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Chief Executive: Mr D Judson, BEd, NPQH  
Head of School: Miss N Peaker, B Sc (Hons), NPQH

26<sup>th</sup> March 2021

Dear Parent/Carer

We were delighted to welcome back all students on the week commencing 8<sup>th</sup> March 2021 and would like to thank you for engaging with the mass testing programme which was integral to this process, the student's conduct throughout this was excellent.

As you know we are all living through an unprecedented period in all of our lifetimes and as such it was vital that after a significant period of disruption that we ensured that your child's social, emotional and well-being was fully supported on what will hopefully be the final time that they return from a period of lockdown. Whilst I know that this support will need to be ongoing and the after effect of lockdown will be felt for a significant period of time I am pleased to report to you that students have settled back into routine well and we are all getting used to 'bubble life' once again, hopefully the end date for this is not too far in the distance.

With any period of change comes of course disruption and now that we are ending the Spring Term and we are returning after the Easter break to a new term it is vital that we return as quickly as possible to the school's standards and expectations.

## Standards and Expectations

### Expectations

We expect all students who attend Hurworth to uphold our school ethos of 'Excellence with Care' and to use good manners at all times.

Over the course of the week beginning Monday 22<sup>nd</sup> March each lesson has started with staff reminding students of our **classroom expectations**, which are in place to ensure the school provides a positive and settled atmosphere for all. A copy of this information is included below and we would appreciate your support in reminding your child of the following:

- Always follow the instructions of the adult in charge
- Stand behind your chairs in silence at the start of lessons
- Get out all your equipment (including planner and water bottle) in silence
- Write any ILT/homework tasks into planners
- Equipment must not be shared
- You will not be allowed to go to the toilet in lessons unless you have a toilet pass
- Bags must be placed on the floor and coats on the back of chairs
- Students must sit in their allocated seats on the seating plan which will be shown on ClassCharts
- When completing individual work, students should be working in silence; students should raise their hands and wait before asking or answering questions
- Students are not permitted to engage in any conversation that does not centre around subject content



- No answering back e.g  
Staff “get on with your work”, Student “I am”  
Staff “stop talking”, Student “I wasn’t”
- Students must adhere to hygiene regulations
- Students should be stood behind chairs at the end of each lesson

Our expectations of course **extend beyond the classroom** and includes student’s journeys to and from school, where we expect all students to adhere to the following:

- Ensure the safety of themselves and others and respect all property both in school and in the local area
- Queue in an orderly manner whilst waiting to go into the canteen
- All litter must be placed into rubbish bins provided, under the current Covid arrangements we are allowing all students to eat outside if they choose to do so, therefore this is especially important
- During breaks and lunchtimes students must stay in their dedicated areas of the yard/field
- No footballs bigger than a size 3 are allowed at breaks and lunchtimes
- Smoking and/or vaping are strictly prohibited in all areas of the school and travelling to and from school
- Mobile phones must be handed in to form tutors during registration – they are then stored securely over the course of the day and are available to collect from their bubble exit at the end of the day. If your child is caught with their phone over the course of the day, it will be confiscated from them and returned at the end of the day. For repeat offender’s parents/carers will be required to collect their child’s phone from the school. Students in possession of a mobile phone will automatically receive an after school detention.
- As well as using this sanction for mobile phones, we will also be using it for incidents of disruptive behaviour. After-school detentions will be utilised by students to catch-up on any outstanding work as well as talking to them about their conduct, discuss and reinforce school expectations and ensure they understand what is expected of them moving forward to avoid incurring a sanction of this nature again.
- **Please note that it is the parent/carers responsibility to collect their child from school on completion of the detention. After school detentions will be scheduled for an hour after school and will be scheduled on a Tuesday, Wednesday or Thursday evening; we will give you 24 hours’ notice of the detention.**

Of course, with any set of standards there are those that fall short for a period of time and we will be focussing on targets to support these students to allow them to meet the school’s expectations. Please note that if this applies to your child you will be informed of the range of rewards and sanctions that we will be utilising, as we are keen to work in partnership with you to ensure that they are achieved as quickly as possible.

