A group of people looking at each other

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## Hope Valley College

[www.hopevalley-chorustrust.org](http://www.hopevalley-chorustrust.org)

Email: enquiries@hopevalley.derbyshire.sch.uk

Tel: 01433 620555

Welcome from the Principal

Dear student,

I am so sorry that you haven’t had the opportunity to take part in the usual programme of transition activities.

Instead, we have created this school guide, to try and answer your questions. We are sending it to all of our Year 6 families and are also publishing it on our website on our transition page at:   
<https://www.hopevalley-chorustrust.org/transition>

You will also find a welcome video on this page, where we take you around the college and introduce you to some key people.

We are in the process of allocating you to tutor groups and your tutor will be in touch with you before the start of term to introduce themselves.

If you have any other questions which aren’t answered then please do email us and we will publish responses on our webpage before the start of the new school year.

On 11 August, the Department for Education is publishing further advice and reviewing its decision to reopen schools fully in September. After this, we will write to you again to provide further details about the arrangements for your first day, including information about how school will operate in these unusual times.

Please be reassured that, when you join us, we will take time to go through all the usual transition activities – so you have the opportunity to get to know people and find your way around college. Our college is a very friendly and supportive place, so you will find that everyone is ready to support you and help you settle in.

In the meantime, stay safe and well. I am really looking forward to meeting you in September.

Best wishes,

**Mrs Gaynor Jones  
Principal of Hope Valley College**

Being ‘School Ready’

Here you can find information about how to be prepared for starting at Hope Valley College. On the back page of this booklet there is a ticklist which you can use to ensure you have everything you need.

# School Uniform

Our uniform is simple and relaxed but it is important that all students adhere to our expectations.

* A navy blue polo shirt with the college logo is a requirement.
* Students may then choose to layer with either:   
  - a navy hoodie with the college logo on it,   
  - and/or a navy sweatshirt with the college logo in it.
* Students must wear either **plain** blue or black trousers. These can be jeans but not tracksuit bottoms or leggings. Rips, tears and writing are not permitted.

Alternatively students may wear plain navy blue or black knee length skirts or tailored shorts.

In special circumstances modifications to the uniform can be negotiated as a reasonable adjustment in line with the Equalities Act. For these adjustments you need to speak to a senior house tutor.

* Trainers are acceptable footwear but heeled shoes and sandals are not.
* Students are allowed up to two piercings in each ear and may wear simple stud earrings for college. No other piercings are allowed and students will be asked to remove any before taking part in lessons.
* For health and safety reasons, nail extensions are not allowed.

# PE Kit (for all students)

**This is required for all lessons**. If a student arrives with a parental letter requesting them to be excused from a lesson/activity due to injury or illness they will be required to get changed. The role of **player/participant** within PE equates to only 33% of the opportunity provided in lessons, with the remaining 66% formed via leading and or officiating duties. Injured students can continue to engage in the learning experience and have a positive impact on the lesson, even when not playing!

## Kit List

* Plain white polo shirt with HVC logo (required).
* Black shorts/tracksuit bottoms (required).
* Trainers for use indoor/MUGA (clean and in addition to those worn as uniform) (required).
* Green Rugby Shirt with HVC logo (required).

**Anyone playing football needs:**

* Football/rugby socks, any colour (required).
* Football boots/Astro turf trainers (deep grip) for use on field (required)
* Shin pads (required).
* Gum guard/shield (required). **HVC strongly recommends that these should be worn for activities such as rugby**. Parents should provide these as part of essential PE kit. Teachers **will remind** students that any protective equipment provided by parents/guardians should be used to reduce the severity of any possible injury whilst participating in contact sports lessons and activities.

It is essential to label all school uniform, including PE kit, so that lost property can be returned.

**COVID UPDATE:** Please note that current guidance states that we are not to teach contact sport, therefore the rugby shirt may not be needed until the guidance changes. However, this is a warmer shirt for outdoor PE.

# Where to buy uniform and PE kit

Uniform can be purchased from Emblematic Ltd. You can order via their website at: <https://emblematic.co.uk/schools/hv118/>

Or follow the link on our webpage at:   
<https://www.hopevalley-chorustrust.org/uniform>

# Coats

Outside coats and scarves should not be worn inside the building. Students can use their school bag or locker to store their coat while inside the building. When a student enters the school building, before school, and at social times, coats must be removed immediately. Students will only be allowed to put their coat on when they leave the building for social times and at the end of   
Period 5.

