



Haughton Academy

STARTER PACK

This welcome pack contains:

- 1 Welcome Letter

Documents to complete and return to the school office:

- 2 Free School Meals Application
- 3 Internet Permission
- 4 Educational/Rec Visits Parental Consent Form
- 5 Biometric Cashless consent form
- 6* Data Collection Sheet
- 7 Home/School Partnership
- 8 Photo Consent Form
- 9 Transition Pack

The following supporting information documents can be found on the school website at:

https://www.educationvillage.org.uk/haughton-academy/about_haughton/transition/

- a Privacy Notice
- b FSM Letter
- c Attendance and Punctuality
- d Attendance Information
- e Acceptable Use Agreement
- f Term Dates 2023
- g Outdoor Education Visits
- h Cashless Catering System
- i Cashless Catering FAQ
- j Traffic Calming

If you require paper versions of these documents please contact the school office

* An online version of the Data Collection form is available and will make submitting your child's details easier. To access it please use the following web address or scan the QR code.

<https://forms.office.com/e/Q19tVMnmN8>





Haughton Academy

Principal Haughton Academy

Su Gill *B Ed (Hons) NPQH*

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Dear Parent/Carer

Welcome to Haughton Academy – Primary to Secondary Transition 2024

I would like to offer you a warm welcome to Haughton Academy. Darlington School Admissions have provided me with your details and I am delighted that your child has been allocated a place with us for September 2024.

We look forward to seeing you at one of our Year 6 parents' evenings in the Summer Term (details below). Attending the evening will be beneficial as you will have the opportunity to meet key members of staff and receive important information to support your child's transition to secondary school. **Following** the main presentation you and your child will have the opportunity to look at, try on and potentially order your child's school uniform. Alternatively, uniform can be purchased from our provider, Elizabeth's Embroidery online or at their premises in Stockton-on-Tees.

It can be a big step for pupils to transition into secondary school and therefore we offer a 3-day transition, in line with other Darlington Secondary schools. This will provide the opportunity for your child to meet their Form Tutor, experience different subject lessons, familiarise themselves with the academy building and have lunch with us. Mrs Campbell (fcampbell@educationvillage.org.uk), Assistant Headteacher, will be co-ordinating the transition process, supported by our brilliant Transition Team, whilst Mrs Ablewhite (dablewhite@educationvillage.org.uk), SENDCO, and her team of specialist SEND staff will be co-ordinating the transition of pupils with SEND.

We work closely with our feeder primaries to ensure the smoothest possible transition for your child. A member of our Transition Team will be visiting every feeder primary to talk to the Year 6 pupils about Haughton Academy and to answer any questions they may have. This communication is ongoing and primary staff can contact Mrs Campbell at any time with any further questions and queries from the pupils.

We are very much looking forward to meeting you and developing a positive relationship with you to make certain that your child is happy here, that they reach their true potential and that they thrive as a valued member of our community. I understand that this can be an anxious, as well as an exciting time, for the whole family, so we include some **initial dates for your diary** to help you plan ahead.

Year 6 Induction Evenings 2024:

Wednesday 12 June - 6.00pm:

Group 1 Parents (Springfield, Whinfield, Firthmoor, Skerne Park primary schools)

Thursday 13 June – 6.00pm:

Group 2 Parents (all other primary schools)

During these evenings, you and your Year 6 child will have the opportunity to meet me, Mr Dickson (Deputy Headteacher - Pastoral), Mrs Ablewhite (SEND/CO) and her SEND team, Mrs Campbell (Transition Co-ordinator) and other key members of the Transition Team, including Mrs Bell, who will be Head of Year 7 in September. The evenings are an opportunity for the sharing of information, including your child's Tutor Group, and will last approximately one hour. Please arrive promptly for a 6.00pm start in the Performance Hall.

The transition process starts with the collection of essential information from you. This helps us to have all our records in place before your child arrives. To assist us in this process, please complete the following forms enclosed in the folder of the prospectus and return to the school by Monday 13th May 2024 (please note, booklets received after this date will not be able to be used to inform Tutor Groups):

- Data Collection Sheet
- Free School Meals form if required
- Home School Partnership
- Year 6 Transition Booklet with vital information about siblings already at Haughton and friendship groups etc
- Internet Permission
- Photo Consent form
- Educational/Rec Visits Parental Consent Form
- Biometric Cashless consent form

More Dates for Your Diary: Year 6 Transition Days

Wednesday 26 June

Thursday 27 June

Friday 28 June

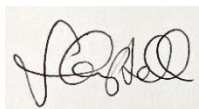
Pupils should arrive at the front of school for 8.45am - where their Form Tutors will meet them on each day. They will be escorted to their tutor room by their Form Tutors and Year 7 buddies. All days will finish at 2.45pm.