## **Uniform**

Uniform is an essential part of school life and we have very clear expectations of the standards which we expect our students to uphold in this area.

Whilst we appreciate that the current Covid restrictions may have made obtaining uniform difficult, we have now come to the end of the transition period to allow new uniform to be purchased. If your child’s current uniform does not meet the requirements detailed below, they will have been spoken to over the last few days and we look forward to the issues being resolved before your child returns to school after the Easter break.

With the exception of Year 11 who have the option of Winter or Summer uniform until they leave school, all students should be in **Summer uniform once we return after the Easter break**. Please see below a reminder of the Summer uniform expectations:

- Maroon polo shirt with school logo
- Optional school jumper
- Plain black trousers (Leggings, ski pants, skin-tight trousers, shorts or ¾ trousers are not permitted).

Many teenage and young person fashion shops sell trousers which contravene these rules in their 'school' section; these are unacceptable.

Below is an example of **acceptable** school trousers;



Below is an example of **unacceptable** school trousers;



- Black shoes or low heeled 'Chelsea' style boots – Shoes/boots should give adequate cover of the foot for health and safety reasons. Trainers and plimsole shoes are not acceptable and neither are leisure boots such as Dr Martens, Rockport or Ugg boots. Shoes/boots with multi-coloured soles or uppers are unacceptable. Soles of shoes/boots must be plain black and not have a coloured or white line through them. Shoes/boots must be plain black and not have stripes or logos of any kind visible or have decorative bars/buckles/bows or similar on them.

Below are some examples of **acceptable** footwear;



Below are some examples of **unacceptable** school footwear;



- Jewellery – Watches are permitted. One pair of stud earrings worn in the lobe of the ear is acceptable however other earrings and jewellery, including rings of any type are **not permitted**. If pupils are wearing jewellery other than a watch/stud earrings then this will be confiscated and stored securely in the school office. This will be given to students at the end of the school day. For repeat offenders, parents/carers will be asked to come into school to collect the jewellery.
- Nails - Whether natural or fake must be clear and of reasonable length. Coloured nails are **not permitted**. Students will be asked to remove nail varnish and false nails in school.
- Makeup, if desired, must be natural. Excessive make up is not acceptable. Fake eyelashes / lash extensions are **not permitted**. Students will be asked to remove these.
- No 'extreme' hair colours or styles e.g. lines and/or patterns are acceptable
- Coats should be an appropriate outdoor coat. Sweatshirts, hooded tops, cardigans, tracksuit tops and denim jackets are **not permitted**. Unacceptable tops and jackets will be confiscated and placed in the school office for safe keeping and returned to students at the end of the school day. For repeat offenders, parents/carers will be asked to come into school to collect the item of clothing.

Below are some examples of **acceptable** outdoor coats to be worn over school uniform;



Below are examples of some outdoor clothing which **are not coats** and contravene school uniform;



Please note that in order to ensure that students were not cold whilst we are in a period where rooms have to be well-ventilated we have allowed them to wear coats in addition to their school jumpers – coats are **not a replacement** for a school jumper and jumpers should be worn in the first instance.

**Any breaches of the uniform expectations will be sanctioned by a loss of unstructured time.**

## Equipment

Students must attend school with the necessary school equipment on each and every school day – pen, pencil, rubber, calculator, practical equipment where necessary e.g. PE kit, ingredients etc. All students must also have a school bag large enough to carry an A4 file every day. Key Stage 3 pupils in Years 7, 8 and 9 are also expected to bring a reading book to school daily.

If students do not have the equipment above with them then they will receive a C1 on ClassCharts the accumulation of which leads to the sanctions outlined in the expectations section above.

## Rewards

We continue to celebrate the academic achievements of our students whilst encouraging good citizenship within our school community. This week we have issued electronic and physical postcards, and students will have received Easter chocolates and Amazon vouchers to reward their positive conduct. All green clicks accumulated go towards 'credits' for the ClassCharts shop which we hope to launch during the Summer Term.

