



WELCOME TO YOUR FUTURE





AIMING FOR
EXCELLENCE
IN ALL THAT
WE DO.

Dear Parents & Carers,

Welcome to Team Hatton!



We are delighted that your child will be joining our Year 7 cohort and look forward to ensuring that they reach their full potential with us at Sir Christopher Hatton. As parents ourselves we understand that the transition to secondary school can be a worrying time so it is our aim to ensure that you and your child have all the information that you need in advance of September 2025.

This booklet forms part of our comprehensive and bespoke transition package. Shortly, our dedicated admissions team will meet with your child's primary school to obtain all their individual information. This may range from your child's ability, their likes/dislikes, and any support that may be required.

On **Thursday 3rd July**, we are hosting our Year 7 Welcome Information Evening. More information regarding this will follow. You and your child are invited to join us to meet key staff and hear further information on our academy routines, expectations and uniform. There will be an opportunity to ask any questions you may have.

Transition Days

We are looking forward to welcoming your child to our Academy transition days on **Monday 7th and Tuesday 8th July 2025**.

Your child should arrive at the main school gate by 8:30am where our staff will be waiting to welcome them and get them ready for the day. Students are expected to attend in their current school uniform and bring a pair of trainers or sports shoes with them. Please don't forget to send a packed lunch with your child and a bottle of water. If your child is eligible for free school meals, we will have a meal waiting for them at lunchtime. Students will leave via the Gold Street gate at 3:00pm.

Over the two days your child we will participate in a range of activities that involve **Team Work**, increase their **Verbal Confidence** and **Curiosity**, and build upon their **Resilience** in preparation September! At the end of these two exciting days, your child will be given a **Team Hatton Transition Booklet** to complete over the summer holidays. This will give them lots of activities to get involved with and find out more information about the school.

We hope that this welcome booklet provides lots of useful information to help you prepare for your child's start at Hatton in September. If you have any further questions or queries, please contact us at **admissions@hattonacademy.org.uk**.

Yours sincerely,



Mr Mitchell
Co-Principal



Mr Salisbury
Co-Principal



Hatton Baccalaureate

At Sir Christopher Hatton we believe that all our students should be motivated and challenged in their pursuit of excellence. The Hatton Baccalaureate (HBacc) has been designed to challenge and inspire students to develop their character education alongside their academic learning.

After receiving the HBacc Record of Achievement booklet, students are able to record a wide variety of activities that count towards our five core values of: **Excellence**, **Aspiration**, **Achievement**, **Inspiration** and **Community**. Each core value is awarded at four different levels: Bronze, Silver, Gold and Platinum.

Students get their activities signed by their form tutor to earn HBacc badges which are awarded at our celebration assemblies throughout the year. These count towards their final grade which students will receive at the HBacc Graduation Ceremony at the end of the programme.





Aiming for Excellence



At Sir Christopher Hatton
Academy we...



Attend Lessons, On Time



**Respect
Others**

**Never
Litter**



Keep Electronics Away

Are always...



&



**Dressed... Ready...
for EXCELLENCE**



**Are
Upstanders,
not
Bystanders**



Always Take Responsibility

...ACHIEVE EXCELLENCE

Excellence

Aspiration

Achievement

Inspiration

Community



Times of the School Day

Monday, Tuesday, Wednesday & Friday		Thursday	
Period 1	08:30 – 09:00	Period 1	08:30 – 09:30
Period 2	09:00 – 10:00	Period 2	09:30 – 10:25
Period 3	10:00 – 11:00	Break	10:25 – 10:45
Break	11:00 – 11:20	Period 3	10:45 – 11:40
Period 4	11:20 – 12:20	Period 4	11:40 – 12:35
Lunch	12:20 – 13:00	Lunch	12:35 – 13:15
Period 5	13:00 – 14:00	Period 5	13:15 – 14:10
Period 6	14:00 – 15:00	Period 6	14:10 – 15:00

Attendance Expectations

Students are expected to achieve a minimum of 96.5% attendance during the academic year. This allows students to excel with their personal development as well as reach their academic potential.

