



25th November 2020

[www.thehewettacademy.org](http://www.thehewettacademy.org)

Dear Parent / Carer

I thought it would be useful to write to you to help with some “jargon busting” advice! Like most industries, within school we tend to use a language and a series of abbreviations that might mean nothing to anybody else other than us. I’d also like to clarify some of our behavioural and academic procedures too.

### **Who is who in school?**

SLT = Senior Leadership Team, made up of the senior members of staff. Mr Little, Mrs Austin, Mr Weare, Mrs Pearce, Mrs George-Samuels and Mr Baker are all members of the SLT.

HOD = Head of Department; for example, Mrs Sturgeon is HOD English so is Head of the English Department

PA = Personal Assistant. Mrs Nicolson is Mr Little’s PA and, amongst other things, organises his diary.

HLTA = Higher Level Teaching Assistant; who is a TA who is able to take a class

TA / LSA = Teaching Assistant or Learning Support Assistant; those members of staff who work either 1:1 or in small groups with students

SENDCo = Special Educational Needs Coordinator, who is Mrs George-Samuels.

AHOH = Assistant Head of House; Miss Al-Musa, Miss Scott & Miss Bizley who are the pastoral staff who work with students who need extra support.

CEIAG = Careers Education, Information, Advice & Guidance. We have two members of staff who work with students on their plans for when they leave school.

### **Where in school?**

SRB = Specialist Resource Base (sometimes called The Hub) which is for students with autism. It is a Norfolk County Council facility that Hewett runs.

SEND HUB = The SEND facility at Hewett

ALU = Accelerated Learning Unit, designed for students in Year 9 who need extra support

BR = Behaviour Room, where students go if removed from lessons

IE = Internal Exclusion, where students go if they are out of class for a whole day/

Snack Shack = Small wooden hut on the Green that we serve food out of

### **How does the behavioural system work?**

Every student at the school is regularly discussed and given a banding depending on the work that we are doing with them.

Band 1 students have the normal day-to-day interactions with teachers because generally their behaviour is fine.

Band 2 students have extra support from their Form Tutor and usually have a report card. We also use “positive report cards” for those students who need their confidence and self esteem building from knowing they are doing something right!

Band 3 students will have sessions with their AHOH / pastoral team to work on a specific area (e.g. anger management, anxiety or exam confidence)

Band 4 students will have an attached member of the SLT and report into them daily, usually when behaviour has become a problem

Band 5 students have significant adjustments to their daily school life - for example, an adapted timetable, changed curriculum or the use of a blended learning package.

In class you may hear students talking about various systems.

C1 = Consequence 1 (a warning)

C2 = Consequence 2 (a detention is issued at this point)

C3 = Consequence 3 (student is removed from class, a detention is given)

Don't worry too much about what Band you are in, but on understanding where on the behavioural system you are. It goes like this:

Report Card (Form Tutor) - positive report cards are not part of the behaviour system

BSP = Behaviour Support Plan

PSP = Pastoral Support Plan

ERP = Exclusion Reduction Plan

IE = Students removed to Internal Exclusion

ITE = Internal Trust Exclusion; so the student spends the day at one of our partner schools, usually Jane Austen College

FTE = Fixed term exclusion; where the student is not allowed to attend school for a period of time (usually 0.5-5 days, depending)

MM = Managed Move; where the student trials life at another school to see if that helps to improve their behaviour

PEX = Permanent Exclusion; where the student doesn't return to Hewett Academy

As you can see, students get a lot of chances to correct their behaviour and we support them the whole way through. If an incident is serious, you can "jump" up levels depending on what has happened. Like with uniform or hair styles, the final decision always lies with the Principal and he makes the decisions.

### **What is a Knowledge Rich Curriculum?**

The Knowledge Rich Curriculum is when we put carefully selected and sequenced knowledge at the heart of everything we do as a school. We help students to learn more by using quizzing in lessons, mini white boards in class and homework. The Knowledge Rich Curriculum is much harder than a normal curriculum and we are proud of that! Hewett students study Chaucer and Shakespeare right from Year 7 and in Science they are doing work that ordinarily they wouldn't do until GCSE! We think our students can rise to this challenge and, so far, they are proving us right!

### **What about homework?**

We have an extended school day at Hewett - our students do 28 hours per week of classes compared to a "normal" 25 hour week. Therefore we do have less homework but most students will have online learning and quizzing to do each week. We don't set homework just to keep them busy but to check their understanding and see what they have learnt each week in class.

I hope this short letter helps explain some of what we do in school. I'm always interested in ways of improving communication so if you have any ideas, please let me know.

Best wishes

Mr A Little  
Principal