



RESPECT | WISDOM | ASPIRATION | COMMUNITY



TRANSITION BOOKLET



### RESPECT

We understand that every person is important, and we respect everyone for who they are.



### WISDOM

We admire the best of human achievements and we aim to become experts.



### ASPIRATION

We enjoy challenges and we aspire to become better tomorrow than we are today.



### COMMUNITY

We take an active part in our community in order to create belonging, fellowship and identity.

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# 1. WELCOME FROM THE HEADTEACHER

A very warm welcome to Barnhill Community High School. Barnhill is a high performing school in which pupils are celebrated for who they are and encouraged to reach their personal best.

Our ethos is built on 4 values:

- **Respect** — We understand that every person is important, and we respect everyone for who they are;
- **Wisdom** — We admire the best of human achievements and we aim to become experts;
- **Aspiration** — We enjoy challenges and we aspire to become better tomorrow than we are today;
- **Community** — We take an active part in our community in order to create belonging, fellowship and identity.

We pride ourselves in providing an exceptional, all-round education that enables each child to try everything on offer, to find out what they really enjoy, and are good at. The capacity to engage pupils at many different levels is central to education at Barnhill and we offer very high standards of learning and care; both inside and outside of the classroom. Talented and committed staff work with our pupils to achieve these ends.

The school is grounded in the strength of relationships between staff, students and families that are the foundation of all great communities. Barnhill is tremendously diverse in terms of the academic and cultural backgrounds of its students and we celebrate this diversity.



**Mr J Jones**

HEADTEACHER

*Barnhill is a school of high values.  
Our most important value is to  
show respect for all members  
of the school community.*

## TEAM PLAYERS

- Are able to work cooperatively as part of a team;
- Are able to work collaboratively towards a shared goal.

## SKILLFUL LEARNERS

- Are competent in the basic skills of literacy, numeracy and IT;
- Have a range of transferable skills including independent study skills, organisation and communication;
- Are critical and creative thinkers.

## REFLECTIVE LEARNERS

- Are able to learn from mistakes and experiences;
- Are able to set SMART targets— (Specific, Measurable, Achievable, Realistic/ Relevant, Time-related);
- Are able to stay calm and think through problems.

## ASPIRATIONAL LEARNERS

- Are realistically ambitious, are confident and believe they can achieve;
- Have a personal vision for their own future.

## RESPONSIBLE LEARNERS

- Take responsibility for their actions and for their education.
- Are self-motivated and will persevere to reach personal goals and aspirations.

## 2. KEY MEMBERS OF STAFF

### THE STUDENT DEVELOPMENT, BEHAVIOUR AND ATTITUDES TEAM:

If you wish to make contact with any member of this team, please use the email address below or telephone the main school switchboard.

**T: 020 8839 0600**

**E: [enquiries@barnhill.school](mailto:enquiries@barnhill.school)**

### TUTOR

Your child's Form Tutor is the first person to contact if you have queries or problems. Tutors see their students at the start of each day and will be able to deal with most problems involved in settling in to a new school.

### HEAD OF YEAR

The Head of Year oversees the pastoral and academic needs of all children in the year. They are responsible for ensuring that every child is well looked after and is receiving a high-quality education. The Head of Year will guide and support your child through his/her time in school and there is a large team of individuals who work to help students in different ways. The Head of Year is available for meetings and is always present at Parents' Evenings.

### PASTORAL SUPPORT MANAGER

The Pastoral Support Manager is available throughout each day, so please do make contact if you require any information. Students may also see the Pastoral Support Manager in the relevant office before and after school

### SAFEGUARDING TEAM

Barnhill takes its responsibility to safeguard all students very seriously. Although all staff at the school are jointly responsible for safeguarding, to support students more thoroughly, we have a number of mentors available that can offer more specialist support including: Ms Snaith, Mr Wakefield, Mrs Gabriel, Mrs Raychaudhuri, Mrs Gill, Ms Dixon and Mr Watts. Posters are displayed around school informing students who they can approach for support in addition to their form tutor.