# Mobile Phones/Smartwatches/Earphones/ Airpods/Buds

We recognise the need to utilise technology in school especially when we are adapting more of our learning to online platforms in case of school closure, however, we also recognise the distractions and potential harm caused by phones and social media. Therefore, students are not allowed to use mobile phones, smartwatches or earphones/airpods/buds at school, unless directed by a member of staff in a lesson. Students are permitted to check their timetables on their phones. Any of these items that are seen or heard during the school day without permission will be confiscated by staff and parents will be required to collect the confiscated item from reception. If a student chooses to bring any of these items to school to use at social times (outside the building) or after school, these items should be switched off and put away in bags. Students must not wear headphones in the corridors as this is a health and safety issue; we require all students to be able to hear instructions from staff or react to emergency situations.

# Equipment

All students should have the following equipment for lessons:

* 2 x black pens
* 1 x green pen
* 2 x pencils
* ruler
* rubber
* pencil sharpener
* coloured pencils
* scientific calculator
* compass
* angle measure
* set square
* protractor
* apron for food tech lessons
* dictionary
* refillable water bottle
* hand sanitiser
* tissues

## Face masks

Please note: if a student is travelling to school on public transport, the current government rules are that they have to wear a face mask. Please remember to pack a mask for your return journey. If you are using reusable masks, please remember to bring sealable, plastic bags to keep them in, so they do not touch the rest of the equipment in your school bag

# What happens if you don’t follow the uniform and equipment rules?

Students are not allowed to go through the school day wearing non-permitted uniform. Student uniform is checked every morning by staff. If a student arrives at school wearing non-permitted uniform, they will be required to go to our pastoral team to change into uniform provided by school and they will leave their non-permitted item(s) with school and swap back at the end of the school day.

# Transport

The college serves a catchment area of 233 square kilometres (90 square miles) and the majority of the students travel to and from the college by bus or coach. Derbyshire County Council provides free transport or bus passes to all students living more than 4.8km from the college but within the normal catchment area. Students living less than 4.8km (3 miles) of the college must pay, unless the council agrees that the route to the normal area school is dangerous for a child to undertake on foot.

Transport arrangements are dealt with by Derbyshire County Council (tel: 01629 536739). Please contact them if you have any queries.

Current transport services:

* First South Yorkshire run a contacted service which is also a service bus which picks up in Hathersage and Bradwell (271 and 272).   
  Tel: 0345 6460707.
* Hulley’s run contracted services covering, Eyam, Grindleford and Foolow (025 and 048) and one covering Bamford and Yorkshire Bridge (273 and 274). Contact is Jill on 01246 582246.
* Andrew's run a contracted service for Edale (200); contact is Donna on 01298 871222.
* Andrew’s also run a private service from Buxton and Tideswell which now goes through Litton. This is arranged by HVC parents. Contact either Lisa Smallwood on 07895 851490 or Janine Morris on 07979888033.
* B n G Taxis run a service organised by parents which covers Birch Vale, New Mills, Furness Vale, Whaley Bridge, Chapel, Chinley, Little Hayfield and Hayfield. They also run a contracted service to Peak Forest. Contact 01298 812511 or 07552 165021.
* Michael's Taxi is a contracted service covering Abney. Contact 07710 867724
* TM Private Service is a service run by parents which covers Chapel, Chinley, Whaley Bridge. Contact 01298 812148 or 07909 230111.

Students can cycle to school as we have bike lockers which they can use during the day.

## Covid-19 rules about public transport and face masks

At the time of writing the government rules are that you have to wear a face mask if using public transport. We will provide bins outside of school so that students can safely dispose of their masks. If they have a reusable mask, they should bring in a sealable plastic bag to store it in, so it does not touch the other equipment in their school bag. Don’t forget to bring in the mask for your return journey and to keep it in a sealable bag.

# Free School Meals

Some students are eligible for Free School Meals. Not only do they receive free school meals but it also provides extra income to the school, known as Pupil Premium. The school uses this money to help disadvantaged children achieve more in education.

We are aware that not everyone who is eligible for free school meals chooses to claim them.  However, Pupil Premium funding enables us to make significant improvements in the education we offer at Hope Valley College, so we strongly encourage all eligible parents to register their child(ren) for free school meals, even if they do not wish to take the free meals.

Applying for free school meals is straightforward, confidential and online and can save you approximately £400 a year. Your child’s lunch account is automatically and confidentially credited with £2.36 each day (enough for a meal deal). Parents can top up this amount with extra cash as usual, if they wish. The money cannot be carried over, so starts afresh each day.

In addition, Hope Valley College receives an extra £1,300 per student who receives free school meals. This helps us to provide more help and support, e.g. subsidised or free enrichment activities, such as trips or guitar lessons.

Your child may be able to get free school meals if you receive any of the following:

* Income support.
* Income-based Jobseekers Allowance.
* Income-related Employment and Support Allowance.
* The Guarantee element of the State Pension Credit.
* Child Tax Credit (provided you’re not also entitled to Working Tax Credit and have an annual income of no more than £16,190).
* Universal Credit.

Apply now online at: [www.derbyshire.gov.uk/freeschoolmeals](http://www.derbyshire.gov.uk/freeschoolmeals)

Who’s Who

Leadership team

|  |  |  |  |
| --- | --- | --- | --- |
|  | Mrs  Jones Principal of Hope Valley College |  | Mr James CEO of Chorus Education Trust |
|  | Mrs  Petts Assistant  Principal |  | Mr Beeden Assistant Principal |

Useful people to know

**COVID-19 UPDATE:** Ms Scorer will be the lead person for Year Seven

|  |  |  |  |
| --- | --- | --- | --- |
|  | Mr Fitton Senior House Tutor, Derwent House |  | Ms Scorer Senior House Tutor, Howden House |
|  | Mr Jenkinson Senior House Tutor, Lady Bower House |  | Mr Griffin Special Educational Needs  Co-ordinator (SENCO) |

How School is Organised

# Term dates

## 2020-2021 Academic Year

Inset Days – students not in school:

* Wednesday 2 September 2020
* Friday 2 October 2020
* Monday 22 February 2021

**Autumn Term (1st Half):**  
Thursday 3 September until Friday 23 October 2020

**Half Term Holiday:**  
Monday 26 October until Friday 30 October 2020

**Autumn Term (2nd Half):**  
Monday 2 November until Friday 18 December 2020

**Christmas Holiday:**  
Monday 21 December 2020 until Friday 1 January 2021

**Spring Term (1st Half):**  
Monday 4 January until Friday 12 February 2021

**Half Term Holiday:**  
Monday 15 February until Friday 19 February 2021

**Spring Term (2nd Half):**  
Tuesday 23 February until Thursday 1 April 2021

**Easter Holiday, inc Easter Bank Holiday weekend:**  
Friday 2 April until Friday 16 April 2021

**Summer Term (1st Half):**  
Monday 19 April until Friday 28 May 2021

**Half Term Holiday:**  
Monday 31 May until Friday 4 June 2021

**Summer Term (2nd Half):**  
Monday 7 June until Tuesday 20 July 2021

# School day

Students have 5 one-hour lessons per day and must be present in school a minimum of 5 minutes before the start of college. See below for more details:

**08.55** Lesson 1

**09.55** Lesson 2

**10.55** Break

**11:15** Lesson 3

**12:10** Tutor time

**13:30** Lesson 4

**14:30** Lesson 5

**15:30** End of school day

**COVID-19 UPDATE:** We have moved our ‘tutor’ time to the middle of the day to facilitate year group time and lunches. Lunch will be staggered from 12.15 to 13.00 with everyone taking a social break in their year group outside/in a base at 13:00. Details will be shared with students on their first day back.

# Forms and Halls

At Hope Valley you will be part of:

* a tutor group
* a year group,
* and a house group.

Each day you will have a session with your tutor. Your form tutor will use this to support you as a member of Hope Valley College.

**COVID-19 UPDATE:** Your tutor group is your class group and you will be one of 7H, 7O, 7P and 7E to ensure that we keep our year groups together.

Once a week you will have an assembly. This is a chance for Mrs Jones and the team to talk to you.

Throughout the year there are opportunities for you to compete as part of your house in sporting and other activities. The three houses are:

* Derwent
* Howden
* Ladybower.

You will have a lot of your lessons in the H,O,P,E class groups. There are approximately 25 students in each class. This is a mix of all the primary schools so you should know someone in your class. Hopefully you will be with some friends but it is not always possible to put people with their friends and we also know that you will quickly make new friends. After a few weeks you will also be put into a group in English and maths which may be different to your tutor group.

# Catering

We have a dining room where students can either eat their packed lunch or purchase from a range of snacks and hot meals every day.

School meals are cooked fresh on-site by our in-house team. You can view the current menu on the school website at:   
<https://www.hopevalley-chorustrust.org/catering>

Our students have access to a hot main meal everyday plus a daily special, a variety of chilled pasta pots, sandwiches, baguettes, wraps, hot Paninis or chicken/ Quorn baguettes plus jacket potatoes. We also cater for a range of dietary requirements, including gluten-free, vegetarian and our vegan alternatives are also increasing.

We operate a cashless catering system. All students for whom we have received parental permission via the completed ‘Hope Valley College Student Data Sheet’ will have a biometric scan of their finger taken when they start school. Students for whom no parental consent has been received will be issued with a PIN code. You will be sent a log in and passcode from Wisepay to allow you to upload money onto the account. You will also be able to see what is being bought.

The finger scan / PIN code / smartcard allows students to purchase food and drinks from our canteen at breakfast, break and lunch time, subject to funds available on their account. Accounts can be topped up using the online payments system, Wisepay (see section below). Students who are in receipt of free school meals have their account credited daily with the current allowance.

**COVID-19 UPDATE:** we want to avoid all cash in school from September 2020, please contact our finance department if you will find it difficult to pay online.

# WisePay

WisePay is a secure online system that allows parents and carers to pay for school items using their debit or credit card.

You can view the system via our website at:   
<https://www.hopevalley-chorustrust.org/wisepay>

Teaching and Learning

Studying at secondary school is very different from primary school. Students will be taught by a range of subject-specialist teachers and will have lessons in classrooms across the school, which are specially equipped for the needs of each department. These include the science laboratories, drama and dance studios, gym, and the design and technology rooms.

Students in Year 7 will study a wide range of subjects including English, maths, science, history, languages, geography, ethics and philosophy, art, design & technology, PE, drama, music, and computing.

**COVID-19 UPDATE:** we are considering the guidance around practical subjects and the use of equipment to ensure that we are able to keep our broad curriculum but also be safe.

Hope Valley College is a reading school where everyone encourages, supports, shares and celebrates the joy of reading for pleasure. We have a range of books in our library, which provides a quiet place to read. The librarian, Mrs Mummery will be happy to help you find a book that grabs your interest. All Year 7s have a reading lesson and will take part in our accelerated reading programme.

**COVID-19 UPDATE:** the library will be open each day on a rota for each year group to help to keep our year groups separate.

Home Learning

Home learning (what some schools call ‘Homework’) is vital for student progress both academically and in developing independence, resilience and effective study habits. In terms of frequency, we expect that home learning is set each week or fortnight according to the subject. Some subjects such as English, maths and languages will regularly set homework. Other subjects will be ‘Independent Learning Projects’. All homework is set via Classcharts. You will be given a log-in on your first day.

‘Remote Learning’ is what we call the learning that has taken place during the Covid-19 lockdown, when our school has been closed to all but a few students. This is being delivered through Microsoft Teams, which will allow you to access work and also for staff to teach ‘live’ lessons. You will be shown how to log-in during your first computing lesson.

Learning Support and Special Educational Needs

It is our aim to promote a policy of inclusion and integration for all of our incoming Year 7 students. All students on the SEND register have a learning support profile, which is shared with the student’s teachers to ensure quality-first teaching supports their additional needs.

There is a wide range of staff in the school who are here to support students with their learning, behaviour and welfare.

## Long term specialised provision

A few students receive long term provision because of their specialised needs. They require the skills of a specialist teacher or group of professionals to be involved. The majority of these students’ time is spent in the mainstream classroom but their ‘additional and different’ provision is highly personalised and closely monitored. The class teachers are clear how to encourage independence and boost these students’ self-esteem.

## Specific, time-limited provision

Some students receive additional SEN provision from well trained, highly effective staff. This is specific, time limited, evidence-based intervention for students who are not making good progress due to a special educational need. This includes reading, spelling, numeracy, speech and language, social emotional wellbeing and social skills work for students with ASD.

Rules we live by

# Attendance

The school day begins at **8.55am** and students are registered at 8.55am. If your child is absent due to illness **please inform us by 9.30am** **on the school's absence line on 01433 620555**. If a student is absent and we have no reason for the absence you will be contacted by 10am.

## Attendance rates

Students are expected to have an attendance of 96% or above.

Did you know that:

* Under 90% attendance a child is classed as a Persistent Absentee and will have a huge impact on a child’s learning. Only 14% of students with an attendance of 90% or below will gain five 9-5 grades.
* 10 minutes late every day will mean that a child loses 33 hours of learning a year.

Hope Valley College believes that regular school attendance is the key to enabling students to maximise the educational opportunities available to them and become resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Hope Valley College values all students and we will work with families to identify the reasons for unsatisfactory attendance and try to resolve any difficulties. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and SEND.

For any information regarding attendance please contact our pastoral team.

## Requesting term time absences

The Department for Education (DfE) makes it very clear that headteachers cannot authorise any leave of absence, including term-time holidays, unless there are exceptional circumstances. Any absence without this agreement will be classed as unauthorised and would go down on the student’s records.

Unauthorised absences of five or more consecutive days could lead to the issuing of a fixed penalty notice regardless of the student’s previous attendance record and could even leave to further prosecution.

If authorised, the Headteacher is also able to set a time limit on the leave of absence. Exceptional circumstances are described as unique or one-off events. They might include family emergencies, a sudden change in circumstances or a once-in-a lifetime opportunity. Visits from family members or opportunities for discounted holidays will not constitute as exceptional circumstances. Also, in taking any decision to authorise absence a headteacher will also take other factors into account such as a student’s attendance record.

**COVID-19 Update:** Current DfE guidance is that attendance is compulsory for all students from September 2020.

# Adverse weather arrangements

Given that our students come from across a large rural area, we work hard to ensure that families are advised early about any changes to school opening because of adverse weather conditions. We will do our best to monitor the weather and any changes to bus routes and closures in Derbyshire.

## Closing school before it opens

In the event of school closure we will inform parents and carers by 7am:

* on the school website - with a priority news alert across the top of the website and in the news section.
* on [our Facebook page](https://www.facebook.com/hopevalleycollege/): [www.facebook.com/hopevalleycollege](http://www.facebook.com/hopevalleycollege)
* on [our Twitter account:](https://twitter.com/hvcollege) [www.twitter.com/hvcollege](http://www.twitter.com/hvcollege)
* on the Derbyshire County Council website: <https://www.derbyshire.gov.uk/education/schools/school-closures/school-closures.aspx>
* via email (if the school has your email address).
* on local radio stations.

## Closing school when it is open but weather worsens

We will look at the weather and transport information and, if we decide to close the school, we will inform parents and carers:

* on the school website - with a priority news alert across the top of the website and in the news section.
* on [our Facebook page](https://www.facebook.com/hopevalleycollege/): [www.facebook.com/hopevalleycollege](http://www.facebook.com/hopevalleycollege)
* on [our Twitter account:](https://twitter.com/hvcollege) [www.twitter.com/hvcollege](http://www.twitter.com/hvcollege)
* on the Derbyshire County Council website: <https://www.derbyshire.gov.uk/education/schools/school-closures/school-closures.aspx>
* via email (if the school has your email address).
* on local radio stations.

In the event of early closure we will ensure that students are kept on the school site and supervised in the hall or dining hall until they are able to travel home. Before the next day we will send another update to parents and carers about arrangements for the following day using the communication methods listed above.

Communication

We know how hard it can be for parents when their children start at secondary school. You no longer get to wait in the playground, meet other parents and speak to your child’s one teacher. That’s why we work hard to ensure you receive regular and clear communications from school.

## Email addresses

After your place was confirmed with us, we sent you a data sheet where you can provide further information about your child. Please ensure you provide an up to date, unique email address for all main carers. We strongly recommend that you add ‘@hopevalley.derbyshire.sch.uk’ to any ‘safe senders’ list you have with your email provider. Typically, this can be found under the ‘settings’ tab when accessing email on a web interface with most major online providers, e.g. BTInternet, Hotmail. Check with your provider if you are unsure.

## ClassCharts

This online system allows parents to see information about their child such as attendance and behaviour. It also allows both students and parents to see what homework has been set. It can be viewed online as a webpage or as a free app on a smartphone or tablet.

You can view this and other online systems we use via the Remote Login page on our website: <https://www.hopevalley-chorustrust.org/remotelogin>

## Newsletters

We aim to send out an electronic newsletter every month to parents/ carers. This brings together news of our students’ achievements but also important updates. Please ensure you read it so you don’t miss out.

## Website

Our website is at: [www.hopevalley-chorustrust.org](http://www.hopevalley-chorustrust.org)

There is a section called ‘Current parents & students’ where you can find year-specific information, as well as information relevant to all years.

## Social media

We also post news and updates on social media.

Facebook: @hopevalleycollege

Twitter: @hvcollege

# Summary of uniform and equipment

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Optional?** | **Where from?** | Checkmark |
| **School uniform:** | | | |
| Navy blue polo shirt with the HVC logo | **REQUIRED** | Buy from Emblematic Ltd. |  |
| Plain blue or black trousers  **or**  Plain navy blue or black knee-length skirt  **Or**  Plain navy blue or black tailored shorts | **REQUIRED** | Buy from any shop. |  |
| Footwear  (not sandals/open-toed/heeled shoes) | **REQUIRED** | Buy from any shop. |  |
| Coat | **REQUIRED** | Buy from any shop. |  |
| **PE kit:** | | | |
| Plain white polo shirt with HVC logo | **REQUIRED** | Buy from Emblematic Ltd. |  |
| Green rugby shirt with HVC logo | **REQUIRED** | Buy from Emblematic Ltd. |  |
| Black shorts **or** Black tracksuit bottoms | **REQUIRED** | Buy from any shop. |  |
| Suitable sporting trainers for indoor use (not same as uniform) | **REQUIRED** | Buy from any shop. |  |
| Green football/rugby socks | **REQUIRED  (if playing football/rugby)** | Buy from Emblematic Ltd. or any shop. |  |
| Football boots/Astroturf trainers suitable for activities on field. | **REQUIRED (if playing football/rugby)** | Buy from any shop. |  |
| Shin pads | **REQUIRED  (if playing football/rugby)** | Buy from any shop. |  |
| Mouthguards | **REQUIRED (if playing rugby)** | Buy from any shop. |  |
| **Equipment:** | | | |
| School bag (preferably a rucksack) | **REQUIRED** | Buy from any shop. |  |
| Dictionary | **REQUIRED** | Buy from any shop. |  |
| Pencil case | **REQUIRED** | Buy from any shop. |  |
| 2 x black pens | **REQUIRED** | Buy from any shop. |  |
| 1 x green pen | **REQUIRED** | Buy from any shop. |  |
| 2 pencils | **REQUIRED** | Buy from any shop. |  |
| Rubber | **REQUIRED** | Buy from any shop. |  |
| Pencil sharpener | **REQUIRED** | Buy from any shop. |  |
| Ruler | **REQUIRED** | Buy from any shop. |  |
| Coloured pencils | **REQUIRED** | Buy from any shop. |  |
| Scientific calculator | **REQUIRED** | Buy from any shop. |  |
| Compass | **REQUIRED** | Buy from any shop. |  |
| Angle measure | **REQUIRED** | Buy from any shop. |  |
| Set square | **REQUIRED** | Buy from any shop. |  |
| Protractor | **REQUIRED** | Buy from any shop. |  |
| Food Tech apron | **REQUIRED** | Buy from any shop. |  |
| Hand Sanitiser | **REQUIRED** | Buy from any shop |  |
| Tissues | **REQUIRED** | Buy from any shop |  |
| Refillable water bottle | **REQUIRED** | Buy from any shop |  |
| Face masks and sealable plastic bags to keep them in | **REQUIRED  (if using public transport)** | Buy from any shop |  |