



Parent and Carer Handbook

2023/2024





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Message from the Headteacher

As Headteacher of Heathfield Community College I feel privileged to lead such a successful and happy school. You are joining a high achieving and dynamic environment that it is exciting to be a part of, recognised locally and nationally for the success we achieve.

I understand that starting secondary school is an important time for each young person and for their family. We are delighted that your son/daughter will be joining us, they will be an important part of the next stage of the College's development.

You will be joining a school that is going from strength to strength. Our Ofsted inspection in May 2023 confirmed Heathfield Community College as could be judged Outstanding or "very" Good across all areas, confirming students "*receive a great education*" where the tangible sense of our values "*Pride, Ambition, Community are lived out in daily life*".

Achievement across all key stages has been consistently strong; over the past 7 years we have achieved results at both GCSE and A level which are among the best in the county and in line with the top 20% of schools nationally. Our ambition and aspiration mean we constantly seek to improve. We believe it is what our students deserve. In that context, your son/daughter will be expected to apply themselves fully to their studies, rising to new challenges. As a result, they will undoubtedly reap the rewards of their hard work. Students here develop the ability to succeed at any level and in any environment.



Our students, and staff, have a strong sense of pride in belonging to Heathfield's community. We promote both academic excellence and personal growth. All students develop the vital skills they will need to thrive and excel in their life beyond college through a rich range of experiences and opportunities. Highly effective and well-regarded pastoral care ensures students are well known and understood.

"Pupils flourish here....[they] feel happy and safe in this vibrant and nurturing school" **Ofsted 2023**

Our committed and knowledgeable staff create the very best opportunities for students with excellent teaching and learning; flexibility at KS4; innovation in ICT; rich extra-curricular opportunities and personal development. There is a fantastic range of experiences available and all students are encouraged to participate fully in College life.

None of this would be possible without high quality communication and partnership with parents and carers. We are proud of our open, honest and constructive relationships with parents, accepting that only when we work together, willing to listen and learn from each other are we at our most effective. The results are transformational.

"Absolutely fantastic school. My son in year 7 has had a great transition from primary, the feedback on progress has been brilliant. Teachers are passionate and motivating. He's extremely lucky and I'm so pleased we chose this school." **(Parent)**

I look forward to working with you over the next few years, so that together we can support your child in their journey to becoming an exceptional young adult.

Ms Caroline Barlow
Headteacher



Message from the Head of Year

We know that the transition from primary school to secondary school is one of the biggest changes that you and your child will have experienced. However, we also know, that it is one of the most exciting changes that you will make.

We always look forward to welcoming our new Year 7s and we understand that some may be feeling excited, whilst others may be feeling slightly nervous and all of these feelings are perfectly normal and everyone will be feeling them. Many students feel this way every year, but once they join us, they quickly settle in and enjoy a variety of experiences that we have to offer at Heathfield Community College.

Moving to secondary school will provide your child with an opportunity to learn interesting new things, make more friends and to take part in activities that could well lead to a particular study or career route. We support all our students to become hard-working, resilient, enthusiastic young people, finding success in their academic achievements as well their citizenship and compassion for others and the world around them.

We are so pleased that you have chosen to become a member of our community here at Heathfield and we are excited to meet you all soon. I know from meeting many of your children already that they will bring a wealth of energy and enthusiasm to our school community and we really value that. We take the view that a student is so much more than a list of grades on a page, and will always work to provide a rounded education that equips our students with a broad range of skills, knowledge and understanding to not only take hold of their futures, but make them the very best they can be.

Both inside and outside the classroom, we offer a wealth of activities and experiences. Our broad subject offer means that students will study the core curriculum alongside a range of arts, humanities, languages, sciences and technical subjects. Our selection of extra-curricular clubs and activities offer something for everyone, whether it's continuing a favourite hobby or sport, or trying something brand new.



I can't wait to welcome your child to Heathfield and look forward to working with you to help everyone achieve their best in the years to come.

Mrs A Woodland
Head of Year 7 (from September 2023)



Key Dates 2023-24

Our online calendar with key dates can be found on our website and by clicking [here](#). A regular update of dates for your diary will also be sent with the regular Headteacher letter and Headlines.

The start of Term 1 for Year 7 & Year 12 students is Tuesday 5 September 2023.



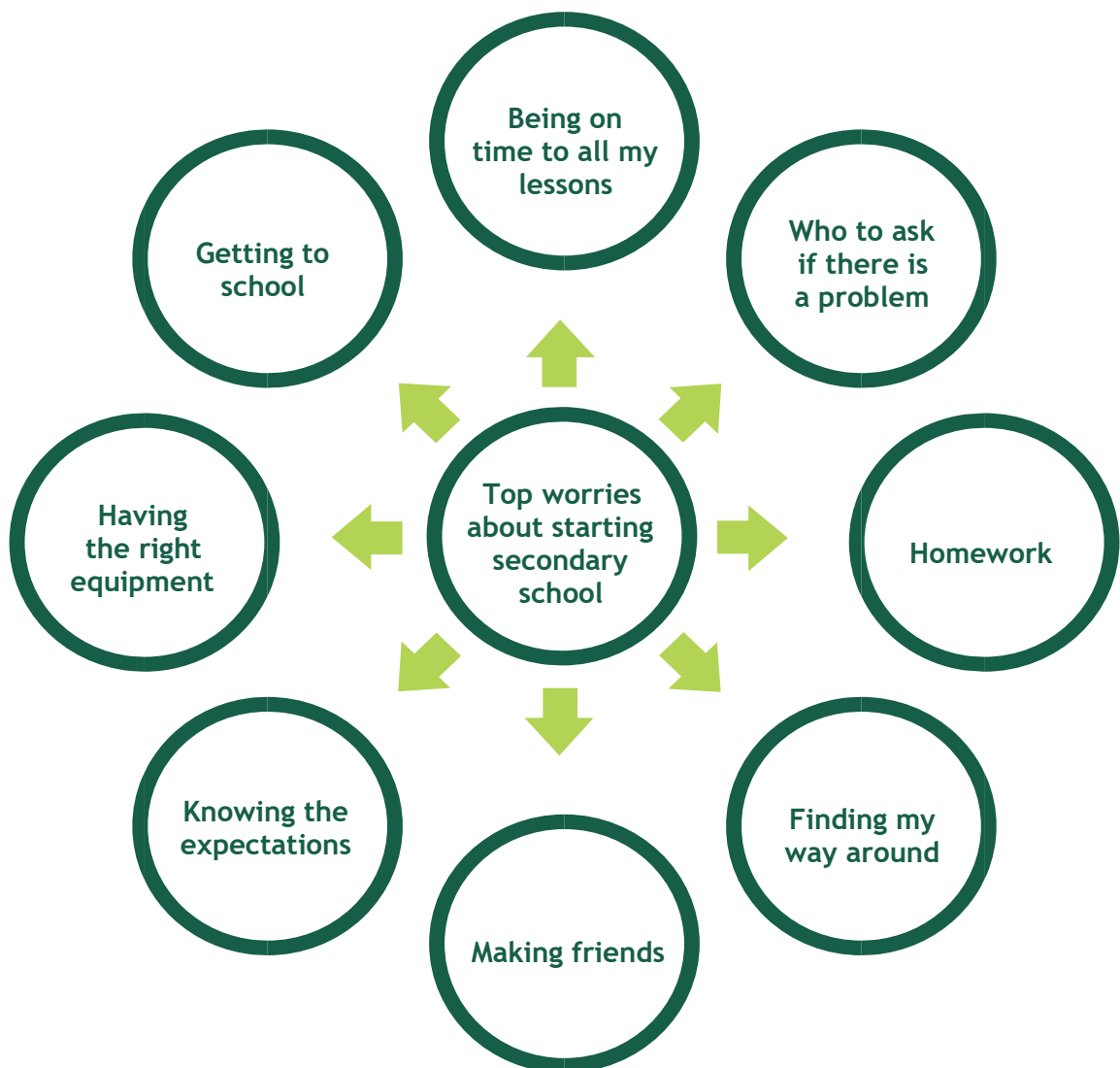
How You Can Help Your Child

The transition from primary school to Heathfield Community College is exciting and important although it can be a daunting prospect for both you and your child.

