

Hampton Academies Trust
Hampton Gardens
Prospectus for Admissions September 2019



Hampton Gardens School
Hartland Avenue, Hampton Gardens, Peterborough, PE7 8HR

Email: enquiries@hamptongardens.org.uk | Website: www.hamptongardens.org.uk



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Hampton Gardens 11-19 Secondary School

Chair of Board of Trustees:	Mr A Kingsley
Chair Local Governing Body:	Mr K Garcia
Executive Head of School:	Miss H Price
Head of School:	Mr A Greenwood
	210 Years 7, 210 Years 8, 180 Years 9, 25 Years 12, 25 Years 13
Total number of Students when full:	Total number of Students when full: 1200 (Years 7 to 11), 300 (Sixth Form)

Dear Parent/Carer

Welcome to Hampton Gardens School, a new purpose built secondary school, to serve the communities of Yaxley and Hampton East.

Our aspiration is that Hampton Gardens will be an Outstanding school from the outset. We believe that the facilities at the school and the years of planning ahead of opening, put us in a strong position to realise this ambition.

Hampton Gardens School is run by the Hampton Academies Trust. We are part of a 'multi-academy trust' which includes Hampton College (4-19), which has been operating successfully since 2005. The vision of the trust is to build a family of excellent local schools.

Hampton Gardens is a completely separate school in its own right, with its own School Leader, its own permanent staff and its own uniform. However, as a Trust we feel we can offer wide and unique opportunities to learners by working in partnership with Hampton College. For example, we intend to share Sixth Form facilities and classes, allowing a greater breadth of A levels and vocational courses to be offered locally. We are also able to offer a full range of subjects at Hampton Gardens from the outset, by sharing some staff between schools.

We will work hard to ensure that students receive excellent teaching, that the curriculum is relevant to their needs and that they receive all the support they need to fulfil their potential.

We are determined that Hampton Gardens will be known for its positive relationships. The school aims to continue to develop strong relationships between students and staff and create strong bonds with its surrounding communities of Yaxley and Hampton and the new community of Hampton East, as it grows.

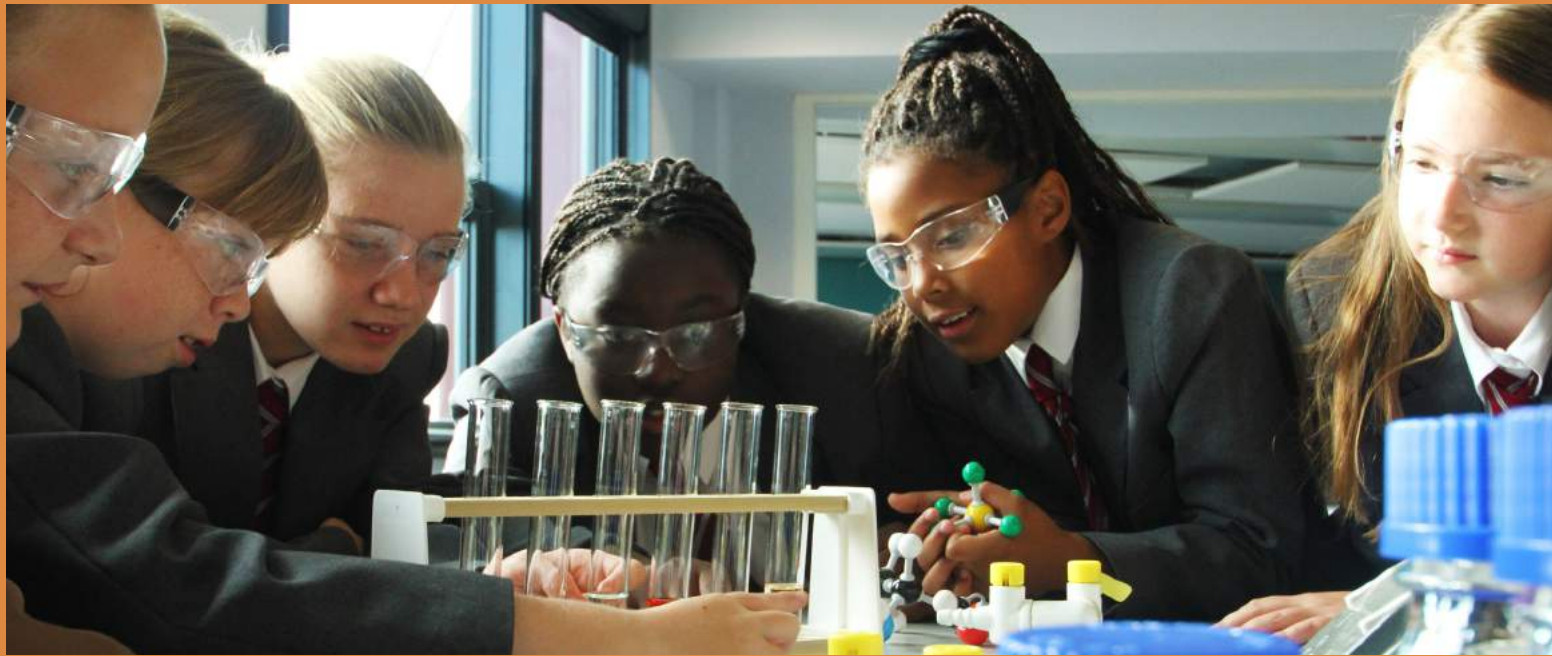
We will work hard to establish a partnership with parents/carers, and to ensure that they feel welcome at our school, and fully involved in their child's education.

