

# HAYES SCHOOL



## PARENT HANDBOOK

2026-2027

Information for Parents/Carers





Welcome to the Hayes School community of learners, teachers, staff, parents and governors. We are proud of our school and believe that Hayes is a very special place in which to learn, work and grow both inside and outside the classroom.

Your children are the most important people to you and to Hayes School. Like you, we are ambitious for your child and we look forward to working with you to ensure your child has every opportunity to become outstanding. Our joint venture over the next seven years is to help them develop the skills,

knowledge, qualifications, character and ambition to become outstanding young people – able to access opportunities and life chances which would otherwise be closed to them. We want them to become adults of whom you and we are proud; individuals who contribute to and are learners and leaders in the world in which they live.

Our values guide everything we do at Hayes School:

**Show up**—We expect your child to be present, engaged and ready to work hard every day. This means attending regularly, being punctual, participating fully in lessons and giving their best effort in everything they do.

**Be kind**—we create a supportive community where everyone treats each other with respect, empathy and compassion. We celebrate diversity and ensure every member of our school feels valued and included.

**Own It**—We encourage your child to take responsibility for their learning, their choices and their actions. We help them develop independence, resilience and the confidence to learn from mistakes and grow.











**Stronger Together**—We believe in the power of partnership and collaboration. When students, staff, parents and the wider community work together, we achieve more. Our partnership with parents and carers is vital to us, and we work hard to ensure our communication is open and positive.

In this handbook you will find a range of useful information on our policies and procedures (full policies can be found on the school website). Thank you for taking time to read the handbook carefully. We also ask you to discuss the contents with your child prior to them joining the school. By choosing to send your child to Hayes, you are accepting the Home School Agreement and confirming that you will work in partnership to support your child—living out our value of being **Stronger Together**. We will provide regular information about your child's academic progress, attendance, behaviour and achievements and will invite you to parent information evenings to provide information, advice and guidance. This commitment to communication reflects our belief that when we work together, we can help every child to **Show up**, **Own it**, and reach their full potential. We look forward to your child joining the school, getting to know them and to them realising their potential with the help of you as parents and the teaching and guidance of our caring and supportive staff.

Mr R Hitch

WELCOME

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## A ADMISSION TO HAYES SCHOOL

For all admission queries, please contact:

Miss Lindsay Kendrick, Admissions Officer

Email: [admissions@hayes.bromley.sch.uk](mailto:admissions@hayes.bromley.sch.uk)

## B HAYES SCHOOL VISION & STRATEGIC AIMS



### Our Strategic Aims:

- ◆ Be a “world-class” school committed to continuous improvement.
- ◆ Provide unparalleled support and personal and professional opportunities for students and staff.
- ◆ Create a safe, inclusive and inspiring environment in which all students can thrive.
- ◆ Deliver an innovative and inspiring curriculum, providing all students with the skills, knowledge and qualifications to progress and achieve their aspirations.
- ◆ Work in partnership with parents/carers, other schools and the wider community for mutual benefit.
- ◆ Be in the top 10% of schools nationally for educational outcomes.

## C HOME SCHOOL PARTNERSHIP

By choosing to send your child to Hayes School, you are accepting the Home-School Agreement and confirming that you will work in partnership with the school to support your child.

The Home School Agreement sets out the aims of the School and the expectations the School has of its students and their parents/carers.

The Home School Agreement is also available to download on the school website (select ‘About Us’ then ‘School Policies’ tab).

There is a clear link between a student’s achievement at school and the wholehearted commitment of students, parents/carers and the school. It is essential, therefore, that we form a strong partnership to ensure this success. Our Home-School Partnership outlines the commitments we expect all parties to undertake and we very much appreciate the support of all parents/carers.

### *What can parents/carers do to support their child?*

- ◆ Show an interest – talk about the school day.
- ◆ Discuss and check homework tasks.
- ◆ Help to organise time and equipment.
- ◆ Provide a quiet place to work.
- ◆ Ensure full attendance.
- ◆ Know what’s going on at school each term by reading the fortnightly newsletter and notices/letters.

<https://www.hayes.bromley.sch.uk/home/about-us/school-policies/>

## D KEY INFORMATION

**Address:** West Common Road  
Hayes  
Kent  
BR2 7DB

**Instagram:** @HayesSecondary  
**Telephone:** 020 8462 2767  
**Website:** [www.hayes.bromley.sch.uk](http://www.hayes.bromley.sch.uk)  
**Email:** [postmaster@hayes.bromley.sch.uk](mailto:postmaster@hayes.bromley.sch.uk)

**Headteacher:** Mr Hitch  
**Year 7 Achievement Co-ordinator:** Mr Mitchell  
**Chair of Local Governing Body:** Mrs Pigott  
**CEO, Impact Multi-Academy Trust:** Mrs Lewis

## E SCHOOL TERM DATES 2026-2027

### AUTUMN TERM

First Half: Tuesday 1st September 2026—Friday 16th October 2026  
*Half Term: Monday 19th October 2026—Friday 30th October 2026*  
Second Half: Monday 2nd November 2026—Friday 18th December 2026  
*Christmas Holiday: Monday 21st December 2026— Friday 1st January 2027*

### SPRING TERM

First Half: Tuesday 5th January 2027—Friday 12th February 2027  
*Half Term: Monday 15th February 2027—Friday 19th February 2027*  
Second Half: Monday 22nd February 2027—Friday 25th March 2027  
*Easter Holiday: Monday 29th March 2027—Friday 9th April 2027*

### SUMMER TERM

First Half: Monday 12th April 2027 —Friday 28th May 2027  
*Half Term: Monday 31st May 2027—Friday 4th June 2027*  
Second Half: Monday 7th June 2027— Wednesday 22nd July 2027

## F SCHOOL CLOSURES 2026-2027

Each calendar year, all Bank Holidays are observed; in addition there are three closure days for Professional Development days (inset).

These are:

**Tuesday 1st September 2026**  
**Friday 20th November 2026**  
**Monday 4th January 2027**  
**Friday 25th June 2027**

## G THE SCHOOL DAY

We operate a timetable of 50 x 1 hour lessons over a fortnight (10 days). The first week of term in September will be Week A, the second week will be Week B and so on. Students will be issued with their individual timetables on the first day of term and they will copy this into their learner handbook. We strongly advise students to make an additional copy to keep at home, as well.

The school day is as follows:

08.30	Registration/Tutorial/Assembly
08.55	Period 1
09.55	Period 2
10.55	Break
11.20	Period 3
12.20	Period 4
13.20	Lunch
14.00	Period 5
15.00	End of school

*In addition, there is a wide variety of enrichment activities which take place before school, at lunchtime and after school every day.*

## H INDUCTION EVENING FOR PARENTS/CARERS

We look forward to inviting parents/carers to our **Induction Evening on Monday 6th July**; a separate letter from our Year 7 Achievement Co-ordinator will be sent at a later date. This will be an opportunity for you to meet the Headteacher, other teachers and the Year 7 Form Tutors prior to the planned Bromley **Induction Day for Year 6 students on Tuesday 7th July**.

Any concerns during the school year should always be addressed to the Form Tutor in the first instance. We will be pleased to arrange additional meetings, if necessary, but parents/carers are reminded that they should not expect to see a teacher without an appointment.