### ATTENDANCE OFFICER

The Attendance Officer ensures that all students are accounted for in school. You may receive a call from the Attendance Officer if your child does not attend on a regular basis. Parents should always report the reason for a child's absence in the morning of that absence using the school phone number or email address below.

If your child is having any difficulties with their attendance, then please make contact with the Attendance Officer. We are always very keen to give support and guidance. For more serious levels of absence, the school may involve the Participation Team of the Local Authority.

**Mrs R Mustafa**

**[attendance@barnhill.school](mailto:attendance@barnhill.school)**

### SPECIAL EDUCATIONAL NEEDS CO-ORDINATOR (SENCO)

If your child has a special educational need, you will be invited to meet with a member of the SEN team. The team is led by Mrs Gibbons. Although the school conducts regular assessments, parents who suspect their child may have an undiagnosed special educational need should make contact with Mrs Gibbons at the earliest opportunity.

**Mrs C Gibbons**

**[cgibbons@barnhill.school](mailto:cgibbons@barnhill.school)**

### 3. TERM DATES

AUTUMN TERM 2023	
INSET DAYS SCHOOL CLOSURE	Monday 4 <sup>th</sup> September Tuesday 5 <sup>th</sup> September
START	Wednesday 6 <sup>th</sup> September
HALF TERM	Monday 23 <sup>rd</sup> October - Friday 27 <sup>th</sup> October
INSET DAYS SCHOOL CLOSURE	Friday 20 <sup>th</sup> October Friday 24 <sup>th</sup> November
FINISH	Thursday 21 <sup>st</sup> December
SPRING TERM 2024	
INSET DAY SCHOOL CLOSURE	Monday 8 <sup>th</sup> January
START	Tuesday 9 <sup>th</sup> January
HALF TERM	Monday 12 <sup>th</sup> February - Friday 16 <sup>th</sup> February
FINISH	Thursday 28 <sup>th</sup> March
SUMMER TERM 2024	
START	Monday 15 <sup>th</sup> April
INSET DAY SCHOOL CLOSURE	Friday 19 <sup>th</sup> April
BANK HOLIDAY	Monday 6 <sup>th</sup> May
HALF TERM	Monday 27 <sup>th</sup> May - Friday 31 <sup>st</sup> May
INSET DAY SCHOOL CLOSURE	Tuesday 2 <sup>nd</sup> July
FINISH	Friday 19 <sup>th</sup> July

## TIMINGS OF THE SCHOOL DAY

<b>08:20 - 08:50</b>	Registration	All year groups
<b>08:50 - 09:50</b>	<b>Period 1</b>	All year groups
<b>09:50 - 10:10</b>	Early Break	Year 7, Year 8 & 6 <sup>th</sup> Form only - during split break operation
<b>09:50 - 10:50</b>	<b>Period 2</b>	
<b>10:50 - 11:10</b>	Late Break	All year groups - single break operation OR Year 9, Year 10, Year 11 Only during split break operation
<b>11:10 - 12:10</b>	<b>Period 3</b>	All year groups
<b>12:10 - 13:10</b>	<b>Period 4 (a)</b>	Year 9, Year 10 & Year 11
<b>12:10 - 12:50</b>	Early Lunch	Year 7, Year 8 & 6 <sup>th</sup> Form
<b>12:50 - 13:50</b>	<b>Period 4 (b)</b>	Year 7, Year 8 & 6 <sup>th</sup> Form
<b>13:10 - 13:50</b>	Late Lunch	Year 9, Year 10 & Year 11
<b>13:50 - 14:50</b>	<b>Period 5</b>	All year groups
<b>14:50 - 15:50</b>	<b>Period 6</b>	KS4 & KS5 Year 9, Year 10 & Year 11 KS3 Intervention Session



## 4. UNIFORM

### SCHOOL UNIFORM EXPECTATIONS

Students are expected to attend school wearing the correct school uniform at all times. The year team will lend any spare items, such as shoes, ties and blazers should your child forget or damage these required uniform items. All personal belongings and items of uniform should be clearly named including jackets.