We hope that you will choose our school for your child and will be part of the exciting journey as the school expands in the future.

If you decide to send your child to Hampton Gardens, we will do our very best to build on the success that you and your child's primary school have achieved together. We will do our best to make you, and your child, feel welcome at the school and to build a strong working relationship.

Yours sincerely

Al Greenwood
Head of School



Statement of vision and values

Our vision as a Trust is to meet the needs of our students and equip them to fulfil their potential.

Values

1. We value people:

- Hampton Gardens will be a welcoming place, at the heart of our community, valuing all people and their talents, beliefs and cultures equally;
- Students will feel safe and respected as individuals at school; they will feel happy to come to Hampton Gardens to learn;
- All staff will feel valued, informed and involved in decision making;
- Parents and carers will feel well informed, and involved in their child's education.
- We recognise families as sources of love and care for their members, and as the basis of a society in which people care for others.

2. We value learning:

- Hampton Gardens will provide for high quality teaching and learning, involving challenging and enjoyable activities; this will enable our students to think, and to produce high quality work;
- Our curriculum will cater for a wide range of ability and talent, and will provide students with a broad, general education of the highest quality. We will provide an outstanding choice of extra-curricular activities.

3. We value positive behaviour:

- The school will have a positive ethos, which emphasises respect, responsibility and participation;
- Students will be encouraged to grow spiritually, morally, socially and culturally;
- We will place a high emphasis on maintaining positive relationships with students based on honesty and fairness;
- We will expect all members of the school to act with courtesy, respect and good manners;
- We will emphasise the pleasure in learning, and we will do our best to make sure that fun is part of the experience for all at Hampton Gardens.

4. We value health:

- Hampton Gardens will promote the importance of healthy living, and we will emphasise its impact on learning;
- In all areas of operation, the school will stress the importance of healthy eating; students will be encouraged to drink water in most classes;
- All school sites are no-smoking areas at all times;
- We believe that the health and safety of students, staff and visitors are of paramount importance, and they will always be our first considerations;
- We will work with students, parents/carers and relevant external agencies to promote safe travel to and from school;
- In the interest of safety, students will receive clear messages about items that should not be brought onto the school premises, or on school visits.

5. We value leadership:

- The school will be well governed, managed and led, having excellent relationships with other schools and agencies. Resources will be used effectively to support learning;
- Students will be offered opportunities to show responsibility, and to develop leadership skills.

6. We value our community:

- The School will emphasise the opportunities and responsibilities that life in a large community can bring;
- We will make our facilities available to members of our community for learning and for leisure;
- Hampton Gardens will enhance community life;
- Students will be made aware of the positive roles they can play in our global community;
- Students will learn to respect religious and cultural diversity.

7. We value our environment:

- We will provide an outstanding learning environment: stimulating, colourful and well cared for;
- Students will learn to respect their environment at a local, national and international level.

8. We value the future:

- We will develop the next generation of citizens and leaders, willing and able to play active roles in their communities;
- We will lead out into the world young people who feel positive about themselves and demonstrate a passion for life, who respect the rights of other people and who are ready to make their mark.



Admissions

As a Free School, the Hampton Academies Trust is the admissions authority for Hampton Gardens.

Applications will be processed through the Peterborough City Council and Cambridgeshire County Council coordinated admissions schemes.

Hampton Gardens is a new secondary free school, which opened in September 2017 to serve the communities of Yaxley and Hampton East. The school will grow over time to include years' 7-13.

Admission Number

The free school has an admission number of 210 for entry in Year 7 in 2019.

The free school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the local authority will offer places at the free school to all those who have applied.

