

Parent & Carer Welcome Pack



Aspire, Endeavour, Achieve

Trentham Academy

Induction Information

www.trenthamacademy.co.uk

*Trentham Academy is a proud member
of the City Learning Trust*



Meet the team:

Leadership & Pastoral



Senior Leadership Team

Mr M Whittingham	Headteacher
Mrs E Wagg	Deputy Headteacher
Mr S Hall	Assistant Headteacher
Mrs L Hadgett	Assistant Headteacher
Mrs C Hazel	Assistant Headteacher
Mr B Goddard	Senior Leader and Trust Deputy Director for Mathematics

Progress Leaders (Years 7-9)

Miss A Booton (Apollo)
Mr B Moss (Pioneer)
Mr M Rogalski (Voyager)

Heads of Year

Mrs L Griggs (Year 10)
Mrs E Hardacre (Year 11)

The purpose of this booklet is to provide information to new students and their Parents/Carers. If there are any questions that are not answered, please do not hesitate to contact the Academy.

We are committed to providing a quality educational experience in a caring environment.



Academy Organisation

Student experience



House System

The *House System* provides a family environment to support learning. The tutor group meets every day except Wednesday and the Form Tutor is the first point of contact for you.

Students in years 7-9 are placed in mixed year House Tutor Groups. In year 10, students move into a Year 10 House Tutor Group which continues through into Year 11.

Curriculum

Each student will study a number of core subjects at the Academy and may opt for further subjects in Y8:

- English
- Mathematics
- Science
- Art
- 3D Design
- History
- Geography
- Engineering
- Computer Science
- French
- German
- Physical Education
- Media Studies
- Health & Social Care
- Religious Education
- Dance
- Performing Arts
- Music
- Photography
- Statistics
- Further Mathematics

Extended Learning

Extended learning (homework) at Trentham Academy is considered part of a student's school day.

The students will be set extended learning; this serves two purposes:

1. To reinforce the ideas and concepts that have been introduced during lessons.
2. To encourage students to work independently extending learning further.

Monitoring Progress

All student progress is monitored regularly and shared with students and parents/carers. In order to do this, there are regular assessments in all subjects.

Following the assessments, we send a mini report home. This gives information on how a student is progressing in each subject (Achievement Update) and their attitude to learning in lessons (A2L).

Attitude to Learning and Extended Learning (A2L)

In every lesson your child is graded according to their attitude and behaviour in the lesson and an average grade accumulates as the year progresses. Your child can receive a '1' for exceptional performance, '2' for expected performance, '3' for below expectation and '4' for performing well below expectations and behaviour is a cause for concern.



Code of Conduct

Expectations of student conduct



Beyond having the right A2L, we also expect all students to follow the **Code of Conduct**.

Aspire, Endeavour, Achieve

- We work together to be successful.
- We are equally polite and respectful to members of staff, students and visitors to the Academy.
- We are resilient learners and take responsibility for our learning.
- We take pride in representing the Academy and ourselves.
- We respectfully follow the instructions of staff and prefects.
- We know that we have the freedom to express our opinions, but recognise that we also have a responsibility to respect the opinions and feelings of others.
- We embrace diversity and respect different cultures, faiths and beliefs, including those without faith.
- We make sure that we are all healthy and safe.
- We respect the democratic process and the rule of law.

*Trentham Values are British Values
British Values are Human Values*

Rewards:

- Students who meet these expectations in lessons will be rewarded with a Credit.
- Credits contribute to House competitions and to messages home, certificates and further awards.
- Students who produce work at a high standard will be rewarded with Merits – these also link into further awards.
- House points are given to students who perform acts of kindness and community consideration.

Sanctions:

- Students who choose not to behave appropriately in lessons will receive a verbal warning. If a student chooses to ignore this warning, a written warning will be recorded in the A2L Record that each student carries.
- A student receiving 10 written warnings in the space of a week will spend a day in the Resolution Room away from the rest of the Academy. Written warnings will also be given for lateness, inappropriate uniform, lack of equipment, failure to complete homework and inappropriate behaviour around the Academy.
- Students repeatedly receiving Written Warnings will receive detentions and additional time in the Resolution Room.
- You, as parents or carers, will be kept informed about repeated written warnings so that you can take action to avoid more being given. You will also be expected to sign the A2L record each week to show you are aware of what your child has been doing.
- There is never any need for a student to receive a sanction. There is always the opportunity to receive a reward. Positive or negative behaviour is always a choice.



Academy Expectations & Organisation

Timings, uniform and equipment



Monday, Tuesday, Thursday, Friday

Lesson 1	08:40 – 09:40
Lesson 2	09:40 – 10:40
Break	10:40 – 11:00
Lesson 3	11:00 – 12:00
Lesson 4	12:00 – 13:00
Tutorial	13.00 – 13:20
Lunch	13:20 – 14:00
Lesson 5	14:00 – 15:00

Wednesday

Lesson 1	08:40 – 09:40
Lesson 2	09:40 – 10:40
Break	10:40 – 11:00
Lesson 3	11.00 – 12.00
Lesson 4	12.00 – 13.00
Lunch	13.00 – 13:30
Lesson 5	13:30 – 14:30

Important to note:

- Students will remain on site at all times during the school day.