## I COMMONLY-EXPERIENCED ISSUES

<i><b>My child is late, arriving after 8.30am.</b></i>	→	They should sign in at Student Reception and then go straight to their classroom.
<i><b>My child has lost something.</b></i>	→	Speak to their Form Tutor or ask at Student Reception.
<i><b>My child doesn't feel well or is hurt.</b></i>	→	Speak to their teacher in the first instance. The teacher will know what to do next. In no circumstances should students leave the school site without permission. Students are asked not to call home. Our Student Reception staff will make contact, if necessary, following assessment.
<i><b>My child has a dental or medical appointment.</b></i>	→	Appointments should be made outside of school hours. If this is not possible, your child should bring a note from parents/carers to show at Student Reception including written evidence. <b>All students must sign out before leaving school during the day.</b>
<i><b>My child needs to take medicine.</b></i>	→	You should complete a Healthcare Plan which should be given to Student Reception along with the medication. All medicines are stored in Student Reception. Your child should go to Student Reception when it is time for them to take their medicine.
<i><b>My child has forgotten to bring lunch.</b></i>	→	See their Form Tutor or Pastoral Support Manager.
<i><b>My child has forgotten their homework/kit.</b></i>	→	Explain to their teacher before the lesson if possible.
<i><b>How much homework will my child get?</b></i>	→	Year 7 students will receive homework in accordance with our homework and feedback policy (available on the school website). Homework is set in Satchel One (Show My Homework), an online platform. All students are expected to complete all homework tasks and hand them in on time.
<i><b>My child has a personal problem they want to talk about.</b></i>	→	Speak to their Form Tutor, Pastoral Support Manager or Achievement Co-ordinator.
<i><b>My child needs to contact me during the day.</b></i>	→	Go to Student Reception.
<i><b>My child has forgotten part of their uniform or equipment.</b></i>	→	Speak to their Form Tutor.
<i><b>Does my child need to bring money to school?</b></i>	→	The School accepts online payments for trips, uniform, school meals and equipment through its cashless system, ParentPay. You can contact the Finance department if you have any queries via email: <a href="mailto:finance@hayes.bromley.sch.uk">finance@hayes.bromley.sch.uk</a>

1 ATTENDANCE AND PUNCTUALITY

*Punctuality*

Morning registration will take place at the start of school at 8.30am. Any student arriving after this time will be marked as 'late'. The registers will remain open until 9.00am. If a student arrives between 8.30am and 9.00am, they must sign in at Student Reception, and will receive a 15 minute late detention at lunchtime on the same day. If a student is late twice or more within a week, they will be set a Middle Leaders detention after school.

Any student arriving after 9.00am will be marked as having an unauthorised absence, this will result in a 90 minute SLT detention on a Thursday unless there is an acceptable explanation. The acceptability of this reason is determined by the school. In cases, for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

Where a student arrives to school late, or leaves school during the school day, but fails to sign in/out at Student Reception, then a detention will be set. If the student is marked absent at morning registration and there has been no contact from a parent/carer then the Attendance Officer will send out a message via text, email and/or phone requesting you inform the school of your child's absence from school.

*Reporting Absence*

If your child is going to be absent from school, for any reason, it is important you let us know as soon as possible. Our main method of reporting absence is via Studybugs, a secure online system. We request that all parents/carers download the free Studybugs app or register on the Studybugs website and use it to report all absences to us. Please ensure that you share your child's name, tutor group and the reason for their absence. **Any medical/dental appointments should be made outside of school times, wherever possible. If a student has an unavoidable absence due to a medical/dental appointment, we will require evidence of this in order for it to be an authorised absence. Please email to [attendance@hayes.bromley.sch.uk](mailto:attendance@hayes.bromley.sch.uk).**


If you notify us that your child is off sick one day and they do not appear the next, we will not assume they are still unwell. We kindly request that you contact us via Studybugs, or email us every day your child is going to be absent.

We run an automatic messaging system for unexplained absences on a daily basis. Therefore, if your child is marked absent during morning registration it is possible you will receive communication from us.

Errors can occur during registration when a child is marked absent by mistake, if you are contacted by the automated system and your child should be in school, please let us know and we will do a lesson check.

**Holidays during term time should not be taken. All holidays, unless in very exceptional circumstances, will be unauthorised and may be liable for a fine.** A Penalty Notice, which is issued individually to a parent or carer for each child, shall be for the sum of £80 if paid within 21 days, rising to £160 thereafter, until the final deadline of 28 days. Non-payment of a Penalty Notice within the 28-day deadline may result in the parent or carer being prosecuted.

If a student becomes ill during the school day, they should obtain a note from their class teacher and report to the Medical Officer who will then assess the situation and call home, if necessary. It is crucial, therefore, that the school holds up to date records of contact telephone numbers, including mobiles, at all times. We require **at least two** contacts for each child in case we cannot reach the first contact. Students feeling unwell should not call home themselves.

 At Hayes we are committed to providing our students with high quality inclusive learning opportunities and we firmly believe that excellent attendance and punctuality plays a crucial part in helping our students to achieve their best. Whilst missing the odd day here or there may not seem much, it very quickly adds up; the table below shows how much lower attendance can add up to over the course of the year or even over five years. Students need to continue to develop good habits when it comes to attendance and make sure that they are maximising their chances to succeed.

If my attendance is:	I will have missed:	If my attendance were like this every year (between Years 7-11), I would have missed:
95%	9.5 school days (2 weeks)	47 school days (over 9 weeks)
92%	15 school days (3 weeks)	75 school days (15 weeks)
89%	21 school days (4 weeks)	104 school days (20 weeks or half a year)

A study of students at Hayes in previous year 11 cohorts shows the following:

The 50 students who made the **MOST** PROGRESS in relation to their KS2 SATS scores had an average attendance of **96.6%**

The 50 students who made the **LEAST** PROGRESS in relation to their KS2 SATS scores had an average attendance of **90.18%**

We shall be monitoring the attendance of all of our students very closely throughout this academic year. Should we identify any concerns with your child's attendance, we may take the following action:

- ◆ Request you attend a meeting with your child's Achievement Coordinator or Tutor at the school to discuss your child's attendance and/or punctuality.
- ◆ Refuse to authorise any further absences unless medical evidence or other supporting documentation is provided.
- ◆ Refer your child's attendance to the school's Education Welfare Officer.
- ◆ Request the Local Authority issue you with a Notice to Improve for your child's unauthorised absences.
- ◆ Refer your child's attendance to the Local Authority for their consideration in relation to prosecuting you for the offence
- ◆ of failing to secure regular school attendance.

If you are aware of any issues that may be influencing your child's ability to attend school regularly or on time, please contact the attendance officer at [attendance@hayes.bromley.sch.uk](mailto:attendance@hayes.bromley.sch.uk) and your child's tutor to discuss how we may support you with this.

## 2 BEHAVIOUR, CONDUCT AND SUPPORT

We are committed to creating a school environment where every student feels safe, respected, supported, and able to achieve their full potential. We expect students to conduct themselves positively at all times, both within school and when travelling to and from school, recognising that their actions have an impact on others and on the wider school community.

Our approach to behaviour is based on high expectations, positive relationships, and mutual respect. We believe that students are most successful when expectations are clear, achievements are recognised, and support is available when challenges arise. Staff work closely with students to encourage positive choices, promote personal responsibility, and help young people learn from their experiences.