Admissions Over-subscription Criteria:

When the free school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

- Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
- Children living in catchment with a sibling on roll at the time of admission
- Children living in catchment
- Children of members of staff, who have filled a vacancy for which there is a demonstrable skills shortage



School Term Dates 2019/20

School term dates 2019/20

Autumn term 2018	
Autumn Term opens	Wednesday 4 September 2019
Half Term	Monday 21 to Friday 25 October 2019
Autumn Term closes	Friday 20 December 2019
Spring term 2019	
Spring Term opens	Tuesday 7 January 2020
Half Term	Monday 17 to Friday 21 February 2020
Spring Term closes	Friday 3 April 2020
Summer term 2019	
Summer Term opens	Monday 20 April 2020
May Day Bank Holiday	Monday 4 May 2020
Half Term	Monday 25 May to Friday 29 May 2020
Summer Term closes	Friday 17 July 2020

The School Day

8.30am to 8.45am	Morning Registration/ Assembly
8.45am to 9.50am	Period 1
9.50am to 10.55am	Period 2
10.55am to 11.15am	Morning Break
11.15am to 12.20pm	Period 3
12.20pm to 1.25pm	Period 4
1.25pm to 2.05pm	Lunch Break
2.05pm to 3.10pm	Period 5

Attendance

Students will be registered by their Form Tutors each morning and each lesson after that by their subject teachers. This means that we are able to keep a very careful track of each student during the school day.

The school will encourage, and expect, high levels of attendance from all students. The better their attendance, the more students will learn and the greater their chance of academic success. For this reason, we ask that parents/carers only allow their child to take a day off if they are unwell.

Holidays during Term Time

Parents should be aware that we will only authorise absences during term time in exceptional circumstances. Recent changes to legislation mean that holidays are unlikely to be an exceptional circumstance and we would ask you to think carefully before you decide to take your child out of school.

Leaving the School Site

Students are not permitted to leave the school site during the school day unless they are collected by a parent/carer or named adult for an appointment.

Environment

We operate a 'Gum Free' zone on the entire site and chewing gum is banned throughout the school site, (including grounds). We would also ask parents/carers to respect this at all times when visiting the school.

The school is a 'No Smoking' site and smoking is prohibited throughout the school campus, (including grounds), on all occasions.

Charging Policy

A copy of Hampton Gardens Charging Policy can be obtained upon request.

Curriculum

Key Stage 3

Students will have 25 one-hour lessons each week, allocations of time to subjects over the two weeks are likely to be:

National Curriculum Core Subjects

	English	Maths	Science	ICT
Year 7	3	3	3	1
Year 8	3	3	3	1
Year 9	3	3	3	1

National Curriculum Foundation Subjects

	Tech	PE	MFL	Drama	Music	RE	Hist	Geog	Art	PD
Year 7	1	2	3	1	1	1	2	2	1	1
Year 8	1	2	3	1	1	1	2	2	1	1
Year 9	1	2	3	1	1	1	2	2	1	1

Special Educational Needs

We have a department called 'Achievement Support' which has a wide remit within the school; one of its roles is to provide support for students with a wide range of special educational needs. Our team of Teaching Assistants work with students in lessons and sometimes in the Achievement Support Room.

The school is able to provide full access, to the whole curriculum, for all students.

More Able Students

We believe in providing a suitable curriculum for all students that stretches them and allows them to fulfil their potential. Each year, we will identify students whom we consider to be gifted or talented in different subjects. Staff will be made aware of these students, and will be expected to prepare lessons which are challenging, so that all students know they are making progress and never feel they are 'treading water'.

We believe it is unhelpful to label students so early in their lives and, for this reason, we do not intend to create a separate group for gifted and/or talented students. For the same reason, we will not inform students (or their parents/carers) that they have been identified as gifted or talented, and we hope that parents/carers will respect this decision. Some of our extra-curricular activities will provide the sort of challenge that gifted students thrive on, but they will be open to all.

Religious Education

Religious Education is taught according to local authority guidelines.

Parents/carers are entitled to withdraw their children from Religious Education and, in such cases, an alternative curriculum would be provided in the School Learning Resource Centre. Any parents/carers who wish to discuss withdrawing their child from R.E. should contact the Head of School in the first instance.

Home Learning

We believe that home learning makes a real difference to what a student can achieve. It reinforces what has been learnt in the classroom, and it can help to develop, in students, a real love of independent study and lifelong learning. Our plan is that home learning should take a number of different forms and that students should never find it boring or repetitious.

There will be a home learning timetable followed by staff, and we do our best to make sure that tasks do not have to be returned on the following day; this should give students the chance to plan their time and to involve themselves in a range of positive activities outside school life.