Students will be issued with a new rewards ladder to allow them to track the number of green clicks. This will be completed in tutor time and will allow students to monitor their rewards throughout the half term. Please remind students to check their ClassCharts wheel regularly at home. You can also log into ClassCharts as a parent/carer to monitor your child's conduct.

## Independent Learning Tasks

Whilst we adopted a 'business as usual approach' to many aspects of school life, we felt it was important to allow students to re-establish the difference between school and home learning on their return to school. Therefore, we did not set your child any Independent Learning Tasks (ILTs) prior to the Easter break. Instead, we used the time to allow students to settle in fully without the added pressure of ILTs.

After Easter, ILTs will resume as normal. A copy of the Summer Term ILT timetable for Key Stage 3 students is included below.

In Key Stage 4 for option subjects, students will complete 1 hour of Independent Learning per fortnight. For core subjects they will complete 1 hour per week. The schedule will be determined by the Head of Department in each subject area.

Half Term 1	Year 7 core	Year 7 foundation	Total hours	Year 8 core	Year 8 foundation	Total hours	Year 9 core	Year 9 foundation	Total hours
Week 1 12/4/21	English (1)	Music (1)	7.5 hours	Science (1)	Computing (1.5)	7.5 hours	English (1)	Computing (1.5)	6.5 hours
	Maths (1)	Art (1.5)		MFL (30 mins)	RS (1)		Maths (1)	MFL (30 mins)	
Week 2 19/4/21	Science (1)	Computing (1.5)	7.5 hours	English (1)	RS (1)	7.5 hours	Science (1)	Geography (1.5)	6.5 hours
	MFL (30 mins)	MFL (30 mins)		Maths (1)	PE (1.5)		Maths (1)	PE (1.5)	
Week 1 26/4/21	English (1)	DT (1.5)	7.5 hours	Science (1)	DT (1.5)	6.5 hours	English (1)	Music (1)	7.5 hours
	Maths (1)	MFL (30 mins)		MFL (30 mins)	MFL (30 mins)		Maths (1)	Art (1.5)	
Week 2 3/5/21	Science (1)	RS (1)	7.5 hours	English (1)	Geography (1.5)	7.5 hours	Science (1)	History (1.5)	7.5 hours
	PE (1.5)	PE (1.5)		Maths (1)	MFL (30 mins)		Maths (1)	MFL (30 mins)	
Week 1 10/5/21	English (1)	History (1.5)	6.5 hours	Science (1)	Music (1)	7.5 hours	English (1)	DT (1.5)	7.5 hours
	Maths (1)	MFL (30 mins)		Art (1.5)	Art (1.5)		Maths (1)	MFL (30 mins)	
Week 2 17/5/21	Science (1)	Geography (1.5)	6.5 hours	English (1)	History (1.5)	7.5 hours	Science (1)	RS (1)	7.5 hours
	Maths (1)	MFL (30 mins)		Maths (1)	MFL (30 mins)		Maths (1)	PE (1.5)	

**KS4**  
Core: 1 hour per week  
Options: 1 hour per fortnight

Half Term 2	Year 7 core	Year 7 foundation	Total hours	Year 8 core	Year 8 foundation	Total hours	Year 9 core	Year 9 foundation	Total hours
Week 2 7/6/21	English (1)	Music (1)	7.5 hours	Science (1)	DT (1.5)	7.5 hours	English (1)	Computing (1.5)	6.5 hours
	Maths (1)	Art (1.5)		MFL (30 mins)	MFL (30 mins)		Maths (1)	MFL (30 mins)	
Week 1 14/6/21	Science (1)	Computing (1.5)	7.5 hours	English (1)	RS (1)	7.5 hours	Science (1)	Geography (1.5)	7.5 hours
	MFL (30 mins)	MFL (30 mins)		Maths (1)	Computing (1.5)		Maths (1)	Computing (1.5)	
Week 2 21/6/21	English (1)	DT (1.5)	7.5 hours	Science (1)	PE (1.5)	7.5 hours	English (1)	Music (1)	7.5 hours
	Maths (1)	MFL (30 mins)		MFL (30 mins)	MFL (30 mins)		Maths (1)	Art (1.5)	
Week 1 28/6/21	Science (1)	RS (1)	7.5 hours	English (1)	Geography (1.5)	7.5 hours	Science (1)	History (1.5)	7.5 hours
	PE (1.5)	PE (1.5)		Maths (1)	MFL (30 mins)		Maths (1)	MFL (30 mins)	
Week 2 5/7/21		History (1.5)	3 hours		Music (1)	3.5 hours		DT (1.5)	4 hours
		Geography (1.5)		Art (1.5)	Art (1.5)		RS (1)	RS (1)	
					History (1.5)			PE (1.5)	

