

# Redcar Academy



Inspired to strive for personal excellence

Aspirational • Respectful • Determined • Innovative

Parent Information Booklet

## Welcome to an ambitious future

I would like to take this opportunity to welcome you and your child to Redcar Academy. We will do everything we can to ensure that your child will be happy and successful whilst at the Academy.

Our aim is to inspire our students to be successful young adults who have the skills and qualifications to achieve their aspirations. We want our students to develop respectful and determined attitudes so that they continue to learn and strive for personal progress in all areas of the Academy.

This booklet is designed to provide parents/carers and students with the necessary information to help you be confident and knowledgeable about the Academy.

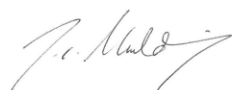
The autumn term starts on Wednesday 2<sup>nd</sup> September 2015. All Year 7 students are asked to go to the main hall at 08:20am where they will meet their 'buddies' who will take them to lesson 1 which starts at 08:30am.

Students must be in full Academy uniform, with their lesson equipment and their bag. Every student will have their timetable and planner re-issued to them. We ask parents to check and sign the student planner every week.

If you have any questions or concerns regarding your child then please contact his/her tutor, initially. Tutors will contact their Student Support Manager or Head of House where appropriate.

I look forward to getting to know you and your child over the next five years and celebrating their progress and successes.

Yours sincerely



Mr Jonathan Moulding  
Acting Head Teacher

## Times of the Academy day

Students are advised to arrive on the Academy site at 8:15 am in order to be punctual and ready for their school day.

8:30 - 9:00 a.m.	Period 1
9:30 - 10:30 a.m.	Period 2
10:30 - 11:00 a.m.	<b>Tutorial/Assembly</b>
11:00 -11:15 a.m.	<b>Break</b>
11:15 - 12:15p.m.	Period 3
12:15 – 13:15p.m.	Period 4
13:15 – 13:50 p.m.	<b>Lunch</b>
13:50 - 14:50 p.m.	Period 5
14:50 – 15:30 p.m.	Period 6 Monday/Tuesday/Wednesday
14:50 p.m.	End of school day - Thursday/Friday

## Academy Holidays 2015 – 2016

The holidays for the upcoming academic year are listed below:

<b>Holiday</b>	<b>Academy closes at end of school on:</b>	<b>Academy Re-opens at 8.30 am on:</b>
Summer 2015	Friday 17 <sup>th</sup> July	Wednesday 2 <sup>nd</sup> September
Autumn Half Term	Friday 23 <sup>rd</sup> October	Monday 2 <sup>nd</sup> November
Christmas 2015	Friday 18 <sup>th</sup> December	Monday 4 <sup>th</sup> January 2016
Spring Half Term 2016	Friday 12 <sup>th</sup> February	Monday 22 <sup>nd</sup> February
Easter 2016	Thursday 24 <sup>th</sup> March	Monday 11 <sup>th</sup> April
Summer Half Term 2016	Friday 27 <sup>th</sup> May	Monday 6 <sup>th</sup> June
Summer Holidays 2016	Friday 15 <sup>th</sup> July	TBC

Listed below are the dates when the Academy is closed to students:

<b>Date</b>	<b>Reason for closure</b>
Tuesday 1 <sup>st</sup> September	PD Day
Friday 27 <sup>th</sup> November	PD Day
Mon 18 <sup>th</sup> , Tues 19 <sup>th</sup> , Wed 20 <sup>th</sup> July	Training Day, school closure

## Who is supporting your child?

The Academy operates a Vertical House System, where students are part of a tutor group of students from all Year 7 through to Year 10. Each House also has Year 11 tutor groups. This structure plays a big part in contributing to our family feel and the respectful community within the Academy.

Our Houses: Adventure, Discovery, Endeavour and Resolution—all named after the ships of Captain Cook, each have a colour and are led by a Head of House and Student Support Manager. The key people are highlighted below.

