



"The key thing about this school is that teachers are invested in your child. I found that from day one."
HSAEL Y7 Parent

Dear incoming Year 7 families,

Please click [here](#) to hear experiences of our current Year 7 families at HSAEL.

I hope you have had a positive start to the summer term and this letter finds you well. I am writing with the next set of updates and reminders to support your child's transition to us in September.

Reminders

- If you missed the first parent induction event or would like to see copies of any of the information shared to date, please go to the 'Year 7 Transition' section of the Academy website [here](#).
- Sign up for your child to attend the Year 6 Leadership Development Day [here](#).
- Sign up to attend the Transition Day and Parent Information event [here](#).

29th May 2024 - Leadership Development Day

We will be inviting all offer holders into the Academy on Wednesday 29th May 2024 for the **Year 6 Leadership Development Day**. This event is separate from the Transition Day in July and will give your child an early opportunity to meet some of their teachers and start to make new friends. The day will run from 9.30-2.00pm and will include a mixture of science sessions, debating workshops, food technology and team building activities. To confirm your child's attendance on this day, please click [here](#).

Schedule for the day:

09:30	Arrival, Registration, Breakfast
09:45	Introduction
10:00	Team Building
10:30	Carousel 1: Leadership, Science, Debating
11:30	Carousel 2: Leadership, Science, Debating
12:30	Picnic on the Green
13:00	Carousel 3: Leadership, Science, Debating
14:00	Dismissal

Additional Information:

Dress code	Sports Attire
Lunch	Packed Lunch
Medication	Please bring any required medication on the day in a clear bag labelled with the child's name.
Photo consent	Permission will be requested on the day with the option to opt out

4th July 2024 – Transition Day and Parent Information Event

We look forward to welcoming all incoming Year 7 students to the HSAEL transition day on 4th July. On this day, your child will have a further opportunity to meet the rest of their year group, meet their form tutor and learn more about life at HSAEL. The event will begin at 9.30am with a welcome talk, to which parents are also invited. At 1.30pm, we will be hosting the parent information event for all incoming Year 7 parents, where you will meet your child's form tutor and key staff, hear more about how we can

work together to support them to have a strong start in September and have an opportunity to ask questions. The parent and student event will be finished by 3.00pm. Please click [here](#) to confirm you and your child's attendance at this day.

Summer Holiday homework

We want students to hit the ground running in September and develop good study habits. Students will therefore be expected to complete homework in English, mathematics, science and careers. We will give your child a book on the transition day, which they will need to have read before September, as no time will be given in lessons to reading the book. The mathematics homework will support all students to pass our secondary ready baseline test students will sit in September. The science and careers tasks will be more exploratory and will encourage students to think broadly about the world around them. This homework will be checked by staff on students' first day. Thank you in advance for helping your child to complete this work and supporting them to be successful.

Support for you and your child

It can feel like a big change going from communicating with your child's class teacher only at primary school to your child being taught by lots of teachers. We have lots of ways of supporting your child and helping you to stay informed of how your child is doing.

- My Child at School (MCAS) – this mobile application gives you live information about your child's attendance, rewards and any after school interventions. We will also use this app to send you reminder messages about key dates and important information. MCAS will be able to answer many of your questions.
- Homework platform – your child's homework tasks will be shared with them via the Dynamic Progress Reporting platform. This platform will give details of what the task is and when it is due. Students can communicate with their teachers via this platform. We also use this platform to share information about how your child is progressing through the curriculum. Teachers update it in most lessons and after end of unit tests, so you can view your child's learning goals and current attainment.
- Form tutor – your child will see their form tutor in the morning and in the afternoon, and so they are you and your child's first point of contact. We encourage your child to speak to their form tutor in the first instance if they have any questions, as we want your child to be independent and a problem solver. The best way to contact your child's form tutor will be via info@harrisscienceeastlondon.org.uk. This inbox is monitored daily, and the reception team monitor whether your questions have been answered. We aim to reply to all communication within 48 hours. Email is our preferred method of communication rather than telephone. As you can imagine, the majority of your child's teachers are delivering lessons during the day, so it is not always possible for you to speak to them if you call.
- Head of Key Stage – your child's Head of Key Stage will monitor their attendance, academic progress and wellbeing and work with your child's form tutor to ensure they fulfil their potential. Your child's Head of Key Stage may be in touch if we have concerns about how they are settling into the Academy.
- Senior Team Head of House – your child will be one of our three houses, linked to our unique buildings: Clock Mill, Custom House and Lock Keepers. Each house is overseen by an experienced senior leader. If your query cannot be answered by any of the above, the Head of House will be able to support you.