Trips and Visits

We believe that there is a lot to be gained from educational visits: on a field visit; for example, students are able to see their learning come to life and to understand how it applies in the real world. There will be a variety of educational visits opportunities for students and in the early years of opening, some may be offered in conjunction with Hampton College to ensure a wide breadth of choice and experience.

First Aid

The school will have staff that are qualified to deal with emergency first-aid only. They are not qualified nurses and we would ask you not to send your child to school if they are feeling unwell. Staff are not allowed to comment upon or give advice about existing ailments. Parents/carers will be contacted by the school and will be asked to collect their child from school if they become unwell at any time during the school day.

School Meals

Hampton Gardens would like to lead the way when it comes to healthy eating. Our Trust catering service Cucina will provide the catering service at Hampton Gardens. They have a unique and exciting approach to catering in school and offer an extensive choice of food, of which 90% is freshly prepared on site every day.

Students are able to see dishes being prepared in the open kitchen and will be offered a wide variety of main meals, salads, sandwiches, fruit pots and desserts.

If you send your child to school with a packed lunch, then we ask you to follow our lead on healthy eating and to avoid sending fizzy drinks or fatty/sugary foods such as crisps or chocolate bars. Please do not include nuts within packed lunches or as a snack as Hampton Gardens is a Nut Free school. We appreciate the support from parents/carers and hope that together we can continue to encourage healthy eating at school.

Free School Meals

Peterborough City Council process all claims for Free School Meals. Application Forms are available directly from the school or can be downloaded from our website. Claims will be automatically renewed every term throughout your child's attendance at the school without having to submit further evidence. If at any time your claim comes back from Peterborough City Council showing that you are no longer entitled to receive Free School Meals for your child, the school will notify you of this and ask for evidence of your entitlement so that the Local Authority can investigate this further.



Pastoral Care

We believe that happy children will be learning children. We do everything we can to ensure that children are happy to come to Hampton Gardens to learn and that they feel safe and well looked after whilst they are in our care. Each member of staff has a part to play in ensuring that there is a positive atmosphere.

The Form Tutor is central to the learning, achievement and school experience of our students; we strive to value, know and support every student personally. To support this process the school operates a horizontal tutor group system. Form Tutors support students working closely with them and their parents/carers, from when they come into the school in year 7. The Form Tutor will be the adult who knows each student in his or her group best in the school, someone they can turn to for advice or when they are experiencing any sort of difficulty.

Each year group, led by a Head of Year, is made up of 6/7 tutor groups. The Head of Year provides the framework for supporting and monitoring student progress, as well as providing a range of inter-form events and opportunities for student leadership. The role of the Head of Year is to ensure that achievement is good, standards of behaviour are high and that relationships are positive.

The Student Services Team support our Pastoral system. If parents/carers feel concerned about an issue regarding their child they should contact the Student Services Team in the first instance.

Reporting to Parents

The school reports on each student’s progress three times a year. These reports include information about where students are in relation to targets set in individual subjects for each year or end of Key Stage. They will also comment on the student’s attitude to learning, conduct in lessons, organisation and the standard of home learning. After these reports are sent home, the form tutor will make contact with parents/carers to discuss individual targets set for students as a result of issues arising from the report. The school shares student information and reports online through a secure log on. Usernames and passwords to access this information will be given out during the Autumn Term for Year 7 students.

The school is able to provide an additional set of reports if required (for example, if parents/carers no longer live together).

Student Voice

We believe very strongly that students should have a voice at Hampton Gardens and that they should play their part in decisions about policy. Although the precise structure is continually evolving, each Year will have its own Council comprising of approximately 6/7 students. From this group students will apply by letter and interview for a place on the Whole School Council; if successful, they hold this post for a year.

From the Year Councils 6 will be elected to become members of the full School Council. There are six official School Council meetings a year, including three formal meetings with the Head of School.

Year and School Council representatives are expected to organise events within the school, chair sub-committees, speak in assemblies and to report back about discussions in the meetings they attend. If the student body wish to make a significant change to an aspect of school life, the School Council will be invited to make a representation to the School’s Governors.