Your child should wear their primary school PE kit on all 3 of the transition days. They will be having PE on one of the days. They will also need to bring equipment of a blue or black pen, a pencil, a rubber and a ruler.

School lunch will be provided for all pupils free of charge, or if you would prefer, your child can bring a packed lunch. No cash will be needed on any of the transition days (and will not be necessary as we are a totally cashless school).

At Haughton Academy, we believe that every child can achieve and learning has no limits. You have my assurance as Principal, that when your child joins us, we will provide every opportunity and encouragement to ensure that your child will be the best that they can possibly be. We are very **PROUD** of all of our pupils.

Yours faithfully



Mrs F Campbell

Assistant Headteacher (Transition Co-ordinator)



FSM ENTITLEMENT VERIFICATION CHECK

Please complete and return to the school office

HAUGHTON ACADEMY, DARLINGTON

NAME OF PUPIL(s): YEAR GROUP:.....

SURNAME OF PARENT/CARER WHO IS IN RECEIPT OF AN ELIGIBLE BENEFIT

.....

NATIONAL INSURANCE NUMBER OF PARENT/CARER WHO IS IN RECEIPT OF AN ELIGIBLE BENEFIT

□	□	□	□	□	□	□	□
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OR

ASYLUM SEEKER'S REFERENCE 9 DIGIT NUMBER

DATE OF BIRTH OF PARENT/CARER

□	□	□	□	□	□	□	□
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PLEASE TICK WHICH BENEFIT YOU ARE CLAIMING

- Universal Credit **with an earnings threshold that does not exceed £7,400**
- Income Support
- Income Based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit, provided you **are not** entitled to Working Tax Credit and have an Annual income, as assessed by HMRC that does not exceed £16,190
- Guaranteed Element of State Pension Credit
- Where a parent is entitled to Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit).
- Support under part VI of the Immigration and Asylum Act 1999.

I hereby give consent to a check for Free School Meals eligibility, via Durham County Council's Benefit Systems and the Department for Education's online service which includes data from HMRC and DWP. (Communication with Durham County Council may be subject to monitoring and recording.) I understand that it is my responsibility to inform the school if I no longer receive the relevant benefit.

PARENT/CARER'S SIGNATURE: DATE:

For School/Academy Use Only

Approved/Not Approved Date:..... Academic Year:

Approved/Not Approved Date:..... Academic Year:

Approved/Not Approved Date:..... Academic Year:

Approved/Not Approved Date:..... Academic Year:

Approved/Not Approved Date:..... Academic Year:



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Dear Parent/ Carer

ICT including the internet, email, mobile technologies and online resources have become an important part of learning in our school. We expect all students to be safe and responsible when using any ICT including our FROG virtual learning environment (VLE).

It is essential that pupils are aware of e-Safety and know how to stay safe when using any ICT.

Pupils are expected to read and discuss this agreement with their parent/ carer and then to sign and follow the terms of the agreement.

Any concerns or explanation can be discussed with the Principal of Haughton Academy.

Please return the bottom section of this form which will be kept on record at the school.

Yours faithfully

Mrs S D Gill
Principal

Parent/ carer signature

We have discussed this document with;[insert your child's name] and we agree to follow the e-Safety rules and the Acceptable Use Agreement and to support the safe use of ICT at Haughton Academy.

Parent/Carer signature

Pupil signature

Tutor Group

Date



Educational / Recreational Visits

Parental Consent & Indemnity

Please complete this form as fully as possible. The completing of this form will not only consent the pupil stated below to attend and participate in regular activities as described in documentation from the school / establishment, but also, provide essential information in the event of an emergency. If you have any queries as to the nature of activities or conduct of the educational / recreational visit, please do not hesitate to contact the group leader in charge of the visit. It is your responsibility to notify the school of any changes

Pupil Name Date of Birth

Home Address..... Telephone

.....

.....

..... Post Code

I hereby consent to the attendance of my son /daughter, upon the educational / recreational visit when the person(s) in charge of the party will be appointed by The Education Village Academy Trust. I also agree to his/her participation in any or all of the activities involved. I acknowledge the need for obedience and responsible behaviour on his/her part.

Medical Information – (it is your responsibility to notify the school of any changes)

Pupils Doctor/GP Name

Address

a) Does your son/daughter suffer from any conditions requiring medical treatment?

Please specify: YES NO

If YES - please give brief details and describe the medication, dosage and frequency required:

.....

.....

I further consent to the giving of any such urgent medical or surgical treatment, including anaesthetic to my son / daughter, as considered necessary by the medical authorities present as a result of an emergency during the educational / recreational visit

b) Has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be or may become contagious or infectious?

Please specify: YES NO

If YES, please give brief details:

.....
.....

c) Is your son / daughter allergic to any medication?

Please specify: YES NO

If YES, please give brief details:

.....
.....

d) Has your son / daughter received a tetanus injection in the last five years?

