

NEWMARKET ACADEMY

Information Booklet
For Admissions
2015

*Compassion – Courage – Hope – Integrity – Justice –
Resilience – Respect – Responsibility – Wisdom*

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Term Dates 2015-16

Autumn Term 2015

Wednesday 2nd September	PD Day
Thursday 3rd September	PD Day
Friday 4th September	First Day of Term for years 7 & 12
Monday 7th September	First Day of Term for all other years
Friday 23rd October	PD Day
Monday 26th – Friday 30th October	Half Term
Friday 18th December	Last Day of Term

Spring Term 2016

Monday 4th January	PD Day
Tuesday 5th January	First Day of Term
Friday 12th February	PD Day
Monday 15th – Friday 19th	February Half Term
Thursday 24th March	Last Day of Term

Summer Term 2016

Monday 11th April	First Day of Term
Monday 2nd	May Bank Holiday
Monday 30th May – Friday 3rd June	Half Term
Thursday 21st July	Last day of term



Timing of the Academy Day

8.30am	-	Tutor Time
8.50am	-	Period 1
9.50am	-	Period 2
10.50am	-	Break
11.10am	-	Period 3
12.10pm	-	Period 4
1.10pm	-	Lunch
1.55pm	-	Period 5
2.55 – 3.55pm	-	Period 6 (Tuesdays/Thursdays only)

Buses leave at 3.05 on Mondays, Wednesdays and Fridays and at 4.05 on Tuesdays and Thursdays.

Attendance

Why is school attendance so important?

- Children who attend school regularly are more likely to achieve good results and reach their full potential.
- Attendance at school supports children's emotional and social health and development.
- Good attendance will help you to give your child the best possible start in life.
- Good attendance helps develop learning habits that will last into later life.
- Good attendance increases opportunities for post 16 education and for positive references for future employers.
- Children who have attended their school regularly have a better chance of getting and keeping a good job.

"Make every day count"

Research shows the positive impact that good school attendance has on the academic achievement of students.



<i>94% Attendance</i>	<i>=</i>	<i>Very good chance of achieving A*-C grades</i>
<i>93% Attendance</i>	<i>=</i>	<i>Good chance of achieving A*-C grades</i>
<i>92% Attendance</i>	<i>=</i>	<i>Fair chance of achieving A*-C grades</i>
<i>90% Attendance</i>	<i>=</i>	<i>Less than 50% chance of achieving A*-C grades</i>
<i>88% Attendance</i>	<i>=</i>	<i>Less than 35% chance of achieving A*-C grades</i>
<i><88% Attendance</i>	<i>=</i>	<i>Less than 30% chance of achieving A*-C grades</i>

What research says about the potential effects of poor attendance:

- Children who are frequently absent from school, without a good reason, are 12 times more likely to leave school without any qualifications.
- Young people who truant are three times more likely to break the law.
- Children who do not attend school are more likely to be victims of crime or abuse.

Lateness = Lost Learning

*(Figures below are calculated over a school year)

5 minutes late each day	3 days lost!
10 minutes late each day	6.5 days lost!
15 minutes late each day	10 days lost!
20 minutes late each day	13 days lost!
30 minutes late each day	19 days lost!



...Every Minute Counts

95.5% Attendance = 1 day off in a school year

94.7% Attendance = 10 days off in a school year

90% Attendance = 20 days off in a school year

Regular poor attendance at 90% through school during years 7-11 is equal to half a year of school.

90% attendance during all primary and secondary years is equal to a whole year of absence.

What Newmarket Academy is encouraging our parents/carers to do

- Send your children to school on time every day.
- Take holidays only during school holidays.
- Always phone if your child is too ill to go to school (01638 664412).
- If your child wakes up feeling unwell give appropriate medication and see if they are well enough to return to school later on - avoid full days of absence.
- If you arrange medical or dental appointments, insist on either out of hours appointments or the very beginning/end of day, so your child can be in school for at least part of the day.

What is authorised absence?

