

Friday 25th August 2023

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Dear HSAEL Families

Arrangements for returning to HSAEL for the new academic year

I hope you have had a wonderful break. Staff are looking forward to welcoming your child back to the Academy next week, *helping them to become a leader in their chosen field and becoming the best Academy in Newham by 2028*. This letter contains all the information you will need to help prepare your child for a successful return to the Academy. Please take some time to read it carefully and do not hesitate to contact us if you have any questions.

Return to HSAEL Checklist

Item	<input checked="" type="checkbox"/>
Check the date and times for your child's first week in the table below.	
Purchase and update uniform from Khalsa Schoolwear here .	
Purchase new PE uniform including Astro turf trainers. See uniform guidance here .	
Purchase and top up stationery. See equipment list here .	
Sign up to MCAS App to receive communication from the school and view your child's behaviour and attendance details. Click here and sign in with the email address we hold for you on our records. If you need support with MCAS, please contact the Academy reception.	
Clear your Parent Pay Balance and top up with money for lunch. We will contact you each day if your child does not have sufficient money to purchase lunch. It is important that all accounts are in credit to enable us to effectively provide meals to each child. For support on how to sign up to Parent Pay, please contact info@harrisscienceeastlondon.org.uk .	
Check your eligibility and sign up for Free School Meals here .	
Check your child has completed all summer homework.	
Read and familiarise yourself with the Academy's attendance policy here .	
Read and familiarise yourself with the Home-Academy commitment here .	

Student Induction and Academy Day

As you are aware, we have changed the way we are using the Academy buildings this year. To help students and staff familiarise themselves with these changes and to facilitate a full student induction, we will operate altered timings for the first week, as outlined below.

4 th September	5 th September	6 th – 7 th September	8 th September
Year 7: 11am-2.15pm. Years 8/9/10/12 remain at home. Years 11/13: 12.30-2.15pm.	Years 7/11/13: 8.25am-2.15pm. Years 8/9: 9.40am-2.15pm. Years 10/12: 8.50am-2.15pm.	All students: 8.25am-2.15pm	All students: 8.25am-3.15pm.

The Academy Day begins at **Clock Mill** for all students. On students' first day, they should report to Clock Mill reception to receive details of their house group and form tutor, before lining up on the Green. Staff will be on hand to direct students as necessary.

The timings of the Academy Day are below:

08:25 to 08:35	AM Line Up. Your child will be marked as late if they are not in their tutor line on the Green at 08.25am.
08:35 to 08:50	Site Transition 1 / Literacy
08:50 to 09:50	Period 1
09:50 to 10:50	Period 2
10:50 to 11:50	Period 3
11:50 to 12:50	Lunch
12:50 to 13:00	PM Line Up
13:00 to 13:15	Site Transition 2 / Numeracy
13:15 to 14:15	Period 4
14:15 to 15:15	Period 5
15:15 to 16:00	Extracurricular activities, interventions, reflections.

Alternate Tuesdays are assigned to *leadership development* and the day will run as below:

08:25 to 08:35	AM Line Up
08:35 to 08:50	Site Transition 1 / Literacy
08:50 to 09:50	Period 1
09:50 to 10:50	Period 2
10:50 to 11:50	Lunch
11:50 to 12:00	PM Line Up
12:00 to 12:15	Site Transition 2 / Numeracy
12:15 to 13:15	Period 3

13:15 to 14:15	Leadership Development Time
14:15 to 14:45	Leadership Development Time
14:45 to 15:45	Enrichment Activities

House System and Key Contacts

Your child's tutor group will be based on our new house system. Students had an opportunity to work in their house group during enrichment week, and groups will be re-confirmed on your child's first day. Your child's form tutor will be your first point of contact. To help streamline communication and to ensure your query is not missed, please send all queries to info@harrisscienceeastlondon.org.uk and your message will be passed to your child's form tutor. In addition, each year group will be supported by a member of the Senior Leadership Team.

