Transition Times

19 July 2024 (5th Edition)

Dear Parent/Carer

Introduction to Pastoral Care at The Highcrest Academy

Pastoral Care is given the highest priority at The Highcrest Academy. We have invested in an extensive team to make sure our students have support and advice for whatever difficulty comes their way. We have two members of the Senior Leadership Team dedicated to shaping the delivery of the best possible care. This is the structure of the team:

- Two members of the Senior Leadership Team
- Head of Learning for each Year Group each supported by an Assistant Head of Learning
- Form Tutor
- Matron
- Mental Health Lead
- Student Welfare and Attendance Manager
- Attendance Officer
- Inclusion Support
- Isolated Support
- Learning Support Department
- English as an additional Language Department (EAL)
- Child Protection Officer

You will read more about some of these roles further down, but it is important to remember that EVERY member of staff is here to make sure you are safe, content and able to be the best version of yourself that you can be.

Being a young person can be difficult and complicated sometimes. We make sure that we do our very best to give you the information and facts about a whole range of topics, before you need them. This means that when situations come up in life, you have knowledge that helps you make good choices.

Our Life Lessons offer to you lots of topics that will help you understand and look after your own wellbeing. We have a strong Young Carers support group for any student who has caring responsibilities at home. We have many after school clubs and if homework is difficult to do at home, you can join a homework club and get it done here before you go home (such a good idea!).

Our Virtues Programme gives an important framework of expectations for our students and it is important that you learn about them. Finally, life can sometimes be very difficult but it is important to know that your school has a whole team of adults and other students who are here to help. Any barrier that appears, we will work through together. You are about to become part of a great school community.

Miss C To, Assistant Headteacher

Tips on Preparing your Child for Transition

We understand that moving to secondary school may give you as parents/carers mixed feelings; excitement as your child has reached this milestone, but some anxiety for the change they will experience too. Here are a few examples of ways you can help to prepare your child for this new start.

- **Practice the walk to school?**

We are encouraged to go out for walks and exercise, perhaps you could add the walk to Highcrest to your daily exercise and time how long the walk takes? You can use the opportunity to discuss road safety skills; there is likely to be more traffic about once school commences. Find a map and research/plan the route to school.

- **Will your child need to catch a bus at some point?**

With your child, look up bus timetables. Find your nearest appropriate bus stop. Familiarise yourselves with the route the bus will take. Make contingency plans for scenarios such as; missing the bus, cancelled bus. Has your child got emergency contact numbers in their phone? Is there an alternative bus route for emergencies?

- **Has your child got the right equipment?**

School has an equipment list, it will be sent out to everyone. Purchase items in plenty of time. Does the pencil case fit the school bag? Are all items named?

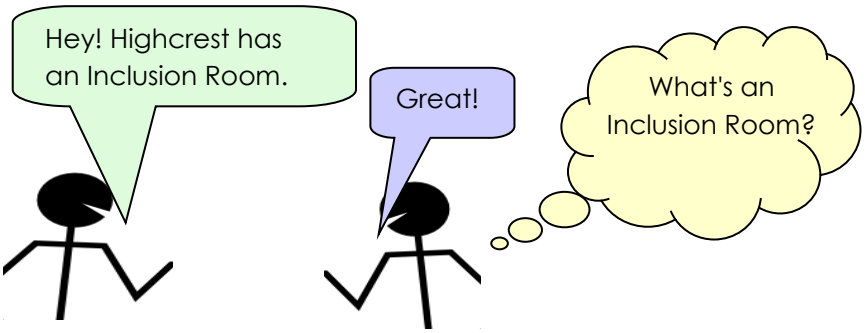
- **Does it take your child a long time to get ready?**

Set practise days for getting ready for school. Encourage your child to set an alarm and practice getting up at the required time to arrive at school on time. Ask them to time themselves to see how long it takes. Don't forget to include eating breakfast and packing the school bag into the practice.

- **Does your child know anyone else at The Highcrest Academy?**

Perhaps you could arrange for the children to call each other? They can discuss any concerns they may have together. Perhaps you could arrange for them to travel together on the first day or meet near school and walk in together.

Welcome to the Inclusion Room



Inclusion Key Worker

Students may be booked into the Inclusion room by their Head of Learning, SENCo or a member of the Senior Leadership Team.

The Inclusion room is used to support students who, for various reasons, are unable to access their learning in the classroom environment. Where possible, students follow all of their lessons (supported by a member of staff) while in the Inclusion room. They will also receive any interventions they need. The support provided is tailored to the individual, in agreement with them and their family, and allows for a timetable that is best suited to their needs, whether that's a 'one off', a regular lesson or full time.