This is the start of a new journey where your child will be given many opportunities and experiences plus face situations and changes requiring skills and abilities they may not have used before. These skills will often have to be taught, encouraged and developed.

Parents, naturally, want to encourage and reassure their child about transition and support them in developing these skills, but may feel they lack the experience and information to do so. The aim of this booklet is to provide you with the information you need to support a smooth and positive transition to Heathfield Community College.

The main worries students express about starting secondary school are to do with social concerns, being organised, how to seek support. These will be explained further in this booklet with some tips along the way to help.





Heathfield's Important Goals

Heathfield
Community College and Sixth Form

Vision

A community working in partnership to secure ambitious aspiration and high standards..

High quality teaching and learning builds confidence, delivering exceptional outcomes through innovative, challenging and personalised curriculum

Every individual, experience and perspective is unique and matters, working collaboratively we are a powerful positive force.

Students are happy and enjoy College life, equipped to thrive in life, making a positive difference in and beyond the College.

A vibrant centre for learning:

- Students are enthusiastic, actively engaging with new challenges that build self-esteem.
- High quality staff are recruited and retained based on career fulfilment and job satisfaction

Pride . Ambition . Community

Heathfield
Community College and Sixth Form

Values

There is no limit to what we can achieve with the right mind-set, focused hard work and attention to detail. We are all accountable for the responsibilities we hold.

Reflection on and celebration of our own and each other's achievements encourages determination and self-belief.

Positive relationships are underpinned by mutual respect, consideration and compassion. Our words and actions have impact.

Our well-being is enhanced through a balanced life that includes meaningful experiences undertaken whole-heartedly and with integrity.

Pride . Ambition . Community

In order to fulfil these goals, we focus on our core beliefs and habits to ensure that everything we do is focused on the outcomes we want for our exceptional young people.



What Our Students Say



We asked our Year 7s how they felt when they moved to Heathfield Community College:

Madeleine

I felt scared and anxious. Mostly of the people and the size of the school. For the first few weeks I barely knew anybody. Now I know so many people and all of my friends are so welcoming and funny. Lessons can be SO much fun at times. But, they're always good too!

Archie

When I started at Heathfield I felt quite nervous about the lessons and where I needed to go. I soon got used to it as other students helped me and happily directed me around. Once you have had a whole term of using your timetable you get used to it and then you start to remember where you need to be for a lesson. Overall Heathfield CC made me feel very welcome.

Billy

It was tough at first getting used to a new school but it got easier and it feels like I never went to another school.



Imogen

When I first started Heathfield I was very nervous but once I had made a couple of friends I started to feel more comfortable. When I first saw the school I thought how am I meant to remember my way but then after a while it was like I have been here for ever. On your first day all the older years will help you find your way around so don't be afraid to ask.

Jemima

When I started at HCC I was very nervous. The school was massive and I had no idea where to go! All the teachers and older students were very nice and helpful so soon I could find my way around. I made a lot of new friends as well and ended up fitting in quite well.

Sophie

When I joined year 7 all I wanted to do was stay in primary school forever but I was welcomed into the school and all of the teachers are so nice and friendly.

JJ

Moving from year 6 to year 7 was a big jump, and it can be nerve wracking for a lot of people. One thing I don't think I could ever get the scope of before is the amount of opportunities available at HCC. There are so many clubs and competitions that you can take part in, as well as new subjects to explore. There are so many paths you can go by which makes HCC such an amazing place.

Sufyan

Entering year seven was extremely amazing and I was really supported through out the year.

Lydia

At first when I came to this school I was quite nervous and found it a tiny bit hard to find my way around and meet new people, but I quickly got over all of that because I met a lot of new people and all of the teachers. Everyone at the school is so supportive and kind so any early worries are really nothing to worry about.

Josh

When I first joined year seven, I was really scared as it was a big school and at my school there was just over 100 pupils, and it was a very small school. But this school seemed big and if you got lost the staff would help you and if you were a couple of minutes late the staff wouldn't mind, and the students could help you with where you need to go. If you go on the college website, it talks about firefly and it shows a map to help guide round the school. The website also gives information for the parents so if they had any questions, you would be able to contact the school and it gives out the emails of the pastoral managers and that is helpful and easy to find. I thought the lessons would have been boring as it's secondary school and people told me but when I did PE and Science and other lessons I really enjoyed them, and we got to use Bunsen burners and do lots of fun practicals.

Daisy

When I first came to Heathfield I was quite nervous because the school looked very big and there were a lot of changes from primary. However, once I got used to the school, it was so much easier. The teachers are very good at helping you around the school. There are loads of new people which is great for making friends and the school becomes less scary once you are settled in.



General



At Heathfield Community College we believe that a school uniform gives a sense of belonging and pride in the College whilst ensuring equality amongst students. Ensuring consistent adoption of a simple uniform is an important part of reducing one aspect of peer pressure and inequality between students.

In addition, a smart appearance contributes positively to the students' attitude to work and study; it also influences how the College is portrayed to the general public.

The College expects and encourages every student to look smart at all times. Students are expected to present with: Natural and tidy hair; no extreme styles or colours; natural and discreet make up; plain black belts. It is the College's judgement on whether these expectations have been met. If in any doubt always check with your Pastoral Manager before making any changes. It is vital for all property to be clearly marked with the student's name. In this way lost property can be traced.

College Uniform Supplier

Heathfield Community College uniform policy requires that the items listed below should be purchased for all students. The majority of uniform and PE items are available from Broadbridges our uniform supplier:

- Telephone 01444 413466
- Website www.broadbridges.co.uk
- Shop - Broadbridges, 2-8 Sussex Road, Haywards Heath, RH16 4EA
 - Mondays to Fridays 9am to 5:30pm
 - Saturdays 9am to 5:00pm

If considering purchasing items from an alternative supplier, the items must comply with our policy.

Pre-loved Uniform

Pre-loved uniform is available from the Supporters of Heathfield Community College (SOHCC) Facebook page at: https://www.facebook.com/SOHCC-Preloved-Uniform-Sales-Heathfield-CC-106190704487240/?modal=admin_todo_tour

Alternatively, email office@heathfieldcc.co.uk and your request will be passed to SOHCC.

Jewellery

The wearing of jewellery is limited and subtle:

- discreet studs for pierced ears
- no visible necklaces should be worn
- only one ring
- no bracelets.

Any other piercing is forbidden, i.e. nose piercing. Any prohibited jewellery / piercings will be confiscated. Piercing replacement retainers are not to be worn.

Hair

Extreme styles of hair are unacceptable. These include: unnatural colours (for example but not limited to pink/plum/purple tinted), two tone/dip-dye hair. Shaved lines, shaved patterns and/or distinct/sharp changes in length in the hair are also not acceptable. All



changes in length should be graduated. There should be no skin fades. Styles containing beads are unacceptable.

If at all unsure, circumstances relating to cultural requirements should be discussed with the College in advance at all times.

Makeup

Makeup should be discreet: no bright colours on eyes, false eyelashes or heavy coatings of mascara or foundation. No nail varnish, false nails or nail art.

Headscarves

Black or white plain headscarves may be worn for religious/cultural reasons.

Guidance

If you are in any doubt about uniform, hairstyles or jewellery always contact your child's Pastoral Manager before styling or purchasing to avoid difficulties, misunderstandings or sanctions. We will not accept any alternatives to what is outlined in this policy.

