North Durham Academy

Transition Information Booklet for Parents and Students





Y6 Transition Booklet

Information and Guidance for Parents and Students

Transition is a time of change. As we pass through the various stages of life we experience many times of transition. For students, it means moving up to secondary school. Others may change a job or take on new responsibilities or a new role. These are all examples of transition.

Transition is a natural part of growing up and of maturing. Handled well, it makes us stronger people. But when it is surrounded by uncertainty or negative reactions, it can make us most unhappy.





Staff at North Durham Academy work hard to plan, prepare and support students ensuring that transition to secondary school goes as smoothly as possible.

During these unprecedented times we regret that we can not invite you to our 3 transition days before the summer term. This is a yearly event which sadly we will all miss out on but this will not dampen our spirits or hold us back in anyway. The information in this booklet will provide you with everything you need before attending North Durham Academy.

People to Help Your Child in Year 7

Year Manager- Mr Murray s.murray@ndacademy.co.uk

A Year Manager is responsible for all of the pastoral/welfare needs of students in Year 7. The Year Manager will monitor attendance, punctuality and behaviour as well as dealing with any problems students may have. Mr Murray will work with parents and other key people to help students succeed and overcome any difficulties they may experience.

Academy Lead for Transition — Mr Lee <u>j.lee@ndacademy.co.uk</u>

The Academy Lead is responsible for ensuring that the transition of each and every student at North Durham Academy is an effective process and that the needs of all students are met. Mr Lee will also work with parents and monitor individual students as well as cooperate with the SENCO and senior leaders to promote a positive experience for all.

SENCO — Mrs S Norman <u>s.norman@ndacdemy.co.uk</u>

Our Special Educational Needs Co-Ordinator (SENCO) supports students with SEN and carries out assessments of students to identify needs and monitor progress. Mrs Norman is on hand to provide advice and information for students and parents as well as support in a variety of forms within the academy.

Mentor

A Mentor is the person your child will see every week. The Mentor will check equipment, uniform and will be responsible for taking care of any concerns or issues, both pastoral and academic. Mentors will also monitor punctuality to lessons and will be vigilant in monitoring students conduct in school.

Subject Teachers

Subject teachers teach the students a wide variety of subjects across the academy in their designated area, as shown in the maps at the back of the booklet. Subject teachers will set meaningful tasks for students to complete at home.

Parents and Students

Research shows that students whose parents are involved get higher marks, have a better attitude towards learning and develop more confidence. There are a number of things which will help: ensure homework is completed; use and sign planners; attend parents evening and simply talk about the day to share what has been learnt.

Advice

Communication

Speak to peers, parents, siblings, teachers. Don't be afraid to ask them for help and advice. Remember a problem shared is a problem halved!

Be Yourself

It sounds simple, but people will respond much better if you just act naturally.

Get Organised

Make good use of the student planner and complete homework on the night it is set. Pack your school bag the night before and make sure practical subjects Food, Technology or PE are prepared for.

Give Your Body Time to Rest

Having early nights will make a difference as it will be easier to get up in the morning.

Focus

Pay attention to what the teacher is saying.

Go Outside Your Comfort Zone

Make an effort to chat to people and make friends.

Stay Calm

Don't panic it will be absolutely fine. Remember everybody starting in Year 7 is new to the academy, even some teachers too!

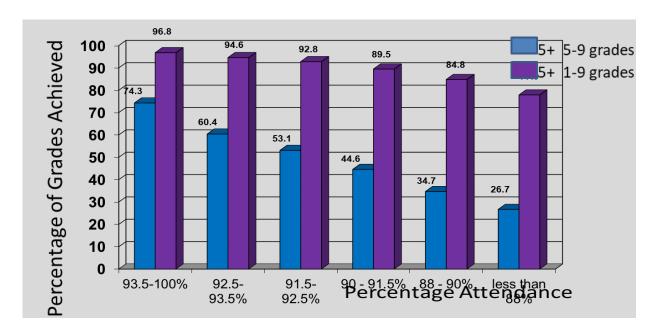




Attendance - 'Every Day Counts'

North Durham Academy

There is a strong link between good school attendance and achieving good results for students. If students frequently miss school they may fall behind in their work which may affect their future prospects.



No student in our academy will feel that less than 100% attendance is good enough. Students will be able to understand and articulate that there is a direct correlation between the number of days that they attend school and the grades they achieve.

Good school attendance also shows future employers that a young person is reliable, more likely to achieve well, earn more and play a positive role in their community.