	Custom House	Clock Mill	Lock Keepers	Senior Leader Head of Year
Head of House:	Ms Bassett	Mr Hall	Ms Dempster	
Year 7	Mr Iwumene	Mr Muntean & Ms Afsar	Ms Gozlugol & Mrs Diwaker	Mr Christopher
Year 8	Ms Nadeem	Ms Rajah & Ms Reid	Ms Albright	Ms Sarkar
Year 9	Ms Bailey	Mr McPherson & Mr Titus	Mr Pyner	Mr Myint
Year 10	Mr Hayle & Mr Ansell	Mr Mabirizi	Ms Garzone	Mr Christopher
Year 11	Mr Perkins & Mr Ayiub	Ms Kowathanan & Ms Kazi	Mrs Nazeer & Ms Ali Mr Anderson	Ms Boyle
Sixth Form	Ms Montanaro	Mr Anokye Mrs Robin	Ms Atkinson & Mrs Diwaker	Mr Woolfenden

For specific queries, please see the key contacts below:

SEN Queries	Ms Sarkar – SENCo m.sarkar@harrisscienceeastlondon.org.uk
Safeguarding	Ms Sarkar – Designated Safeguarding Lead Safeguarding@harrisscienceeastlondon.org.uk
Parent Pay	Ms Zhuzhang Finance@harrisscienceeastlondon.org.uk
Attendance	Mr Hall Attendance@harrisscienceeastlondon.org.uk

Exemplary Behaviour: Because it's who we are

For children to become leaders in their chosen field, every second matters at the Academy. Our expectations for exemplary behaviour help students to be the best version of themselves and to embody the traits of graceful leadership that will enable them to have a powerful impact in the future. High expectations are an act of care for our students. The Academy has a

compelling reward system for students, the HSAEL Pay Check system, which will offer students the choice of regular rewards throughout the year. You can track your child's rewards using the MCAS app.

Your child will receive a full induction on our behaviour norms in September, which will include explicit practice in how we move around our unique buildings and the ingredients for exemplary behaviour for learning in the classroom. We hope this will give everyone an opportunity to get used to teachers' expectations in a safe and supportive environment before lessons begin. We know that everybody makes mistakes and that this is an important part of growing up. The system of reflections enables children to take responsibility for these mistakes, think about what happened and then plan what they would do differently next time. You can also see these on the MCAS app.

Attendance

Excellent attendance is the expectation at HSAEL. Students must attend every day unless they are unwell, in which case parents or carers must contact the Academy before 9am on each morning of absence.

We aim for every pupil to have 100% attendance, as missing 1 day of school equates to 6 hours of missed learning. A pupil will be 28 hours behind their peers if they miss 4 days of school and finish the year on 98% attendance.

Uniform and Equipment

We are excited to see your child wearing their new HSAEL uniform. Uniform is an important part of a school's identity. It reinforces who we are as a community and helps allow students to feel pride in their school. It also helps prepare students for life after school where many will have to dress smartly for work.

Please familiarise yourself with our uniform expectations, by reading the uniform policy [here](#). I would like to draw your attention to the below elements:

- The uniform is not gendered. Students may wear either trousers or a skirt. If they choose to wear trousers, these should be in a standard fit and worn at the waist. If they choose to wear a skirt, this should be a skirt provided from the uniform supplier and worn such that it covers the knee.
- Students in Years 7-11 are not permitted to wear makeup, including nail varnish or hair extensions.
- Jewellery or piercings are not allowed for students in Years 7-11.

Sixth form students should wear smart business wear and are permitted to wear a single gold or silver stud earring in each earlobe.

Students must be ready to learn when they arrive at school each day. They must be fully equipped with all the tools they will need to be successful. The Academy compulsory equipment list is:

- A clear pencil case.
- A minimum of 2 x black pens.
- 1 x blue pen
- 1 x green pen
- 1 x red pen
- A glue stick
- A ruler
- 1 x HB pencil
- 1 x rubber
- A mathematics set (protractor and compasses).

Students may purchase equipment at a reduced price from the school reception before school each day or from the Clock Mill library at lunch time and after school.

Banned Items

We are committed to keeping our Academy safe and free from harmful or distracting items so that our sole focus is on learning. The below items are therefore not permitted under any circumstances in the Academy:

- Mobile phones
- Fizzy drinks and sweets
- Personal gaming devices
- Vaping devices/ e-cigarettes
- Permanent markers and spray paints.