If your child will be absent from the Academy, please inform us by calling the absence line (**01933 231282**) before 8:25am on each day of the period of absence.

We always recommend that all medical appointments are made outside of school hours to avoid disruption to learning. However, where this is not possible, please ensure that a copy of the medical appointment letter is provided to our Attendance Officer (**Mrs Nicholls – nichollsn1@hattonacademy.org.uk**) prior to the appointment. Your child will need to sign out at Student Reception before leaving Academy site.



Academy Uniform

We are proud of our students, their behaviour and appearance, both in and out of the academy and they are a credit to us. To ensure that our standards are maintained we have a strict uniform policy and ask that students are always 'Dressed for Excellence'.

Our uniform supplier **Sportswear International** offers a Direct to Parents Service. More information about our uniform and how to order can be found via our website [School Uniform - Sir Christopher Hatton Academy](#).

The Academy uniform comprises of:

Available from Sportswear International (www.swischoolwear.co.uk)

- Academy blazer with embroidered academy crest
- Academy clip-on tie with house colour and academy crest *
- Black academy jumper (optional)

* Your child's house and house colours will be shared with you closer to the transition days. If you have ordered the incorrect tie colour, we will exchange it free of charge at the academy in September.



Purchased Independently outside of the Academy

- Plain white, short or long sleeved shirt with stiff collar buttoned to the neck.
- Black, smart tailored skirt (no stretchy material) – length of the skirt must be on or below the knee. Students are not permitted to wear skirts that are skater style, tight fitting or made of jersey/lycra material.
- Black, smart tailored trousers – length of the trouser should reach below the ankle. Students are not permitted to wear leggings, jeggings, jeans, chinos or trousers made of denim or jersey/lycra material.
- Plain black, below the knee socks or plain black tights.
- Water/weatherproof outdoor coat - one colour with minimal branding. Students are not permitted to wear tracksuit tops, non-academy jumpers, cardigans and hoodies, leather, leather style, denim and suede jackets.
- Formal black polish-able shoes or ankle boots. Boots must not extend above the ankle and must not have steel toe-caps. Students are not permitted to wear pumps, platforms, canvas shoes, trainers or sandals. Any heeled shoes must be without a platform and below 2 inches.



Academy

P.E. Uniform



Available from Sportswear International

- Blue polo shirt with emblem
- Black shorts with emblem
- Black socks with emblem (optional)
- Black tracksuit bottoms (optional)
- Black sports fleece with emblem (optional)
- Black sports leggings with emblem (optional)

Purchased Independently outside of the Academy

- Trainers or appropriate footwear such as football boots. Students are not permitted to wear pumps or canvas style shoes.

We strongly recommend that uniform orders are placed by July to ensure delivery before September.

If you have any difficulties using this service, please get in touch with us via email at [**admissions@hattonacademy.org.uk**](mailto:admissions@hattonacademy.org.uk).

Please note: any items of uniform that are not permitted (including additional items of jewellery) will be confiscated and held at main reception for parents/carers to collect. Instances of refusal will be dealt with in line with the Academy's Behaviour for Life Policy.

Jewellery

•Students may wear two small studs per ear, one necklace worn under their shirt collar, one stud in their nose, one bracelet and one watch. Students are not permitted to wear hoop earrings of any size. All items of jewellery during P.E, Dance and Sport-related Enrichment lessons must be removed.

Hair and Make up

•Make up may be worn but must achieve a natural and professional look. Hair dye may be used but must be of a natural hair colour. No tramlines or patterns should be shaved into hair/eyebrows.
•Acrylic/gel nails are not permitted to allow full and safe participation in all subject. Students who arrive wearing acrylic/gel nails will spend the day in Reset.

Please refer to the **Uniform Policy** on our school website for further guidance.



Hatton Diner

CASHLESS CATERING SYSTEM

At Sir Christopher Hatton, we operate a fully cashless catering service, effectively reducing the necessity for students to carry cash while attending school. You will receive invitations to join our online payment system, along with a username and password for adding funds to your child's school meal account. Additionally, students will be able to make convenient purchases at Hatton Diner, using a biometric finger print system, or via a pin code.