Where students fall short of expectations, we seek to address concerns fairly and proportionately. We encourage students to reflect on their actions, understand the impact of their behaviour on others and take steps to make positive changes. In most cases, this can be achieved through discussion, guidance and restorative approaches.

Where necessary, sanctions may be used to reinforce expectations and ensure that all students can learn and work in a calm, orderly and productive environment. These may include detentions, which teachers are legally authorised to issue for up to one hour. While parental consent is not required, we will endeavour to provide at least 24 hours' notice wherever possible. In some circumstances, shorter notice may be necessary. Student welfare remains a priority throughout all sanctions.

Detentions will normally take place from 3:00pm unless otherwise stated. Other sanctions may also be used where appropriate, including the temporary withdrawal of privileges or free-time activities. Where students do not meet expectations, detentions may be used to encourage reflection, reinforce positive behaviour and minimise disruption to learning.

Teachers may issue classroom detentions for lower-level concerns, including incomplete work, failure to complete homework or low-level disruption. These include T1 detentions (15 minutes) and T2 detentions (30 minutes), which may take place after school on any day of the week.

For more serious or persistent concerns, a Middle Leader detention of up to 60 minutes may be issued. A Senior Leadership Team detention, lasting up to 90 minutes, is held each Thursday and may be used where students have repeatedly failed to meet expectations or where behaviour has had a more significant impact on the school community.

All detentions are intended to support students in reflecting on their choices, taking responsibility for their actions and maintaining a positive learning environment for all.

In a small number of cases, behaviour may be serious enough to require additional intervention. This may include removal from lessons, suspension or, in exceptional circumstances, permanent exclusion from school. The Headteacher has the authority to make such decisions where necessary to safeguard the wellbeing, safety and education of the wider school community.

While it is not possible to provide an exhaustive list of behaviours that may lead to formal sanctions, examples include:

- Verbal abuse towards staff or other students
- Physical aggression, fighting or assault
- Bullying, cyberbullying, intimidation or threatening behaviour
- Discriminatory language, behaviour or abuse of any kind
- Persistent refusal to follow reasonable instructions from staff
- Behaviour that disrupts the learning of others
- Deliberate damage to school property
- Theft
- Bringing alcohol, cigarettes, vapes, drugs or illegal substances onto the school site
- Bringing an offensive weapon onto the school site
- Misuse of the internet or school technology
- Conduct that brings the school into disrepute

We firmly believe that recognising and celebrating positive behaviour is the most effective way to encourage students to make good choices. Sanctions are therefore used only when necessary and form part of a wider commitment to maintaining a school community that is respectful, welcoming, safe and focused on learning.

### 3 BICYCLES

Students are welcome to cycle to school with the permission of parents/carers. The bike compound is locked at 8.35am and unlocked at 2.45pm. Whilst the school will do all it can to ensure the security of the compound, it cannot take responsibility for the loss of, or damage to, bicycles.

Bicycles should be roadworthy and students should wear a helmet. It is also advisable for students to have passed the cycling proficiency test



### 4 CATERING & FREE SCHOOL MEALS

Students may bring their own refreshments for break and lunchtime and/or use the restaurant or 'Pod' facilities. They may eat outside, on Gadsden Lawn or in the restaurant by entering with their year group on a daily rota system. Students should not bring drinks in glass bottles.

The school caterers, Accent Catering, operate a "cashless system" to allow a fast service through the restaurant. The system operates with biometric registration which means not having to remember a card or a pin number. We will be enrolling students on the system in September and parental permission must be given via Applicaa. Money can be credited with funds via ParentPay; for which you will be issued a login and password or by using cash, via the revaluator machines installed within the school. These financial credits are stored digitally on your child's personal account.

When the students pay for their refreshments at the checkout, the purchase will be costed, they then pay by using the biometric readers, and the cost of the purchase will be deducted from the balance of their personal account. As no cash will be changing hands at the checkout, this speeds up the queues and decreases the waiting time. The students will be shown how to load and use the biometrics system once they have been registered.

Students entitled to a free school meal will have a daily allowance encoded onto their account. Please note that this money can only be spent at break or lunchtime on the day for which it has been allocated and is cancelled if not used. It cannot be carried over to the next day. Free school meal students can add credit to their accounts with their own money as instructed above if they wish to spend over their daily free meal allowance. The account stores the free school meal allowance in a separate "purse" from students' own money. Any applications for free school meals should be made via the London Borough of Bromley (see below).

#### Free School Meals

Free school meals are available to all eligible students attending Bromley schools. An application must be submitted to obtain Free School Meals.

For details relating to eligibility and application visit:

[2026-27 Free School Meals Application - Hayes School](#)

	<p><b>No nuts or nut-based products to be brought into school by students or staff.</b></p> <p><b>No consumption of nuts or nut-based products in school (e.g. almonds, walnuts, pecans, cashews, pistachios, peanuts, peanut butter etc.)</b></p>
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- ◆ To contact the school via email [postmaster@hayes.bromley.sch.uk](mailto:postmaster@hayes.bromley.sch.uk)—Your enquiry will be directed to the most relevant member of staff
- ◆ By writing a note to be passed on via your child

Key Contacts	020 8462 2767	Email
<b>Year 7-11 Absence</b> Mrs Bridle (Attendance Officer)	Option 1	<a href="mailto:attendance@hayes.bromley.sch.uk">attendance@hayes.bromley.sch.uk</a>
<b>Sixth Form Absence</b> Mrs Swindells (Sixth Form Administrator) Mrs Bromby (Sixth Form Secretarial Assistant) (p/t)	Option 2	<a href="mailto:6thattendance@hayes.bromley.sch.uk">6thattendance@hayes.bromley.sch.uk</a>
<b>Student Reception</b> Miss Kendrick (Admissions Officer) Mrs Bridle (Attendance Officer)	Option 5 Option 8	<a href="mailto:studentreception@hayes.bromley.sch.uk">studentreception@hayes.bromley.sch.uk</a>
<b>Medical Room</b> Mrs Nokes (Medical Officer)	Option 3	<a href="mailto:medicalupdates@hayes.bromley.sch.uk">medicalupdates@hayes.bromley.sch.uk</a>
<b>Sixth Form Issues/Sixth Form Admissions</b> Mrs Swindells (Sixth Form Administrator) Mrs Bromby (Sixth Form Secretarial Assistant) (p/t)	Option 4	<a href="mailto:6thadmin@hayes.bromley.sch.uk">6thadmin@hayes.bromley.sch.uk</a> <a href="mailto:6thadmissions@hayes.bromley.sch.uk">6thadmissions@hayes.bromley.sch.uk</a>
<b>Year 7-11 Admissions</b> Miss Kendrick (Admissions Officer)	Option 5	<a href="mailto:admissions@hayes.bromley.sch.uk">admissions@hayes.bromley.sch.uk</a>
<b>Finance Office</b> Ms Warren (Finance Manager) Mrs Valapinee (Finance Assistant) Mrs Rajput (Finance Assistant)	Option 7	<a href="mailto:finance@hayes.bromley.sch.uk">finance@hayes.bromley.sch.uk</a>

#### General enquiries

For general information about the school (term dates, information for parents/carers, policies and procedures) please visit our website [www.hayes.bromley.sch.uk](http://www.hayes.bromley.sch.uk).