**Bank Holiday**  
Monday 3<sup>rd</sup> May  
**INSET**  
Monday 28<sup>th</sup> June

Excellent homework will be recognised and, where appropriate, rewarded within subject areas via ClassCharts. Appropriate feedback will be provided to students for all Independent Learning Tasks set. In line with our whole school rewards policy, students receiving green clicks have a higher chance of winning prizes that are on offer as recognition for students' efforts.

The procedure for non-completion of Independent Learning is outlined below:

- If the initial deadline for a task is not met students will be awarded a C1 on ClassCharts and given an extended deadline
- If a second deadline is missed they will be awarded a C2 on ClassCharts and you will be informed that they have missed this extended deadline via a letter home
- If the ILT is not handed in by the following Monday a C3 Final deadline missed will be awarded on ClassCharts and your child will then need to complete an after-school detention with a member of the Leadership Team; should this be necessary you will be informed of the detention on a Tuesday morning ahead of a detention taking place on a Wednesday night from 3.30pm-4.30pm.

**Parents and carers will be responsible for ensuring students can make their own way home after the detention.**

### **Year 10 After School classes**

As part of our ongoing commitment to curriculum success, staff voluntarily give their time to run additional one-hour lessons at the end of the school day, these lessons are to support pupils with any outstanding work or coursework that needs to be completed. These extra lessons will take place on a Monday, Tuesday and Thursdays from the Summer Term for Year 10 pupils and will run throughout the whole of their time in Year 11. Not all pupils will be required to attend and they may not be required to attend all days, it may just be some. We give pupils at least 24 hours' notice if they are required to attend these lessons, which we deem as compulsory. If pupils have no other means of transport home, they can sign up for a minibus which stops at the following locations: Neasham Road, Middleton St George, Sadberge, Great Stainton and Bishopton.

### **Year 11**

It is hoped that guidance from JCQ with regard to Calculating Year 11 Grades will be published in the Easter holidays. As a result, we are going to postpone the Year 11 Parents Information Evening scheduled to take place on Thursday 15<sup>th</sup> April 2021 and reschedule the evening to Thursday 22<sup>nd</sup> April 2021. **The start time of the event will be 5.30pm and will last no longer than 30 minutes.** This is to ensure that we can give both pupils and parents the most up to date and relevant information about the assessment process in school, and within individual departments. The information evening will be held remotely. A presentation will be delivered on the evening and information with regard to the specific plan for calculating grades will be published on the school website.

Please note that the period allocated for in class assessment will begin on Monday 19<sup>th</sup> April to Friday 21<sup>st</sup> May inclusive. A timetable of assessment dates will be provided at the start of next term detailing this process. Over the Easter break pupils may be expected to carry out preparatory tasks in readiness for these assessments.

Should you have any specific queries with regard to Year 11 calculated grades please e-mail Mrs Clark at [lck@hurworth.swiftacademies.org.uk](mailto:lck@hurworth.swiftacademies.org.uk).

### **Year 11 Hoodies**

Pupils have been issued with an order form and information sheet to order their Leavers Hoodie. The closing date for orders is Friday 16<sup>th</sup> April 2021. The cost of the hoodies are £19.74 for non-personalisation and £22.24 for personalisation, this is payable on parentmail. For further information please email Mrs Dodds at [lds@hurworth.swiftacademies.org.uk](mailto:lds@hurworth.swiftacademies.org.uk).