**At Barnhill we prepare our students for future success by having very high standards of appearance.**

Jewellery is limited to one pair of gold or silver stud earrings and a watch only.

The following are **NOT permitted**:

- Dyed and unnatural hair colouring.
- Shaved hair / designs shaved into the hair.
- Visible body piercings, including nose studs.
- Rings.
- Nail varnish or false nails.





## SCHOOL UNIFORM

ITEM	STYLE	ADDITIONAL INFORMATION
School Blazer	Maroon with logo	Available from Vicky's *
School Tie	Coloured strip dependent on year group	Available direct from the school for £5.
Shirt	White button neck	No open blouses
Trousers	Black full length tailored trousers	No shorts or cropped trousers
Skirt	Black pleated skirt	Knee length only
Shoes	Plain black	No boots, canvas shoes , trainers or backless or high heeled shoes
Headscarf	Plain black	Worn for religious reasons
Socks/Tights	Black, white or natural	No other colours or patterned socks/tights
School Jumper (Optional)	Black with logo	Available from Vicky's *

## PE KIT

ITEM	STYLE	ADDITIONAL INFORMATION
School Polo Shirt	Black with logo	Available from Vicky's *
School Sweatshirt	Black with logo	Available from Vicky's *
School House T-Shirt	Plain crew neck t-shirt in house colour	Available from Vicky's *
School Tracksuit Bottoms	Black with logo	Available from Vicky's *
Football Socks	Plain black	
Short Socks/Trainer Liners	Black or white	
Trainers		
Gloves (Optional)	Plain black	Used in certain activities at the discretion of PE staff
Hat (Optional)	Plain black	Used in certain activities at the discretion of PE staff

\* Vicky's is the school's sole uniform supplier: **Vicky's, 256 Yeading Lane, Hayes, Middlesex UB4 9AX**

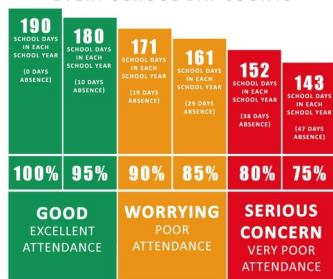
## 5. ATTENDANCE

### ATTENDANCE

High attendance leads to higher achievement. Students who achieve high attendance are rewarded with certificates and letters home.

## ATTENDANCE MATTERS

EVERY SCHOOL DAY COUNTS



DON'T MISS OUT ON THE EDUCATION YOU DESERVE!

The Government has set 95% attendance as the minimum acceptable standard for students. Should your child's attendance fall below this, we will write to you and there may be a referral to the London Borough of Hillingdon Participation Team.

### PUNCTUALITY

- Students should be on site by **8.15am** and in their Tutor room by **8.20 am**. Students who are late **AFTER 8.25am** must sign in at the Main Reception.
- Students who are late to school are set an hour detention after school.

### ABSENCE

- If your son/daughter is absent because of illness, please telephone the attendance officer on 020 8839 0616 before 9.00 am to say why he/she is absent and give the expected day of return.
- Follow this up with a written note to her/his Form Tutor on the first day of return. This may be written in the student planner.
- If we have not been notified of the reason for the absence, a Truancy Call will operate and repeated calls are made until an answer is obtained.
- Absence for reasons other than illness is discouraged.
- Whenever possible please arrange dental and medical appointments out of school hours.
- If you need to take your son/daughter out of school for any reason, please write to his/her Head of Year beforehand.
- Family holidays are not permitted except under extremely exceptional circumstances. You must write to request permission from the Headteacher. Unless the circumstances are extremely exceptional the absence will not be authorised.



