and work numbers and also email addresses. In the event of an emergency at school, it is important that we are able to contact parents immediately.



## C

### Concerns

The school has adopted the Truro and Penwith Academy Trust (TPAT) Complaints Policy. Any parent wishing to raise a concern with us is requested to contact us either by telephone or email.



[mlock@hayle.tpacademytrust.org](mailto:mlock@hayle.tpacademytrust.org)

A relevant member of staff will contact you within 24 hours during school term time to seek to address and restore any such concerns.

A copy of the policy is available on the school's website.

## C

### Curriculum

At the heart of our high-quality curriculum is the firm belief that every student within our community is entitled to an ambitious education that is deeply rooted in creativity, discovery and wonder with high expectations and aspirations for all.

We ensure that our students experience a broad, balanced and progressive curriculum that provides breadth of learning opportunities for academic and personal development whilst building on students' prior knowledge, enabling them to make connections between their learning, their local, national and international contexts and viewpoints. Our curriculum is as good as the National Curriculum. Through our knowledge based curriculum as well as our personal development opportunities, students will acquire the skills and attributes they need to develop themselves as a whole person and the sense of where they belong in the world.

Our aim is to instill a love of learning, that empowers students to become lifelong learners, as Hayle Academy is the platform for their future success. Students will leave Hayle Academy having realised their full potential with the knowledge, skills and understanding to enable them to be the best they can be. They will also leave with high value achievements and qualifications as well as the life skills and resilience that provide a platform for future success and happiness.

Retrieval and recall have been embedded within our subject curriculums to support students so that they can know more and remember more. Our knowledge organisers for each topic in each subject for each year group supports students with this. Key themes are woven through the curriculum pathway to support students to make links within and between subject areas.

A range of qualifications are available for our Key Stage Four students that include both GCSE and BTEC pathways, which are carefully tailored to meet the needs of the individual student.

For further information and details regarding our whole-school curriculum and five-year subject-based curriculum pathways, please visit our website.



[www.hayleacademy.net](http://www.hayleacademy.net)



# D

## Duke of Edinburgh

As part of our commitment to each student’s personal development, when our students start Year 9 they are all offered the chance to enrol in the prestigious Duke of Edinburgh Award scheme at Bronze level. Participants are expected to complete a volunteering, physical and a skill activity; one of which should last six months and the other two activities will take three months each to complete. These activities can take advantage of the wide range of after school activities offered at Hayle Academy, as well as activities students engage in independently of the school. Once these sections are completed, students then take part in a 2 day, 1-night expedition with their friends in the beautiful Cornish countryside. They are expected to navigate independently, cook their own meals and carry everything they require for the two-day expedition. In addition, Key Stage 4 students are offered the opportunity to complete the award at the Silver level in order to achieve even more. The completion of this internationally recognised award is a real CV booster but students also gain experiences that they will remember for a lifetime.



The Duke of Edinburgh Award requires the support of so many of our staff in so many ways but **Mr Leech**, is the coordinator of the award’s delivery at Hayle.



[mleech@hayle.tpacademytrust.org](mailto:mleech@hayle.tpacademytrust.org) - Mr Leech, Duke of Edinburgh Award Lead

# E

## Emergency Contact

Should your child become ill or injured and require emergency hospital treatment, this will be organised without delay. It is essential we have an up-to-date telephone number which will give us contact with you directly, either your mobile, through your workplace or perhaps a relative or neighbour. Please keep us informed of any changes to the contact information you



# E

## Essential Equipment

It is essential that students bring the correct equipment in to school so that they are ready to learn each day. It is important that students bring their equipment in a pencil case that is carried in a strong, waterproof bag that is practical, appropriate and sensible for school. The bag needs to be sufficient in size to hold A4 books and folders. Handbags are not permitted.

This list of items will be checked at the start of each day by the form tutor. Behaviour Points will be issued for students who fail to bring the correct equipment.