For general email enquiries and to contact a member of staff please e-mail [postmaster@hayes.bromley.sch.uk](mailto:postmaster@hayes.bromley.sch.uk).

#### Meetings with staff members

Parents/carers are requested to make an appointment to meet with staff members by contacting [postmaster@hayes.bromley.sch.uk](mailto:postmaster@hayes.bromley.sch.uk)

#### Reception opening hours

The school reception is open between 7.45am and 4.00pm.

Staff response to contact and communications from parents/carers

The school endeavours to acknowledge contact and communications from parents and carers within 3 working days. In the event of an emergency, a member of the office team and/or senior colleagues will make contact with parents/carers or will acknowledge or respond to urgent enquiries.

There will be circumstances where parents/carers do not receive a response or acknowledgement within 3 working days (this may be due to staff absence). Should you not receive a response to non-urgent contact with the school within this timeframe, you are asked to send a further request to the relevant member of staff and may additionally request support and follow up from the relevant Achievement Co-ordinator (for pastoral issues following contact with a form tutor) or from the relevant Head of Department (for teaching/subject issues with a subject teacher).

*I would remind parents/carers that a number of our staff work part-time. It may also, at times, be necessary for staff to consult*

*with others or to obtain additional information prior to sending a detailed response. You will be advised of this, should this be the case, when contact is acknowledged.*

### *Courteous and considerate communication with staff*

We politely ask that parents/carers give consideration to the wellbeing of teachers and school staff should they be communicating after 6pm or at weekends. Hayes School respects the work life balance of its staff. We do not expect staff to provide an immediate response to e-mails and ask that you allow up to 3 working days for a response.

In accordance with our home school agreement, parents/carers are thanked for supporting the school and its rules, policies and procedures including school sanctions.

We understand that there may be instances where an incident has taken place in school or outside school concerning your child, which causes upset or frustration; parents and carers are requested to raise concerns and respond to concerns in a constructive and mutually supportive way with members of school staff. Our staff have the right to work in a safe environment without fear of intimidation, assault or verbal abuse from anyone with whom they come into contact (including e-mail, telephone and face-to-face communication).

Staff members are expected to act in accordance with school policies and procedures. They will listen, investigate and respond to concerns and queries as soon as possible alongside their teaching and other commitments. Thank you for allowing our colleagues to explain or investigate a situation before jumping to a conclusion, especially since we recognise that there are times when children and young people may have misunderstood or misrepresented a situation (unknowingly or otherwise). In cases where a staff member experiences shouting or verbally abusive behaviour, staff members may terminate meetings or telephone calls.

Our Complaints Policy and procedure for the management of formal complaints is available via the [school website](#).

### Emergency Contact

In the event of an accident or other urgent need, parents/carers may be contacted at home or work by telephone either by the teaching staff or by a member of Student Reception. Emergency numbers must be provided for contact during the school day. Parents/carers must make sure they keep the School informed of any changes to contact details.

If you should need to get a very urgent message to your child then Student Reception can convey this, but only in extreme emergencies.

In order to maintain accurate records, please inform the school immediately in writing when changing address, email address or telephone number. This will ensure that the School can contact you quickly in an emergency.

### Newsletter

We publish a monthly newsletter to students, parents/carers, staff and governors. This is published on Fridays on the school website.

If you have provided us with your email address, then you will be sent a notification email when the newsletter has been published online.

### Other Communications

The School website, [www.hayes.bromley.sch.uk](http://www.hayes.bromley.sch.uk), provides up to date information and copies of all whole school and year group letters. There is also a calendar available on the website which contains dates of key events. The School also has an Instagram account [@HayesSecondary](#).

### Parents' Evenings

These evenings will allow you to meet with the subject teachers and are held once during the year. Parent's evening are held either virtually or in school. You will be able to book your own appointments via our online booking system. You will receive further information in advance of the Parents' Evening.

### Tutor Evenings

We hold a Tutor Evening during the Autumn term for Year 7 parents/carers to meet your child's tutor and discuss how they are settling in to secondary school.

### Parents' Information Evenings

These are held at key points during your child's education. Parents/carers will be invited to attend when appropriate. For example, we hold information evenings in Year 9, to explain the Key Stage 4 Options.

## 6 CONFISCATIONS

Where non-permitted items of clothing or jewellery are worn in school or other items are confiscated, these will be stored at Student Reception. Confiscated items can be collected from Student Reception on Fridays only at 3.00pm. Please note the following items are banned/prohibited from school and should therefore not be brought in:

- Knives or weapons (including guns, pellet guns or air rifles)
- Alcohol
- Illegal drugs or their paraphernalia, solvents or substances intended to resemble them
- Nitrous oxide canisters
- Stolen Items
- Tobacco, cigarette papers, vaping materials
- Fireworks
- Supply or possession of pornographic materials

## 7 CURRICULUM

The National Curriculum ensures that all schools teach towards a standard and that all students cover important subject areas. The following subjects constitute the National Curriculum at Key Stage 3. The number of lessons taught per fortnight in Year 7 is indicated in brackets. Although at the heart of our curriculum, we will often go beyond what is prescribed in the National Curriculum to allow students access to the 'best that is thought and said' and to experience a curriculum which is conceptual, inclusive and responsive.

English	(7)	Drama	(2)
Mathematics	(6)	Art	(2)
Science	(6)	Music	(2)
French	(3)	Design Technology	(3)
German/Spanish	(3)	ICT/Computer Science	(2)
Geography	(3)	Physical Education	(4)
History	(3)	Religious Education	(2)

In addition, in Years 7 and 8, all students will have two ACTIVE (PSHE) lessons per fortnight which will cover topics including bullying, friendship, teamwork, personal safety, health, relationships and sex education, study skills and preparing for examinations.

Some students will also have timetabled Learning Support lessons to boost their literacy and numeracy skills. In this case, they will not study a second Modern Foreign Language.

### *Student Grouping Organisation*

Students will be placed into one of two balanced populations. Within each population, there are four tutor groups and each student will be placed in one of these tutor groups. The tutor groups are designed to be mixed in every way possible – gender, ability and primary school. Primary schools are consulted when composing the tutor groups so that we can try to accommodate particular combinations of students remaining together or being split apart.

The tutor group remains as a unit throughout Years 7–11, ideally with the same tutor. Tutor group members register together and have tutorial, assembly and one hour of ACTIVE together.

At Key Stage 3, groups of subjects work together to form clusters. In Year 7, the following operates:

Subjects	Grouping Arrangements
English French German/Spanish Geography History Religious Education ACTIVE+	Mixed attainment Teaching groups for the following subjects: English, Geography, History, Religious Education, French, a second MFL (German or Spanish) or Learning Support
Mathematics Science	Mixed attainment Teaching groups will be the same in Mathematics and Science
Art Design Technology Drama ICT/Computer Science Music	Mixed attainment teaching groups in each population.
Physical Education	Mixed attainment teaching groups in each population, some teaching will be gender split, some will be mixed.
ACTIVE	4 mixed attainment tutor groups in each population.

## 8 ESSENTIAL EQUIPMENT

Students must take very good care of all books and equipment. Books should be brought to school in a sturdy bag, large enough to accommodate an A4 folder. PE kit should be carried in a second bag. Plastic bags are not suitable and should not be brought to school.