## 6. LIFE AT BARNHILL

### LUNCH

Students may eat a packed lunch on the playground or in the school canteen. Students may also buy a hot lunch in the school canteen.

The school operates a cashless payment cafeteria system. Please see ParentPay (Section 9) for further details.

### LOCKERS

Students may choose to rent a locker in which to keep all their belongings. There is a rental charge of £25 and they will keep this locker for five years. They are provided with a key and need to look after it carefully. There is a charge for replacing lost locker keys.

### SCHOOL PARLIAMENT

The Barnhill School Parliament enables students to take part in the life of the school and gives them a forum for constructive discussion about ways of improving the school and community.

The Parliament consists of two Form Representatives from each form group from every form in the school. The Year Representatives are two students who are elected by their year group. The Parliament is run by Sixth Form Prefects and members of the Senior Leadership Team.

### VALUABLES

Large sums of money and other valuable items should not be brought into school. Students who bring valuables into school do so at their own risk.

### LOST PROPERTY

Students should search thoroughly for any lost item and ask at the Main Reception to see if it has been handed in.

Although we will try to help your child to trace lost clothing and personal property, the school cannot accept responsibility for lost items. The Student Services office also often receives lost property.

Items handed in to lost property are stored in the annex adjacent to the Attendance team office, near the main entrance.

### CYCLING TO SCHOOL

Bicycles may be brought to school provided they are chained and padlocked to the fence at the front of the school. Students should wear safety helmets and have passed a cycle proficiency test. The school takes no responsibility for bicycles brought to school.



## 6. LIFE AT BARNHILL

### STUDENT PLANNER

Students learning is at the heart of school life. Each student will be given a School Planner to record homework and any messages between home and school. The planner must be signed each weekend by parents and then by tutors on Monday morning. If you have any queries, please place a note in the planner and ask your child to bring it to the tutor's attention.

### HOMEWORK

Homework will be set by all subjects. Students are expected to record homework in their Planner. If your child has difficulty with or cannot complete the homework in the time set, they should see the subject teacher as soon as possible for help. Parents are expected to check the Planner daily and sign each week to ensure that the correct homework is completed. The School Library is open from 8.00am, at break times and after school. Students may use this area to complete homework.

### AFTER SCHOOL CLUBS

There are a wide range of before school, lunchtime and after school clubs for students of all abilities. We encourage all students to become involved and make use of the opportunities on offer. Details are posted around the school and are available on the school website.

### SPECIAL EDUCATIONAL NEEDS

Students with special educational needs will be given extra help where appropriate. This may be in class, withdrawal during lesson time, at lunch time or after school. It may be designed to support individuals or small groups dependent on the needs identified by the SEN Department. Teaching assistants are available to help with homework at lunchtimes and after school.

### REWARDS AND SANCTIONS

There are a variety of ways of rewarding positive behaviour, effort and good work. Barnhill uses a system called 'Go4Schools' to track and record positive and negative behaviour. We advise all parents to log in regularly to Go4Schools to view the academic progress and behaviour record for their child. Students who do particularly well will receive certificates and other prizes in our celebration assemblies.

### DETENTIONS

Detentions are a key part of our Behaviour Policy. Students who accrue a C2 sanction (repeated no homework, late to lesson, disruption etc) before lunchtime on any day will be detained for an hour after school that same day. Parents will be informed by text message if your son or daughter has a one-hour detention.

### REPORTING TO PARENTS/CARERS

Progress will be reported as follows:

- **PARENTS' EVENING** - You will be able to meet subject teachers to discuss progress.
- **TERMLY REPORTS** - Giving grades for achievement and attitude to learning, as well as highlighting areas to improve.