A full list of banned items can be found on our website. Under common law, Academy staff have the power to search for any item if a pupil agrees and the Academy may conduct targeted, random searches to ensure the above items are not brought into the Academy. Banned items will be confiscated for a period of 6 weeks before parents or carers are invited into the Academy to collect the item.

An Academic Curriculum for every child

Every child at HSAEL has the right to a traditional and rigorous curriculum, rooted in academia; a curriculum that creates leaders.

The HSAEL curriculum aims to enact our mission that every student will be a leader in their chosen field, with many choosing to be leaders of STEM. It is through our well taught, academic curriculum that we will ensure that every student will leave HSAEL with the academic currency to gain entry to elite universities and professional careers.

The intent of the HSAEL curriculum is to embody our values:

- Encouraging growth – ensuring students receive feedback regularly and building resilience.
- Instilling a sense of responsibility – through independence and making decisions that will improve their own academic experience.
- Promoting ambition – a rigorous curriculum that enables students to achieve the highest grades and access leadership opportunities and elite careers and universities.

- Fostering compassion – placing knowledge in the context of the wider world and creating an understanding of different perspectives.
- Cultivating excellence – creating consistent habits in gaining knowledge and a pursuit of the mastery of every subject.

Every department is passionate about their subject and wants to create leaders in their subject areas. With this in mind, when planning the curriculum, they begin with an understanding of the knowledge that students will be required to have in order to access elite universities in the U.K. regardless of their starting point. It is the greatest honour to have students choose your subject at university level and become a leader in that area.

Our lesson structure ensures students become independent and confident in their own learning. Every lesson is structured in the same way to ensure students learn and remember more. The HSAEL lesson structure is as follows:

Read Now	Students are provided with knowledge in context, with the big idea of the lesson considered; fundamentally, this will give students more knowledge to access the lesson, as well as build literacy skills.
Daily Review	Students respond to questions that rely on knowledge recall and prior learning. This will connect their current lesson to previous lessons. This also serves to support embedding knowledge in their long-term memory.
Exposition	Metacognitive steps which are planned by the teacher, using their expertise to ensure everyone can move on to the deliberate practice.
Deliberate practice	Time spent applying students' prior knowledge as well as new knowledge from the exposition into their work.

To embed core knowledge into their long-term memory, and to build skills students will need in the future, we know that independent and home learning is necessary. In every subject, students will be given core knowledge to learn and master independently. Students will be tested weekly on this knowledge, so that teachers can check for mastery. Both students and parents will be able to access the assigned home learning through MCAS.

Finally, to fulfil our mission in ensuring every HSAEL student is a leader in their chosen field, we need to understand how your children learn best. During the first half-term, every student will sit the following baseline assessments:

Assessment	Year Group	What is being assessed?	How often?
NGRT	All	Reading Age	3x per year
Maths Baseline	All	Numeracy Skills	1x per year
EXACT	Y10 and Y11	Literacy levels for access arrangements	1x per year

Character Education

Character Education is an important part of academy life with our aim to help students develop the character to lead in often closed and competitive environments and make a positive contribution to their community. Students will have regular opportunities to develop their cultural capital through our 12 Character Educations days on the last two days of each half term. These days will include the following:

- Public speaking and debating workshops
- Careers experiences
- Science days
- Museum and art gallery visits
- Teambuilding opportunities
- Residential

In addition to these days off timetable we will have an extensive enrichment programme helping students to develop lifelong interests and passions. These clubs will run before the academy day, at lunchtime and at the end of the day, with students having the opportunity to sign up to these clubs at the enrichment fair at the start of term.

On alternate weeks students will engage in Leadership Development Time which will support the delivery of PSHE to equip our students with the knowledge and experiences they need to live healthy, happy, safe and fulfilling lives. In addition to PSHE we will also host house competitions during this time where students can compete in various activities to gain points for their house.

All upcoming events can be found on our website [HERE](#).

The next academic year is set to be hugely successful for the Academy. I look forward to working with you to help your child achieve the academic currency and develop the good character to be the master of their own destiny and have a powerful impact in their community. This is the education your child deserves, and my team and I are utterly committed to making this happen.

Yours faithfully

A handwritten signature in cursive script, appearing to read 'D MacPherson'.

Mr D MacPherson
Principal