Essential Equipment List	
Pen (Black/Blue and Green)	Ruler
iPad (provided by the school)	Scientific Calculator
Pencil	Protractor (360°)
Full PE Kit (See Uniform) -On PE days	
A Reading Book—everyday	

# E

## Examinations

Full details of all examination courses, related polices and practice are reviewed annually and made available to all students and parents through the school's website:



[www.hayleacademy.net](http://www.hayleacademy.net)

SEN Practitioner & Access Facilitator:

Mrs Vicky Hicks

[vhicks@hayle.tpacademytrust.org](mailto:vhicks@hayle.tpacademytrust.org)

Regular progress monitoring in all examination courses helps to ensure students remain on target and parents are contacted regularly regarding any specific concerns or additional information.

Mock examinations are calendared for all external examinations, GCSEs etc. and a formal school exam is held for each year group throughout the year.

# F

## Feedback

The school strives for continual improvement. Therefore, we welcome and encourage feedback, comments and suggestions from parents about the school through a range of forms such as verbally, via email or through our parent consultation surveys.

# F

## First Aid

We have a team of trained First Aiders to administer First Aid. If a student requires medication (this includes non-prescription medication) during the school day, parents are asked to contact the First Aid Team who will explain the process and further information can be found on our website, including our forms.

No medication will be issued unless parents have provided it.



[enquiries@hayle.tpacademytrust.org](mailto:enquiries@hayle.tpacademytrust.org)



# G

## Global Values

All students will study Global Values across the school. This consists of Religious Education; Personal, Social and Health Education; Relationships and Sex Education, Health and Wellbeing; Citizenship; Careers; British Values, and Spiritual, Moral, Social and Cultural Education.

Much of this is delivered in dedicated curriculum time whilst other elements are experienced within other subject areas, tutor-time activities and assemblies.

# G

## Governors

The Local Governing Body of Hayle Academy provides key support to the Senior Leadership Team, playing an important part in helping the school set a strategic direction, and provide the best education possible for our students. Our Local Governing Body consists of members drawn from the local community, Local Authority, parents and staff. The Local Governing Body meets as a whole once every half term. Being a school governor can be a rewarding and enjoyable voluntary experience. When a vacancy arises for parent governors, elections are held, and we welcome and encourage parents to volunteer.

Vacancies are advertised on the school website. [www.hayleacademy.net](http://www.hayleacademy.net)



Any communication with the Local Governing Body can be made through the Clerk, Mrs Sanchia Pascoe, by emailing [sgovernance@tpacademytrust.org](mailto:sgovernance@tpacademytrust.org)



# H

## Hayle Xtra - Extra Curricular Activities

An extensive and exciting range of clubs and activities take place during the week with many of them after school until 4.15pm. These clubs and activities range from music and performing arts to sports clubs and team fixtures, from art and DT to engineering and chess, to name but a few! A number of extra-curricular opportunities enable students to develop new skills that they may wish to use to contribute to the achievement of the Duke of Edinburgh Award.

The aim of our Hayle Xtra programme is to enrich, extend and enhance our students' experiences of school life, providing opportunities to participate in our wider school community. Students are able to refine and practise their current skills as well to develop new ones. They can pursue areas of interest, collaborate and connect with others and even achieve recognised qualifications, such as the Duke of Edinburgh Award.

Full details are published on the school website here: <https://www.hayleacademy.net/extra-curricular/> and our offer is refreshed each term. Students are then able to sign up to participate in the clubs of their choice.

Look out for further updates and opportunities via our social media platforms too.



Please note that arrangements for transport home is the responsibility of parents/carers.