## 7. PERSONAL DEVELOPMENT AND ENRICHMENT

### ***‘Intelligence plus character – that is the goal of true education’***

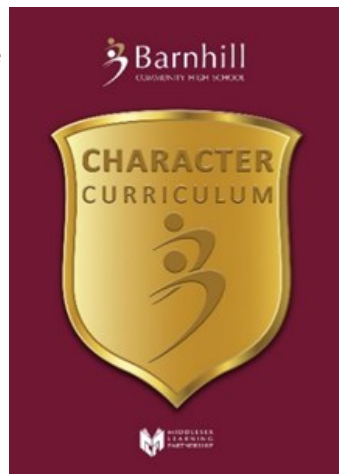
*Martin Luther King Jr*

Our ‘Character Curriculum’ is where we provide students with experiential learning outside of the classroom. We aim to provide a range of options that provide a balance between learning more about themselves as individuals and challenging knowledge and skills already gained in subject areas.

The Character Curriculum encompasses: behaviour, student voice, cultural capital, careers and PSHE.

Students can earn ‘Ethos & Character’ Points for taking part in extra-curricular activities, clubs, workshops, representing the school and taking part in community events. These points are recorded on student profiles.

We have a programme of clubs that run before school, lunchtimes and after school including sports, languages, music, dance, STEM, academic and creative based activities. There is sure to be something to capture your interest – whether it is trying something new or pursuing an existing passion.



Clubs are an excellent opportunity to make new friends with similar interests, develop team work, collaboration and social skills. The full programme is posted on the school website under Curriculum. In addition to the weekly clubs and teams you can join, there are special trips and visits you can be selected for. We have links with a number of organisations and arrange special guests to come into school to share experiences, deliver presentations to inform and motivate and run workshops to develop practical skills or increase knowledge and understanding in subject areas. We also offer extensive enrichment activities, including trips and guest speakers to complement our curriculum and engage students to extend learning.

*Highlights in recent years include:*

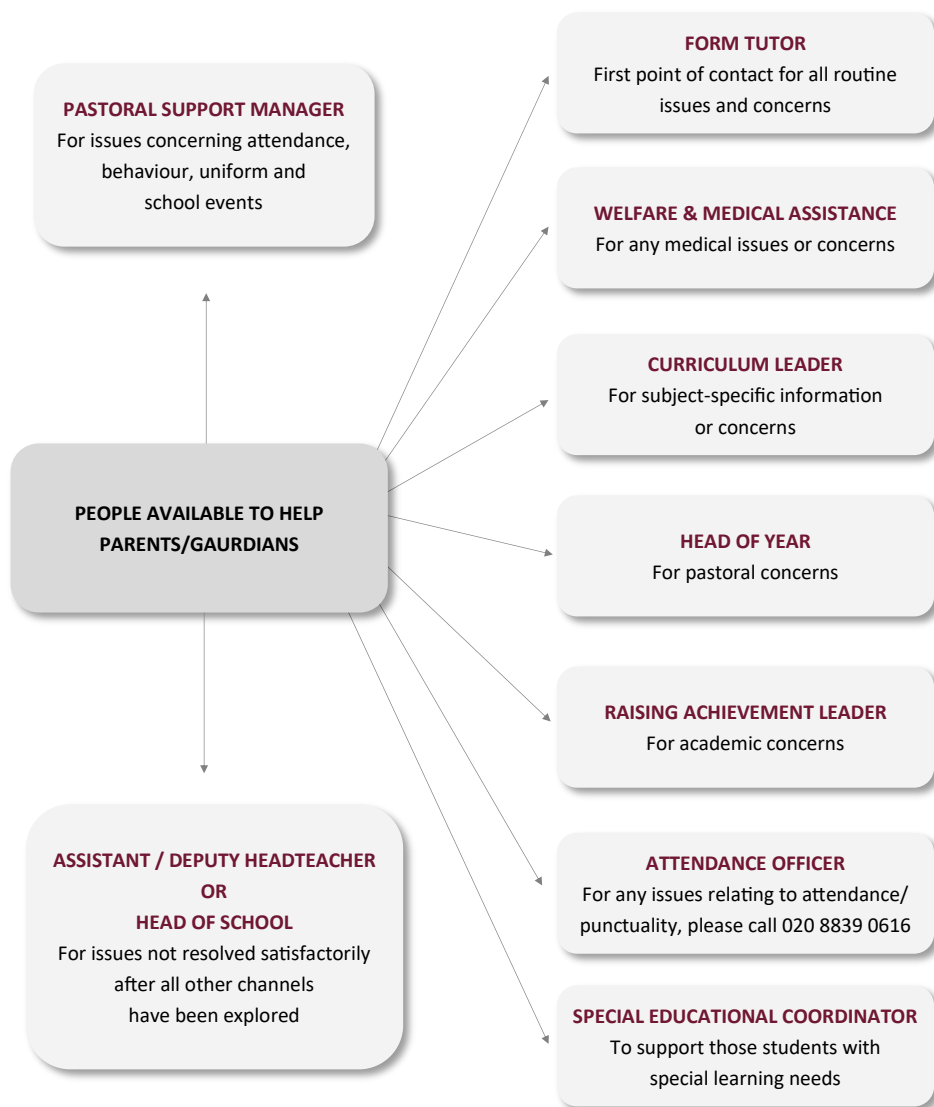
- Participation in the Duke of Edinburgh Scheme.
- Trips to the Science Museum, Globe Theatre, British Museum and Tate Gallery.
- Visitors from RAF delivering STEM session around aerodynamics.