Students will receive supportive interventions through a Personal Development Plan (PDP). The focus of these sessions is on the building of social and emotional resilience and strategies to promote self-development.

Whatever the reason for being in the Inclusion room, we will work with our colleagues and other agencies, where necessary, to promote the wellbeing of the students we look after.

Isolated Support

Mrs V Sutton

We have high expectations for our students to behave in a way that makes being part of The Highcrest Academy community an enjoyable and rewarding experience.

You will have seen the information about our "Virtues" programme which gives a framework of what is important to us and what we expect from our students.

There might, however, be occasions where mistakes are made and behaviour falls short of those expectations.

When this happens, students spend time in our Isolated Support room, which is run by Mrs Sutton. They work separately, away from the main school. Here, students work in silence and work is delivered, from subject teachers, to be completed. There is time to reflect on whatever mistake has been made and to see if further interventions are required to support the student to move forward successfully.

For most students, one visit to Isolated Support is enough to put them back on the right track. If there are frequent incidents that cause time to be spent there, a package of interventions is tailored to meet the needs and the wider pastoral team become involved.

Child Protection Officer & Mental Health Coordinator

Mrs V May

Hello, my name is Mrs May and I am the Child Protection Officer at The Highcrest Academy.

My role involves being the first point of contact if there are any concerns for our pupils. I can learn about concerns from family, staff members, pupils, friends and neighbours in the community or other schools, as well as outside agencies such as the Police and Social Care.

When I receive a cause for concern, I assess the need and deal with the response appropriately. Concerns could be anything from friendship worries to something more serious like mental health issues, incidents at home or in the community. This often involves referrals to outside agencies for the higher-level cases or internal pastoral support for other issues.

Whatever the need, it is my job, along with the pastoral team, to support the child whilst in school. It is important to note that my work can be highly sensitive and is therefore, confidential.

Mrs K Wildey

Hello, and my name is Mrs Wildey, the Mental Health Lead here at The Highcrest Academy.

The mental health part of my role involves not only supporting those who have a diagnosis or an existing presenting need, but also to initiate and run preventative programmes. These can be small group sessions focusing on self-esteem, anxiety, healthy friendships etc. I am also a qualified counsellor so I not only run individual 1:1 sessions but liaise and refer to our in-house counsellor and make referrals into CAMHS for those students who display a higher need and require greater intervention.

Whatever difficulty you might experience in your life, we have the support to help you through.

Attendance

Mrs J Hunt

My name is Mrs Hunt and I am the Student Welfare and Attendance Manager at The Highcrest Academy.

I wanted to introduce myself and let you know a little bit about what I do.

My job is to help you achieve a 100% attendance record. This will help you to get the very best out of your time at Highcrest.

I will ensure that you are registered properly and that we know where you are at all times so that we can keep you safe.

I am easily accessible at school and my door is always open for you to come and see me if there are any problems that are making you not want to come to school. I will always work with you and your parents, where necessary, to deal with any problems to ensure that you feel happy and supported to come to school.

Highcrest is a great place to learn and have fun, I am sure that you will continue to have friendships from your old school and will make lots of new friends here. I look forward to meeting you all very soon.

School Matron

Mrs J Jolly

Let me introduce myself, I am Mrs. jolly, the School Matron. In my role, I am here to take information about any medical condition your child might have. By working together we can ensure your child is given the best possible medical care. It is very important that the medical admission form is completed in as much detail as possible, this year especially, as I can then assess the forms and call you for a more in-depth discussion if needed.

Whatever your child's need, be it a paper cut or an asthma attack, I will always be available to give first aid and care for your child's medical needs.

My role works alongside the great pastoral team we have here. I would like to reassure your child that I am here for them whenever they need me.

If you have any questions or concerns, please email me at: jjolly@highcrestacademy.org.uk

In order to make sure all students receive the correct level of care, further paperwork has been emailed to parents who have stated that their child suffers with either asthma, or an allergy. Please may I ask you to complete the paperwork by Friday 16 July. If you have not received any paperwork, please email me at jjolly@highcrestacademy.org.uk or call 01494 529866 and ask for Matron. This only applies to students who have an allergy or use an inhaler. Many thanks, Matron.

Year 11 Prefects receiving first aid training

Young People's 5-a-day For Resilience & Mental Health

To help young people to think about their mental health in this way a '5 a day' programme for mental health and resilience has been developed that captures the top five things young people can do to develop their resilience and promote their mental health. This '5 a day' programme is based on research evidence on how best to promote resilience and mental health. You may find it useful to photocopy the '5-a-Day for Mental Health and Resilience' hand out and give it to young people you work with.