Please specify: YES NO

If YES, please give brief details:

.....
.....

e) Please specify any dietary requirements for your son / daughter:

.....
.....

DECLARATION

Please sign to acknowledge your agreement and consent. If you have any reservations or queries in connection with the educational / recreational visit please contact the group leader in charge.

In consideration of the person in charge of the visit agreeing to the inclusion of my son/daughter as a member of the visit, I hereby undertake to indemnify him/her and any other member of the visit against any reasonable expenses incurred on behalf of my son / daughter during the visit.

With reference to insurance cover, my son/daughter will be covered for personal accident through School Journey Insurance cover organised by The Education Village Academy Trust which also includes cover for personal accident and loss, damage or theft of personal belongings subject to the Policy terms, conditions, exclusions and definitions. (full details available from the Education Visits Co-ordinator at The Education Village Academy Trust)

Signed:Parent / Guardian

Date:

To: EV Academy

I confirm that I wish our child/children

To be registered on the academy's Biometric Cashless Catering System

To be provided with a PIN code for the academy's Biometric Cashless Catering System
(please tick applicable box)

I understand that I may withdraw my child's registration at any time in writing.

Child's Name	Tutor Group	Relationship to Child
Name of Parent/Carer	Signature	Date

Data Collection Sheet

Please complete, and return to the school office.

Haughton: Springfield: Beaumont Hill: Year Group:

Pupil details:

Legal Surname.....Preferred Surname

Legal Forename: Preferred Forename

Middle name:GenderDate of Birth.....

Address Postcode

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted in an emergency. **PLEASE SUPPLY AT LEAST TWO CONTACTS.**

	Name & Relationship	Home Address	E Mail & Telephone
1			
2			
3			

Under the 1989 Children's Act all parents have the right to receive information about their child's progress. Please specify contact details below for parents with parental responsibility but who are not living with the child (if not already provided above) and indicate the information to be shared with them.

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Pupil Reports School Photographs Parents' Evening

Medical Practice	Medical Conditions

Meal Arrangements

Paid Meal Free Meal Home Other

Previous school attended:

--

Sibling (Brother(s)/Sister(s)) attending this school

First Language:	Religion:
Nationality:	English an additional language: YES/NO
Home Language:	Country of Birth:

Ethnicity Data Collection

Please study the list below and **tick one box only** to indicate the ethnic background of your child. It is not possible to list all ethnic groups because the list would be too long. The groups listed below reflect the main ethnic groups in Darlington. You are asked to choose the ethnic group which is closest to how you see your child.

White			Mixed/Dual Background		
British	WBRI		White and Black Caribbean	MWBC	
Irish	WIRI		White and Black African	MWBA	
Traveller of Irish Heritage	WIRT		White and Asian	MWAS	
Gypsy/Roma	WROM		Asian or Asian British		
Any other white background	WOTH		Indian	AIND	
Black or Black British			Pakistani	APKN	
Caribbean	BCRB		Bangladeshi	ABAN	
African	BAFR		Any other Asian background	AOTH	
Any other black background	BOTH		Chinese		
			Chinese	CHNE	
I do not wish an ethnic background category to be recorded	REFU		Any other Ethnic Group (please state which below)	OOTH	
This information was provided by Parent Pupil					

Parent/Carer Signature:.....**date:**.....

Letters home to be addressed to :(eg Mr & Mrs A N Other)

You may need to provide your child's Birth Certificate or other proof of identity. Please **do not** post certificates to school. If these are needed you will be contacted.

GDPR and Data Protection Act 2018: Please see the Privacy Notice on Trusts' website at <http://www.educationvillage.org.uk/guidance-and-policies/> for details on schools' legal obligations to share information with Local Authorities and the Department for Education.

New Starter Verification (for office use only)

Birth certificate seen?	Y/N	Serial Number	
Child Benefit statement seen	Y/N	Birth Cert and Child Benefit details match	Y/N
Passport or any other photographic evidence seen (where available)? <i>Please state which below:</i>	Y/N	Serial Number:	

I can confirm that I have seen evidence of identity as above and to the best of my knowledge identity has been confirmed.

Name (print)	Date:
Signed:	Destination:



Haughton
Academy

HOME-ACADEMY PARTNERSHIP

For pupils to achieve success at Academy it is important that parents, pupils and the Academy are able to work together, each party having an equally important part to play in the partnership.

In order that this partnership can work effectively, each party must be supportive of the partnership and committed to working in the best interests of all concerned.