***A positive attitude to learning and participating in intra and extra-curricular activities lead to positive outcomes and success both within the classroom and beyond.***



## 8. WHO DO I CONTACT?

The school has a wide range of people available to help parents and guardians with any issues they may have. Please ring the school office to request an appointment giving at least 48 hours notice.



A helpful 'Who to Contact' guide can also be found on the school website with key staff telephone numbers and email addresses.



Simple and straightforward issues can be dealt with by communicating with your child's Form Tutor using the 'Notes' section in their Student Planner. A note in the planner can be made for the tutor to reply to.

Form Tutors are responsible for the day-to-day routines of their tutor group and they are the initial point of contact. Subject teachers are more than willing to see parents by appointment to discuss their child's work or other matters. Please ring or email the school to make an appointment.

You may also telephone or email the school for further queries. At Barnhill we aim to respond to phone messages or emails within 48 hours. If you have an urgent query, please make sure that the telephone operator knows this and we will deal with all such matters accordingly.

The Pastoral Support Manager is a non-teaching member of staff and can be contacted throughout the day. The most efficient way of contacting the Head of Year is via email as they are often teaching during the day.

#### SCHOOL CONTACT DETAILS

Email	enquiries@barnhill.school
Telephone	020 8839 0600
Address	Barnhill Community High School Yeading Lane Hayes Middlesex UB4 9LE

#### HOW CAN I SPEAK WITH SENIOR MEMBERS OF STAFF?

We hope there is rarely a reason to complain, but we understand that it may be necessary.

The main contact for serious issues is the Head of Year in the first instance and then either the Assistant Headteacher or the Deputy Headteacher for Student Development, Behaviour and Wellbeing.

#### USEFUL EMAIL ADDRESSES

##### SENIOR LEADERS FOR KS3

Deputy Headteacher <b>Ms Hernandez</b>	lhernandez@barnhill.school
Assistant Headteacher <b>Mr Rich</b>	trich@barnhill.school

##### PASTORAL SUPPORT MANAGERS

<b>Mrs D Gill</b>	dgill@barnhill.school
<b>Mrs E James</b>	ejames@barnhill.school
<b>Ms L Dixon</b>	ldixon@barnhill.school



# 9. PARENTPAY

## PARENTPAY - CASHLESS PAYMENT SYSTEM

As part of Barnhill's commitment to providing the best quality wellbeing and education for all students, we have introduced an online system for taking payments - 'ParentPay'. This is a secure payment platform and you will be able to pay for items such as meals and trips.