Please note that payment may be required for the loss of, or damage to, books or equipment provided by the school. Payment will be required for the **damage or non-return** of library books.

Students are expected to have the following equipment with them in **every lesson**:

- ◆ Pens and pencils (HB and 2B) – students require a **blue, black, red\*** and **green\*** pen.
- ◆ Pencil sharpener and rubber.
- ◆ Ruler, protractor and compass.
- ◆ Reading book.
- ◆ Scientific calculator (Casio fx-83 recommended if one needs purchasing).
- ◆ Pocket dictionary.
- ◆ Bilingual dictionary (French, German/Spanish).
- ◆ Colouring pencils, glue stick and scissors (optional, but useful).

\* Students use a **red pen for corrections and self-marking** and a **green pen for peer feedback/correction**.

## 9 FRIENDS OF HAYES SCHOOL

The Friends of Hayes School run a **Nearly New Uniform Shop**. Parents/carers will be advised of opening times via the school website. *Donations may be left at Student Reception every school day until 4.00pm*

The shop stocks good quality, clean items in various sizes, such as:

- ◆ School blazers and jumpers
- ◆ School trousers and skirts
- ◆ PE Kits (shirts, shorts, skirts, jackets, socks)
- ◆ Blouses and shirts, ties
- ◆ Trainers/Football boots
- ◆ Lab coats and woodwork aprons

All parents and carers are invited to become members of the Friends of Hayes School and you will shortly receive a separate letter advising you how you can join.

## 10 HAYES SCHOOL FUND

Voluntary contributions subsidise many activities and purchase equipment for which funds are not available. An annual contribution (suggested donation £60) can be made via our Just Giving Page and we ask that you enable us to claim Gift Aid (an additional 25%) when making a donation. Please click here to visit our page:

<https://www.justgiving.com/campaign/hayesschool>



## 11 HOMEWORK

All students are set homework in all subjects. Parents/carers can assist by monitoring their child's homework: the amount, the quality and the time taken, as well as supporting their children with organisation and by providing a suitable, quiet place where students can work uninterrupted. Not all homework will be written; some may require research, revision, learning or reading. Hayes School uses the Satchel One application (previously known as Show My Homework); an online tool to help you keep track of your child's homework. Satchel One will allow you to see the details of the tasks your child has been set, all their deadlines and their submission status and grades. This system helps us improve the way we communicate with parents and gives you greater visibility into the homework we set. Therefore, we ask that all parents download the Satchel One App onto their phones so that they can support their children with their homework. Log in details will be provided at the start of term.

If a student has difficulty completing a particular piece of homework, they should speak to their subject teacher. This is not an excuse for failing to do homework. If there is any other reason for homework not being completed, parents/carers are asked to inform the subject teacher by writing a note or emailing [postmaster@hayes.bromley.sch.uk](mailto:postmaster@hayes.bromley.sch.uk).

Persistent or ongoing difficulties with completing homework may be dealt with by the Form Tutor, possibly through a monitoring report.

Students are welcome to use the library facilities before school, at lunchtimes or after school on any day. The library is open after school from 3.00pm-4.00pm for students to complete homework.

## 12 HOUSE SYSTEM

At Hayes, we have a house system from Year 7 to Year 13, which seeks to provide a sense of belonging for students within a smaller community of the school. Two tutor groups in each year group represent each house. There are approximately 425 students per house.

From the start of Year 7, students are soon involved in a variety of events, clubs and activities through which they can earn House Points, not only for their own benefit but for the benefit of the house as a whole. The system seeks to foster collaboration between year groups and friendly competition between houses, culminating in larger, inter-house events in the summer term. When all the results and House points are put together at the end of the academic year, one House wins the overall House cup.

## 13 ICT – Acceptable Use Policy

The school has a range of IT facilities and equipment with access to the Internet, a range of software and other resources to support students learning. Our acceptable use policy sets out the conditions and rules students should follow when using IT equipment or accessing school platforms. If a student fails to meet these expectations, their user areas will be disabled and the school's behavior management policy will be followed.

The following rules will help keep everyone safe when using these resources.

1. Students will report any computer faults they find immediately to a member of staff.
2. Students will treat the ICT resources with respect, leaving them as they would expect to find them.
3. Students must ask permission from a member of staff before using ICT resources.
4. Students will use only their own log in name and will keep their password a secret. Students will not access other people's accounts or files.
5. In the event that a student moves away from the computer they are logged on to they should lock access to prevent misuse by others.
6. Students may use the school's ICT resources ONLY for school work.
7. Emails sent from school must be polite and sensible.
8. Students are expected to follow E-Safety guidance and should not disclose their personal details (such as their phone number or address), or the personal details of anyone else whilst using the internet.
9. Students should tell a teacher about anything they see on the computer, which they are unhappy about, or if they receive messages that are of concern.
10. Students may not use their ICT facilities to use/create/distribute offensive material.
11. Students must not attempt to circumvent school ICT security systems.
12. The school will monitor the contents of personal directories and keep a check on Internet sites visited by students, as part of it's monitoring responsibility.

**Hayes has four houses: Mars, Venus, Earth and Neptune**

## 14 ICT—Permissions to use Microsoft Teams Live Events & Microsoft Teams

At Hayes School we use Microsoft Teams and/or Teams Live Events to enable students to participate in any necessary remote learning and in support of additional learning such as on-line revision. Please note that without permission your child may not be able to access the full range of learning and opportunities provided by the school in the event of any school closure or where on-line activities are being held.

Microsoft Teams and Microsoft Teams Live Events may be used to supplement any work set on Satchel One. Teams is a fully secure on-line app available within our school community and is accessed and downloaded through your child's Office 365

account (accessible via the school website) using their school username and password. As it is hosted within the school on-line environment the Teams app sits within our firewalls and cannot be accessed by individuals outside our community.

Student accounts will be set up with access to only the basic required features and in line with both our E-Safety and Safeguarding Policies. Student protocols for the safe and appropriate use of Teams have also been developed and you will be asked to read through and acknowledge that your child understands these protocols and that you will ensure they are followed by your child. We ask parents/carers, as part of the induction process to school, to provide/withhold consent for your child's use of Microsoft Teams and acknowledge the protocols for its use as appropriate.

## 15 JEWELLERY

Students may wear wrist watches but **should not wear any other item of jewellery, including earrings or studs, even if normally not visible.** Jewellery and non-uniform items will be confiscated.

## 16 LOCKERS

Hayes School has provision for students to have access to an allocated locker where they can securely store personal items such as their PE kit and school books. A non-refundable payment of **£10.00** will secure a locker for the duration of your child's time at Hayes (Years 7-11). They only ever need to carry books for a maximum of two lessons, and should consider carefully which books they need to take home for homework each day. It is important that perishable items are removed from lockers every day and that PE kits are regularly taken home.

Students are responsible for keeping their lockers clean and tidy and required to provide a padlock.

Hayes School lockers remain the property of Hayes School at all times. If you wish your child to be allocated a locker, please pay via ParentPay. Our Finance department will write to you with your Login and Password details for ParentPay.

Your child will receive details of their allocated locker and its location from their form tutor during the first few weeks at school. Should you experience any problems or wish to discuss this further please email [reception@hayes.bromley.sch.uk](mailto:reception@hayes.bromley.sch.uk).