In the event of students wearing incorrect/inappropriate uniform, hair, or jewellery:

1. This will be logged on our management system as a uniform issue.
2. Students will be expected to correct immediately if possible (e.g. nail varnish, jewellery).
3. Be supplied with replacement items to wear for the remainder of the day if possible.
4. If 3 is not possible, then social time will be supervised inside College.

Parents/carers will be contacted and consulted of the method of providing an acceptable replacement.

Should a student be wearing incorrect uniform, hairstyle or jewellery they will lose their free time until the situation is resolved.

Should a student refuse the offer of borrowed uniform or to remove inappropriate jewellery he/she should expect to have lessons in the Inclusion Hub until the issue is resolved.



Uniform requirements

Item	
Blazer	<ul style="list-style-type: none">• Black blazer with College logo on the breast pocket. <i>Only available from Broadbridges.</i>• Students may remove blazers in class but should wear them at all other times including moving between lessons. In hot weather students will be advised by teachers of the change in rules.
Polo Shirt	<ul style="list-style-type: none">• Green polo shirt bearing the College logo. <i>Only available from Broadbridges.</i>
Jumper (optional)	<ul style="list-style-type: none">• Black V-neck with green trim.• Additional item worn as well as the blazer. <i>Only available from Broadbridges.</i>
Trousers	<ul style="list-style-type: none">• Black classic or straight fit school trouser style only and should not come above the ankle.• Trousers must be plain black material only.• Trousers that are close fitting on any part of the body are not acceptable. Trousers that are skinny fit/skin tight, denim, made of heavy cotton material, combat style, jean style, contain Lycra, or similar stretchy fabric that would cause them when worn to look skin tight/tapered, or with logos are not acceptable. Neither should trousers have additional buttons / zips / sequins / rips / studs / poppers / makers labels or names on them.• Tailored shorts that adhere to the same criteria above. The length of the short should be knee length. Shorts must be worn with school shoes, not trainers.
Skirt	<p><u>Option 1:</u> Black knee length pleated skirt (deep yolk, all round pleated - Charleston style with black zip) - for the majority of students the 24" length will be required. OR</p> <p><u>Option 2:</u> Black straight knee length skirt. This is a school skirt, not of stretch material.</p> <p>The length of the skirt must be knee length. (various lengths are available to comply ensure compliance with this rule)</p> <p>No other style of skirt is acceptable</p>



	<ul style="list-style-type: none">• Skirts that are close fitting on any part of the body are not acceptable. Skirts that are skin tight, denim, made of heavy cotton material, combat style, jean style, contain Lycra, or similar stretchy fabric that would cause them when worn to look skin tight/tapered, or with logos are not acceptable. Neither should skirts have additional buttons / zips / sequins / rips / studs / poppers / makers labels or names on them.• No other style of skirt is acceptable
Belt	<ul style="list-style-type: none">• Smart black belt only.• No studs or embellishments.
Footwear	<ul style="list-style-type: none">• Black shoes that can be polished. Examples of the type of shoe can be seen here.• No leather trainer style shoes, canvas shoes or trainers to be worn. No suede shoes of any style. No logos or patterns. No leather or canvas VANS. No Ugg style boots, no open toe, no sandals, no high heel or platform shoes are permitted.• Trainers may only be worn during PE lessons.• Boots may be worn to College during bad weather but must be changed for school shoes on arrival.
Socks	<ul style="list-style-type: none">• Black or dark grey only, no higher than ankle socks
Tights	<ul style="list-style-type: none">• Tights, black or natural only, to be worn without additional socks.
Outdoor wear	<ul style="list-style-type: none">• A winter coat is the only acceptable additional outer layer in College.• Hoodies and jackets of a sweatshirt type material are not acceptable as outdoor wear in College.• No cardigans, sweatshirts or hoodies to be worn under the blazer.• Hats and scarves are not permitted in the building.
Bags	<ul style="list-style-type: none">• Students are required to carry their equipment in a school bag/rucksack.• Bags should be big enough to hold A4 folders and sturdy enough to protect items inside.



PE Department Expectations

If a student is unable to take part in PE, we encourage them to continue to participate in other ways such as officiating games, coaching or evaluating performance. Therefore, they will still need to bring the correct kit with exceptions, such as coat or extra warm clothes as stated by their teacher and a letter informing us of the reasons for not taking part. Students are then able to participate and achieve their targets in lessons.

Students may be given break time detentions or after school detentions, if this procedure is not followed. Following discussion with students and parents we agree that greater consistency of items of PE and slightly more choice would be better for all. Therefore, we have added some optional items and also ensured all PE items are logoed for greater consistency.

All items of uniform, PE Kit and other clothing should be clearly labelled with the student's name.

It is important that every student has the compulsory kit as listed below, students competing and participating to represent the College do not need to purchase any additional kit, these items are cost compared annually to ensure best value locally in line with other schools:

Compulsory kit	<ul style="list-style-type: none"> • Green and black unisex logoed short sleeve PE top/ fitted green and black short sleeve PE top or green and black long sleeve top. <i>Only available from Broadbridges.</i> • Heathfield logoed black shorts and/or jogging bottoms or unless opting for the Heathfield logoed sports leggings - please see optional items below. <i>Only available from Broadbridges.</i> • Black logoed knee length socks. <i>Only available from Broadbridges.</i> • A change of underwear. • Shin pads. • Training shoes. • Football boots (when required on the field).
Gum shields are compulsory in lessons and College matches for contact rugby. We strongly advise the use of gum shields for hockey. They are compulsory when playing in College matches.	
Optional items	<ul style="list-style-type: none"> • Towel. • Additional black base layers can be worn under the compulsory kit. • Heathfield logoed sport leggings. <i>Only available from Broadbridges.</i> • Heathfield logoed quarter zip jumper. <i>Only available from Broadbridges.</i> • No other jumper will be accepted. • Heathfield logoed quarter zip outer jacket. <i>Only available from Broadbridges.</i> • No other jacket will be accepted.

This list is not exhaustive and from time to time these criteria are open to interpretation. It will be for the Headteacher to determine acceptability. The Headteacher's decision is final.



Organisation – The school day



Time	Period
8.33am	Call to registration
8.35 am	Tutor Time / Assembly
9.00 am	Lesson 1
10.00 am	Lesson 2
11.00 am	Morning Break
11.20 am	Lesson 3
12.20 pm	Lesson 4
1.20 pm	Lunch
2.00 pm	Lesson 5
3.05 pm	College Finishes

Heathfield Site



Heathfield Community College is a large school and students will need to move around the College between lessons, with bags and equipment. There are some lockers available if required, in which books and kit may be kept during the day. They are not suitable for very large sports bags so students should use a reasonable sized bag for carrying books and sports equipment between home and College. There is a charge of £25 (non-refundable) for the use of a locker, this one-off payment will cover the rental from Year 7 through to Year 11.

The maps which can be found on the contact us page of our website or by clicking [here](#) show the size and layout of the College. Teachers are very understandable about new students still trying to find their way and there are lots of willing people around to help show the way.

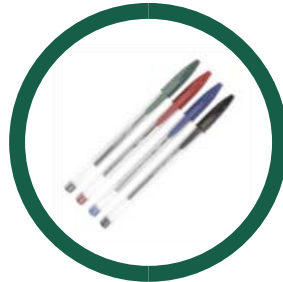


Equipment

All students are expected to have the following equipment:



Pencil and Sharpener



Pens



Pencil Case



Rubber



Ruler and Protractor



Scientific Calculator



Pair of Compasses



Coloured Pens/Pencils



Water Bottle



Reading Book



iPad (charged)



Earphones (standard connection)

Top Tips on Organisation

- Encourage your child to get everything ready and prepared the night before.
- Check your child has all necessary equipment for the day ahead.
- Go through their timetable with them helping them to learn to take responsibility.



Transport



Your child may have to travel further to school and make this journey independently for the first time.