Your child's absence is only acceptable if:

- Leave has been authorised by the school.
- Your child cannot attend due to illness, injury or other unavoidable causes such as family bereavement.
- Your family are observing a time of religious importance.

The school is no longer permitted to authorise any leave of absence requests in term time, unless under 'exceptional circumstances'. The final decision on any request for a leave of absence lies with the Head of School.

What are the possible implications for unauthorised absence?

- A school based meeting to discuss the Academy's concerns.
- Referral to the Education Welfare Officer (EWO).
- Fixed penalty notice will be issued for holidays during term time and for poor attendance. The amount is £60 per parent per child, if paid within 21 days, increasing to £120 if paid after 21 days and before 28 days. After 28 days the case is forwarded to the Magistrates' Court.
- An education supervision order and in extreme cases the possibility of prosecution.

REGULAR SCHOOL ATTENDANCE IS VITAL IN ENSURING THAT CHILDREN MAXIMISE THE EDUCATIONAL OPPORTUNITIES AVAILABLE TO THEM. IT IS ALSO AN IMPORTANT ELEMENT IN SAFEGAURDING THEM FROM HARM

Home-Academy Agreement

PARENT

I/we will be responsible for:

- sending my child to the Academy regularly, on time and properly equipped.
- supporting the Academy.
- supporting him/her in homework and other opportunities for home learning.
- attending parents' evenings and other meetings to discuss his/her education.
- making the Academy aware of any concerns or problems that might affect his/her work or behaviour including reasons for absence.

ACADEMY

Will be responsible for:

- setting and marking work and providing facilities for children to work in the Academy during the lunch hour and after school.
- sending home regular reports and arranging parents' evenings during which progress of children can be discussed with subject teachers and form tutors.
- keeping parents informed about Academy activities through newsletters and notices of special events.
- letting parents know about any concerns or problems that are affecting the progress of their child in the Academy.
- contacting parents if there is a problem with attendance, punctuality, behaviour or equipment.

STUDENT

I agree to follow the Academy's Code of Conduct:

- Always try to understand other people's point of view.
- Make it as easy as possible for everyone to learn and the teacher to teach.
- Move calmly around the Academy, keeping left, and be ready to hold open doors for others.
- Speak politely to everyone and use a low voice - even if you feel angry.
- Be silent when required.
- Keep the Academy clean and tidy, take care of displays and furniture.
- Remember that the Academy's reputation depends on the way we behave outside school.

Safeguarding

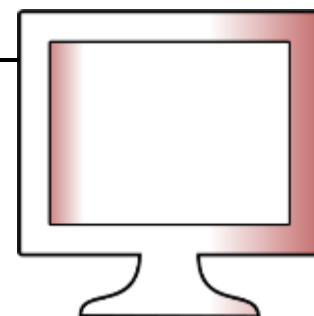
The purpose of Newmarket Academy's Safeguarding Policy is to provide a secure framework for the Academy in safeguarding and promoting the welfare of the students who attend our Academy. The policy aims to ensure that:

- all our students are safe and protected from harm
- other elements of provision and policies are in place to enable students to feel safe and adopt safe practice
- staff, students, Governors, visitors, volunteers and parents are aware of expected behaviours and the Academy's legal responsibilities in relation to its students

Safeguarding in Newmarket Academy is considered everyone's responsibility and as such our Academy aims to create the safest environment for every student. The Academy recognises the contribution it can make in ensuring that all students feel that they will be listened to and have appropriate action taken in response to any concerns that they may raise. We will do this by endeavouring to work in partnership with other agencies and seek to establish effective working relationships with parents and carers to develop and provide activities and opportunities throughout our curriculum that will help to equip our students with the skills they need. This will include materials and learning experiences that will encourage our students to develop essential life skills and protective behaviours.

E-Safety Policy

All students must follow the conditions described in this policy when using Academy ICT networked resources including: internet access, email and any internal or external access to shared resources or applications. Full details of the E-Safety Policy can be found on the Academy website.