## 17 MEDICATION

### Medication Storage and Administration Procedures

All medication kept on site is stored securely in the medical room. Prescription and non-prescription medicines are locked in the designated cupboard, and a refrigerator is available for temperature-sensitive items such as insulin and Glucagon Hypokits. Medication that students need during the school day will be stored in the medical room. Every medicine must be accompanied by a fully completed **Medicine Form**, signed by the parent or carer, giving permission for the school to administer it.

All medication supplied to the school must:

- Be in its **original packaging**
- Include a **prescription label** if issued by a GP
- Meet the same requirements even if it is **temporary medication**

Hayes School cannot administer **any** medication—including paracetamol or ibuprofen—unless it has been specifically provided by the student's parent or carer.

### Students With Asthma

Students with asthma must have a **spare reliever inhaler** and a **green spacer** stored in the medical room for emergency use. These items will be kept securely with the student's other medical supplies.

The following documentation must also be provided:

- **Child Asthma Action Plan** — completed and signed by the parent/carer and healthcare professional
- **Asthma Inhaler Consent Form** — completed and signed by the parent/carer giving permission for the school to administer the inhaler when required

All items and paperwork must be kept up to date to ensure safe and effective asthma management in school.

### Students With Auto-Injectors

Students who require an adrenaline auto-injector must have a **spare device** stored securely in the medical room. This applies to all recognised brands, including **EpiPen, Jext, Emerade**, or an **oral antihistamine** where clinically appropriate.

The following documentation must also be provided:

- **EpiPen Consent Form** — signed by the parent/carer to authorise administration
- **Allergy Action Plan** — completed and signed by the student's GP or allergy specialist

All medication and paperwork must be kept up to date to ensure the student's safety in the event of an allergic reaction.

Our **Supporting Students with Medical Conditions Policy** is available on the school website.

Hayes School is a place of learning, where all students and adults should feel free to carry out their business without fear of bullying, without fear of being photographed or filmed without their permission, and without fear of having their learning disrupted.



Therefore, we do not allow students to use their mobile phones/devices in our school. This includes at break times, lunch time and while on school premises at the start and end of the school day. We recognise that parents may wish for their child to carry a mobile phone, so that they can be contacted in an emergency on their journey to or from school; therefore, we expect students will have their phone on them in school, but it will need to be turned off and in their school bag, locker or pocket.

Sixth Form students only:

- ◆ Sixth Form students may use mobile phones in Sixth Form areas only (Silent Study and Sixth Form Café)

We want to encourage our students to talk face to face with their friends during break and lunchtime and believe that this policy and practice encourages such communication. We also have a responsibility to ensure students' behaviour and safety, reducing instances of social media being used in an 'anti-social' way, causing upset and anxiety for our young people.

**What does the ban on mobile phones/devices in school mean for students?**

Students will **not** be permitted to use mobile phones/mobile devices and these should not be seen or heard on the school site at any time during the school day. Mobile phones and other devices should therefore be switched off and in pockets, school bags or lockers. Earphones and headphones must also not be worn around school.

QUESTIONS	ANSWERS
What if I need to call home urgently?	→ For urgent communications, students may report to Student Reception at break or lunchtime. The school will, as at present, communicate with parents/carers where a child is unwell or there is a need to inform of an incident in school.
What if my parents/carers need to call me?	→ We would ask that in the event that parents/carers need to convey urgent information to their child this is communicated via the student reception. We would otherwise expect that non-urgent messages about after school arrangements can be sent to students by text message and read at the end of the school day.
What if I want to look at my homework?	→ Students may access Satchel (formerly Show My Homework) on one of the many PCs in school.
What if I need to know my timetable?	→ All students will have a copy of their timetable, which should be with them in school every day.
What if I need to use my mobile device for learning?	→ We have open access computer rooms and the library available to students at break and lunch time. Teachers will book computer rooms for lessons.
What if I need to know the time?	→ We encourage students to wear a wristwatch. There are clocks in classrooms and around the school.
What if I want to play a game on my phone at break or lunch time?	→ Play a game with friends in the real and not virtual world, talk to your friends, read a book or join a lunchtime club
What if I want to take a photo of some class notes/the board?	→ Teachers may take photos and send any resources to students/classes via e-mail or SatchelOne (formerly Show My Homework).
What if I am doing a PE lesson and want to hand my phone in for safe keeping?	→ Teachers will make arrangements for students to hand in valuable items for safe keeping during PE lessons. Students may otherwise store valuable items in their locker. We cannot take any responsibility for valuable items left in the changing rooms and <b>not</b> handed into us.
What if I am caught with my mobile phone out in school?	→ A member of staff will request the mobile phone and it will be confiscated, taken to Student Reception and available for collection. Students are expected to comply with this instruction from staff and there will be more serious consequences for failure to co-operate with staff should this be the case.
What if I am seen wearing headphones/earphones in school?	→ In common with other items not allowed in school, these will be requested and confiscated by a staff member and will be available for collection on Friday from Student Reception.

### Sanctions/Consequences:

The following sanctions/consequences apply where students breach the school rule regarding mobile phones and are found to be seen with/using a mobile phone on site during the school day.

#### First offence in term

The mobile phone will be confiscated, handed to Student Reception, recorded in our Information Management System and the phone available for collection by the student at the end of the school day.

#### Second offence in term

The mobile phone will be confiscated, handed to Student Reception, recorded in our Information Management System and the phone available for collection by the student at the end of the school day. A Senior Leadership Team Detention (90 minutes) will be issued and parents/carers will receive an email notification.

#### Third offence in term

The mobile phone will be confiscated and stored in the school safe, handed to Student Reception, recorded in our Information Management System and the phone available for collection by the student at the end of the week on Friday at 3pm. A Senior Leadership Team Detention (90 minutes) will be issued and parents/carers will receive an email notification.

**PLEASE NOTE: *Where a student refuses to co-operate with staff, additional sanctions will be applied in accordance with our Behaviour Management Policy.***

***The school accepts no responsibility for loss/damage to any electronic device. If students choose to bring electronic equipment onto the premises it is entirely at their own risk. If lost or damaged, the school will not be held liable for any replacement or repair.***

## 19 MODERN FOREIGN LANGUAGES

In Year 7, all students will study French and either German or Spanish (except for those students with timetabled Learning Support lessons, who may only study French). Students are advised to purchase a bilingual dictionary.

## 20 MUSIC TUITION

Specialist visiting teachers are available to provide tuition for students who sing or play a musical instrument (or wish to start). Lessons take place during the school day on a rotating timetable and are not available after school or during break/lunchtime. The prices for **2026-2027** are £160 per term for weekly 20 minute lessons and £240 for 30 minutes. If you would like to find out more and/or apply for tuition, you can visit <https://bymt.co.uk/lessons> or email our Joint Head of Music, Mrs West, at [ogw@hayes.bromley.sch.uk](mailto:ogw@hayes.bromley.sch.uk).

## 21 PHYSICAL EDUCATION

All students are expected to participate in Physical Education lessons. The school recognises that there may be instances where, because of an injury, a student is not able to take part in the physical activities/sport. We require a note from parents/carers informing us of this. Students will normally still be expected to get changed into PE kit and to join the class, since they remain under the supervision of the class teacher.

In this event, students will be asked to support with non-physical leadership/feedback activities which will help their continued learning and progress. A doctor's note may be requested for long-term non-participation in PE.