HOUSE	COLOUR	HEAD OF HOUSE	STUDENT SUPPORT MANAGER
Adventure	GREEN	Miss More	Mr Hutchinson
Discovery	RED	Mrs Darby	Mr Sizer
Endeavour	YELLOW	Mr Maher	Mr Keegans
Resolution	BLUE	Mr Pearson	Mrs Downing

Although the Student Support Manager and Head of House are important people **your child's tutor should be the first point of contact for both you and your child.** If necessary the tutor may involve the Head of House or the Student Support Manager.

## Have your say: Parent Voice

The Academy is keen to establish a positive and open working relationship, and central to this is our 'Parent Voice' group. This is NOT a PTA, nor is it a formal meeting, it is simply an informal opportunity for parents to meet to discuss what they feel would help to improve the learning of the students and the success of the Academy.

If you are interested in becoming part of the 'Parent Voice' gatherings then please e-mail **parentforum@redcaracademy.com** to be added to the mailing list. They meet on the final Thursday of each half term at 6pm.

## Academy Expectations: Equipment

In order for students to succeed they need to be equipped. It is the Academy's expectation that every student will have the items listed below as a bare minimum in preparation for their lessons, and carry them at all times:

- Schoolbag
  - Pen, pencil, eraser and ruler
  - Planner & timetable (provided by the Academy)
  - Homework Folder and Book

## Academy Expectations: Attendance and Punctuality

Research has proved that there is a clear link between achievement and attendance; students who miss more time at school do not do as well. Regular school attendance keeps children safe, whereas evidence shows that students who truant are more likely to be involved in crime and anti-social activity.

There is a clear link between poor attendance at school and lower academic achievement. Of students who miss more than 50 per cent of school only three per cent manage to achieve five or more GCSEs at grades A\* to C including Maths and English. 73 per cent of students who have over 95 per cent attendance achieve five or more GCSEs at grades A\* to C.

**Students are expected to:**

- Attend school every day;
- Attend school punctually (before 8.30 am, at 8.40 this will be recorded as an official Late mark 'L'. Students arriving beyond 10am will be marked as 'U');
- Attend appropriately prepared for the day;
- Discuss promptly with their Form Tutor or Student Support Manager any problems that may affect their school attendance.
- Seek out staff – before their next lesson – to complete work missed due to absence.

**You can expect teachers to:**

- Support your child to catch up with work missed due to absence so that more learning time is not lost.

**We need parents/carers to:**

- Ensure attendance every day at school.
- Report absence – through the school absence line – before 8:15 am on the first day of absence.
- Not withdraw students in term time for holidays.

**Examples of unauthorised absences:**

- shopping/daytrip/visit to a theme park;
- a birthday treat;
- oversleeping due to a late night;
- looking after other children / other family member;
- appointments for other family members;

Redcar Academy and home need to work together in order to achieve good attendance and to encourage students to aspire for excellent attendance; if you have not contacted us to inform us about your child's absence you will receive an automated message to your landline or mobile informing you that your child has not attended the Academy. You may receive a follow-up telephone call or a letter if you do not inform the Academy of an absence.

**The full Attendance policy can be found on the Academy website, under the Policies section, in the Downloads tab.**

**Academy Expectations: Holidays in Term Time**

Redcar Academy and the Government believe that absences during term time should be avoided as they can have a damaging effect on a student's education and overall achievement. However, it is recognised that there may be exceptional reasons which may justify authorisation of an absence by the Headteacher.

If you wish to take your child out of school within term time:

- Application is to be made in writing in advance (At least 4 weeks in advance) by the parent with whom the student normally resides.
- Leave of absence will only be granted where the Headteacher considers it is due to 'exceptional circumstances'.
- Leave of absence taken without authorisation may be referred to the Attendance Welfare Service. This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate notice would be issued to each parent for each child.
- Applications should be requested before any expenses are committed.
- There is **no** automatic entitlement in law to take leave during school time.

- Students' who wish to apply for a leave of absence must complete the official request form. This can be collected from reception or downloaded from the Academy's website. Completed forms should be returned to the Academy's Student Reception at least 4 weeks before the proposed absence (where possible).
- Leave in term time will **not** be agreed by the Academy at any time unless circumstances surrounding the request can be evidenced, by parents, to be exceptional.