Hampton Gardens Governing Body

Governor Category	Name	Office Held
Governors:	Mr Kim Garcia	Chair of Governors
	Mrs Samantha East	Local Governor
	Mrs Zilley Khan	Local Governor
	Mrs Debbie Pope	Local Governor
	Mr Andrew Thompson	Local Governor
	Mrs Fiona Watkins	Local Governor
Teaching Staff Governors:	Mr Al Greenwood	Head of School Associate Governor
	Miss Sophie Mead	Teaching Staff Govenor
Clerk to Governing Body	Mrs Sarah Barnard-Mitcham	Clerk

The Clerk to the Governors can be contacted at school on Ext 201 or by email at clerk@hamptongardens.org.uk



School Uniform

The uniform which will be worn by students in Years 7-11 is as follows:-

Blazer	Hampton Gardens blazer with integral school badge
Shirt	Plain style, buttoned to the collar with enough material allowance to stay tucked into waistband
Tie	Official Hampton Gardens tie with neat knot; not tucked into shirt and with tie reaching waist
Trousers	Plain school style only (bootleg style – no skinnies/jeggings/leggings, no denim, chinos, cords, etc.)
Skirt	Plain school style, knee length or just below
Cardigan	Plain school style (waist length)
Jumper	Plain school style
Socks	Black or grey plain; white plain ankle socks for girls wearing skirts
Tights	Grey
Shoes	Black, low heeled (no trainers, boots, open toed, high heeled or other unsuitable footwear allowed)
Coats	Plain colour, with no stripes, designs or patterns or slogans on them
Jewellery	Wrist watch; plain gold or silver earrings (maximum of 1 per ear). NOTHING ELSE IS PERMITTED (i.e. no nose studs, no necklaces and no bracelets).
Hairstyles	Extreme hairstyles are not permitted, i.e. no shaven designs (anything less than a No. 2 cut is not permitted) or exaggerated hair colours, e.g. green (hair colours must appear natural)

PE Uniform

Polo shirt	Hampton Gardens polo shirt with embroidered school logo
Shorts	Black shadow stripe shorts
Socks	Black plain football socks
Hoodie	Hampton Gardens hoodie top with embroidered school logo

School Uniform – Further Guidance

Please make sure that all clothing is clearly marked with your child’s name.
Should a student need to wear trainers for purposes other than PE, a medical note from a doctor is required. You are advised to buy sensible footwear, which does not place undue stress on the feet.
Coats with inappropriate slogans or images are not permitted. Coats are not allowed to be worn inside the school building.
Facial/Body piercing of any description is not permitted.
Uniform should not be customised in any way by wearing badges etc.
Belts, where worn, must be in a plain style in black or grey.
Discreet make-up may be worn.
Baseball caps are not permitted.
Students not adhering to the school’s uniform policy will be isolated at break and lunchtimes or, in extreme or persistent cases, may be isolated all day or sent home.
In the light of the pace at which fashion changes, the school reserves the right to amend the rules concerning the wearing of uniform, where necessary.
If there is any doubt about whether an item conforms to the school uniform policy, please contact the school for advice before purchasing an item of clothing.

Mobile Phones

Students are allowed to bring mobile phones to school; however they are not to be used during the school day. If a student is caught using their phone, then it will be confiscated and will need to be collected by a parent/carer.



Keeping Students Safe at Hampton Gardens

Under the Education Act 2002 (section 175/157), schools must “make arrangements to safeguard and promote the welfare of children”.

We will endeavour to provide a safe and welcoming environment where children are respected and valued.

The school will therefore be alert to signs of abuse and neglect and will follow the Local Safeguarding Children Board (LSCB) procedures to ensure that children receive appropriate and effective support and protection.

Parents/carers should know that the law requires all school staff to pass on information which gives rise to a concern about a child’s welfare, including risk from neglect, physical, emotional or sexual abuse. The school should make parents/ carers aware that records of welfare concerns may be kept about their child. They should be informed that school staff will seek, in general, to discuss any concerns with them including referrals to other agencies. However, in situations where the child is suspected to be at risk of harm, the law says that schools may take advice from other agencies without informing parents/carers.

In accordance with local Information Sharing protocols, we will ensure that information is shared securely and sensitively. Information will only be shared with other services where it is deemed necessary and proportionate to ensure that children and young people are safe and receive the right service.

Schools will seek advice from Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later shown to be unfounded. Parents/carers will appreciate that the member of staff in the school with responsibility for child protection (known as the Designated Person for Child Protection) was carrying out their responsibilities in accordance with the law and acting in the best interests of all children.

Under Section 3 (5) of the Children Act 1989, schools or any person who has care of a child “may....do what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child’s welfare”. This means that on rare occasions, a school may need to “hold” a child in school whilst Social Care and the police investigate any concerns further.

Hampton Gardens Safeguarding Team

Designated Safeguarding Lead	Sharon Gilligan
Safeguarding Team	Emma Ashley, Al Greenwood, Helen Price
Trust Safeguarding Representative	Al Kingsley