# H

## Hayle 365

At Hayle Academy, students are encouraged to try new things, develop confidence, and build resilience, and they do it within our friendly and encouraging community. Every child comes to us full of promise. Our aim is that when they leave, students have had a wide range of opportunities to develop their cultural capital, understand their role in the local, national and global context, and are equipped with the skills to ensure they are not disadvantaged owing to socio-economic, geographical or any other barriers to their personal development and access to the range of opportunities available to them. In order to support students with their personal development, we have introduced our Hayle 365 curriculum. This is a series of opportunities that we have pledged to provide for all students during their 5 year learning journey. Further information can be found here: <https://www.hayleacademy.net/wp-content/uploads/2023/09/Hayle365.pdf>





# H

## Home Reading

Our ambition at Hayle Academy is that all students will become competent and fluent readers, who, by the time that they leave Hayle Academy, are confidently able to discuss the genres and authors that they enjoy with embedded lifelong reading habits and a love for reading. Therefore, we are excited to announce that our bespoke Home Reading Programme will continue in September 2023. Each evening, all Key Stage 3 students will read (fiction or non-fiction) for 20 to 25 minutes. Following this period of reading, students will be expected to complete a 5-minute task in their Home Reading Logs: activities which have been carefully crafted to ensure students can demonstrate their understanding of what they have read.

Each morning, students will bring their Reading Logs (and reading books, if possible) to show their form tutor during morning registration. This will allow staff and students to hold discussions around the books and/or articles that students are reading. In light of this commitment to reading, the amount of homework set in addition to this is adapted accordingly.

# H

## Homework

Hayle Academy believes that every student should have the opportunity to benefit from high quality, regular and frequent homework. We believe that the most effective homework is an integral part of learning.

Therefore, all students are expected to complete the homework set as an important part of their learning.

At Hayle Academy we aim to provide a consistent framework that allows students to understand that independent learning has a significant positive impact on future success. Homework also provides regular practice for students in planning and organising their time and promotes their individual responsibility for learning.

Homework set will be relevant, engaging, appropriate and challenging, supported through high quality teaching and learning in the classroom. The homework set must be purposeful and linked to the work being studied in the lesson. Teachers will set a wide variety of activities, that forms a students knowing more and remembering more, building their long term memory.

Teachers will always provide at least 48 hours notice before the work has to be submitted and will ensure tasks are of a manageable length and level of complexity for the age and stage of the child.

Teachers will set homework using 'Class Charts', a web-based platform and app that is our main tool for sharing details of the work, resources and hand in dates with parents and students. Students are expected to submit their homework through this platform or hand it into a teacher.

Both parents and students can download the class chart app to their mobile device which can then be used to access the work and provide updates regarding homework submitted. Further information will be provided to parents/carers to enable them to create their own account. This platform also enables parents and carers to view their child's timetable and behaviour dashboard, also sharing their House Points and Behaviour Points.

If a student has any technical issues with accessing Class Charts or barriers to completing their work online, please do contact the school via [enquiries@hayle.tpacademytrust.org](mailto:enquiries@hayle.tpacademytrust.org) so that we can work together to support your child with their home learning.

For further information, our homework policy is available via our website:



[www.hayleacademy.net](http://www.hayleacademy.net)



## House System / Rewards

At Hayle Academy, our House system is an integral part of school life. We have four Houses, each with its own Head of House, Student Ambassadors and Student Leaders. Their tasks are to motivate and enthuse the pupils within their respective House so that there is a strong sense of belonging, and play a full and active part in the inter-House competitions.

*Named after our local beaches, our four Houses are:*

- **Bluff - Head of House Miss Claire Rule**
- **Godrevy - Head of House Miss Laura Weeks**
- **Gwithian - Head of House Mrs Steph Barry**
- **Mexico - Head of House Mr Nathan Bird**

Every pupil and member of staff is placed in one of the Houses when they join the school.

At the very heart of the House System is our school vision “**We inspire students to dream big, and achieve more.**” Put simply, we want our children and young people to:

- *Engage in a diverse range of activities*
- *Participate in healthy competition*
- *Develop a sense of belonging and community cohesion*
- Show compassion for other people

There are many House events throughout the year. This ensures that everyone has the opportunity to represent their House in something that they enjoy or are good at. For example, House events include sporting activities, art competitions, cookery contests and various other activities designed and organised by our pupils and staff.