Travel by Bus

Bus passes must be carried at all times, and shown to the driver on boarding the vehicle. If the pass or ticket is lost or damaged a duplicate can be requested through East Sussex County Council at a cost of £10. Only one duplicate Freedom Pass will be issued in any one term. If a duplicate is lost, the student will be liable for fares for the remainder of the term.

The College also operates its own Travel Card system for all bus routes. Students using these services will be issued with a coloured card entitling them to use the bus and the card must be shown to the driver at the start of the journey. This card does not entitle students to free travel.

Company Information (correct June 2023)	Route
JG Coaches HE2 Closed Bus to Five Ashes & Waldron Tel: 01435 862435	Little London Road, Hanging Birch Lane, Sandy Lane, Sharps Corner, The Star-Waldron, Ragged Dog Lane, Holmes Hill, Cross in Hand, Poundford Lay-by, Fish Ashes Green, Criers Lane (N) Wellbrook (N) Criers Lane (S)
Compass Travel 231 Uckfield Tel: 01903 690025	HCC to Uckfield via Framfield, Blackboys, Cross in Hand, Heathfield High Street, HCC
Renown Coaches HE4 Closed Bus Tel: 01424 236506	Dowzers Park Farmhouse, Vines Cross, Brewers Arms, Beestons Triangle, Bunces Farm, Colliers Green, Lay-by Opp Post Office, Yew Tree Cottages, Coldharbour Farm, Ox Lodge Cottages Car Park, Brightling, The Avenue, Old Holbans, Woods Corner
Seaford & District 266 to Horam 267 to Hailsham 268 to Boreham St 269 to Hailsham 331 to Hurst Green Tel: 01273 510181	Horam bus passes can use this bus - no purchase of tickets Sandy Cross, Maynards Green, Horam, Roebuck Park, Hailsham Sandy Cross, Maynards Green, Horam, Hellingly, Horsebridge, Amberstone, Herstmonceux, Windmill Hill, Boreham Street Sandy Cross, Maynards Green, Horam, Hellingly, Horsebridge Broad Oak, Burwash Common, Burwash, Etchingam, Hurst Green



Eastbourne Buses 252 to Tunbridge Wells Tel: 01323 416416	Cross in Hand, Five Ashes, Mayfield, Rotherfield, Mark Cross, Frant, Tunbridge Wells
For any queries regarding bus passes and transport contact East Sussex County Council Admissions & Transport Team - 0345 60 80 190	

TRANSPORT COSTS AREA 7	
The criteria for qualification for free travel is based on distance <ul style="list-style-type: none">• Area 7 - Students should qualify for free school transport on distance grounds if they live more than three miles from the college.• Herstmonceux/Windmill Hill/Boreham Street/Cowbeech and surrounding areas (Joint area 7/8). Free transport will only be provided to Heathfield Community College if it is geographically the closest school.• Burwash area (Joint area 3/7). Free transport will only be provided to Heathfield Community College if it is geographically the closest school.• Mayfield area (Joint area 6/7). Free transport will be provided in the majority of cases with the exception of a few cases on the northern fringes.	
Cost of Transport (correct June 2023): <ul style="list-style-type: none">• 267/269 From Hailsham: £15.00 for a weekly ticket purchased on the bus or £4.00 for a daily return• 268/252/31 From Heathfield: £1.80 per day single/£2.50 per day return/ £5.90 weekly• 231 From Uckfield: £1.55 per day single/£2.50 per day return/£10.75 weekly• 331 From Etchingham/Burwash: £1.70 per day single/£2.20 per day return/£6.50 weekly	



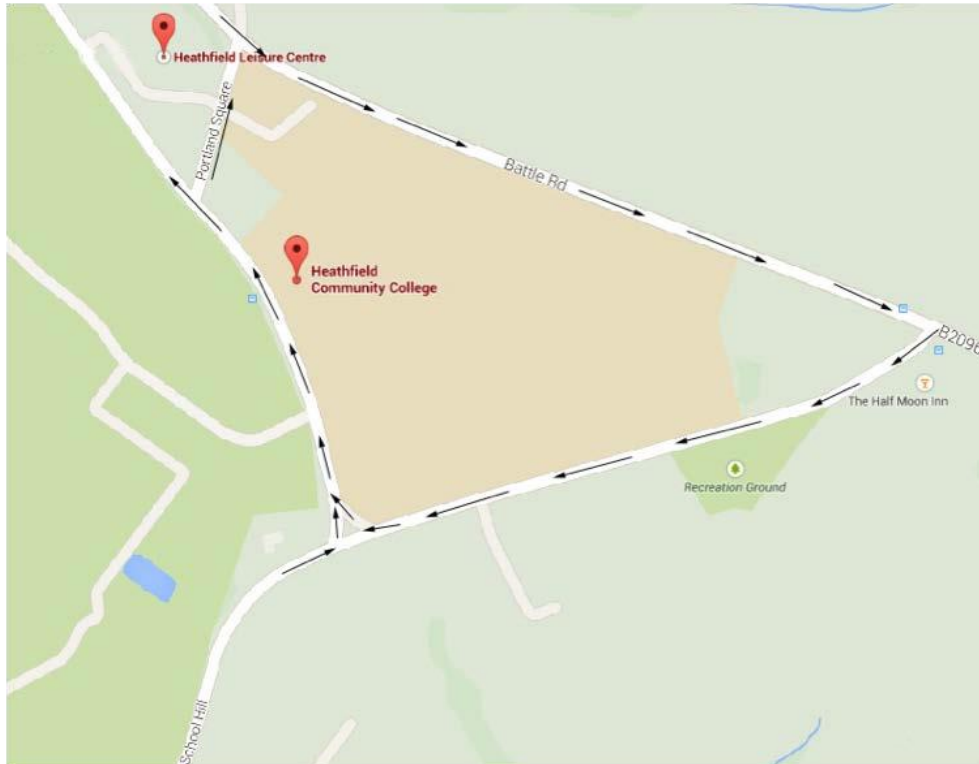
Travel by Car



To avoid congestion outside the main College gates before and after school, parents collecting children by car are requested to park on the road alongside the wall to Heathfield Park opposite the Sports Hall (Freedom Leisure). We ask that you follow the voluntary one-way system shown in the map below to avoid congestion when bringing and collecting your child as it helps to keep traffic flowing. **Please do not park on the yellow Zig-Zag lines.**

Top Tips on Travel

- Agree a morning routine which encourages your child to be organised in a calm manner.
- Agree a bed time for school days with your child to ensure they get enough sleep, can get up on time and arrive at College in plenty of time.
- Be sure your child knows the time they must leave the house in order to arrive at the College in plenty of time.
- Be sure your child is clear about what time they should be home and what to do if they are held up for any reason.
- Ensure they have your contact numbers.
- Insist on your agreed routines - this will save you time and energy in the long run.





Key Contacts

We recognise that mobile phones and devices are part of everyday life for many children and that they can play an important role in helping students to feel safe and secure. However, we also recognise that they can prove a distraction in school.

If you wish your child to bring a mobile phone to school a copy of the Code of Use should be signed by parents and student and returned, before mobile phones can be brought to school. This is included in the admissions pack.

Unless this Code of Use has been signed a student must not bring a mobile phone into school. Any unauthorised use of mobile phone or device during the day will lead to it being confiscated and only returned at the end of the school day.

The Reception/main College office is open from 8.00am - 4.30pm weekdays during term time.

Information is sent home to parents via our email service. If you change your contact details at any time please ensure the College is informed.

[Please click here for a guide on who to contact should you need to](#)

This guide will be updated for September 2023.

Support

Students will be supported by many different staff members: they have a different teacher for each subject; their form tutor; their Head of Year, Pastoral Manager plus others within the College community.

Each student belongs to a tutor group where a programme of activities is carried out including literacy, discussions on current affairs, a weekly quiz, a tutor time activity related to our Cultural Calendar, assemblies and an electronic register. These tutor groups stay together throughout their time at Heathfield enabling their tutor to provide ongoing and individual support.