### **Contact tracing during the Easter holidays**

During the Easter holiday, school will remain contactable to assist with contact tracing where necessary. This will be for positive coronavirus (COVID-19) cases to be identified and confirmed by a test and for relevant contacts in the education setting to be traced.

**Please note that the following two points apply:-**

- If a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms **more than 48 hours since being in school**, the **school should not be contacted**. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.
- **For the first 6 days after teaching ends, if a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms within 48 hours of being in school, the school is asked to assist in identifying close contacts and advising self-isolation, as the individual may have been infectious whilst in school.**

**If the second point is applicable to your circumstances please email [covid@swiftacademies.org.uk](mailto:covid@swiftacademies.org.uk)**

The content of the email should include:

- Parent/Carer name and contact telephone number
- Student's school, full name, date of birth and year group
- Date when symptoms began
- Which symptoms (if any) does your child have?
- Test date

Please note that that this email address will be the **ONLY point of contact for Longfield, Rydal and Hurworth Schools** during the period from Saturday 27<sup>th</sup> March to Sunday 11<sup>th</sup> April 2021 and any emails will be read on a daily basis.

### **Covid-19 Home Test Kits for Pupils**

Pupils that have completed three tests within school have been issued their first home test kits. To continue to control the spread of COVID-19 within the community, it is essential that pupils carry out twice weekly COVID-19 tests using the Lateral Flow Device tests kits and further test kits will be issued to all year groups for use throughout the Easter holidays.

The DfE have stated "*testing twice a week should be a routine, and ideally become embedded in family life*". We suggest that families build testing into their routine on a **Monday and Thursday Morning or alternatively, a Sunday and Wednesday evening**.

Pupils should not stop testing over Easter. It is particularly important for pupils to carry out a test before coming back to school on Monday 12<sup>th</sup> April 2021.

The result of each test carried out within the Easter holidays must be reported using the NHS Test and Trace self-report website: <https://www.gov.uk/report-covid19-result> this is a very quick process. Information on how to report a result is also included in the instruction booklet provided and the leaflet attached to this letter provides further information on this process.

### **Wearing Face Coverings in School**

Wearing face coverings is now **recommended** for all staff and students throughout the day including lessons and in corridors and general communal areas which includes offices, staffrooms and catering areas (where a two-metre distance cannot be achieved). This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.

Children and young people must:

- clean their hands before and after wearing their face covering
- place any temporary face coverings they may have been wearing in a covered bin
- place reusable face coverings in a plastic bag that they can take home with them or store

the face covering in when they are not being used

Please note that if a child or member of staff has a medical condition that makes wearing a face covering difficult, they will be exempt from wearing a face covering. This applies to those who:

- cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability
- speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate

The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs. If your child has a condition which you believe makes them exempt from wearing a face covering of which we are not already aware then you need to contact us prior to your child's return to school.

Adherence to the wearing of face coverings has been excellent since students returned to school and we would like to commend all year groups for their approach to this. The Department for Education guidance regarding the wearing of face coverings is due to be reviewed over the Easter period and we will update you further if this is altered.

### **Laptops**

If your child has borrowed a laptop from the school to assist with remote education, can you or your child please return after the Easter holiday.

### **Free School Meals**

For pupils in receipt of Free School Meals, parents/carers will receive a £50.00 FSM voucher by Friday 26<sup>th</sup> March 2021. This voucher relates to the period 29<sup>th</sup> March to 9<sup>th</sup> April and will be issued as part of the local authorities Covid Winter Grant Scheme. This will be issued via Wonde and will be delivered to parents/carers by the usual method.

Over the course of the Summer Term we will be updating your regularly on progress with and further developments to our standards agenda and we look forward to continuing to work in partnership with you to ensure that we are collectively achieving the 'Excellence with Care' which is at the heart of the school's ethos.

Finally, on behalf of all staff in the school can I take this opportunity to wish you all a relaxing, happy and healthy Easter and we look forward to welcoming all students back when we reopen on **Monday 12<sup>th</sup> April 2021**.

Thank you for your support



Miss N Peaker  
Head of School