## **Academy Expectations: Illness, Medication and Signing Out**

### **Illness and Accidents:**

If your child feels unwell or has an accident they must tell a member of staff immediately. Normally a first aider will be sent for. If your child is too ill to remain in school or if hospital treatment is necessary, then you will be contacted to make suitable arrangements. It is essential that our records show your accurate and up to date contact details as well as emergency contact details.

**Under no circumstances should students leave the Academy or go home without permission** from a staff member and without signing out at Student Reception.

### **Medicines:**

1. The Academy WILL NOT routinely administer paracetamol, aspirin or antibiotics to any child.
2. If your child has been prescribed medication by a GP and this needs to be taken at least four times per day, please come into the Academy and complete a Health Care Plan, advising of the dosage, timings etc. The medicine will be stored appropriately and administered as per GP instructions. We cannot administer any medication that is not prescribed by a GP or where parents have not called into the Academy to complete a Health Care Plan. Further details can be found in our Administering Medication Policy available on our website.
3. We can also administer some controlled drugs e.g. Ritalin, but they must be presented to the Academy in a secure, named, childproof container. The same procedure will apply as point 2 above.
4. In the case of asthmatics—we have been informed that there is no need for brown inhalers to be in the Academy and blue inhalers should be kept in the student's possession. In serious cases, a spare inhaler can be kept in the Academy—named and dated.

If your child requires a Medical Health Care Plan for any reason, please complete the relevant form enclosed in this information pack — please return the form to the Academy at your earliest convenience if you are unable to complete this tonight.

### **Signing Out:**

It is best to make medical appointments outside of Academy hours. If your child must leave the Academy during the day for any reason, please send a note in advance of the date.

Students must sign out at the main Academy reception desk, if and when they return later on the same day, then they must sign back in, again at the same reception desk.

## **Academy Expectations: Information sharing / letters home**

### **School Gateway**

At Redcar Academy, we strive to provide excellent communication between us as a school and you are the parent/carer. As such, we have invested in software to allow us to give you a brief but useful overview of your child, from anywhere with an internet connection. Not only that, but we also give you the ability to top up your child's dinner money. To do this, we only need your mobile number and e-mail address. Simply visit <https://login.schoolgateway.com> and click on 'New User'. Register with your details and then

you'll be sent a pin code to login. Once you login, you can see your child's achievements, behaviour, timetable, dinner money balance and more.

If we do not have the above details, or registering does not appear to work – you can contact our friendly admin staff on 01642 289211 who will be happy to assist.

### **E-mailing Letters**

In a continuous bid to ensure you receive Academy information directly, without postage delays or relying on your child to give you the information – we have developed our existing systems to enable us to e-mail you directly, either personally or as part of a whole school message.

We may send you information about your child, school newsletters and letters home. We can also e-mail you your child's timetable to you.

For us to do this, we need your e-mail address. If this is something we don't already have and you would like to receive all communication that would normally be posted by e-mail, then please contact us on 01642 289211.

## **Academy Expectations: Respect and Rewards**

### **Respect:**

A culture of mutual respect is central to what we believe. We feel that everybody has the right to be happy and treated with dignity; to be themselves; to be safe and have the right to be heard. Our principles behind such an approach are to establish behaviours that support learning.

### ***Students are expected to:***

- Show care, courtesy, consideration and respect for everyone at all times.
- Look after all parts of the buildings and resources so that everyone can enjoy them.
- Keep safe by following our e-safety and healthy lifestyle guidelines and by talking to someone immediately if feeling unsafe.

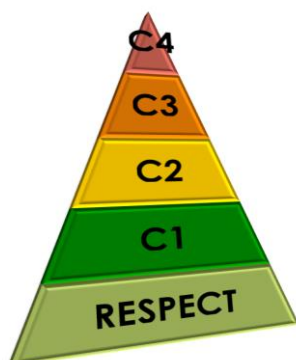
### ***You can expect teachers to:***

- Support your child, want the very best for your child and listen to your child appropriately.
- Show care, courtesy, consideration and respect for everyone at all times.
- Contact parents/carers within 24 hours, if a concern or question is raised.

### ***We need parents/carers to:***

- Ask questions if anything at all needs clarification or there are any concerns, by telephoning or emailing the Academy or via a note.
- Show care, courtesy, consideration and respect for everyone at all times as we all want the best for your child.