Through the years that your child is with us at Heathfield Community College you will meet with staff in a variety of different ways. The main opportunity to do so is at the Year group parents' evening, the date of this can be found on the College calendar which can be found by clicking [here](#).

Please never hesitate to contact the College if you are concerned about your child's progress or welfare. You know your child best and if there is something that we need to be aware of or help with then we want you to feel welcomed to contact us. It is always easier to solve a problem when it is smaller.

The form tutor is the member of staff that you are likely to have most contact with. Because of the relationships that form during tutor time, tutors are the first point of contact for students and parents. If a parent has concerns about the progress of their child, or day-to-day issues such as friendship problems, changes in family circumstances or difficulties with homework then the tutor is the person you should contact. The tutor can gather information and allay fears or concerns that you or your child may have. If the tutor feels they are not the best person to give you answers they will pass you on to a



different member of staff who will be able to answer your concerns more thoroughly. If your problem concerns College policy or is considered to be particularly serious the Pastoral Manager should be contacted to arrange an appointment.

Parents can also communicate with a member of staff or the tutor by emailing office@heathfield.co.uk or phoning the College and arranging to speak to or see them when they are available. All teaching staff have heavy teaching timetable commitments and consequently are generally unable to meet with parents without prior arrangement. By giving a brief outline of why you wish to meet with the tutor or member of staff it gives them the opportunity to gather information so that they can be as informed as possible when they meet with you.

Special Educational Needs and Disabilities

The Learning Support Department works to ensure that both the formal and informal curriculum is accessible to all students. It provides training and advice around many aspects of Special Educational Needs and Disabilities so that teaching and support staff are confident in meeting the range of needs present in a mainstream Community College such as Heathfield. The department is comprised of specialist staff who work in the curriculum supporting academic and social learning. The department has a suite of rooms which are open at break and lunchtimes for students who may find unstructured times more difficult to manage and provides social and emotional learning during these times. The department also has a successful record of delivering interventions which impact on progress for students ranging from the most able to the most vulnerable.

Teaching and Learning

Our innovative curriculum enables all of our students to follow a pathway that plays to their strengths and opens doors to their futures; to develop a wide knowledge of the cultural and physical world that surrounds them; to embrace the intrinsic rewards of achievement and develop a love of learning.

We have a commitment to hold extremely high aspirations for all of our students. We are conscious of the power of high expectations. We do not wish to accept mediocrity for Heathfield students; setting ambitious goals for all students regardless of their background or prior attainment believing that they are capable of achieving excellence if we provide them with a suitable scaffold.

The vision for the curriculum at Heathfield is one of ambition and breadth; to ensure a high-quality experience bespoke to our students, taking account of their starting point and the expertise of our staff. The curriculum is designed to develop the knowledge and characteristics they need to be able to access, succeed and thrive at the highest levels (*Excellence as a habit*)

The curriculum for students aged 11-16 is broad and balanced and prepares all students for progression into further education or training. The subjects in years 7 and 8 set the groundwork for choosing options in year 8 and starting GCSE subjects in year 9. Students are taught the right habits that will stand them in good stead for their GCSE subjects. Teaching and learning at Heathfield seeks to develop students' skills, providing opportunities for challenge, independence and feedback as well as a digital literacy that will help prepare them for life beyond the College.



Students from Heathfield Community College leave the College as well-rounded young adults ready to be responsible citizens of the future with strong values, strong principles and ambition for success. This is achieved by a clear focus on the skills and attributes that we know are essential for future success in life. The exceptional exam results achieved by our students will open doors but the key to sustained future success and happiness is the ability to demonstrate the qualities that rarely appear on an exam paper. We call them our Heathfield Habits and we promote, recognise and reward them every day.

We understand the curriculum extends beyond the classroom and the wider opportunities offered to students at Heathfield are considerable, especially in sport and the arts.

Educational visits are many and varied, both locally and abroad.

In Years 7 and 8 all students follow courses in:

- English, Mathematics, Science
- Technology - (including Food and Computing)
- History, Geography, PRE
- Music, Art, Drama
- A Modern Foreign Language
- Personal, Social, Health and Economic Education
- P.E.

The method of learning is important and our College reflects the changing needs of students. In Year 7, teaching is in mixed ability groups. The exceptions to this are Maths, English and Science in which students are set in ability groups from the start of the year.

Students choose their options subjects with advice and guidance in year 8, beginning their GCSE course of study in Year 9.

Homework

The College knows from research and experience that homework plays a fundamental role in students being successful in their study. Students who complete the advised amount of homework:

- do better academically by at least 1/3 grade.
- have better wellbeing as they are on-top of their workload and organised.
- develop self-management and independence skills that help them in later life.

All homework assignments are recorded on Firefly, our virtual learning platform. Students will receive clear instructions about the task length, deadline and associated resources via Firefly.

Homework tasks will be gradually phased-in for Year 7 students during Term 1 in 2023-24. Specific guidance relating to Key Stage 3 and 4 homework tasks can be found here: https://www.heathfieldcc.co.uk/?page_id=186



Reading:

Our belief is that a reading habit is critical to a students’ success and wellbeing.

We expect students to read for 2 hours a week outside school and this will be discussed with a student’s English teacher.

The Library manager and English teachers are always happy to support a student in finding a book they might enjoy.



Top Tips on Homework

Children can...	Parents can ...
Make sure they regularly check the Firefly app or Firefly website to see the homework that they’ve been set.	Download the app and sync their device so it updates whenever your child receives and completes a homework.
Start homework when it is set, rather than waiting until the deadline leading to a rushed/poorly completed piece of work.	Check that homework is completed on time by using the deadline filter on the Firefly app.
Work out, when they will complete homework and set a weekly routine/schedule.	Help them stick to a pattern of work times to build good study habits.
Take responsibility for their homework it from the start. Ask their teacher for help if needed, developing independent skills	Try not feel the need to help them do the work. If concerned that they are struggling, contact the class teacher to request they provide some support.
Be encouraged to show parents their finished homework and talk about their learning at home.	Be really positive when they have done homework, ask about what they have learnt and show them it matters that they try their best.

We would encourage all parents/carers to visit our [‘supporting home learning’](#) website page for further guidance on how to support your child at home.

College Support and Expectations

Our staff are always willing to support students with homework and departments run sessions after school where students can seek additional support with the homework set, if required. The library is open each night, after school, for students to complete homework.

Our high expectations mean that students who do not complete homework on time or to an acceptable standard will face a sanction in the form of an after-school detention. This is a means of reflecting how much importance we attach to homework, **the habits of** independent learning and helping students understand the expectations we have of them.



Library

The Library at Heathfield Community College is one of the most important areas in the school. It is a place for students to relax with a book, discuss books with other students and staff or revise and complete tasks set by teaching staff. We expect all our students to read outside of school; if students don't have a book at home, we have thousands of books for students to select from, borrow for up to 2 weeks and then either renew or return. If students aren't sure about what to read, they can have a conversation with our friendly Librarian who will recommend a book.

We recognise how important it is for our students to engage with reading and to make it a habit. Consequently, we have introduced a reading reward scheme which recognises the amount that students are reading at Bronze, Silver and Gold levels.

As part of English curriculum time in years 7, 8 & 9, once a fortnight, students will have a Library lesson where students will be asked about what they are reading at home, asked to complete book reviews, spend time reading independently and may be required to read to the Librarian or English teacher in a 1-to-1 scenario.

The Library is central to school-life in other regards: author visits, activities to celebrate World Book Day, the very popular Library Quiz Night. All in all, you'll find the Library a vibrant place of learning at the heart of life in Heathfield Community College.



Top Tips on Teaching and Learning

- Talk to your son or daughter about what they are doing at school.
- Take an interest. Regular communication can help prevent problems building up and allowing you to inform the College of any concerns that might need addressing.