All pupils have the opportunity to earn House points for their House; House Points are at the heart of our all through reward system. House Points are awarded for **achievement, effort, kindness, positivity, resilience** and **respect**. Pupils can also gain valuable House Points every week for attendance.

At the end of the academic year, all House points are added up and one House wins the overall cup.



[mleech@hayle.tpacademytrust.org](mailto:mleech@hayle.tpacademytrust.org) - Mr Leech, the House System Coordinator



# L

## Literacy



At Hayle Academy, we are passionate about ensuring high-quality literacy skills are embedded across our curriculum. We work hard to develop our students' love of reading, writing and ability to communicate effectively.

Our students have access to our excellent Library: an accessible, multimedia, learning resource centre. We provide a welcoming and inclusive learning environment where reading for pleasure and a positive attitude to learning is actively promoted and encouraged. Our Librarian and Literacy Champion, Miss Rice, regularly runs quizzes and competitions, a loyalty card scheme, and provides students with opportunities to become Student Librarians. This area can be accessed during lesson time, in their lunch break and also after school.

We also have a fantastic tutor programme designed to take our students on a five-year literary journey. Students read three times a week, with a focus on both fiction and non-fiction texts from around the world.

# L

## Lost Property

We recommend that all items of PE kit, clothing etc. should be clearly named. All lost property is stored in the reset room and can be collected during either break or lunch time.

# M

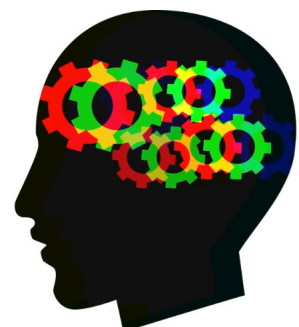
## Mental Health and Wellbeing



We are very proud of the positive relationships in our school, and place a high level of importance on supporting the mental health and wellbeing of students and staff alike. We were delighted to received the National Gold Wellbeing Award (2023) Mr Wyatt is our Senior Mental Health Lead and coordinates the school's work on this, such as the work of our pastoral team, involvement of outside agencies including through the local authority and NHS, as well as liaising with our Hub base.



Contact: [cwyatt@hayle.tpacademytrust.org](mailto:cwyatt@hayle.tpacademytrust.org)



# M

## Music Lessons

In addition to timetabled, class based music lessons, Hayle Academy is delighted to offer students tuition in the following instruments:

Violin  
Woodwind  
Guitar  
Brass  
Drums  
Piano  
Voice

Flute, Oboe, Clarinet, Bassoon and Saxophone  
Acoustic, Electric and Bass  
Trumpet, Trombone, French Horn and Tuba  
Including Percussion  
Including Keyboard

### Music Technology and production

Lessons will run for 34 weeks over 3 terms. Music tuition fees are charged on a termly basis with the cost being dependent on the number of lessons offered that term.

All lessons are held in groups of no more than four students (for drums, piano, keyboard the maximum size of the group is two for which a small premium is charged.)



There are subsidised places available for students who:

- are currently in receipt of Free School Meals,
- are Children in Care,
- have a parent serving in the British Forces,
- or whose parents receive Disability Living Allowance or Personal Independence Payment.



For more details about the above or to learn more about music tuition and the music opportunities at Hayle Academy, please contact our Subject Lead for Music:

[sbarry@hayle.tpacademytrust.org](mailto:sbarry@hayle.tpacademytrust.org)

# P

## Parents' Meetings

Parents will have formal opportunities to meet with teachers and the Pastoral team in school. Parental communication take place at the start of each term for targeted students based at their progress. Ideally these will be face-to-face, although this can be discussed with parents and carers.

Within this model, the pastoral team will be meeting with the parents of those students who are under-performing across multiple subjects and will explore any possible barriers and forms of support as part of an agreed targeted action plan. The subject teams will then meet with those students who are under-performing in their specific subject to discuss any barriers and to work together to set targets and identify support.