## 22 SAFEGUARDING, EMOTIONAL HEALTH & WELLBEING

At Hayes, we recognise that there are times when it is possible that your child may need some extra support and help to manage unfamiliar situations and feelings. The Hayes Pastoral Team is well experienced and able to provide some support in school.

If you wish to discuss further, please contact your child's tutor, Pastoral Support Manager or Achievement Co-ordinator. Your child can send a message to [wellbeing@hayes.bromley.sch.uk](mailto:wellbeing@hayes.bromley.sch.uk) if they have any concerns.

### Our Safeguarding Team

Designated Safeguarding Lead – Mr Robbins, Assistant Headteacher  
Ms Tregidgo, Deputy Designated Safeguarding Lead  
Mrs Bradley, Inclusion Manager  
Mrs Parish, Pastoral Support Manager  
Mr Steel, Pastoral Support Manager  
Mr Allred, Assistant Headteacher  
Miss Horsler, Sixth Form Director  
Miss Toner, Deputy Headteacher

A number of websites and sources for external support are signposted to students, parents and carers on the following pages of our website:

<https://www.hayes.bromley.sch.uk/home/information/emotional-health-and-wellbeing/>

<https://www.hayes.bromley.sch.uk/home/parents/safeguarding/>

<https://www.hayes.bromley.sch.uk/home/parents/e-safety/>

In support of those students who have acute or prolonged difficulties with managing their emotional wellbeing, we are able to offer those students access to the Wellbeing Hub (H2). The Wellbeing Hub is a calm, nurturing space within school to support young people to re-engage with their education and gain an understanding of the barriers they are experiencing in the school environment. It is a short-term early intervention and is not a form of therapeutic support. In order to ensure that the support offered by the Hub is sustainable and able to meet demand, access to the Hub is only via agreement by either Mr Robbins or Mrs Bradley and only when other options have been explored.

In common with all Bromley Secondary Schools, we have a dedicated Safer Schools Police Officer—our officer is PC Garratt

## 23 TEACHING, LEARNING AND ASSESSMENT

There is a Tutor Evening in the Autumn term to ensure students have settled well and there is a Parents' Evening in the Spring Term.

### Feedback at Hayes

Feedback is a crucial component of learning and one which happens in many forms throughout a lesson. At Hayes, we believe in giving timely feedback that is focused on improving the learner, enabling them to understand their gaps in knowledge and skills to ensure they have high aspirations for their own development and are ambitious in pursuing it. Our feedback policy is informed by the EEF (Education Endowment Foundation) guidance 'Teacher Feedback to Improve Pupil Learning' and therefore, effective feedback at Hayes is underpinned by the following principles:

- **We lay the foundations for effective feedback through high quality instruction.**
- **We deliver appropriately timed feedback which is focused on moving the learner forward.**
- **We plan for how students will receive and use feedback.**

This evidence informed approach to feedback places the learner at the heart—how they respond to feedback to improve their knowledge, skill and understanding is central to their progression. Therefore, during a sequence of approximately six lessons, students will be expected to engage in Directed Improvement and Reflection Time (DIRT) in which they are responding to feedback they have received, following a task carefully designed to elicit misconceptions. The method of feedback is at the professional discretion of the teacher as our staff know their learners best and will make an informed decision as to the best method to move the learner forward.

There is a lot more to feedback in lessons than ticks and comments to students' work. The range of different ways that feedback happens in lessons might even be surprising! Over the course of a few lessons in each subject, students might encounter these types of feedback:

- **Lots of in-class responsive feedback through questioning**
- **Lots of whole-class feedback**
- **Lots of self-assessed micro-quizzing**
- **Peer or self-assessed critique and redrafting**
- **Deeper marking of one or two selected pieces of work or tests—still requiring student response**
- **Presentation and organisation check**

It's important to think about what feedback is for too—as well as letting students know how they are doing, and telling them what they need to do to make progress, feedback also gives teachers vital information about their teaching. Teachers need to know how well students have learned what they have been taught; where the misconceptions are, and which bits need to be tackled in a different way or covered again. In this way, learning becomes a dialogue - students providing information to their teacher and the teacher adapting in response to this. As such, it is crucial that students always complete tasks to the best of their ability and not worry about getting things wrong - doing so is a natural part of the learning process and one which helps the teacher understand how best to support the student moving forwards.

## 24 TRIPS & EDUCATIONAL VISITS

Day visits and residential trips are an extremely important part of education and development. At Hayes School, all students will have the opportunity to take part in visits and trips both of an educational and of a recreational nature.

Some trips will be specifically to do with a subject the students are studying and where possible all students should go on these.

**Please note the school reserves the right not to accept students whose behaviour has given cause for concern. A student may also be withdrawn from the visit if attendance deteriorates or where there are behaviour concerns.**

For sporting events after school we will not normally request parental permission:

- (a) if there is no cost involved, and
- (b) parents/carers have authorised 'in school visits'.

It is therefore essential that the Parental Permission Form in the data collection pack is completed. This is much easier for us and ensures that students will not miss out on opportunities. Please see the school's Charging Policy statement for further information.

## 25 UNIFORM

The school has a uniform policy. All students are expected to wear the correct school uniform when travelling to and from school, during the school day and on journeys, events and visits arranged by the School unless otherwise specified. School uniform must be worn tidily and correctly. If a student arrives at school wearing incorrect uniform, they will normally be supported to resolve the issue during the school day, for example through the swap shop. Where there is a serious or persistent breach of the uniform policy and it is proportionate to do so, the school may require a student to return home to change.

Please note that outdoor garments worn by students to school should be of a dark colour i.e. plain navy, dark blue or black in colour (without slogans, design features etc.) and that it is important for the overall appearance of our students that this requirement is adhered to. Properly fitting sensibly styled shoes are essential for students who spend much of the day on their feet. Such shoes provide for safety and comfort. Trainers, shoes above the ankle, boots and other non-regulation footwear may not be worn to, from or around the school.

We have a supply of spare uniform, including blazers, ties and school shoes that students will be expected to change into, should they be missing an item or wearing inappropriate footwear, unless there is a medical condition (with evidence) that states they cannot do so. We expect students to take pride in their personal appearance and in wearing the school uniform. Their clothes should be clean and smart and shoes should be polished. Any clothing worn underneath shirts or blouses for warmth should not be visible. If a second pair of socks are worn for warmth in the winter months, these should be plain black. Such items of clothing must not bear slogans, badges, etc. unless specifically authorised by the school.

<b>School blazer - Branded</b>	Navy with light blue braid and school badge, year coloured braid sewn onto blazer lapel and house colour bar/braid under pocket. Current year and house braids are outlined in the Parents Handbook.
<b>School tie - Branded (worn with shirt)</b>	Navy and light blue striped tie with Hayes Logo. (Year 11—Navy, red and light blue striped tie).
<b>Shirt or Blouse</b>	Plain traditional white shirt—long or short sleeved to be worn with a tie (not casual or sports shirt). Pale blue or blue and white striped reverse collar blouse, long or short sleeved
<b>Pullover</b>	Plain navy blue "V" neck with Hayes Logo. (No round necks, sweatshirts, chunky knits, cardigans or hooded tops).
<b>Trousers or Skirt</b>	Plain <b>dark</b> grey or black, traditional style and cut. (Not corded, denim or skinny fit.) Pleated grey skirt. Skirts must be of an appropriate length for a school environment and should sit at or just above the knee when standing. Skirts must not be rolled up, altered or shortened after purchase.
<b>Socks/Tights</b>	Plain white, navy blue or black worn below the knee. Tights should be navy or black (not patterned). Leggings are not permitted.
<b>Shoes</b>	<b>Plain black</b> , "leather" lace or slip on formal shoes. Low-heeled shoes (max 1") Trainers, casual or canvas shoes (including sports brands) <b>must not be worn</b> . No platform, peep-toe, sling back, boots (i.e. shoes above the ankle bone) or high, unstable heels are permitted.