Supporting your son or daughter's literacy

Everyone can be successful in improving their literacy skills; the key is to practise. As parents, you can play a significant part in helping your child to succeed by doing some very simple things.

- Ensure that your child is reading a book at home by checking how many pages your child has read each week and what has happened in the story.
- Ask your child to tell you about: what the characters in the book have been doing; why the characters behave in the way they do; what they feel about the characters and why.
- Encourage the reading of news articles, biographies and other forms of non-fiction as well as fictional texts.
- Expect your child to complete a piece of writing every week; it could be a diary entry (either their own or for a character from the book they are reading); it could be an article on a topic they are passionate about; it could be a letter to a newspaper or MP about something topical; it could be a story or poem.
- Read what your child has written with them and ask them to reflect on spelling and punctuation errors. Also consider: whether paragraphs have been used; whether they have developed ideas with some detail and whether they have used techniques to make their writing interesting, such as similes or rhetorical questions.
- Use internet activities to practise punctuation skills. BBC Bitesize is good but many alternatives exist. Try searching google for: *Comma games KS3*.

iPads



All students have an iPad with them in all lessons in order to access the opportunities digital technology provides. The flexibility of the iPad allows for learning to continue outside of the classroom with the ease of resource sharing or having access to class based notes and instructions. It also gives you, the parent, the chance to see the work your child has been completing and to support them with homework and recalling knowledge taught in class.

The iPads are seen as a resource to aid learning. Teachers will use them to make work more varied, allow for different tasks to be completed in different ways and also allowing students to access and personalise learning materials quickly. They are not a replacement to traditional teaching and learning methods. More information about our iPads and the scheme can be found on the College website.



Top Tips on iPads

- You will be shown how to use the iPad in the first few weeks but don't be afraid to ask if you can't remember how to do something.
- The student Digital Geniuses are available to help at break times and lunchtimes if you are stuck or something isn't working on your iPad. They are located in the Digital Genius Bar (Network Services).
- Always keep your login details and passwords private and do not share them, even with people you consider to be your friends.

Get into good habits by:

- Fully charging your iPad every night.
- Bringing your iPad into school each day.
- Learning how to manage your storage so that your work is stored in folders on your College iCloud storage and your own photos and music are largely stored in the cloud.
- You will be provided with a College Managed Apple ID. You should keep your iPad signed into iCloud with this email address.
- Always keeping your iPad in its case. The insurance is invalidated if the iPad is taken out of its case and they can easily be damaged if unprotected.
- Taking the advice given to you about the use of social media and stick to the digital code of conduct.
- Keeping your iPad safe and using your locker for storage when you need to.



Extra-Curricular



There are a variety of extra-curricular activities which students can participate in at the College. These embrace a wide spectrum of interests including clubs for art, homework, dance, drama, Lego, coding, chess and creative writing in addition to Heathfield Radio & TV, choir, orchestra, DofE and carnival club. Students are also able to take part in a wide range of sports and outdoor activities and are encouraged to become members of the College inter-house teams. In addition to more traditional team games, the College offers other sporting activities, such as badminton, table tennis and athletics clubs.

The College has an excellent reputation for its high standard of music and drama, and there are regular public performances. Events have included Brighton Children's Parade and Music Concerts. The GCSE, BTEC & A Level Art, Photography and Technology Exhibition shows the work of our many talented students.

Visits for all year groups are arranged and they have included:

- Geographical and Geological: Pevensey Levels, Brighton, the Sussex Coast and local area
- History: Bodiam Castle, Ypres, National Archives, Parliament and Law Courts
- Cross-curricular: Harry Potter Studios, University visits and Careers Conferences
- Languages: France
- Media: Filming in Heathfield Park
- Theatre Visits: London and Brighton
- Art Visits: Hastings, Bexhill, Brighton, Eastbourne and London
- PE: Eastbourne, Crawley, Horsham, Lewes
- Visits Abroad: Belgium, Austria, Switzerland, Barcelona, Florence and Uganda
- Outdoor and Adventurous: Year 8 Camp and Ski Trip

Students are encouraged to engage with the Supercurricular fortnight three times a year where they have the chance to explore subjects of their choosing outside the classroom curriculum.

At the end of the year we hold an Enrichment Week where all students are off timetable and have the opportunity to take part in a vast variety of experiences from residential trips to workshops in College, ranging from outdoor pursuits including water sports and Aquapark to jewellery making and castle making. Information regarding this will be sent during the first two terms of Year 7.

A full list of the current clubs and the after-school sessions can be found on the [News and Events](#) section of our website in the Extra Curricular Activities area.



Attendance

At Heathfield Community College we expect the highest level of attendance from all our students so that they may develop their full potential during their time at school. The average attendance rate at the College at the end of the year is 95.2%. Excellent attendance at school improves student outcomes.

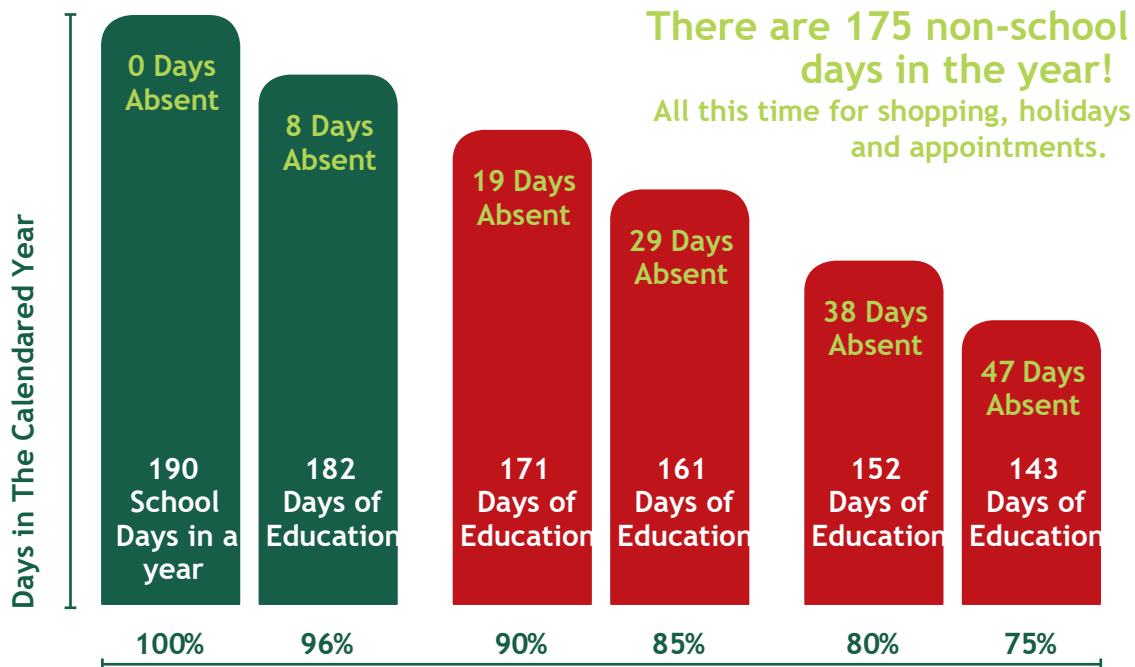
It is our aim to maintain a culture of excellent attendance and punctuality to avoid missing out on education, which has a significant effect on students’ life opportunities. Please try to avoid medical appointments during the school day. If it is unavoidable, try to ensure your son/daughter returns to school to continue their education after the appointment.

Attendance is Critical to Student Success!

Heathfield evidence shows that lower attendance affects a student’s learning and outcomes.

Last year students with an average attendance of 96% or more achieved over 1 and half GCSE grades higher compared to those with attendance less than 90%.

Good Attendance Means...



Attendance

Best chances of success
“Well Done!”