Standards in the Academy

Uniform:

All students are required to wear full school uniform which is as follows:

- Black Blazer (pre-embroidered with badge or can be purchased separately).
- All students must wear plain black trousers with an Academy logo on the front. These can only be obtained from any of the three main uniform suppliers. These are Trutex, Clive Mark and Smart Uniform.
- White Shirt - this must be long enough to be tucked in. It must also button up to the neck.
- Plain black flat leather or leather-looking shoes. They must be able to be polished and must have no visible logos or stripes. Trainer style shoes, regardless of the retailer's description, are not allowed. Canvas or fabric shoes are not allowed. Formal office-wear only.
- School tie (ties indicate the house to which your child has been allocated by means of a coloured stripe)
- Plain black v-neck jumper (optional) to be worn as well as a blazer, not instead of it. Cardigans or sweatshirts must not be worn. No Hoodies or jackets under blazers.
- Ties (£5) and badges (£4) can be purchased from the Academy Reception during normal Academy hours.
- For further details please see the Academy website

PE Kit:

- School rugby shirt (optional)
- Sports Trainers
- Black socks
- Black shorts or skorts
- Plain black sports leggings
- Trentham Academy polo shirt
- Black Trentham Academy hoodie
- Shin pads/gum guards
- Football boots (as required)

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Academy Expectations & Organisation - continued

Timings, uniform and equipment



The Academy is unable to insure the belongings of students and cannot therefore accept any liability for the loss of, or damage to, personal property whilst on or left on, the premises. Please ensure all items are clearly named.

Hairstyles, Make-up and Jewellery

- Extreme hairstyles and colours are not suitable for school.
- We recognise that, as students get older, make-up may help with self-esteem. Therefore, discreet make-up may be worn, but students will be asked to remove it if it is deemed excessive. As a general guide, one shade of foundation is acceptable; brightly coloured eye shadow and lipstick are not. Equally, exaggerated eyebrow shaping is not acceptable.
- No nail varnish, false eyelashes or false nails may be worn. Nails must be kept short.
- One single small plain stud in each ear is permitted; the stud must be worn in the lower part of the earlobe and must be removed for PE. Otherwise, the only jewellery allowed is a watch and absolutely no other visible piercings are allowed.

Basic Equipment

Every student is expected to provide the following basic items of equipment for every lesson:

- Pens (black and green)
- Pencil
- Ruler
- iPad
- Coloured pencils
- Pencil case
- Eraser
- Calculator
- Glue stick

iPads

All students use iPads to enhance their learning. As digital natives our students are familiar with new technology which provides a wealth of information and resources beyond that which traditional teaching can provide. iPads are an effective learning tool that offers the opportunity to extend learning far beyond the classroom. At Trentham Academy, we build technology into the learning experience of our students. We are developing independent learners who demonstrate resilience, responsibility and reflection in their learning habits and we support a creative and collaborative curriculum.

Whilst at school your child will use their iPad:

- As a research tool
- To take notes and/or create exam revision materials
- As an assessment tool
- To significantly enhance the learning experience

Whilst at home your child may use their iPad:

- To complete extended learning activities and submit them to a teacher
- To work collaboratively with their peers on group projects
- To complete coursework
- To access the school learning platform and review revision materials

Academy Expectations & Organisation - continued

Timings, uniform and equipment



Firefly

Firefly is the school learning platform. It is used to provide each student with details of extended learning tasks and also contains important school information. The site can also be accessed by parents/carers who will be able to see details of attendance and A2L scores.

Mobile Phones

At the request of parents/carers, the Academy allows students to bring a mobile phone to school. They may be used during break and lunchtimes. Students who feel ill must not use their phone to contact home. They must go to the Academy office and staff will call home if necessary. Phones used inappropriately will be confiscated and parents/carers will be asked to collect these from the office. Parents/carers are asked to support this rule by not phoning their son/daughter during the Academy day.

Around School

To help to maintain a pleasant and safe environment for everyone, the following rules are in place:

- Smoking on school premises or in school uniform is not permitted at any time. This includes electronic cigarettes.
- For safety reasons, certain areas of school are deemed to be out of bounds. At break and lunch times, students are expected to use only designated areas.
- Students will remain on school grounds throughout the school day.
- Chewing gum and fizzy drinks are not allowed in school.

Academy Administration

What to do when...



From time to time, there are occasions when parents/carers and students have to deal with an unusual occurrence in school.

Absence: Please telephone the school on the first and every day of a student's absence - **01782 883200**. We use a system which means that any unreported student's absence from school will receive an automated text asking parents/carers to contact the school to inform us of why the student is absent. Should the absence be more than three days, contact either the Form Tutor or Progress Leader so that suitable work can be arranged for your child. Please note the school will not authorise holidays during term time.

Lateness: If a student arrives late (after 8.40am), they will be given a Late Mark. The marks are entered in the Electronic Register and monitored regularly.