In addition, in both the Spring and Summer terms, two open house consultation events will take place; one for Year 7 and Year 8, another for Year 9 and Year 10. Staff will be based in their classroom; parents and carers will be invited to come and view their child's books and to informally chat and celebrate success with their child's teacher. Year 11 students will receive a more traditional parents evening in the spring term.

Furthermore, Year 7 parents and carers will also have the opportunity to meet with their child's tutor in the Autumn term to review how their child has settled into school and to discuss any further support required.

Further information, including dates, will be shared closer to the time.

# P

## Policies

Hayle Academy has a series of policies and procedures that help clarify the way in which we operate. The school's key policies can be found on the school website. These include:

Admissions Policy	Literacy Policy
Anti Bullying and Anti-Discrimination Policy	On-line Safety Policy
Attendance Policy	Peer on Peer Abuse Policy
Banned Substances Policy	Safeguarding Policy
Behaviour Policy	SEN Policy
CEIAG Policy	Student Uniform and Appearance Policy
Complaints Policy	Student Exclusion Policy
Curriculum Policy	TPAT Parent & Visitor Code of Conduct
GDPR Policy	
Health & Safety Policy	
Homework Policy	

# R

## Religious Education

Religious Education is taught in accordance with the aims and content of the Cornwall Agreed Syllabus. It is provided as part of the curriculum for all students at the school. It is provided as part of the Global Values curriculum for all students.

Students also attend regular assemblies, which, by law, reflect the broadly Christian character of the school and the tradition of the local community.

Parents have the right to withdraw students from both. Any request should be put in writing to the Headteacher. Arrangements for alternative provision will then be discussed. As Religious Education and school assemblies are provided in a non-denominational way, it is hoped that most parents will allow students to participate.

# S

## Safeguarding



The Governing Board and staff at Hayle Academy are firm in their commitment to the safeguarding and promotion of children's and learners' welfare.

The DfE (Department for Education) guidance 'Keeping Children Safe in Education', '*Safeguarding children and safer recruitment in education*', makes it clear that we must provide a safe environment and take action to identify and protect any children or young people who are at significant risk of harm.

We are required to prevent unsuitable people from working with children and young people; to promote safe practice and challenge unsafe practice; to ensure that staff receive the necessary training for their role; and to work in partnership with other agencies providing services for children and young people.

**Designated Safeguarding Lead (Operational)** is Mr Clive Wyatt

**Designated Safeguarding Lead (Strategic)** is Mr James Woodward

Assisted by other trained members of staff:

Mr C Wyatt (Senior Pastoral Lead)

Mr Z Williams (Pastoral Lead)

Mrs Jill Clark (Pastoral Worker)

Mrs Emily Wootton (Attendance Officer)

Mrs Vicky Hicks (Hub)

Miss Naomi Thomson (ARB)



Email: [safeguarding@hayle.tpacademytrust.org](mailto:safeguarding@hayle.tpacademytrust.org)



# S

## School Payments

School Gateway is the platform for you to make some payments (trips and music lessons) and also engage with the cashless catering system in one simple to use app.

If you do not have a smartphone or prefer to use a computer, you can set up your account using the web version of School Gateway.

# S

## Security

The safety of our students is paramount and the school has closed circuit television covering entrances to the site and buildings.



The school site will be secured between 9am and 3pm. The only entrance to the school site will be via the main gate and the only entrance into the school building will be via front reception.

All visitors are expected to report to front reception on entry to the premises and strangers will be challenged. All staff wear photo identity badges.

# S

## Sex and Relationships Education

Sex and Relationships Education has been made compulsory for all secondary schools from September 2020. This is not a change from previous practice at Hayle as we have always felt that it is a necessary and important element of the wider school curriculum. The school has a policy on Sex and Relationships Education and the content of what is taught can be found on the school website. Sex and Relationships Education is taught in a caring, supportive environment within the Global Values curriculum which seeks to promote the importance of building relationships in a responsible and healthy manner.

Parents can contact Miss Rebecca Wilson for any enquiries surrounding sex and relationships education:



[rwilson@hayle.tpacademytrust.org](mailto:rwilson@hayle.tpacademytrust.org)

# S

## Social Media



The school has a Facebook page which is regularly updated with news and forthcoming events, general information and to share successes.

[www.facebook.com/pages/Hayle-Academy](https://www.facebook.com/pages/Hayle-Academy)



Please do let us know if you have good news regarding your child. Many students engage in out of school activities and we are always looking to praise students and share in their success and achievements. Please send information about successes to your child's form tutor.

# S

## Special Educational Needs

Hayle Academy prides itself on our provision for students with special needs, whether it is the amazing The Towans which is set up to work with groups of students, the one to one tuition or the dedicated SEN team made up of experienced specialist teaching assistants who work with our students either in class or within interventions. Our teaching assistants all have areas of specialism whether it is our autism champion, dyslexia champion or specialists in dyspraxia, physical impairment, cognition and learning, ADHD or social emotional and mental health needs. This means our students always have someone to support them.

Our students with SEN are an incredibly important part of our school and are an integral part of our community.

All our students with special education needs in all year groups are paired with a key worker who meets regularly with them to discuss any difficulties, share experiences and also write learning passports to support teachers and set goals. The Towans is also open at break and lunchtime for students to come and eat their snacks and lunch, play board games, Lego, complete homework or just chat and laugh with their friends and the SEN team.

Our SEN team will support students in the classroom and via interventions. When they are in the classroom, they will normally support a number of different children in order to enable our students to develop independence and confidence as they move through the school.

If you have any questions, concerns or worries please do not hesitate to contact our SENDCo

Mr James Woodward: [jwoodward@hayle.tpacademytrust.org](mailto:jwoodward@hayle.tpacademytrust.org)



# S

## Sparx

Sparx Maths provides personalised maths home learning to students which is challenging but achievable for them, improving their progress and attainment in maths.

Home learning is aligned to our scheme of learning and is automatically set and marked every week.

With Sparx Maths there is an increased opportunity for parental engagement through weekly emails to support your child's learning.

If your child needs support with logging in, please contact their Maths Teacher.

# T

## The Area Resource Base

Hayle Academy was proud to open its Area Resource Base (ARB) in September 2022 for students with an Education Health and Care Plan who need a specialist educational placement but with the opportunities to access the main school, the amazing experiences and activities on offer.

The Hayle ARB currently supports 21 students to access a blended model of mainstream and specialised education on a daily basis. Admissions for the ARB are decided by the SEN Team at the Local Authority who can be contacted for further information.

For any queries, please contact the ARB Lead  
Naomi Thomson:



[nthomson@hayle.tpacademytrust.org](mailto:nthomson@hayle.tpacademytrust.org)



# T

## The Towans

The Special Educational Needs and Disabilities Co-ordinator (SENDCo) leads a team in The Towans offering individual or small group work, in daily or weekly sessions, to students identified as requiring additional support. For some students, progress is quickly made and their time in The Towans may be limited. For others, a longer term approach may be required. Within the team we have staff champions in autism and specialists in dyslexia, physical impairment, coordination and strength & conditioning, dyscalculia, handwriting, cognition & working memory and ADHD.

The Towans is also open to students at break and lunchtime as a supervised quieter place to have their snacks and eat their lunch, meet their friends and take part in activities such as Boccia, technical Lego, games and craft activities.



# T

## Trips and Visits

Hayle Academy has a 5-year planned programme of trips and visits that aims to broaden horizons and increase student's learning of the world around them as part of our 360° curriculum.

This includes local, national and international residential trips, field trips, cultural and sporting events, careers-related activities and many more.

We believe that this programme supports students' personal development and we are committed to providing all students with these opportunities.



Further information about trips and visits can be obtained from Miss Wilson at [rwilson@hayle.tpacademytrust.org](mailto:rwilson@hayle.tpacademytrust.org) or via the school website.

# U

## Uniform Provider

Branded school items are available from Trophy Textiles. Please note, items of uniform should be hard wearing.