Poor attendance less chances of success
“I’m worried”

Very poor attendance serious impact on education and reduces life chances
“I’m seriously concerned”



Behaviour and Discipline

Heathfield Community College is an inclusive and supportive community. We believe that every member of the College community has a responsibility for behaviour and everyone has the right to feel valued and respected. All staff and students have an entitlement to achieve their maximum potential in a safe and secure environment. It is our belief that good behaviour needs to be consistently and positively encouraged and valued.

We offer our students a high-quality education allowing them to reach their full potential, in a safe, secure and caring environment. We endeavour to instil a love of learning, a sense of fairness and an appreciation of the importance of full participation.

We strive to develop students who, through their determination and resilience, reach their highest levels of academic and personal development. We insist upon consideration towards others and the maintaining of polite attitudes and manners, allowing all members of our community to take pride in their surroundings, behaviour and personal achievements. We believe in the value of positive contributions to our society both locally and nationally, aiming to support all students in their desire to become responsible citizens who will shape the future.

We encourage the acceptance of personal challenges, helping to ensure that students make decisions that benefit themselves and the wider community.

Good behaviour in schools is central to a good education. Good behaviour enables us to provide a calm, orderly, safe and supportive environment in which children and young people want to attend and can learn and thrive. Being taught how to behave well is vital for children to succeed personally and for them to successfully navigate the communities they inhabit.

Heathfield Community College expects high standards of personal conduct and behaviour from all members of the community, we promote respectful and polite relationships that enhance everyone's ability to work and learn.

There is a recognition that everyone is allowed to make mistakes but that these should represent a learning curve from which one grows and develops; the College supports all students in learning from their mistakes.

There is an understanding that students who repeatedly commit breaches of the behaviour policy will face increasing levels of sanctions commensurate with the repetition of the behaviour.

Consequences in Lessons

The consequence system is tiered at 4 levels C1, C2, C3 & C4 which may give rise to sanctions being applied. The consequence system at Heathfield has been designed to ensure students take responsibility for their own behaviour. There is a basic understanding that 2 warnings should be more than enough for a student to stop and change their behaviours, following that persistent repetition of the problem will lead to a clear sanction.

In lessons where a teacher feels that a student is not behaving in an acceptable manner he/she will be issued with a C1 (the first consequence issued as a direct result of a negative behaviour). This is a warning that the student needs to modify/change the way that he/she is behaving.



If the student chooses to ignore this warning and does not modify their attitude/behaviour the teacher will issue a C2 (the second consequence, a result of further negative behaviour). This requires the student speaks with the member of staff at the end of the lesson who will take action on this behaviour.

Should he/she continue to behave in a way that the teacher feels is unacceptable the teacher will issue a C3 (the third consequence, a result of continued negative behaviour, despite two chances to modify his/her actions). This will mean that the student will now continue their learning in another classroom and will automatically be issued with an after College detention. This will take place under the supervision of College staff. Students will then be educated in the department support room for their next lesson in that subject.

Under normal circumstances the College will attempt to facilitate the detention as soon as possible after the teacher has issued the C3.

If a student refuses to leave a classroom to continue their learning in a support room this is logged as a C4. A member of the pastoral team will come to collect the student and they will continue their learning in the student support centre. The student will automatically be issued with an after-school detention and along with a lunch time detention. This will take place under the supervision of College staff.

All after College C3/C4/homework detentions run from 3.05pm until 4:05pm on Tuesdays, Wednesdays & Thursdays.

Our basic expectations, shown as part the 'Heathfield Habits' are set out clearly in every classroom.

Heathfield Habits

We share a collective responsibility to work together to make sure we develop the habits that make us and the College the very best we can be.

Compassionate and Considerate

- I value others, show kindness and consideration to all in our community.
- I listen and respond carefully show good manners.

Ambitious and Confident

- I am proud of myself and what I have achieved.
- I set myself the highest expectations.
- I have self-belief in my own strengths and abilities and communicate these through my words and actions.



Determined and Reflective

- I show resilience and determination in the face of challenge; I stick with it when things are not going well.
- I am willing to make and learn from mistakes.

Engaged and Enthusiastic

- I do as I am asked, the first time I'm asked.
- I engage positively in lessons.
- I make sure that I am well-equipped for learning with the right equipment, uniform and attitudes.
- I am on time to school and lessons.

Honesty and Integrity

- I am proud of the College and take my share of responsibility to make it a positive environment.
- I accept and respect that the teacher owns the classroom and the learning.

Heathfield Habits in Action

Compassionate and Considerate

- Listening and responding carefully, show good manners.
- Establish positive eye contact and body language when communicating with others.
- Valuing and celebrating each individual's contribution.
- Understand and appreciate different perspectives.
- Changing your own behaviour if it's unhelpful.
- Working conscientiously in pairs or small groups to reflect all views and efforts.
- Being a reliable and positive team player.
- Talking to others about feelings or problems.
- Communicate (speech, writing, social media) with consideration for others.
- Active support for the College charity events.



Ambitious and Confident Learner

- Willing to set the highest expectations of your achievement.
- Work hard to understand your targets and how to achieve them.
- Willing to work consistently hard towards your targets.
- Producing your best effort - every time.
- Pro-active at finding solutions to resolve problems.
- Being willing to ask searching questions.
- Being willing to ask for ideas or advice.
- Prepared to explore unusual/challenging sources of information.

Determined and Reflective

- Volunteering to tackle challenging topics.
- Not being afraid to make mistakes.
- Sticking with it when things are not going well.
- Asking for support when needed and not suffering in silence.
- Devise strategies for staying on task when feeling distracted.
- Being comfortable with uncertainty, not knowing the answer and working through a problem.
- Developing and refining work independently and in response to advice from others.
- Reflecting on and setting own targets for improvement.
- Giving constructive feedback to others about their work, willing to accept feedback as a positive opportunity to learn.

Engaged and Enthusiastic

- Ensuring that you are well-equipped for learning with the right tools and attitudes.
- Being on time to College and lessons.
- Doing homework on time and to the best of your ability.
- Being willing to develop new skills and techniques.
- Presenting aloud in class.
- Being willing to take a lead or volunteer.
- Taking part in the College Council/student voice activities.



Honesty and Integrity

- Having the courage to do what is right; resisting peer pressure.
- Being aware of different forms of discrimination and bullying and act to prevent and challenge these.
- Tolerating the views of others and expressing empathy.
- Being willing to take responsibility for your own actions.
- Take your share of collective responsibility within the College.
- Awareness and understanding of global issues and our connection to them.
- Understanding of our role in democracy and the rule of law.

Rewards



Individual achievement, attendance and high standards of courtesy and behaviour are all celebrated at College.

Throughout the College praises are awarded by staff for achievement, effort and contribution to College values and aspirations. Praise is tiered at three levels P1, P2 & P3. Students can be awarded a P1 or P2 for displaying the Heathfield Habits in the classroom or in the wider College community.

A P3 is issued by a Head of Department, a Head of Year or a member of the Senior Leadership Team for an outstanding contribution over a period of time. All praise is logged electronically in our database and is celebrated in a celebration assembly three times a year where certificates are awarded.

Attendance certificates and rewards are awarded throughout the year for those students who have had excellent attendance along with the Heathfield Community Award for students who have greater than 95% attendance and no more than two behaviour logs per term.

In addition, throughout the year there are several events and performances where students' work is celebrated with displays for staff, students and parents. Three times a year we reward the winning House by celebrating the contribution students have made including praise points, leadership strands and engagement in house activities via end of term House assemblies. We hold two annual events to celebrate progress, effort and achievement through our Sports Award Evening in the Autumn term and Heathfield Honours Awards Evening in the summer term.