Medical Appointments: Where possible, we would appreciate medical appointments to be arranged out of school hours or in holiday time. If it is impossible to arrange an appointment out of Academy hours, a request for a student to attend an appointment should be made in writing. Medical evidence of the appointment will also be required. A student should take their letter to the main office where it will be copied for our records. When leaving for an appointment, students must sign out at the main office.

Change of Contact Details: It is important that we are kept informed of any change of address, phone number or email address. Please inform us in writing or via Firefly & Schoolcomms. For those parents who have registered for Firefly & Schoolcomms, please ensure your email is kept up-to-date.

Illness During the Day: If your child is taken ill, we may need to contact you. Please inform us of any emergency contact numbers.

Medicines in the Academy: The Academy is not allowed to administer medicines, including paracetamol. If, however, a student must take medicine prescribed by a doctor, please fill in a Medication Permission form and hand it into reception.

Confidentiality: All information required or given by parents/carers is treated in the strictest confidence and complies with GDPR. Please see our website for further information.



Online Safety

Information and guidance



The Child Exploitation and Online Protection Centre (CEOP) have issued the following guidance to help you keep your child safe online. A link to the CEOP site can be found on the school website.

Learn how to protect your child online:

- The online world is integral to how children stay in touch with their friends, and access to the internet is now available like never before. However, there are inherent risks associated with new technologies and it is essential for young people and their parents / carers to understand how to reduce these risks.
- The Child Exploitation and Online Protection (CEOP) Centre is the UK's national child protection agency. At CEOP, we believe the start of the new school year is the perfect time to speak to your child about how they use the internet and how they can stay safe online.

Through the ClickCEOP advice and help centre, members of the public can access guidance on a broad range of topics to help protect their children, or alternatively report a concern directly to CEOP.

CEOP's Children and Young People's programme, Thinkuknow, is used in schools nationwide to educate young people about how to stay safe online. As parents, you play a fundamental role in this aspect of their education. To stay up to date with further information and advice, visit www.thinkuknow.co.uk/parents to find information on:

- What are the risks posed to your child online?
- What can you do to protect your child?
- Where can you go if you are concerned?

We want to help you and your family stay safe online, there are some simple steps below that you can follow to achieve this. CEOP has been working with social networking sites such as Facebook, BEBO, MSN and other major providers to put internet safety advice at the fingertips of your child, through the ClickCEOP application.

Facebook Users: Visit www.facebook.com/clickceop to add the 'ClickCEOP' app to your profile and ask your children to do the same. The app is free and easy to use, and gives you immediate access to internet safety advice as well as being able to report any suspicions to us. If you become a 'friend' of the page, we will invite you to our free online safety surgeries and send you updates. By clicking on 'Add the App' on the left hand side of our Facebook page you can add the 'ClickCEOP' button to your profile.

MSN & BEBO Users: Look for the ClickCEOP icon on the side of every profile page. It is a default setting and provides immediate access to internet safety advice and allows you to report any suspicions.



Online Safety

Information and guidance



Web Browsers: If you use Firefox, Internet Explorer or Google Chrome, you can customize your browser, enabling users to see the ClickCEOP button, regardless the website.

By following the guidance above, you can help protect your child to ensure they are enjoying the internet safely. You may also find further guidance and app-specific parent information on our website and e-safety Firefly page.

If you would like to discuss issues raised in this information, please contact Mrs Hazel or Mrs Hadgett on the Academy phone number.

General Data Protection Regulations (GDPR)

Trentham Academy aims to ensure that all personal data relating to students and parents is collected, stored and processed in accordance with the 'General Data Protection Regulation' (GDPR) and the Data Protection Act 2018.

Please refer to our GDPR Policy and Privacy Notices on the Academy's website www.trenthamacademy.co.uk. If you are unable to access the website, please contact the Academy and we will provide you with paper copies.

If you have any questions about how the GDPR affects you, please contact the school.

Term Dates

2020-2021 *(subject to adjustment for Coronavirus impact)*



Autumn Term 2020

Inset Day	Tuesday, 1 st September
School Opens (to pupils)	Wednesday, 2 nd September
Inset Day	Friday, 23 rd October
Half Term	Friday, 23 rd October – Friday, 1st November
School Opens (to students)	Monday, 2 nd November
Inset Days	Friday 27 th November and Monday 30 th November
Christmas Holiday	Monday, 21st December – Friday, 1 st January

Spring Term 2021

School Opens (to students)	Monday, 4th January
Inset Days	Monday, 25 th January and Tuesday, 26 th January
Half Term	Monday, 15th February – Monday, 22 nd February
Inset Day	Monday, 22 nd February
School Opens (to students)	Tuesday, 23rd February
Easter Holidays	Friday, 2nd April – Friday 16th April

Summer Term 2021

School Opens	Monday, 19th April
May Day	Monday, 3 rd May
Half term	Monday, 31st May – Friday, 4 th June
School Opens	Monday, 7 th June
Inset Days	Thursday 1 st and Friday 2 nd July
School Closes for Summer	Wednesday 21 st July



United by our values, we place children and young people first in everything we do.