BREAKFAST SERVICE

Start the day off right with our selection of breakfast options designed to promote health and vitality. Choose from a variety of items including porridge, egg muffins, buttery croissants, creamy yogurt, and an assortment of fresh fruits available daily from 7:45 am.

LUNCH SERVICE

Students have the opportunity to select from a diverse array of freshly prepared options, encompassing cooked meals, sandwiches, pasta, and jacket potatoes with an assortment of fillings. Additionally, we offer on-the-go meals, nutritious snacks, beverages, desserts, and fruit, providing a balanced selection to suit every student's tastes.

FREE SCHOOL MEALS

Students eligible for free school meals will receive a daily allowance of £2.60 (current government rate), credited to their account for use at Hatton Diner. Please note that any unused allowance cannot be carried over to the next day, however additional funds can be added to the account as required.

For your convenience, Full Menus and price lists are accessible on the Academy website at www.hattonacademy.org.uk.

Should you wish to discuss your child's dietary needs or preferences, please feel free to contact **Zoe Walker** (Catering Manager) on **01933 231265**, or email WalkerZ@hattonacademiestrust.org.uk

BREAK SERVICE

We understand the importance of refuelling during break times. That's why we offer a diverse range of options to recharge, including sandwiches, rolls, paninis, sausage rolls, fresh fruit, biscuits, and beverages.

AFTER SCHOOL SERVICE

Students can discover an array of choices ranging from hot and cold beverages to healthy snacks and sandwiches. Our menu also features seasonal delights like ice cream, ice lollies, and indulgent hot chocolate. Available from 3:00pm





Term Dates

Academic Year 2025-2026

Term 1	Teacher Training Day	Monday 1 September 2025
	Teacher Training Day	Tuesday 2 September 2025
	Academy Re-opens	Wednesday 3 September 2025
	Academy Closes	Thursday 24 October 2025
Term 2	Academy Re-opens	Monday 3 November 2025
	Academy Closes	Friday 19 December 2025
Term 3	Teacher Training Day	Monday 5 January 2026
	Academy Re-opens	Tuesday 6 January 2026
	Academy Closes	Friday 13 February 2026
Term 4	Academy Re-opens	Monday 23 February 2026
	Academy Closes	Friday 27 March 2026
Term 5	Academy Re-opens	Tuesday 13 April 2026
	Academy Closed (Bank Holiday Monday)	Monday 4 May 2026
	Academy Closes	Friday 22 May 2026
Term 6	Academy Re-opens	Monday 1 June 2026
	Academy Closes	Friday 17 July 2026
	Teacher Training Day	Monday 20 July 2026



Key Contacts



Mr Mitchell
Co-Principal



Mr Salisbury
Co-Principal

To get in touch with our Co-Principals, email head@hattonacademy.org.uk.

If you have any pastoral or safeguarding queries, please get in touch with:



Mr Shackleton
Vice Principal -
Senior Designated
Safeguarding
Lead



Mrs Dave
Vice Principal



Mr Mclellan
Assistant
Principal:
Pastoral



Mrs Dun
SENDCO



Mrs Murphy
Assistant
SENDCO



Miss Nolan
Head of Year



Mrs Heaney
Head of Key Stage
(Year 7 & Transition)

To contact us with any question, no matter how big or small, please email our dedicated admissions team: admissions@hattonacademy.org.uk.



Frequently Asked Questions

Q What time does the Academy day start and finish?

The bell rings at 8:30am by which time students should be in their form room. The day ends at 3pm.

Q What happens if my child is late to school?

Students must go to the Student Reception to sign in if they arrive after 8:30am. These students will be given a lunchtime responsibility detention which will take place on the same day that they are late. The detention will finish in time for students to eat lunch and use toilets. Parents/carers will be informed of this via automated contact. For any genuine reasons for lateness, please contact our Main Reception on 01933 226077.