The school does not accept cash at all and all payments should be made through ParentPay. It is therefore very important that you activate your account immediately.

When your child starts at the school, they will be issued with an activation letter that will contain the activation user name and password; you will be prompted to change these and to keep them safe and secure as your Username and Password for future logins.

If you already have a ParentPay account, either with our school or another ParentPay school, you can simply login to that account and add your other children via the 'Add a child' tab on your home page. You will need the new activation username and password we provide, to do this.

If you have two or more children at a ParentPay school, you only need to activate one account to create your 'main account' and then add your other children via the 'Add a child tab' on your home page.

ParentPay holds an electronic record of your payments to view at a later date. Once you have activated your account you can make online payments straight away and this can be accessed by your child using their ID card immediately in the school canteen.

If you have any queries, please do make contact with us at the school using our email [enquiries@barnhill.school](mailto:enquiries@barnhill.school). Alternatively, more information can be found on the ParentPay



## PARENTPAY GUIDE

### Frequently Asked Question

#### **I have lost my letter**

Please request another letter from Student Services or Main Reception.

#### **I have forgotten my password**

Please click on forgotten password so a link goes to your email address to create new password.

#### **I have put in a wrong email or want to change my email**

Please contact ParentPay Support through the online form, they will change this on their system.

#### **I want to withdraw my funds**

Follow the guidelines from [ParentPay](#) support.

#### **Money has not been allocated**

Please login into your account, check the shopping basket in top right hand corner (sometimes not visible on the mobile phone app) and allocate to what you want to buy. You can also follow the steps on the 'How to pay for items' guide.

#### **School Meals refund**

The account holder will need to complete and return a refund form to Caterlink, our catering company. The school cannot complete or return this form for you.

#### **Overcharged in the canteen**

Speak to Caterlink so they can resolve this.

#### **Other items listed and sold through the school (other than school meals)**

Funds are transferred to Barnhill Finance for items such as uniform, trips, books etc.

#### **Please note:**

Money for school meals goes directly to Caterlink. We do not see or have access to these funds, therefore Barnhill Finance have no control to refund the money back.

Caterlink can be contacted by email: [meals@caterlinkltd.co.uk](mailto:meals@caterlinkltd.co.uk)

**Students need go to Student Services or Main Reception for queries that cannot be resolved via Parentpay directly.**

## 10. HOW CAN I HELP MY CHILD?



**KEEP IN TOUCH** via the **Barnhill App** powered by **EduLink One**. This is our primary messaging platform for SMS and email. Parents and carers should download EduLink One from GooglePlay or the App Store to keep all information, updates and messages from the school in one place.

### **YOU CAN ALSO HELP YOUR CHILD BY:**

- Checking daily that they have the right equipment.
- Encouraging them to pack their school bag the night before.
- Checking that they are wearing the correct uniform, including school shoes, and are not wearing make up or jewellery other than that which is permitted by the uniform policy.
- Making sure that they leave home in plenty of time to get to school by 8:15am.
- Checking their School Planner every day to see that any homework assigned is completed.
- Helping them to organise their evening to include time for homework and other interests.
- Providing a suitable space where they can concentrate to complete homework.
- Encouraging them to tell the relevant teacher if they have a problem understanding the homework or classwork.
- Always phone the school on the first day of any absence before 9am.
- Making sure that your child goes to bed at a reasonable time and gets enough sleep every night.
- Limit and monitor your child's use of social media and overall screen time.





$$+b^2$$
$$=c^2$$



WISDOM BEGETS  
WISDOM

Sa

Love all  
things,  
hate  
yourself



Barn

**BARNHILL COMMUNITY HIGH SCHOOL**

A: Yeading Lane, Hayes, Middlesex UB4 9LE

T: 020 8839 0600

E: [enquires@barnhill.school](mailto:enquires@barnhill.school)

W: [www.barnhill.school](http://www.barnhill.school)



**MIDDLESEX  
LEARNING  
PARTNERSHIP**