



PARENT/CARER
INFORMATION

**STUDENT SUPPORT,
WELFARE AND GUIDANCE**

THE TUTORIAL CYCLE

The Tutorial Cycle is a partnership between Student, Personal Tutors, Learning Tutors and you as Parent/Carer. All partners are supported by the Pastoral Leaders, Assistant Principals, Vice Principals, the Head of School and internal/external support agencies of the Academy. All people who come into contact with a student are a part of this cycle; however, the **Personal Tutor** has a central role to play in providing continuity and security for the student. The Personal Tutor should be the first point of contact with the Academy on all matters. The key time for drawing the elements of the cycle together is the Personal Tutorial session.

PERSONAL TUTORIAL TIME

Tutor groups consist of approximately 20 students, mixed by gender and aged between 11 – 16 years. The group meets on a daily basis for 40 minutes Monday – Friday, where a range of activities take place. This session also provides the opportunity for students to engage in independent work within the tutor group, e.g. coursework, extended learning or revision.

The vertical age groups promote positive relationships across the year groups and provide opportunities for students to work across the age range where, as they progress, older students can support and mentor younger students.

POSITIVE REWARDS

The Academy endeavours to foster a culture where achievement and the celebration of success are given high regard. Central to the philosophy is the need to give students positive feedback and rewards. It is, therefore, essential that all students/tutors demonstrate positive behaviours and that negative responses are avoided. We have in place an Incentive Scheme – The **REACH** System which promotes reward for positive actions.

Any problems with students should be resolved through the appropriate procedures with the Personal Tutor always informed/involved. Withdrawing privileges is a viable sanction, should the situation require it. The further involvement of parent/carers, Personal/Learning Tutors, Assistant Principals, Vice Principals and the Head of School should take place at the appropriate stage. If the concerns are of a behavioural nature, they should be resolved in accordance with the Academy Policy on Managing Student Behaviour through Recognition, Rewards and Positive Action.

THE ACADEMY HOUSES

Students in their Tutor Groups are part of one of four Houses. The four Houses are **Landau 1**, **Landau 2**, **Forte 1** and **Forte 2**. Students in each House join together in a 'Gathering' approximately once every week. Gatherings are an opportunity to explore the themes; present students with Awards gained as part of the REACH scheme or acknowledge student achievements in areas across the curriculum and beyond.

EXTENDED LEARNING

One Way Extended Learning (homework) is set via an online platform called SAM Learning (www.samlearning.com). All students receive a log in and complete tasks set by their Learning Tutors. Students can independently complete extra activities and use Personal Tutor time as an opportunity to do so.

Please refer to the Extended Learning Policy on the Academy website for more information.

STUDENT ATTENDANCE

The Academy promotes full attendance which in turn promotes learning, attainment and achievement (see Days absent add up to lost learning). Positive rewards for good attendance are part of the REACH incentive scheme and careful monitoring and support of your child's attendance is a key responsibility of your child's Personal Tutor. Please do not plan to take your child out of the Academy for the purposes of family holiday unless there are exceptional circumstances.

The learning day at the Academy is detailed as part of the information in this pack. Students are required to attend all sessions and in order to record attendance at the Academy the students are registered at each session using an electronic registration system.



Additional extension activities may be arranged where the finishing time will be approximately 4.30 pm.

Lateness

The first learning session of the day starts at 8.30am. Any student that is late will be detained at lunchtime. If a student is late they must sign in at Reception. Repeated lateness will be followed up by the Personal Tutor with the student concerned and parent/carers.

Absence

All student absence must be notified to the Attendance Officer as soon as possible on the day. This may be done by telephone (01827 301800) or a letter clearly labelled FAO Attendance Officer. Student medical appointments must also be notified in advance and an appointment card may be asked for in some circumstances.

If the Academy has not received notification the Attendance Officer will telephone the parent/carer confirming that the student is absent and ask for an explanation. A text message will also be sent if your child is absent.

Planned Absence

Any planned unavoidable absence should be negotiated with the Head of School and will require approval. Parents/carers must complete a Leave of Absence request (see attached, also available from the Academy Reception).