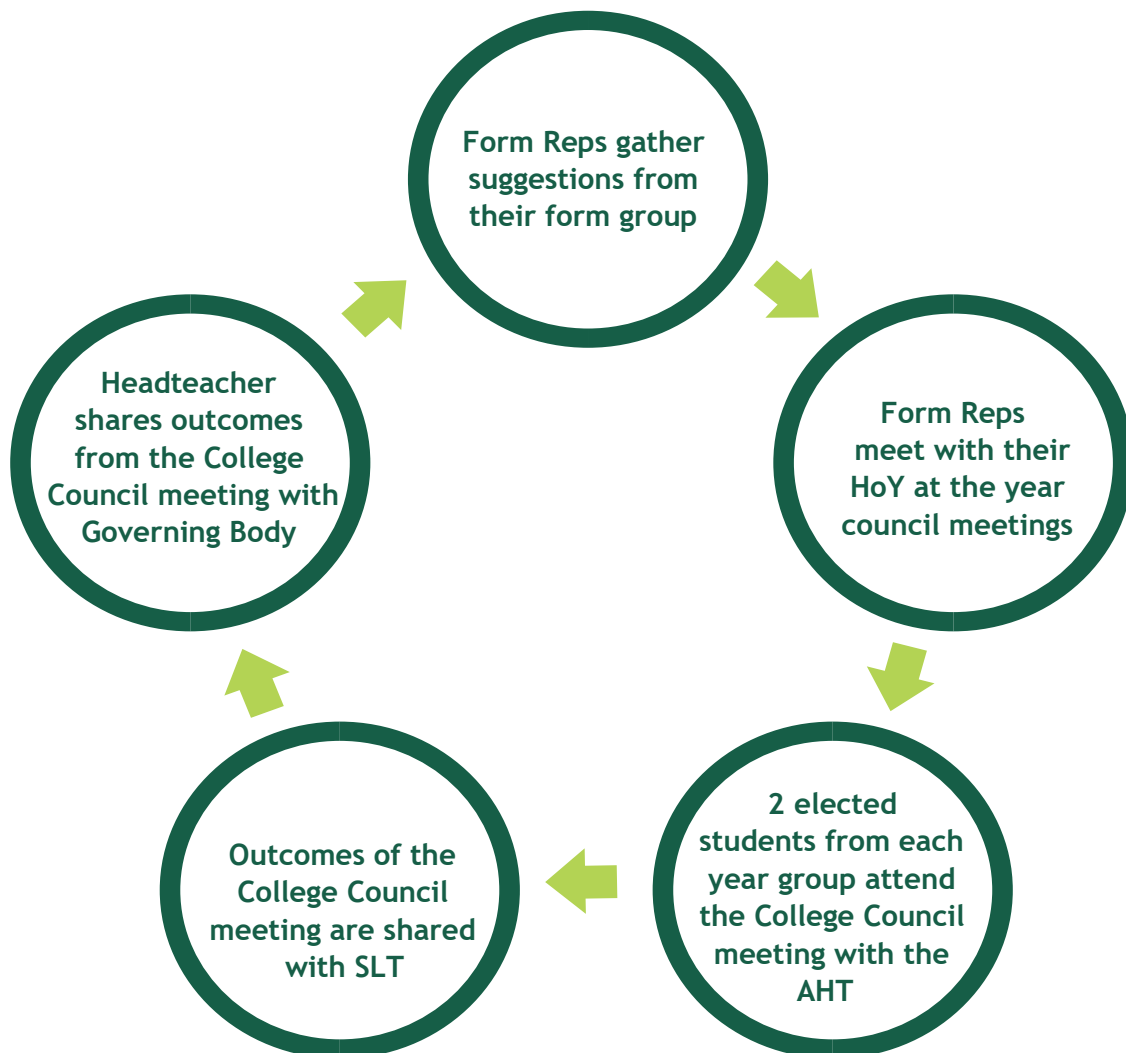


College Council

Our College Council is a democratically elected body of students who contribute to the College evaluation processes and provide students with a way of raising any concerns they have. They actively discuss whole school issues along with voicing ideas from their fellow peers.

At the start of the academic year, each tutor group elects 2 students to represent them at year council meetings. Two members of the Year Group council are then elected to represent the year group at the Executive College Council meetings with a member of the leadership team and Governors. In addition to elected members, new from 2016 was the introduction of nominated members, these are based on applications and recommendations from the Heads of Year.

Our College Council consists of a breadth of students from different year groups and include students who are new to the role and who are already established.





Student Leadership

Heathfield Community College is committed to offer opportunities for students to develop their own leadership abilities. Our leadership programme compliments our extracurricular offer and supports students in developing skills that they can apply both inside and outside of College. We offer a variety of opportunities for students to actively participate in schemes that develop their collaborative working skills and their abilities to lead others. Examples include:

- Digital Genius' - a group of students who work with other students and staff to provide technical support and ideas with iPads
- Radio Heathfield and Heathfield TV (HTV) - our own in College radio and TV station allows students to present and train in the technical running of the radio and TV station
- Library Leaders - students support the library with administration tasks along with contributing to book reviews and suggesting new books for our library
- Value Leaders - a group of students who work with other students and staff to promote an anti-bullying culture through being role models and activity leaders
- Sports Leaders - a group of students who work with the PE staff to actively engage peers in sports activities over the academic year, e.g. inter-form table-tennis
- Additionally - Student Council, Journalism Leaders, Numeracy Ambassadors, Peer Mentoring, Eco Reps, Heathfield Journalism, Literacy Ambassadors and Year 11 Prefects.

During their time at Heathfield students can also apply to the numerous leadership opportunities which are promoted through Assembly. We encourage students to participate widely for their own leadership skills along with supporting College developments.

Charity

At College we actively support Charities and students demonstrate their integrity by raising a considerable amount of money for a number of charities across the year. Along with this, the College holds five non-school uniform days per year. We theme these around annual charity events (such as Comic Relief and Children in Need) but also have one where College Council choose a charity to support. As well as donating money we also look at other ways to support Charities. For example, it has become a tradition on Christmas Jumper Day to donate items for a Food Bank.

We always aim to support local charities and charities that work across the UK and internationally. We are proud of how actively our students get involved and support all charity events in College.

Governors

The governors of Heathfield Community College are involved in all aspects of College life, including setting the budget, monitoring the delivery of the curriculum, appointing staff and liaising with the different College departments. A very high proportion of Governors have or have had children in the College, and are generally representative of the wider community from which the students come.

For more information on our Governors please see the College website or [click here.](#)



Cashless Catering

At Heathfield Community College we operate a biometric cashless system in our Dining Room, Snackshack and The Quad for purchases at breakfast, break and lunch.

The system uses the latest Biometric Technology, eliminates the need to carry cash in school and facilitates a speedier service time at the tills. Parents can access a full purchase history which means you can see what choices your child has made.

The thumb image taken is a short string of encrypted numbers; it is not an actual finger print and no images are seen. The encryption information is kept within the College and it is not used for any other purpose. If you choose not to have your child registered on the biometric system but still want your child to use the catering facilities a five-digit pin number will be issued. This number can be used at the till via a numeric pin pad.

Emergency Closures

Emergency College Closure

In the event of a College closure due to weather conditions, power failure, lack of water, flooding or other emergency the following procedure will take place:

- The Headteacher will alert the local authority as early as possible
- The Local Authority will automatically circulate details on their website and local radio stations listed below so that they can make announcements
- An e-mail message will be sent to all parents informing them of the closure
- A message will go on the College website
- Regular updates will be posted on the College website including when the College will re-open
- Emergency messages can be sent to office@heathfieldcc.co.uk

College Closure During the Day

Details regarding an emergency College closure during the school day will be as follows:

- An e-mail message will be sent informing parents of the reason for the closure and pick up arrangements
- A message will be put on the College website
- The College will liaise with bus, coach and taxi companies to collect students early from the College if possible
- Regular updates will be posted on the College website
- Instructions on how to get alerts from the Local Authority when the school is closed can be found by clicking on the follow East Sussex County Link:
<https://www.eastsussex.gov.uk/educationandlearning/schools/schoolclosures/>