Within the classroom we use the Respect and Consequence system to manage negative behaviour. Classroom disruption will result in:



**RESPECT** – a polite reminder you are not meeting expectation.

**C1** – Warning

**C2** – Further warning and action – e.g. change of seats, different work given, period of time outside to cool down.

**C3** – C3 Slip given to the student and the student is sent to another room. 30 minute detention awarded.

**C4** – Isolation: 24 hours out of circulation in school. Will miss break and lunch time.

Where repeated C3/C4 disruption of lessons occurs, students will be intensively and closely monitored by their Tutor, Head of House and Student Support Manager, resulting in formal student monitoring being applied, potentially including; isolation; time in the Compass Centre; exclusion; Discipline Panel interview.

**The full Behaviour for Teaching & Learning Policy can be found on the Academy website.**

**Rewards:**

The Academy strives to RECOGNISE and REWARD achievement at all levels.

- Rewards should outnumber consequences.
- We will endeavour to tell the students when they are doing well
- We will endeavour to tell the parents too!

Our current policy is evolving and will mirror our consequence system in September where students will gain R1-4 throughout the day and build achievement points. Students with the highest number will be entered into a termly prize draw to win a number of exciting prizes.

Other rewards in school include: verbal praise; student ambassadors (sport, learning, citizenship); Subject awards; early lunch passes; Headteacher's awards; Headteacher's lunch; rewards trips; year celebration events.

**Academy Expectations: Class Work and Homework**

We have high expectations of our students, as we want to give them the best possible chance at succeeding in life and realising their potential. For this to be achieved we will need to set work in addition to that given out in the classroom. We expect all work – class work or homework, to be completed to the best of each individual's ability.

Homework supports learning. Homework is set to help students become independent learners who manage their time effectively and to become self-motivated learners. As students get older, the amount of work they have to complete out of lessons increases. This may be in the form of online learning through 'I am Learning.'

**Homework is not optional. It is set to complement the work undertaken in class and it is expected that students will complete it on time.**

**Homework Timetable as follows:**

**Week A**

Monday	Tuesday	Wednesday
Maths	English	Science
Technology - Food	Geography	ICT
French/Spanish	Dance	Pathway C
Pathway A	Pathway B	Music

**Week B**

Monday	Tuesday	Wednesday
Maths	English	Science
History	RE	PE
Technology – Res Mat/DD	Art	Drama
Pathway D	Pathway E (Yr9 and 10 only)	

**Academy Expectations:**

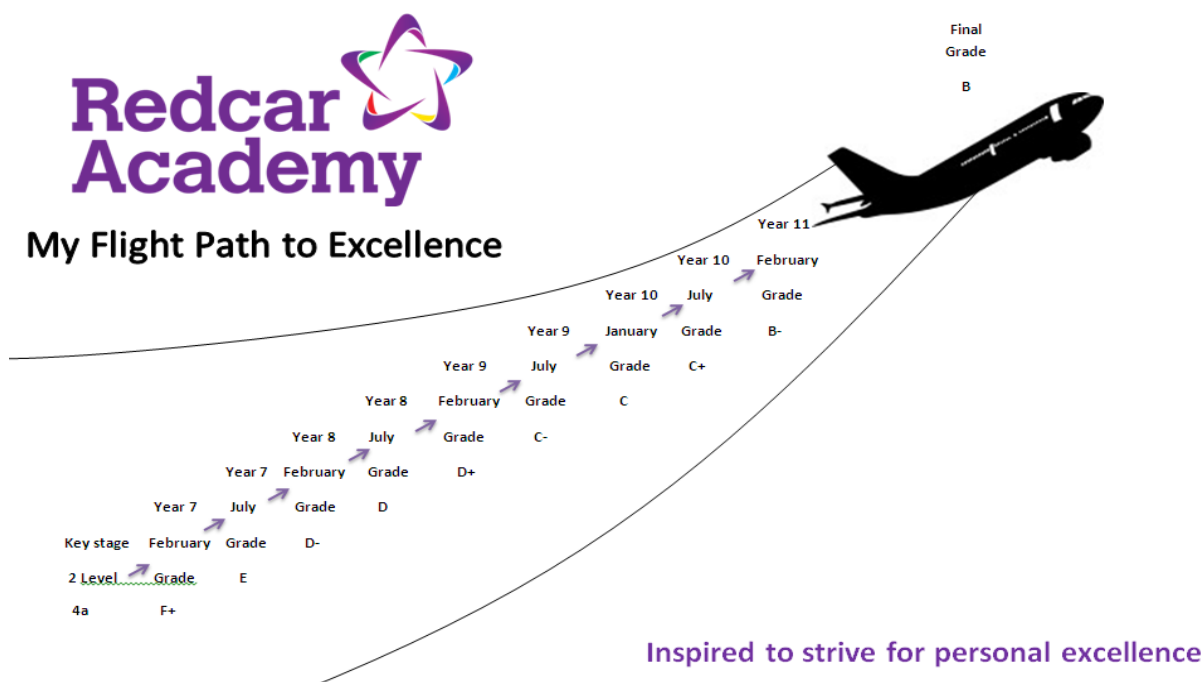
In English, Maths, Science, History, Geography, RE, we are setting an aspirational goal for the students by assessing them using GCSE style questions. The assessments have been graded using GCSE grade boundaries and we have added 10% on to the most recent grade