Please stick to our guidelines and be aware of 'back to school' sections in some retailers that may attempt to sell inappropriate clothing to parents.

PLEASE ALSO ENSURE ALL ITEMS ARE CLEARLY NAMED



### Uniform & PE

Trophy Textiles - Unit 2D Pool Business Park, Dudnance Lane, Pool, TR15 3QW,

Tel: 01209 713341

[enquiries@trophytextiles.co.uk](mailto:enquiries@trophytextiles.co.uk)

[www.trophytextiles.co.uk](http://www.trophytextiles.co.uk)

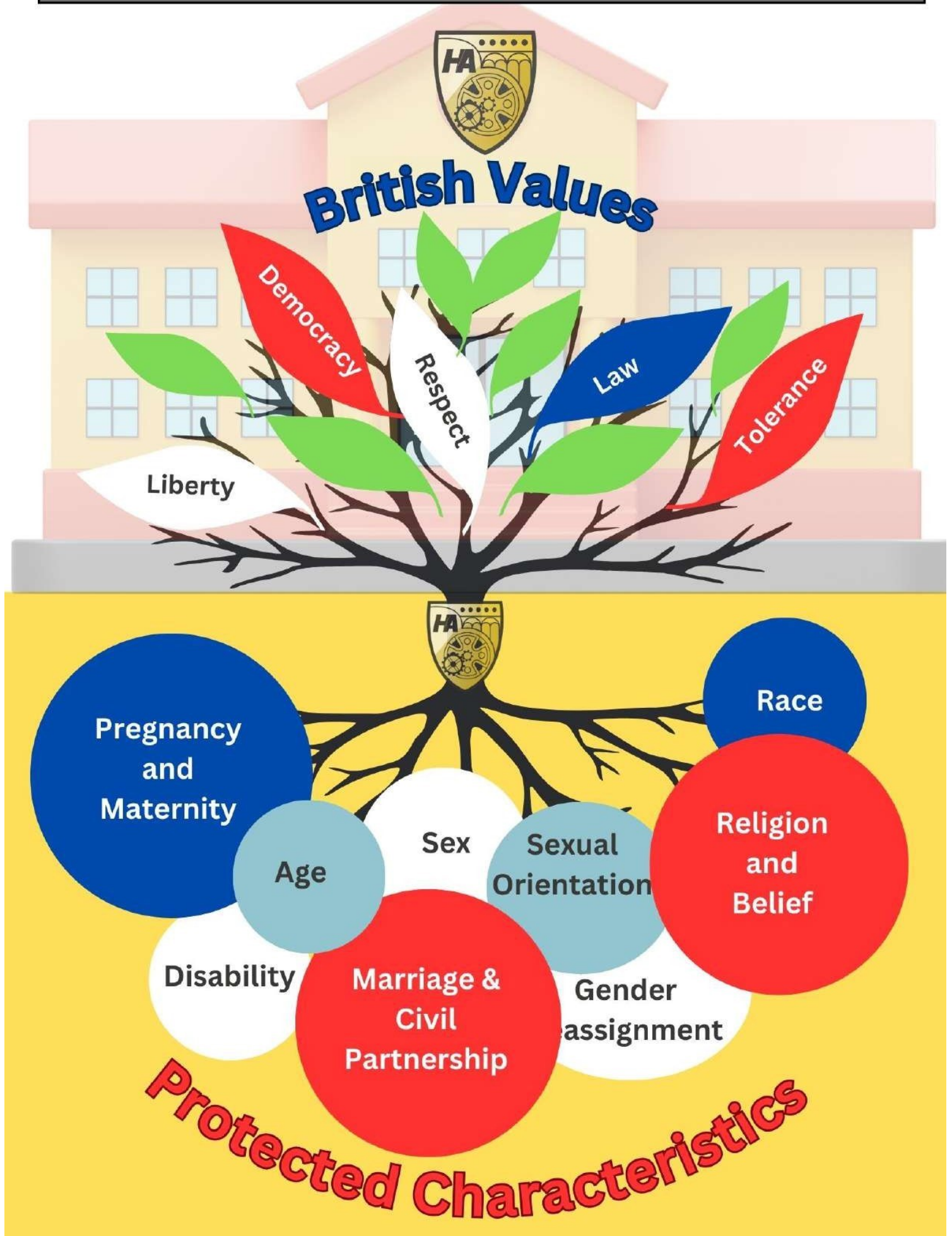
# U

## Uniform and Presentation

The below table outlines our uniform expectations. Students not adhering to the uniform policy will be expected to correct the issue in a reasonable timeframe. This may include the lending of school items. Refusal to correct uniform will result in an appropriate sanction. We reserve the right to make a judgement on any item of uniform or presentation.

<b>School Logo Sweatshirt</b>	All students must wear the branded school sweatshirt. Non-branded school jumpers, cardigans, crew neck or alternative neck jumpers are not acceptable. Hoodies are not acceptable.
<b>Trousers or shorts</b>	Smart, plain black full length formal tailored school trousers or shorts that hold a crease. Stretchy, shiny materials, hipster style, chinos, jeans, leggings and skinny leg trousers and other types of similar fashion trousers are not permitted.
<b>Belt (optional)</b>	Black. (No fashion belts, studs or large buckles permitted)
<b>Skirt</b>	Smart, plain black school skirts of an appropriate length (at least 20"), worn at knee level. The school has a standard skirt available from our suppliers. Tight or stretchy skirts, skirts with splits, informal styles, styles other than the school skirt are not acceptable.
<b>Shirt</b>	Plain white, long or short sleeved school shirt. Shirts must be tucked in.
<b>Tie</b>	Clip on school tie.
<b>Shoes</b>	Plain black shoes <u>or</u> a plain black trainer/canvas shoe with black laces. <b>No</b> visible logos or other markings in any other colours are permitted – must be plain black. High heels or boots are not acceptable. Strappy, loose styles or flip flops are not allowed.
<b>Socks/Tights</b>	Plain black socks without logos or markings <u>or</u> black tights (40 denier) – not both.