Leaving the Academy

During the Academy day students must not leave the Academy premises without permission. Students are only allowed to leave the Academy during the day if prior written permission is received from parent/carer. On leaving the premises the student should sign out and sign in on their return. If the student is attending a medical/dental appointment, appointment cards may be required to authorise absence.

FIRST AID

First Aid cover is available at all times during the Academy day. If a student feels unwell they must report to reception. We encourage students not to make direct contact with home and if needed, the first aider or another member of the Academy staff will contact parent/carers. It is necessary from time to time to send students home who are unwell or unable to carry on with their learning. If it is necessary for them to go home, parents/carers will be contacted and will need to collect their child from the Academy.

Some students require medicines to be administered during Academy hours and we ask that parents/carers follow the following procedure:

1. Send a note to reception confirming that it is necessary for your child to take medicines whilst in the Academy. The note should give clear instructions concerning the required dosage and times to be taken.
2. The medicines should be delivered to reception at the start of the day and collected before the student leaves the Academy.
3. All medicines should be clearly labelled with contents, owner's name and dosage.

Long term medication (such as an asthma inhaler) should be carried by the student. It is useful if a spare inhaler is supplied and left with reception who will store it in the medical room in case of an emergency.

THE ACADEMY RESTAURANT

All eating and drinking takes place in the Academy restaurant.

Smart Cards

All new students will be issued with a smart card. A 'cashless' system operates within the Academy and any money brought in for purchasing food or drinks should be loaded on to the smart card either via Reception or by the cash loaders located on the ground floor. These loaders take both notes and coins.

Academy Meal System

All meals in the Restaurant and food and drinks from the vending machines can only be purchased with a smart card on which a pre-paid amount has been loaded. In the interests of security the maximum weekly value that can be loaded on to the card is £25.00. Breakfast and lunch will be provided on the first day for the new students. A cheque or cash should be bought to Reception for loading on the smart card.

The Academy policy is to price meals in line with other schools in the area and the price for a lunch-time meal consisting of a main meal and a pudding or a drink for the next academic year will be **£2.30** per day. All students, including those with packed lunches, will need cash loaded on to their card if they wish to purchase food during the breakfast break.



Healthy Eating Agenda

All meals served in the restaurant are in line with the promotion of Healthy Eating in Schools. We promote healthy eating by encouraging students to eat a set meal made up of protein, carbohydrates, vegetables or a sandwich and desert or drink option. Fresh fruit and fruit based drinks are available daily and there is also a salad lunch option. An example of the typical menu can be found as part of the pack of information you have received. For those students who bring a packed lunch; please encourage healthy eating and do not include fizzy drinks. Cans or bottles of fizzy drink are not allowed in the Academy.



ADDITIONAL INFORMATION

Cycles

There is a purpose built covered bicycle shed where students can leave their bicycles during the Academy day. Students **MUST** provide their own cycle locks. **The Academy cannot accept any responsibility for damage to or loss of cycles.**

Mobile Phones

If students choose to bring a mobile phone to the Academy it is the students responsibility to keep it safe. **The Academy cannot accept any responsibility for damage to or loss of mobile phones.** Students are not allowed to use their mobile phones in learning sessions. There are designated areas in the Academy where mobile phones are allowed.

Car Parking

Car parking space is limited at the Academy so we would ask Parents/Carers collecting students at the end of the Academy day to ensure they do not restrict access for other users or the emergency services. We request that Parents do not use the electronic gates to drop off or collect students as it poses a risk for other students.

Lockers

Each student will have a personal locker (size 310 x 300 x 450 mm). Any bags or outdoor clothing which the student has should be small enough to fit into the locker. The student should keep the key secure and ensure that the locker is locked. Valuables must not be brought into the Academy.

Borrowing Money from Reception

It is Academy policy that, in an emergency, we will loan money to students for lunch only in the form of credit on their card. We would respectfully ask for repayment the following day of money borrowed.

Chewing Gum

This is a banned substance and is **not allowed** on Academy premises. Students found with it on their person will be made to dispose of it immediately.

Equipment

The basic equipment required will be a pen, pencil, ruler, eraser and coloured pencils. Other than PE/games kit there will be little to carry between the Academy and home.