Breaking these conditions may lead to:

- Withdrawal of the student's access
- Close monitoring of the student's network activity
- Investigation of the student's past network activity
- In the most serious cases, potential criminal prosecution

Students will be provided with guidance by the staff in the use of the resources available through the Academy's network. Academy staff will regularly monitor the network to make sure that it is being used responsibly, with:

- Respect – to use ICT with the high standards of respect for other people
- Safety – to use ICT with due regard to your safety and that of others
- Responsibility – to use ICT and new technology appropriately and responsibly

The Academy will not be responsible for any loss of data as a result of the system or student mistakes in using the system. Use of any information obtained via the network is at the student's own risk.

The policy also contains information on cyberbullying:

- Different categories of cyberbullying
- Guidance for the student and parent/carer
- The Academy's processes for dealing with cyberbullying incidents

It is the personal responsibility of every student to take all reasonable steps to make sure they follow the conditions set out in this policy. Student must also accept personal responsibility for reporting any misuse of the network to the ICT Lead Technician.

Mobile Phones

Research shows that schools that have banned mobiles during the school day have improved exam results by more than 6%. This is because students have to talk to one another and better verbal communication leads to better written skills. It also avoids safeguarding issues such as students taking photographs or filming one another during less structured social time (break and lunch time).

As from Monday 6th July students are welcome to come to and from school with these devices, but as soon as they enter the school grounds they must be turned off and placed in the student's school bag out of sight, this includes break and lunchtime. If seen staff will follow the confiscation rule which is that the student will be asked to hand it to the member of staff who will then place it in a named envelope and hand it in at the main office. At the first confiscation the student will be able to collect it at the end of the day, consequent confiscations will require a parent or appropriate adult to collect the device and on the third and consecutive occasions a sanction will be given.

Parents were consulted at the recent parent Forum and were very positive and supportive of the policy. The main concern expressed was how they would contact their child in an emergency and vice versa. Therefore it was agreed that in an emergency should parents/carers need to contact a student they can do so by calling Reception and if a student needs to contact home they should go to their House office, where they will be allowed to use the school phone or their own.



Accelerated Reader

As part of the whole-school literacy strategy, students in years 7 and 8 at Newmarket Academy use the highly motivational Accelerated Reader Programme.

Accelerated Reader (AR) is a computer programme which helps teachers and librarians manage and monitor children's independent reading practice. Your child picks a book at his own level and reads it at his own pace. When finished, your child takes a short quiz on the computer. (Passing the quiz is an indication that your child understood what was read.) AR gives children, teachers, and librarians feedback based on the quiz results, which the teacher then uses to help your child set goals and direct ongoing reading practice. For more information and a comprehensive guide for parents, please go to: www.renlearn.co.uk



Perform

- P**ositively participate in all tasks
- E**ncourage everyone with kindness and fairness
- R**espect each other and the environment at all times
- F**ollow instructions immediately
- O**n task always
- R**eady to learn with resilience and responsibility
- M**ake the most of yourself, be trustworthy and honest

Rules and Expectations

General Appearance

- Students should dress smartly at all times – Full and correct uniform must be worn. We will send home anyone in inappropriate clothing to change.
- Extreme hairstyles and colours are not permitted. Discreet make-up is permissible for girls and should be barely noticeable. Use of excessive make up and coloured nail varnish is unacceptable and persistent infringement will result in a detention.
- Proper school shoes must be worn – no trainers and no canvas shoes. A student in trainers or canvas shoes must go straight to their House office to change into plimsolls.
- Scarves and coats must not be worn inside the Academy
- When an item is confiscated we will return it to the student on the first confiscation at the end of the school day. The second time it is confiscated a parent must sign for it at Reception before it is returned. Further confiscations will result in sanctions such as a detention. This includes mobile phones.

Jewellery & Belts

- The only acceptable jewellery is a single stud earring worn centrally in the lobe of each ear and one small ring.
- No fashion belts.

Any items, other than these, will be confiscated on sight.

Planner

You must have your planner with you at all times. If you lose it you will be required to pay for a new one.

Timetables

Take care of your timetable. If you lose it you will need to pay 10p for a replacement copy available from Reception during break time, lunchtime or before or after school only.