If, in the meantime, you have a specific concern you would like to discuss, please use the email addresses below:

Attendance queries	Mr N Hall, attendance@harrisscienceeastlondon.org.uk
Safeguarding	Ms Dempster, safeguarding@harrisscienceeastlondon.org.uk
SEND, including medical.	Ms Sarkar, SEND@harrisscienceeastlondon.org.uk

Lunches, free school meals.	Ms Zhang, finance@harrisscienceeastlondon.org.uk
Other queries	Ms Tasnim, admissions@harrisscienceeastlondon.org.uk

Reminder of transition timeline

Date	Event
6 th May 2024	Transition Letter 3 to all families, with confirmation of form tutors, support with free school meals, transition checklist for parents.
21 st May 2024	Transition Letter 4 to all families with information about Year 6-7 transition day and parent information event.
29 th May 2024	Year 6 Leadership Development Day, 9.30am-2.00pm
13 th June 2024	Senior staff contact feeder primary schools to discuss/meet incoming Year 7 students.
4 th July 2024	Year 6-7 Transition Day and parent information event. Timings to be confirmed.
8 th July 2024	Senior staff and pastoral team to call every family to check in before the summer holidays and answer questions.
4 th September 2024	Start of term for Year 7 students
12 th October 2024	Year 7 team building day as part of Character Education Day.

Transition Checklist

We have put together a checklist below which outlines the actions that you will need to take in preparation for your child joining Academy. If you require any further information or support with the transition process, please do not hesitate to contact the Academy reception or email admissions@harrisscienceeastlondon.org.uk.

1. **Medication:** if your child has a medical condition that requires medication to be stored on site, please ensure this is brought to reception with a copy of a prescription and details of when and how it should be administered on the Leadership Development Day on 29th May and then again on the Transition Day on 4th July. The medication can be collected at the end of the day. Please also ensure that you bring this back to reception on Monday 4th September so that it can be stored and administered to your child as requested.

Deadline: 20th May 2024

2. **Birth Certificate:** We are required to keep a copy of your child's birth certificate on their file. Please send a photo of this to admissions@harrisscienceeastlondon.org.uk or bring it to the Academy reception for us to take a copy.

Deadline: 28th June 2024

3. **Download** the My Child at School App from your app store. We will confirm log in details with you in due course.

Deadline: 4th July 2024

4. **Check if you are eligible for Free School Meals** and apply [here](#).

Deadline: 4th September 2024

If you are a Tower Hamlets resident, you will need to apply for Free School Meals through Newham Council. We know that Tower Hamlets offer Free School Meals to all students in Secondary School but, unfortunately, because we are not in the Tower Hamlets Borough, we do not receive this funding. You can apply to Newham Council via their website link above to do this.

5. **Uniform and equipment:** Students at HSAEL wear their uniform with pride. A copy of our Academy uniform and equipment policy can be found [here](#). Please be reminded, skirt length

must cover the knee when standing and trousers must be full length and loose. When buying uniform, please take into account that your child may grow over the summer. Additionally, dyed hair and jewellery are not permitted at the Academy. Hair must be a natural colour. **This is a strict no mobile phone academy.** Our uniform supplier is Khalsa Schoolwear. HSAEL uniform can be purchased [online](#) or via the Khalsa Schoolwear shop.

Deadline: 4th September 2024

6. **Summer homework:** Please support your child to manage their time over the holidays and they complete the English, mathematics, science and careers homework.

Deadline: 4th September 2024.

I look forward to meeting you soon. Please do not hesitate to get in touch if you have further questions.

Yours Faithfully,

A handwritten signature in black ink, appearing to read 'D MacPherson', with a stylized flourish at the end.

D MacPherson
Principal