Q What should I do if my child is unwell and will not be coming to school?

You should call the Attendance Officer on 01933 231282 to notify us of the reason for your child's absence. This call needs to be made on every day of the period of absence.

Q What should I do if my child needs to leave school for a medical appointment?

We would recommend that all medical appointments are made outside of school hours. However, where this isn't possible please send in a signed parental/carer note and the medical appointment letter for your child to present to our Attendance Officer before the appointment. This can also be sent to our Attendance Officer: Mrs Nicholls (nichollsn1@hattonacademy.org.uk) via email. Your child will need to sign out at Student Reception before they leave.

Q What happens if we want to take a holiday during term time?

Please contact our Attendance Officer with dates and details of the holiday. This ensures that the Academy is aware that your child is safe during this time.
Please note: The Academy is required to mark the absence as 'unauthorised' and report the period of absence to the Local Authority. Penalties may be issued by the Local Authority as a result.





Frequently Asked Questions

Q What happens if my child is injured or becomes unwell at school?

If your child is injured they will be sent to the nearest first aider with either a member of staff or with another student. If the injury is serious parents/carers will be contacted. An accident form is always generated regardless of the nature of the injury and with head injuries a letter is sent home with the child.

If your child becomes unwell at school, we will contact you to collect your child.

Q Where can I meet my child after school?

You will be able to meet your child outside the main Academy gates. Please do not drive on to the Academy driveway during school arrival or departure times to help keep our students as safe as possible.

Q What options does my child have for lunch?

Students are able to order lunch from the Hatton Diner using our cashless catering system. The Hatton Diner offers a range of hot and cold meal options. Students are also able to bring a packed lunch with them. Students in Years 7 – 11 are not permitted to leave the Academy site at break or lunch time.

Q What equipment does my child need for school?

All students are required to bring a minimum of a black or blue pen, a red pen, a pencil, a ruler (minimum 15cm in length), and a scientific calculator. These items must be placed in a pencil case. Students in Years 7 – 9 are also required to bring in a DEAR book (reading book). This may be loaned from the Academy's Library.

Q What happens if my child has forgotten an item of their uniform?

Your child should report to the Student Reception upon arrival where they will be issued with a loaned item of uniform for the day in return for a personal item e.g. keys, mobile phone or parents/carers may be contacted to bring the appropriate items into the Academy.

If your child does not wear the correct footwear they will be required to wear loaned footwear. Your child's footwear will be held in Reception for them to collect when they return the footwear at the end of the day.





Frequently Asked Questions

Q What does my child put their bag and belongings at school?

In most lessons, coats are placed on the back of chairs and bags are placed under their desk. In Science and D&T lessons, all items are placed in designated areas to ensure safety when working. During PE lessons, all items are left in changing rooms during the lesson. The changing rooms are locked during these times.

Q What about valuable items?

All valuable items are the owner's responsibility and are bought in at their own risk. We strongly recommend that your child does not bring any valuable items to the Academy.

Q Who can I speak to if I need support for my child or myself?

Your child's form tutor will be your first point of contact and will be able to provide you with or direct you to support. For subject related concerns, please contact your child's class teacher or the Head of Department. For pastoral concerns, please contact your child's Head of Year. For welfare concerns, please contact the Safeguarding Team.

Q Who do I contact if my child tells me that they are being bullied?

Please contact your child's Head of Year to report your concerns. Your child may then be supported by the Anti-Bullying lead, their trusted adult or our trained student Anti-Bullying Ambassadors.

Q Is my child allowed to bring a mobile phone to school?

Use of all electronic devices including mobile phones that can capture visual or audio imagery are banned on the Academy site in order to minimise safeguarding risks to all members of our community. All mobile devices and headphones must be switched off and placed in the student's bag before they enter the Academy site. We operate a 'see it, hear it' policy on mobile phones and other electronic devices from 'gate to gate'. Any mobile phone seen or heard will be confiscated by a member of staff and placed at main reception for collection.

Please refer to the [Mobile Phone Policy](#) on our website for further guidance.