Leaving the Premises

Any student who needs to leave the premises during the Academy day must have a note from their parent/carer. This note must be shown to Reception when the student signs out.

Eating and Drinking

Food must be eaten in the Dining Hall, Main Hall (except during times of closure such as exam season) or outside. There is to be no eating in the classrooms or corridors at any time.

Smoking

Smoking is not allowed anywhere on the Academy premises or grounds. Cigarettes, e-cigarettes, lighters and matches will be confiscated and destroyed.

Illegal Substances

Possession of illegal substances in Academy will result in permanent exclusion.

Bounds

Students are not allowed out of bounds. The Leisure Centre is out of bounds to students unless accompanied by a member of staff.

The Rewards System

REWARD SCALE	How many points?		Examples
R1	1	Positive	<ul style="list-style-type: none"> • Every day low level motivational e.g. general enthusiasm/working well • Positive contribution or participation • 100% Attendance for a week
R2	2	Good	<ul style="list-style-type: none"> • Good work in lesson/ homework/test result • Participation in a sports team • Helpful or community spirit
R3	3	Very Good	<ul style="list-style-type: none"> • Any of the above amplified e.g. good longer piece of work, assessment, sustained effort or improvement over a few lessons • Student of the week nomination
R4	4	Excellent	<ul style="list-style-type: none"> • Sustained hard work • Participation in a school event e.g. assembly, drama, concert (an event which is not expected for everyone to take part in) • Long term attendance (end of term attendance winners)
R5	5	Outstanding	<ul style="list-style-type: none"> • Student of the week winner • Exceptional performance in a subject or activity in school or out of school. • Significant dedication, after hours, over and above the norm • Exceptional sporting achievement • Work on the recognition wall

Reward points may be recorded into the planner or directly into our computer system. The Office issue Standards certificates. The number of Rewards gained appears on your progress reports. Rewards are not issued for simply bringing equipment, attending school or handing in HW because this is expected learning behaviour. Additional rewards can be gained for outstanding attitude to learning on progress reports, Student of the Week awards or nominations, representing the Academy in the school production or sport.

Praise Emails are awarded for:

- Outstanding Effort***
- Sustained Progress***
- Outstanding Contribution***

Praise Emails go to your parents. A Praise Postcard will go home if email is not available. Praise Emails are awarded for work with a Department or within the Academy as a whole.

Standards certificates are awarded for:

- Platinum Standard*** - 200 rewards
- Gold Standard*** - 150 rewards
- Silver Standard*** - 100 rewards
- Bronze Standard*** - 50 rewards

Standards certificates are based on how many Rewards you achieve. Your tutor will tally these regularly. Houses will present Standards in assemblies. You should file it in your tutor folder.

Activities/Events will take place throughout the year to celebrate students' successes.

Paperless Communication



At Newmarket Academy we know how important it is that the communication between home and school is effective. In order to do this in a more efficient and environmentally friendly way, we use Schoolcomms to email general letters and information to our parents/carers. We ask all parents/carers to supply an email address for this purpose.

We also use Schoolcomms to contact parents when a student is not in school. We do ask parents to contact the Academy before 8.30am if a student is not in school. However, once the morning registers have been taken, the Attendance Officer will identify any students who are missing from school and text or email the parents/carers of those for whom we have not received a reason for absence. The reply sent back in by email or text will populate our attendance registers directly.

We also keep our website updated with information, including copies of letters, bulletins and news of events at the Academy. Our website address is www.newmarketacademy.co.uk.

Our general email address is reception@newmarketacademy.co.uk and a full list of email addresses for all staff is available on the website.



Essential Equipment



The items below should be brought to every lesson.

*A pencil case with:

- *Pen
- *Pencil
- *Ruler
- *Eraser

*Planner

*Text Books

*Exercise Books

Calculator

French/English Dictionary

Coloured Pencils

Reading book

*These will be supplied by the Academy and given to the student on the first day back in September



NEWMARKET ACADEMY

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