boundaries to ensure that future fluctuations in grade boundaries are accommodated. In all other subjects we have designed an innovative system that allows us to judge the students against their competency to access a GCSE course. The following table should give you some idea of how GCSE grades relate to the old Key Stage 3 levels to allow you to track the progress of your child from their key Stage 2 level.

National Curriculum Levels	GCSE Grades
7A	C+
7B	C
7C	C-
6A	D+
6B	D
6C	D-
5A	E+
5B	E
5C	E-
4A	F+
4B	F
4C	F-
3A	G+
3B	G
3C	G-
B	U

Students will record their progress in their books or files for all subjects and will track their progress against expected standards using a flight path as shown below. You will receive a personalised version of your child's flight path with their first report.



### Academy Expectations: Educational Visits

The Academy believes in making learning happen beyond the walls of the Academy and we will look to offer a wide range of educational visits and off-site experiences. You will be notified in good time of all visits happening outside of the Academy. In order to make this process easier on parents we will ask for a generic consent form to be completed at the

beginning of Year 7. However, parents will be expected to complete a full consent form for visits that go outside of the Tees Valley or involve visits near to or on water. To give your consent for your child to be involved in such visits, please sign the off-site visits form. This will cover your child for the duration of their time with us.

### Academy Expectations: Uniform

The Academy has very high expectations in terms of uniform. Uniform is not an option and we expect our students to wear the uniform at all times and take pride in their smart appearance.

The table below highlights what is acceptable and what is not.

ITEM	AGREED UNIFORM	NOT ALLOWED
<b>Blazer</b>	Academy blazer - must be worn in the building at all times. Blazers can be removed in classrooms at the discretion of the teacher. No other outdoor clothing may be worn in the building.	Sleeves rolled up.
<b>Tie</b>	Ties with house colours must be worn at all times.	
<b>Shirts</b>	White long or short sleeved shirt with top button fastened and tucked in at all times. Plain white t-shirt or vest may be worn underneath.	Fitted blouses or blouses with a collar unsuitable for wearing a tie. No coloured vests or t-shirts to be worn under shirt.
<b>Jumper (optional)</b>	Academy jumper – grey v-neck with purple stripe around the neck.	Tracksuit top Hoodie
<b>Trousers (Boys)</b>	Black formal trousers	Jogging bottoms and jeans.
<b>Trousers (Girls)</b>	Black formal trousers (Boot cut will be accepted)	Skinny Fit (Tight fitting) Trousers, leggings, jeggings and jeans.
<b>Skirts</b>	Black academy skirt	Tight, stretch lycra material. Culottes
<b>Belts</b>	Plain black belt with plain buckle	
<b>Tights</b>	Black tights	Patterned tights / footless tights.
<b>Shoes</b>	Black footwear suitable for outdoor wear. All laces must be black and tied.	Trainers, plimsolls, canvas shoes or boots.
<b>Bags</b>	Bags large enough to hold an A4 folder	
<b>Hair</b>	Hair must be natural colours, long hair must be tied back in PE and technology classes.	Extreme colours or styles.
<b>Hair accessories</b>	Plain hair bands, slides, etc.,	
<b>Jewellery</b>	Watch and a charity band (one only)	Chains, ear rings, body piercings, bracelets and anklets.

