

16 July 2025

Dear Parents and Carers,

Arrangements for the start of Term 1 – September 2025

At the end of a hugely successful academic year, I would like to take this opportunity to write and thank you for your continued support.

Looking forward to September, this letter details the arrangements for the **start of term on Thursday 4 September 2025** and is a clarification of our expectations from day one and beyond for the forthcoming year.

We are, as always, all looking forward to welcoming our new Year 7 students and would like to take this opportunity to thank you in advance for supporting our expectations. We understand that starting a new school is an exciting time of change, which often comes with many questions. To support students and their families through this transition, we have provided some helpful [practical information and guidance on our website](#).

On the first day of Term 1: Thursday 4 September 2025

Our new Year 7 cohort

To support a **Year 7-only start to the day** on the first day of term, our Year 7 students are to arrive at 8.40am and line up on the all-weather pitch where they will be met by Miss Newman, Head of Year 7 and their mentors. Students will then be led by their mentor to their mentor rooms for lesson 1. This will be followed by an assembly in the Main Hall at the start of lesson 2, an early break at 11.00am and more time with mentors during lessons 3 and 4. Lunch will be at 1.25pm (10 minutes earlier than the other year groups) and then into lesson 5 as normal. There is no expectation to bring PE kit in on Thursday.

The school day for Year 7 will finish at **3.05pm**.

Years 8 – 11

Students are to arrive at **11.00am** and will be able to go straight into break time to socialise with their friends. At the end of break, they will then go to their line up positions with their mentor group. During the course of the day, students will spend time with their mentors, attend an assembly with myself and they will practice our fire drill procedures within their year groups.

Lesson 5 will take place as normal after lunch. There is no expectation to bring PE kit in on Thursday. The school day will finish at **3.05pm**.

From Friday 5 September 2025 onwards

Years 7 – 11

From Friday 5 September **all Year 7 – 11 students** are to arrive at school at 8.40am ready for mentor time which begins at 8.45am. Students will be given their timetables on Thursday so if they need to have any additional resources (such as their PE kit) they will know this in advance.

Expectations

Uniform

As previously communicated, our uniform will remain the same for the 2025-26 academic year. Uniform is one of the outward signs by which the local community recognises and makes judgments about our students. It is important for individual students and the Academy that the way our students present themselves is positive, professional and conveys a purposeful and well-ordered learning environment. Smart uniform ensures that all students are prepared for work both in school and beyond. It is expected that all students wear our full uniform whilst journeying to and from school and whilst inside and outside of our buildings. The uniform should be neat and clean, communicating a pride in belonging to Hailsham Academy.

All students in Years 7 – 11 will be expected to wear the compulsory Hailsham Academy uniform and adhere to our [Uniform Policy which can be accessed on our website](#). We would like to remind parents and carers of some key expectations:

- Skirts must be purchased from [Monkhouse Schoolwear Specialists](#), our uniform supplier. No other styles or brands of skirts are permitted.
- Skirts must not be 'rolled' at the waist.
- Shirts and ties must be worn appropriately, i.e. shirts must be tucked in, collars buttoned and ties knotted to the neck and worn to the waist.
- Blazers must be worn at all times when moving around the school unless communicated otherwise by staff, for example, in the event of warm weather.

As a school, we have a clear and firm policy on uniform, and we kindly ask that as parents and carers you study this carefully and give it your full support. This prevents us having to spend valuable time reminding students about the details, or you incurring any unnecessary expense by buying items of uniform which are not permitted.

If at any point during the school year students are not meeting our high expectations with our uniform policy, you will be contacted and required to rectify the situation. As in previous years, we expect students to adhere to the uniform policy and bring the correct equipment to school from the first day of term on Thursday 4 September 2025.

Equipment

Students are expected to arrive each day correctly equipped for all lessons and ready to learn. They need:

- Pen
- Pencil
- Ruler
- Rubber
- Planner (this will be given to them in September)
- Water bottle
- Reading book
- PE kit (on days they have PE or Dance)

Equipment checks will be carried out regularly from the first day of term and sanctions will be issued for any missing equipment.

Mobile phone use

Although students are not prevented from bringing mobile phones to school, **phones must be switched off once on site and must not be used, seen or heard.**

Attendance

Our Academy expects 100% attendance from every student. It is expected that parents/carers will engage and communicate proactively with us providing clear information and explaining the reasons for any student absence. In the rare cases where there is a justifiable reason for a student's persistent absence, we have a range of flexible and supportive options available to our students with specific needs in order to help them attend and therefore not miss out on their education.

Please note that absence will not be authorised without medical evidence should your child's attendance fall below 95%. Our staff work directly with students, their families and outside agencies to help encourage and secure good attendance.

Requests for leave of absence in term time

A Headteacher is not allowed to authorise absence for students from school except in "exceptional circumstances". In "exceptional cases" parents can request in advance to take a leave of absence. If the absence is not authorised and the student is not present in school on one or more of the previously specified dates, the absence will be recorded as unauthorised. This may lead to a fixed penalty notice (FPN) being issued by the local authority.

Punctuality

We expect all Year 7 - 11 students to arrive in school and line up in their mentor groups by 8:40am. Our expectations around punctuality also apply to arriving to lessons on time. Lateness without a valid reason will lead to escalating sanctions. Persistent lateness may result in a fine, and truancy will lead to an immediate sanction.

Homework

All homework can be found online via the [Arbor website or app](#). Students should complete their homework at a regular time each day ensuring they have the necessary resources and equipment. If homework is late or incomplete, a sanction will apply. Absentees are still expected to complete the homework.

Parent Code of Conduct

At Hailsham Academy, we are very proud of our dedicated community of staff, trustees, parents, and carers. We believe that strong partnerships between home and school are key to equipping students with the skills they need. We are committed to providing the best education, both academically and socially.

We expect our parents and carers to work alongside us to support us all to **Make our MARK** via our Manners, Acceptance, Respect and Kindness ethos, both on and off school premises, and to maintain a positive, safe, purposeful and happy environment.

Term Dates and Inset Days 2025/26

Hailsham Academy term dates and Inset Days for 2025/26 can be found [on our website](#).

School photographs for Years 7 – 11: Wednesday 17 September 2025

We are delighted to inform you that on Wednesday 17 September 2025, JP Photographic will visit Hailsham Academy to take our annual, individual student photographs for all students in Years 7 to 11.

Hailsham Academy Autumn Open Events

We are excited to welcome prospective students and families to our **Secondary Phase Open Day on Saturday 4 October 2025**. Our **secondary phase site (for Years 7-11)** will be open to visitors from **9:30am to 12:30pm**.

No booking is required for our Secondary Phase Open Day. Bookings for our **Year 6 Open Morning Tours** from **Monday 6 to Friday 10 October** will open in September.

Please visit our website www.hccat.net or follow us on [Facebook](#) for regular updates about what is going on day to day at Hailsham Academy.

Safeguarding

All of our staff wish you and your families well over the summer break. Our Safeguarding Team will continue to monitor emails daily, and therefore if you do have any concerns relating to safeguarding please contact us via safeguarding@hccat.net. May I take this opportunity again to thank you for all of your support and I look forward to welcoming you and your children back in September.

With best wishes



Natalie Chamberlain

Head of School – Secondary Phase