<b>PE kit</b>	The school Rugby Shirt, shorts/skorts and school PE socks. Trainers must be suitable for indoor and outdoor use with a non-marking sole. Depending on the activity, students will also need suitable footwear e.g. football and rugby boots. Students may wear a base layer of a plain colour under their PE kit. (This is optional)
<b>Outdoor wear</b>	We advise all students to have an appropriate outdoor coat to bring to school during cold and/or wet weather. Coats, hats, scarves and other outdoor layers should not be worn inside the school building.
<b>Jewellery (if worn)</b>	Only a wrist watch and one pair of small studded earrings worn in the earlobes and one small plain ring are allowed. Please note that these items may have to be removed for PE. 'Smart' watches, bracelets, bangles, necklaces and other jewellery are not permitted. No tongue/facial piercings, ear spacers, stretchers or tunnels and tattoos are not allowed.
<b>Make up</b>	Students should not feel they need to wear makeup. Any makeup worn should be discreet and natural in appearance.
<b>Nails</b>	Nail varnish and/or false nails are not allowed.
<b>Hair style</b>	Hair must be smart and worn in a conventional style and should be a single, natural colour. Dyed hair with colours outside the natural range is not acceptable, nor is hair of more than one colour. Extreme hair styles are not allowed. The definition of an extreme hairstyle is at the discretion of the Headteacher.
<b>Equipment/Bag</b>	A pen, pencil, ruler, rubber, calculator in a pencil case. Appropriate bag to carry books, iPad, equipment, reading book and PE kit. May be a rucksack or holdall style, the school bag should not be a handbag.

Hayle Academy is committed to being a safe and welcoming place, showing support and solidarity for all, in line with the Equality Act protected characteristics and British Values.





*We inspire students to dream big,  
to achieve more.*

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3 High Lanes  
Hayle  
Cornwall  
TR27 4DN  
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Web: [www.hayleacademy.net](http://www.hayleacademy.net)