ACCEPT	Accept yourself. Find ways to develop your self-esteem. Accept positive feedback from others. Don't be hard on yourself. Do things that make you feel good about yourself.
CONNECT	Stay connected with your family and friends. Connect with places in your community where you feel valued and accepted. Make sure you have one adult in your life who you can trust and can turn to for support. Join groups where you can meet like-minded people who share your interests. Reach out for help if you need it.
CONTRIBUTE	Get involved with something you care about. Find ways to help people in your life. Find ways to use your talents. Offer support to others.
BE HEALTHY	Eat well by making healthy food choices. Get active; do at least 30 minutes of physical activity every day. Sleep well; aim for 9 hours unbroken sleep a night. Look after yourself. Take time out and learn ways to relax.
BE AWARE OF YOUR FEELINGS	Notice how your thoughts affect how you feel. Don't treat your thoughts as though they are facts. Find ways to balance critical and negative thoughts with more helpful ways of thinking. Keep an open mind.

Uniform & Equipment

A uniform is more than just clothes to wear to school each day, a uniform is a first impression, a show of who we represent and a symbol of the standards we have. At Highcrest, we want and expect our students to be the best versions of themselves and that starts from arriving to school each day, dressed smartly and ready to learn.

Our school uniform and PE kit supplier is SportsCrest.

They have all of the badged garments available that you will need.

Visit their shop at **SportsCrest, 3 Union Parade, Eden Centre, High Wycombe or order online from SportsCrest at www.sportcrest.co.uk or call 01494 534741.**

Please click here for our uniform list and PE kit.

Years 7 - 11 Uniform

Highcrest PE Kit

Please visit our Uniform and Equipment page here to find out more about the uniform and equipment required.

Pre-loved Uniform

We have a 'pre-loved' uniform shop @ Highcrest. If you are interested in buying some uniform that has been recycled, please email Mrs Hardaker to find out if we have items you require in stock at: chardaker@highcrestacademy.org.uk

***Blazer £6**
Jumper £4
PE Tops £3
PE Long-Sleeved £4
Shorts/Tracksuit Bottoms £2
Skorts/Sports Leggings £2
Skirts/Trousers £3
Waterproof PE Jacket £5
Football/Astro Boots £2

***You can purchase a blazer badge from us for £6.50 if you are buying your own black blazer.**

All money raised goes back to school funds.

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Once on the web app do the following:

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- Click on **CHECK AVAILABILITY**
- Where prompted enter your details and read and agree to the terms and conditions
- Click on **RENT LOCKER** and follow the instructions for entering your payment details
- You will then be emailed a locker code and the number of your locker compartment.

How to Access your Locker:

- Go to the locker number detailed on your confirmation email
- Enter the **4 digit code** detailed on your confirmation email and open the lock
- Should you forget your code it can reissued by visiting **www.locker.rentals** and clicking on the re-issue my locker code link.

Our Motto

'Aspire & Achieve'

Our Vision

We work together, in a happy, caring and inclusive community, providing for students of all abilities, backgrounds and cultures, supporting their well-being and developing their characters, giving them every opportunity to aspire and achieve their unique academic and personal ambitions.

Our Virtues

We embody, role-model and teach our A-S-P-I-R-E virtues at every suitable opportunity, helping us to promote happiness and instill a culture of excellence that runs throughout every strand of our academy

Ambition	**S**ensitivity	**P**urpose	**I**ntegrity	**R**esilience	**E**loquence
To have a strong desire to achieve success	To have an appreciation of others' feelings	To work with determination and resolve	To be honest and have strong moral principles	To show strength of character with an ability to recover quickly	To be fluent and persuasive when speaking or writing

Our Core Aims

To help our students 'Aspire' to and 'Achieve' their ultimate ambitions, our aim is to provide ….

Quality of Education	Behaviour and Attitudes	Personal Development	Culture, Leadership & Management
An acutely personalised inclusive curriculum for students of all abilities that creates independent and autonomous learners who are physically, digitally and academically literate.	An environment in which students work in harmony, respecting each other's rights and supporting one another in times of need, forging positive relationships and celebrating successes together.	Cohesive systems that support self-discovery and the development of character that ensures our students become healthy, confident and responsible citizens that make a valuable contribution to society.	A diverse, safe and happy community, where staff love to work, students love to learn and all are given the opportunity to develop.

If you do these things … if you Aspire …

then you can, and you will, Achieve