<b>Make-up</b>	Discreet make-up.	Nail varnish must be removed. False eye lashes.
<b>Hats, gloves &amp; scarves</b>		These items are not permitted to be worn inside the building.
Coats	Any water proof coat is allowed to be worn over the blazer and carried around school.	Tracksuit tops Hoodies Leather Jackets/coats

### Academy Expectations: PE Uniform

The table below highlights what is acceptable and what is not. Please note: **ALL** students will get changed for PE, this includes those with injuries.

ITEM	AGREED UNIFORM	NOT ALLOWED
PE—Academy indoor top	Ideal for indoor lessons or the summer months when the weather is better.	Other shirts with a brand name.
PE—Academy outdoor top	Ideal for outdoor lessons and sports such as rugby, football or hockey.	Other shirts with a brand name.
Academy fleece (optional)	Ideal as an extra layer in the winter months. Groups will often have no alternative but the outdoor space and the sports staff are keen for students to be warm so that they can concentrate on their learning.	
Black shorts	Plain black shorts.	Alternative colours.
Black socks	Plain black socks.	Alternative colours.
Academy tracksuit top (optional)	Created through student requests—can be worn indoors or out.	
Academy tracksuit bottom (optional)	Plain black bottoms or thick leggings (girls) can be worn.	
Training shoes	Ideally these should have light coloured soles so that they do not mark the indoor sport surfaces.	Plimsolls—they do not provide adequate ankle support during sports activities.
Football boots	Essential for outdoor lessons. Can be worn by both boys and girls.	

Hats and gloves	Dark colours at the discretion of the class teacher—weather dependent.	Bright colours or designs that will impede upon performance.
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**Please label all items of uniform and PE kit to ensure a prompt return if lost**

### Academy Expectations: Food

The Academy offers a range of hot and cold food during break and lunchtime. Students use a Biometric Cashless Payment system: we request that you sign the form attached to this booklet to enable us to use your child's finger prints for this. Those eligible to receive free school meals use the same system. If you are eligible for free school meals, please make sure you tick the appropriate box on the enclosed form. Students may bring a packed lunch to school if they wish and we encourage parents to read the Academy Policy located on the Academy website. Fizzy and energy drinks are **NOT** allowed in the Academy and will be confiscated.

**No students are permitted to leave the school site on a lunchtime**

### Academy Expectations: Mobile Phones

The mobile phone policy was previously created in consultation with students and has recently been adapted once again at the request of students, in order to make sure that mobile phones and mobile devices can be utilised within the Academy **where appropriate**.

#### Unacceptable uses:

- Phones out at any point in a lesson, or between lessons.
- Music being played out loud from devices
- Earphones playing music in lessons or when travelling in the building
- Taking images/videos of staff IN ANY CIRCUMSTANCE
- Taking images/videos of students without their consent
- Uploading images/videos taken in school on line

Mobile devices brought into the Academy are at the liability and risk of the owner. If mobile devices are not used in accordance with the Academy Policy, staff will confiscate the device which will be passed to reception who will inform parents of the infringement. Parents must come to the Academy to pick up the phone; phones will not be handed back to students. **The full policy is available on the Academy website.**

#### Academy Policies:

All of the policies and information below are available on the 'Policies' tab of the Academy website.

- Data Protection Policy
- Home School Agreement
- School Comms Opt Out information
- ICT Acceptable Use Policy

Copies of the policies are available to collect on the Transition Evening or are available from Student Reception upon request. It is an expectation of the Academy that parents or carers sign to acknowledge understanding and agreement to the terms laid out in the above mentioned policies.

**Please acknowledge that you have read and accept these polices on the enclosed form.**

# Redcar Academy



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**Inspired to strive for personal excellence**

**ASPIRATIONAL • RESPECTFUL • DETERMINED • INNOVATIVE**

**Developing creative learners through a rich experience**