FOR PARENTS/CARERS

- Support the Academy in the standards it seeks to achieve.
- Support the Academy's Rewards & Sanctions policy by celebrating achievements with your child as well as ensuring he/she completes any sanctions issued at the first time of asking.
- Help your child to take an interest in his/her work and sustain effort and achievement with Self-study.
- Take part in regular discussion regarding your child's progress and development by attending Parent's Evenings.
- Keep the Academy informed relating to matters which may be affecting your child's progress or attitude.
- Ensure regular attendance of **95% or above** and high standards of punctuality.
- Ensure high standards of uniform.
- Consent to referrals to additional agencies deemed necessary by the Academy.
- Ensure all contact details and medical information are completely up to date.

FOR THE ACADEMY

- Provide a safe, well-ordered and caring environment.
- Provide clear expectations and show fairness towards all pupils through the Academy's Behaviour policy.
- Set clear targets for all pupils relating to their study.
- Inform you at an early stage so that you may discuss any matter relating to your child.
- Offer you the opportunity to express your views on Academy issues.
- Demonstrate that each pupil is valued as an individual.
- Arrange appropriate support for you which may involve additional agency input.

FOR THE PUPIL

- Have a sense of pride and show that you are willing to work to the best of your ability.
- Follow the guidelines set out in the Academy Rewards & Behaviour policy.
- Get on with others in the Academy community.
- Take a pride in your own appearance by wearing the correct Academy uniform to the expected standard.
- Have at least 95% attendance and be on time to Academy and all lessons.
- Bring your Academy Planner every day and keep it in good condition.
- Be 'on side, on time and on task' all of the time.
- Bring your pen, pencil, ruler, rubber, planner and bag every day.
- Bring PE equipment and DT ingredients every time they are needed.
- Ensure the presentation of your work is always of the highest standard.
- Be conscious of the need to create an environment which conveys to visitors the presence of a caring community.

THE EDUCATION VILLAGE ACADEMY TRUST

HOME-ACADEMY PARTNERSHIP

SIGNATURES

I/We will make every effort to support the Home-Academy Partnership.

Signatures

_____ Parent/Carer

_____ Parent/Carer

_____ Pupil

_____ Head of Year

Thank you for your support



Haughton
Academy

Photographic Consent Form

I understand and consent that the Trust may hold a photo of my child on a secure database for identification purposes.

Please **tick** one of the boxes below to give or withhold consent for wider use of your child's photo:

I give consent for my child's photograph to be used in both Internal and external media publications, social networks (e.g. the Academy Facebook page) and other publicity materials. Their picture may also be used in displays in the Academy classroom or on walls in the Academy.

I DO NOT wish my child's photograph to be published internally or externally.

Parent/carer signature	
Parent/carer name	
Pupil name	
Date	



Haughton
Academy



Year 6 Transition Booklet

Child's Name:

Primary School:

Name(s) of brothers/sisters at Haughton Academy:

.....

Dear Parent/Carer,

It is important to us that your child has a smooth transition into Secondary School. In order for this to happen it is crucial that we have as much information on your child as possible. Therefore, it would be helpful if you could complete the following information and return it to Haughton Academy by **Monday 13th May 2024** for the attention of Graeme Watson.

Please note, booklets received after this date will not be able to be considered when placing pupils into tutor groups.

Thank you

Mrs S. D. Gill
(Headteacher)

Photo

Please provide a photograph of your child (it can include family members/pets/an event etc.)



Tutor Group Placement

At Haughton Academy we have a horizontal Tutor Group system, headed by a non-teaching Head of Year. There are 8 Tutor Groups, each comprising of approximately 28 pupils.

There are many factors taken into consideration when we put a Tutor Group together i.e. information from primary schools, which we obtain when we visit, for example interests, hobbies, friendship groups, achievements etc.

We try to place every child with a friend if possible to get the balance right. It is also important to let us know if there is anyone you would rather your child wasn't placed with.

If possible can my child be placed with:

1)

2)

I would rather my child not be placed with:

1)

2)

Please give a brief summary of why:

Pen Portrait

A brief 'pen portrait' will enable us to know a little more about your child. Please tell us about their interests, what motivates/encourages them.

Does your child have any hobbies/interests?

1) In school:

2) Outside of school?

Worries/Concerns

Please make a note of any worries or concerns your child has ahead of the transition week or starting Haughton Academy in September:

Please make a note of any worries or concerns you have ahead of your child's transition week or starting with us in September:

You will have an opportunity to raise any issues mentioned above on the Year 6 transition evenings. There are different dates depending on which primary school your child attends—please see the letter in your pack.

Transition

Transition is due to take place **Wednesday 26th June 2023 to Friday 28th June 2024**. During the two days your child will meet their Form Tutor and fellow pupils in their Tutor Group, have a welcome and goodbye assembly and participate in a range of subjects e.g. Maths, English, Science, History, Geography, PSHE, Modern Foreign Languages, Design Technology.

Which subjects does your child currently enjoy at primary school?

Which subjects does your child struggle with at primary school?

Does your child receive any additional support in primary school?

Any further information/queries:

