

22 July 2024

Dear Parent/Carer,

Thank you for all your support over this academic year. We wish you and your child a restful break and look forward to seeing you in September. As Principal our vision is to work together to ensure that your child has the best learning experience possible. We are a student focused school where we work together to provide our students with the best opportunities both inside and outside the classroom, so that they can be successful. To support our vision, we aim to ensure that all students are rewarded for their academic achievements, their commitment to extra-curricular activities and their reflection of our values. Please see the Rewards Ladder which is attached for more detail. Our priority is that all students feel safe in school and have the best learning experience. In order to support our students being safe in school we have a very clear reporting process which we will remind all students of on their return in September. Consequences will be issued to students who fail to meet our expectations in this regard. Please see the attached Consequence Ladder.

We want all students to ensure that they have all the equipment necessary for their lessons in a bag which is large enough to hold exercise books. Please ensure your young person has at least one green pen in their pencil case in September. As of the new academic year, a green pen will be part of our equipment list and will be used when responding to and actioning feedback. We will be working with the young people of Chiltern Hills Academy in playing an active role in the feedback loop and ensuring they are using the different forms of feedback to move their learning forward. If you are unsure about what your child might need for school then please see the attached equipment list.

At the heart of what we are doing here at CHA is ensuring everyone has the opportunity to reach their potential within an outstanding learning environment. Making good choices about attendance to every lesson is vital to achieving this. Therefore, if your child is absent for any reason, please remind them to speak to the teacher as soon as possible about the learning missed. This can be done through an email to the teacher or meeting them before the next lesson.

Homework is very important in supporting the learning that takes place in the classroom. The Academy has a Library with computers which is available to all students until 4pm. Homework Club is available to all students and is held on a Monday and a Wednesday in OD5 until 4.15pm. The school uses Show My Homework to share set homework and resources. All students and parents/carers will have a login.

If students have their nails done, facial piercings or their hair dyed (which are not accepted at the school) over the holidays, please can you make sure that on the first day back in September that these are removed in line with our uniform policy. We do have some spare uniform which has been donated to our school if your child forgets an item of uniform and students will be asked to remove any jewellery etc which is not in line with our uniform policy. Our school uniform promotes the feeling of belonging and pride in our school community.

The Academy have introduced House ties that are to be worn from September. A free tie has been given to each student with the third green stripe replaced with the colour that they and the rest of

their form class are in. This will also help us to manage the length at which students wear their tie when they are walking around the Academy. We are looking forward to seeing the seven colours worn with pride when students return in September.

For our students' health and wellbeing please can you ensure that students **do not bring any nuts or nut-based products into school**. This is because we now have several students that have a severe nut allergy. All students are encouraged to bring water with them to drink during the day. To support our students' wellbeing some of our staff are trained as mental health first aiders and we have a school counselling service available. Please do contact your child's AYL if you would like to discuss this further.

The House System

The Academy has introduced the long-awaited House System to run from September. The school has been divided into seven Houses represented by iconic figures of the past that represent Chiltern Hills' values. It is an expectation that students wear their new house ties so that it is easy to identify the house and the form class that each student is in. Throughout the Academic year there will be a broad range of house activities for students to participate in to earn house points contributing to one final assembly. House captains will be elected to help run these competitions as well as supporting the lower years by entering their assemblies and form rooms. Tutor groups are split into houses, and they are as follows:

Year 7	DEB	SMK	ELR	KGR	JCA	NOS	ISO
Year 8	EBA	CCO	SEC	JEK	NHE	KDU	DAG
Year 9	GEM	GAU	CHB	CBA	JAW	CLS	OLS
Year 10	POL	FEF	ALP	KEE	EMM	REL	BRC
Year 11	JCO	GUC	CLR	EST	JAD	CCA	NMC
Sixth Form	Split between 7 houses in September						

Mobile phones at CHA

I am sure you are aware that there is a lot of research around how the use of mobile phones can have a negative effect on student wellbeing, perception of themselves and exposure to harmful content. As a result of this research, our own experiences and liaising with local schools, we will be following government guidance to no longer permit students to use mobile phones at Chiltern Hills Academy.

It is important to note, we have noticed a significant rise in mental health issues and friendship issues in school, stemming predominantly from social media, messaging and online activity. As a result of the wider research and, more importantly, the impact on our own students, we have taken the decision to enhance our existing mobile policy by further preventing access to mobile phones during the school day with the help of a product called a School Locker Pouch.

Phone pouches have already gained momentum in the events industry. Schools quickly saw an opportunity to support students in learning how to responsibly use their mobile phones and to break the addiction cycle to enable students to achieve in school and flourish socially. Several local schools are also taking the opportunity to introduce phone pouches for their students.

We will be implementing the School Locker pouches in September, at no additional cost to parents, and will be using assemblies at the start of the new term to explain the use of pouches to our students so they are aware. We will explain the following:

- Students in Years 7 - 11 will have their own pouch – they always keep this pouch with them. Phone pouches will be part of your child's everyday school equipment that they will be expected to bring in to school every day.
- At the start of each day, students will enter the school site as usual, but will then ensure they place their phone in their pouch and close it. The pouch is then sealed with a magnetic pin (similar to security tags in shops) and put in their blazer pocket or bag.
- Students then go about their normal day.
- At the end of the day, as students leave, they use the unlocking magnets provided by school to open their pouches and remove their phones.

Assuming students adhere to this process, their phone will be with them at all times. Their phone is still available for travel on the way to and from school, whether that be to support them to feel safe or just to listen to music.

Students who forget their pouch will be required to hand in their phone at student services on arrival at school where it will be securely stored until the end of the day when students may collect it.

Students who arrive at school without a pouch and who report not having a phone may be scanned with a metal detection wand to ensure that all our students are benefiting from this enhanced policy. Students may well have metal items such as keys in their blazer and will just need to confirm this with us.

For students who do not adhere to this process, there will be consequences. However, to focus on the benefits, schools who have already implemented phone pouches report:

- Improvement in academic performance
- Improvement in student behaviour
- Improvement in student engagement in the classroom

We are very excited to put this in place to support our students in September. We know that most of our students will adhere to this new process without challenge and will experience the benefits over time.

We are looking forward to seeing you in September.

The new term begins for Y7, Y12 and Y13 students on Thursday 5 September.

Y7 students should be in-school no later than 8.35am for a prompt registration at 8.40am and will finish school at 3.10pm, this will be their usual finish time. Y12 and Y13 students: Start their new term at 9.30am on the Thursday 5 September and will finish at 3.15pm.

The new term begins for Y8, Y9, Y10 and Y11 on Friday 6th September

Y8, Y9, Y10 and Y11 students should arrive in school no later than 8.35am for a prompt registration at 8.40am. Y7, Y12 and Y13 students also start at 8.35am with a prompt registration at 8.40am. This will be their usual start time.

There will be staggered times for the end of the school day so that we can safely dismiss the students leaving the site - Y7, Y9 and Y10 will finish at 3.10pm and Y8, Y11, Y12 and Y13 will finish at 3.15pm.

On the following pages we have included information we believe will be useful to support a positive term at Chiltern Hills Academy.

Kind regards,

Mr Dobbs

Principal

Key email addresses

Curriculum Lead Maths: ksmaje@chacademy.co.uk
Curriculum Lead English: sputman@chacademy.co.uk
Curriculum Lead Science: gchahal@chacademy.co.uk

YL Y7: eforssling@chacademy.co.uk AYL Y7: mfinch@chacademy.co.uk

YL Y8: sdriscoll@chacademy.co.uk AYL Y8: lwalters@chacademy.co.uk

YL Y9: nmadina@chacademy.co.uk AYL Y9: swebb@chacademy.co.uk

YL Y10: gbertram@chacademy.co.uk AYL Y10: rhrabovszki@chacademy.co.uk

YL Y11: sfalcon@chacademy.co.uk AYL Y11: tfinch@chacademy.co.uk

Sixth form: ahemsworth@chacademy.co.uk AYL Y12/13: kforssling@chacademy.co.uk

Key Stage 3 Leader: ohumphrey@chacademy.co.uk

Assistant Principal Behaviour and Attitudes: canning@chacademy.co.uk
Assistant Principal Inclusion: ecollier-radford@chacademy.co.uk

VP Behaviour and Attitudes/Safeguarding: jconway@chacademy.co.uk

Assistant Principal Teaching and Learning : sfalcon1@chacademy.co.uk
 Assistant Principal Curriculum : rvadirraju@chacademy.co.uk

VP Quality of Education: agriffiths@chacademy.co.uk

Principal: tdobbs@chacademy.co.uk

Timings of the school day 2024-25

08:40-09:00	09:00-10:00	10:00-11:00	11:00-11:20	11.20-12.20	12.20-1.20pm	1:20-2:05pm	2:05-3:10pm	3:10-3:15pm
Pastoral/Worship Lit/Num	P1	P2	Break	P3	P4	Lunch Warning bell 2.00	P5	End of day 3.10pm for Y7, Y9 and Y10 End of day 3.15pm for Y8, Y11, Y12 and Y13

School start time 8.35am - Warning bell (Prompt registration at 8.40am)
 End of day 3.10pm for Y7, Y9 and Yr10
 End of day 3.15pm for Y8, Y11, Y12 and Y13

Uniform

I would like to ask for your continued support in ensuring that from September 2024 our very high standards of uniform are maintained. As you know Chiltern Hills Academy is a school with high aspirations and the highest expectations. Uniform is a very visible sign of this. Outstanding uniform plays a valuable role in contributing to the ethos of the school and unifying our school community. A smart appearance is an important aspect of modern life and instils self-confidence and a sense of self-respect, promoting positive messages about the school to the wider community.

It is essential that on our return to school in September every student at Chiltern Hills is in perfect school uniform and wearing it to the highest standards.

Can I take this opportunity to remind you of a few important points regarding our uniform policy:

- Outdoor coats should be plain with no visible logos.
- School trousers should be loose fitting black, formal school trousers.
- The skirt should be pleated, unrolled and worn close to the knee.
- If a jumper is worn it can only be the grey 'V' necked jumper with silver threading, available from the school supplier.
- Sock and tights must be black and plain in style.
- Shoes are plain black and should be flat, formal, leather/leather look polishable shoes – please remember that not all shoes sold under the banner of “school shoes” are acceptable if you are unsure, please contact me (email below).
- Have a bag plain black/Navy blue/Grey A4-sized sturdy school bag or backpack.

Other Uniform standards

All students are expected to wear full school uniform on the way to, from and in school and to comply with the following:









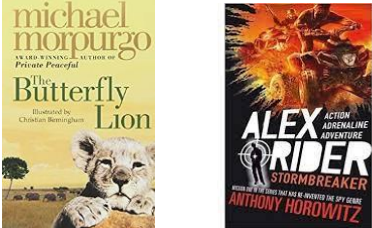
- Wear full PE kit during PE lessons and sporting activities.
- Wear traditional and understated haircuts/styles in their own natural hair colours.
- Not wear jewellery other than which is permitted: a wristwatch (no smart watches), one small plain (gold or silver coloured) earring stud in each lower ear lobe only.
- Should students wish to create pierced holes for jewellery outside of school, these should be created at the start of the summer holidays to allow time for the hole to heal fully.
- Not wear facial or tongue piercings or tattoos (temporary or permanent).
- Not wear nail varnish, makeup, false nails or false eyelashes of any kind.
- Not wear hats or hoods indoors.
- Students who wear incorrect uniform, or their uniform incorrectly, should expect a school sanction.

Please be reminded that uniform can be purchased from our supplier at www.klschoolwear.co.uk

There is a second-hand uniform shop located in Chesham High Street called the Shaw Trust. We also have a hardship fund available, and you can access this by contacting Jo Conway (email: jconway@chacademy.co.uk)

Please feel free to contact your child's Academic Year Leader or me at the school if you wish to discuss this matter further or have any questions.





Equipment List

A school bag which is big enough to carry exercise books and a pencil case	
Pencil Case A clear one for exams	
Black Pens (2 at least)	
Green Pen	
Ruler	
Pencil	
Scientific Calculator	
Eraser & Pencil Sharpener	
Reading Book	

Be Allergy Aware & Save a Life

Anaphylaxis is a serious and life-threatening reaction to allergens such as food, insect stings, medication & latex.

Recognise the ABC symptoms and act quickly - you could save a life.

WHAT TO LOOK FOR	WHAT TO DO
<p>A Airway</p> <ul style="list-style-type: none"> • Persistent cough • Vocal changes (hoarse voice) • Difficulty swallowing • Swollen tongue 	<p> 1. Lay the person flat - do NOT allow them to stand and walk</p> <p>A. If unconscious, place them in the recovery position</p> <p>B. If breathing is difficult, allow them to sit up</p> <p>C. If they feel dizzy or appear pale, their legs should be raised</p>
<p>B Breathing</p> <ul style="list-style-type: none"> • Difficult or noisy breathing • Wheezing (like an asthma attack) 	<p> 2. Administer an adrenaline auto-injector (refer to device label for instructions)</p>
<p>C Consciousness/Circulation</p> <ul style="list-style-type: none"> • Feeling lightheaded or faint • Clammy skin • Confusion • Unresponsive/unconscious (due to a drop in blood pressure) 	<p> 3. Phone 999 and tell them the person is suffering from anaphylaxis (ana-fil-axis)</p> <p> 4. If there is no improvement of symptoms after 5 minutes, a second dose of adrenaline can be given</p>



01252 542029



info@anaphylaxis.org.uk



anaphylaxis.org.uk

Preventing themselves and others from learning:

- Persistent disruptive behaviour

Lack of respect for OUR environment and community:

- Behaviour which seriously compromises the safety of others
- Possession of offensive weapon or illegal drugs
- Physical violence OR Intimidation OR verbal aggression towards a member of our community
- Repetition of Harmful Sexual Behaviour

Preventing themselves and others from learning:

- Continuous disruptive behaviour

Lack of respect for OUR environment and community:

- Behaviour which seriously compromises the safety of others
- Harmful Sexual Behaviour
- Swearing at a member of our community
- Theft
- Possession and/or consumption of alcohol
- Persistent bullying.
- Racism/homophobia/transphobia/sexism/negative behaviour towards protected characteristics and appearance

Preventing themselves and others from learning:

- Disruptive behaviour
- Removal from lesson multiple times over a period of time.
- Persistent C2 behaviour – failure to attend a C2 detention
- Walking out of school

Lack of respect for OUR environment and community:

- Behaviour which compromises the safety of others inc playfighting
- Damage to school/other's property
- Deliberate defiance
- Bullying/racism/homophobia/transphobia/sexism/negative behaviour towards protected characteristics and appearance – one off incident depending on its severity.
- Vaping/being in possession of a vape
- Inciting others to fight
- Misuse of mobile technology

Preventing themselves and others from learning:

- Disrupting the learning of others in more than one lesson.
- Persistent C1 behaviour

Lack of respect for OUR environment and community:

- Misbehaviour in/failure to attend a C1 detention
- Being caught in an out of bounds area
- Anti-social behaviour
- Graffiti/Chewing gum

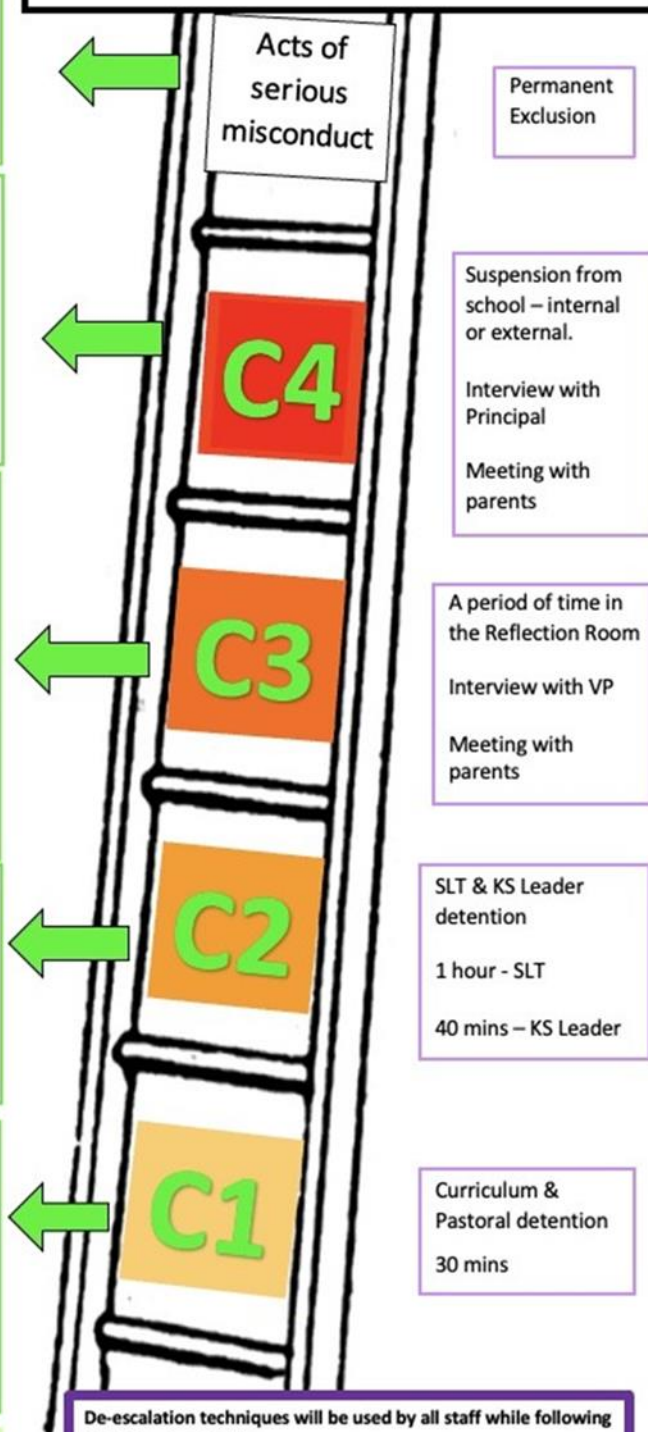
Preventing themselves and others from learning:

- Disrupting the learning of others in a lesson.
- Rudeness
- Removal from lesson
- Inappropriate language inc. swearing in conversation
- Lateness to lessons (more than 5 minutes)/missing lessons

Lack of respect for OUR environment and community:

- Persistent uniform issues
- Lateness to form time and assembly
- Failure to follow instructions

Behaviour Consequences Ladder



De-escalation techniques will be used by all staff while following the Behaviour Ladder.

Low level disruption/non completion of classwork/homework /dropping litter etc will be dealt with in the first instance by the member of staff and could include a break time/lunchtime detention

This is not an exhaustive list, there may be other types of misbehaviour which will result in a consequence.



Behaviour Rewards Ladder

Staff at CHA will make every effort to reward positive behaviour.

This is not an exhaustive list, there may be other types of positive behaviour which will result in a reward.

- ★ Principal's Commendation
- ★ Half Term Hero
- ★ Role modelling CHA values at all times
- ★ Afternoon Tea with SLT
- ★ An exceptional piece of work
- ★ Excellent ATL & HW grades in a Progress Check
- ★ Achieving 70% on/above in a progress check
- ★ No behaviour consequences for the year
- ★ Contributing to extra-curricular clubs
- ★ Representing CHA in sport/drama/music
- ★ 100% attendance
- ★ Improved attendance over the year

- ★ Vice Principal's/Assistant Principal's Commendation
- ★ Role modelling CHA values
- ★ Excellent work during a whole unit of work
- ★ Positive ATL & HW grades in a progress check
- ★ Achieving 60% on/above in a progress check
- ★ No behaviour consequences for a term
- ★ Regularly attending extra-curricular clubs
- ★ 100% attendance in a term
- ★ Improved attendance over the term

- ★ Year Leader Commendation
- ★ Curriculum Subject Commendation
- ★ Reflecting CHA values
- ★ Consistent good work during the term
- ★ No behaviour consequences for half a term
- ★ 100% attendance in half a term
- ★ Improved attendance over the half term

- ★ Excellent work in a lesson
- ★ Good contributions in a lesson
- ★ Significant improvement in effort
- ★ Excellent homework
- ★ Making positive choices
- ★ No behaviour points in a week
- ★ Wearing our uniform with pride
- ★ Attending every day for a week

Acts of
exceptional
positive
behaviour

R4

- ★ Certificate
- ★ 15 Merits
- ★ Afternoon Tea
- ★ Voucher for lunch queue
- ★ Postcard home

R3

- ★ Certificates
- ★ 10 Merits
- ★ Postcard home

R2

- ★ 5 Merits
- ★ Postcard home

R1

- ★ 1 Merit
- ★ Postcard home