<b>Outdoor coat</b>	Plain <b>dark colour</b> without slogans.
<b>Scarf</b>	Navy blue or black.
<b>Bag</b>	Dark colour. Must be able to close when holding A4 folders. Supermarket plastic bags are <b>not</b> suitable and should not be brought to school.
<b>Head/Hair adornments</b>	Plain blue/black and in keeping with the uniform as a whole.
<b>Jewellery</b>	Students may wear wrist watches but should not wear any other item of jewellery, even if normally not visible. This includes rings, necklaces, bracelets, studs, ear stretchers and other piercings. Plastic studs are permitted to support final stages of healing of recent piercings. Plasters to cover such piercings are not permitted.
<b>Make-up</b>	Students in Years 7–9 may not wear make-up. Students in Years 10–13 may wear minimal, natural-looking make-up that does not draw attention or alter appearance significantly. Nail varnish is not permitted in Years 7–11. False eyelashes, false nails (including acrylics), and artificial tanning products are not permitted for health and safety reasons.
<b>Hairstyles</b>	Hair should be clean, neat and appropriate for a learning environment. Students may wear their hair in a style that reflects their cultural heritage, ethnicity, religion or personal identity. This includes, but is not limited to, Afros, braids, cornrows, twists, locs, fades, shaved styles, and head coverings worn for religious reasons. Hair colour should be natural in appearance. Bright or artificial colours (e.g. vivid blue, green, pink) are not permitted. Haircuts should not include patterns, logos, words or designs cut into the hair.

#### For Physical Education

Our PE kit is also supplied by Trutex and can be purchased from <http://www.trutexdirect.com/>

All students need the following from the beginning of their first year

<b>T-Shirt</b>	Navy blue PE Fuse polo shirt with collar and Hayes logo
<b>Long-sleeved sports shirt</b>	Long Sleeve Dark Coloured Winter Top (to be used during winter months for outdoor PE)
<b>Shorts or leggings</b>	Navy blue PE Shorts Navy blue and light blue leggings with Hayes logo
<b>Footwear</b>	Football <b>or</b> rugby boots and shin pads Non-marking trainers

**PLEASE NOTE: Only the T-shirt is a compulsory branded item. All other items of uniform are not specific to Hayes School and can be purchased from a range of supplier, including high-street shops. Any other available branded items are voluntary.**

The following items are **optional** and can be purchased from Trutex should parents wish to.

<b>Tracksuit top</b>	Navy blue Fuse performance top with Hayes logo
<b>Tracksuit bottoms</b>	Navy PE Tek Track pants with Hayes logo
<b>Shorts or leggings</b>	Navy PE Fuse shorts with Hayes logo Navy blue and light blue leggings with Hayes logo
<b>Socks</b>	Navy blue Hayes Sports socks (with Hayes writing evident)

**Repeated uniform infringements will result in a sanction.**

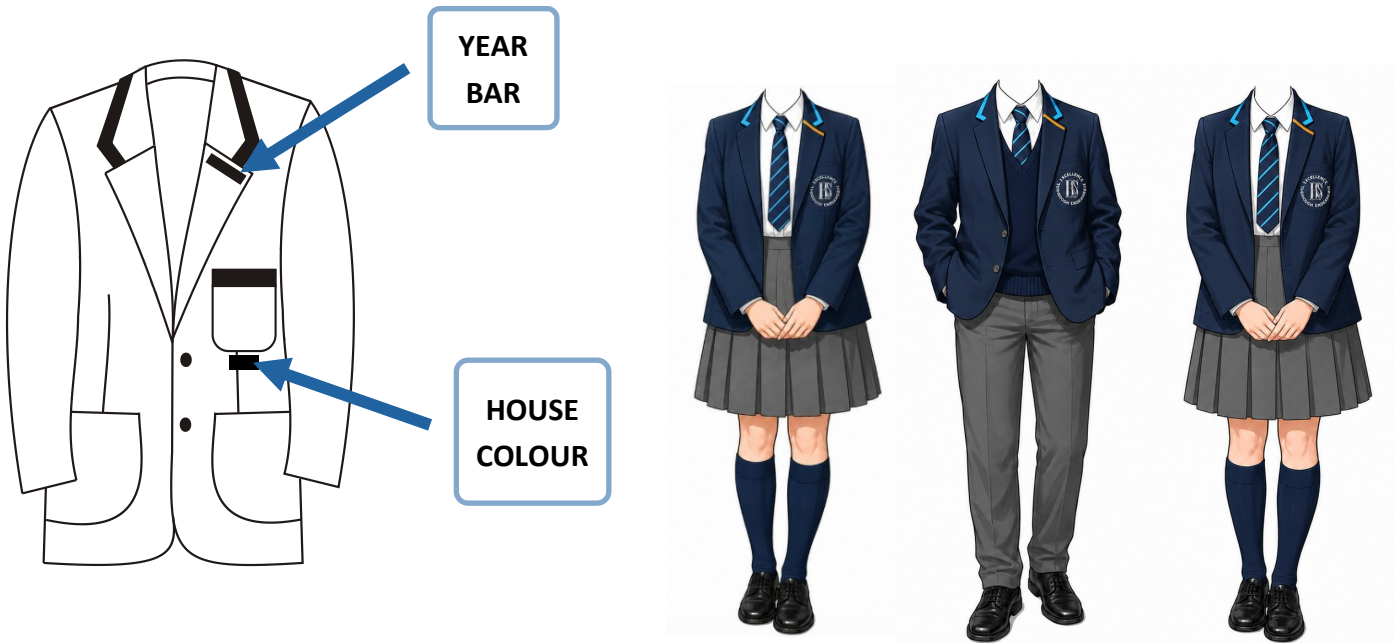
The school's uniform may be purchased from:

Trutex - <http://www.trutexdirect.com/> Sign in with the LEA code [LEA000160SC](#) to view Hayes School uniform.

Friends of Hayes School (PTFA) Nearly New Uniform Shop also sells uniform at set times during the school year  
[pta@hayes.bromley.sch.uk](mailto:pta@hayes.bromley.sch.uk)

The school's uniform regulations have the authority of the Governing Body and in accepting a place at Hayes School for their child, parents/carers are, therefore, accepting the regulations of the school.

### School Blazer Year Bar



Instructions for application of Year Bar:

- ◆ Peel off backing and position on to left lapel of blazer as worn by the student.
- ◆ Cover bar with cloth (kitchen towel is ideal).
- ◆ Use a hot iron with pressure.
- ◆ Ensure edges are sealed and leave to cool.

#### SEPTEMBER 2026

Year 7	Orange
Year 8	Green
Year 9	Yellow
Year 10	Blue
Year 11	Purple