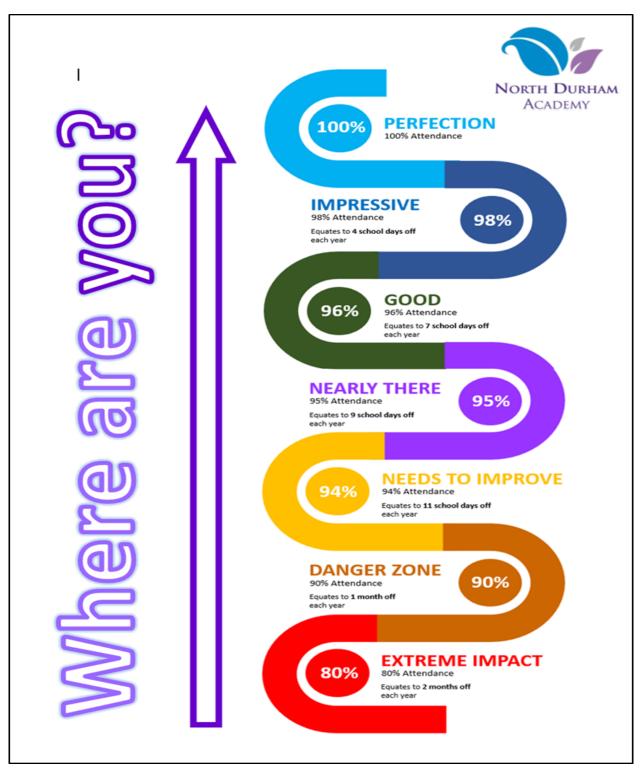
Attendance - 'Every Day Counts' Absence

- Students will talk the language of high rates of attendance being their aim and encourage those around them to aspire to this.
- Students will be resilient and will make a real effort to attend school every day because they will have a reason to want to attend school.
- If a student obtains 100% attendance, this will be celebrated each half term and at the end of the term with prize draws.
- Young people who are frequently absent from school are more likely to become involved in crime and anti-social behaviour.
- If a student DOES NOT regularly attend (including in September following COVID19), there will be a daily phone call which can lead to home visits, followed by formal warnings and court proceedings if no improvement is made and sustained.
- Fixed penalty notices will be issues in the event of unauthorised absences taken during term time which are not due to exceptional circumstances. Any leave of absence must be requested at least 4 weeks in advance.
- The academy have the right to unauthorise any absences and can request further evidence if required.

	Short term impact	Learning lost in a year	Learning lost in a school career	
100%	Full attendance	none	none	
95%	Half a day off per fortnight	2 weeks	10 weeks	
90%	A day off a fortnight	1 month Half a ye		
PERSISTENT ABSENTEEISM				
85%	A day and a half per fortnight	A half term	The equivalent of missing the whole of Y11	
80%	A day off per week	Over a half term	A full year	

NDA Attendance Snake

Each week students will monitor their own attendance. One day per week, students will move their printed names to where they currently exist on the snake. Students will then discuss this with their peers and write down any comments in their planner which parents need to sign on a weekly basis.



Weekly Attendance League and Rewards

At North Durham academy, each year group is linked with a Continent and within that Continent every form group is named after a country. Every week, we run an attendance league where we hold inter-continental competitions. The top countries at the end of the week will receive a prize and the top attenders from each country will also receive individual prizes. Furthermore, individual students will be put into end of term/year draws with a chance to win larger prizes.

Below is an image of the weekly attendance league.

Year 7- Africa

Year 8 - Asia

Year 9 - South America

Year 10 - North America

Year 11 - Europe

	VMG IT	Average of % Attendance Wk34 2016-17	House IT	Average of % Attendance Wk34 2016-17	VMG IT	Average of % Attendance Wk34 2016-17
1st	PER	96.20	South America	94.41	Africa	94.42
2nd	ECU	95.85	Asia	93.65	SOM	95.57
3rd	SOM	95.57	Africa	93.43	NIG	94.88
4th	CAN	95.56	North America	93.40	LIB	94.82
5th	BEL	95.44	Europe	90.99	GAM	92.18
6th	IND	95.26			Asia	93.86
7th	NIG	94.88			IND	95.26
8th	LIB	94.82			NEP	94.64
9th	NEP	94.64			SIN	93.67
10th	GUY	93.79			PHI	91.80
11th	SIN	93.67			■ Europe	92.86
12th	BOL	93.62			AND	96.04
13th	GUA	93.35			MOL	94.49
14th	NIC	92.88			MAL	93.03
15th	VEN	92.70			FIN	91.32
16th	GAM	92.18			AZE	90.90
17th	PHI	91.80			SAN	90.87
18th					■ North America	94.32
19th					CAN	95.56
20th					BEL	95.44
21st					GUA	93.35
22nd					NIC	92.88
23rd					South America	94.41
					PER	96.20
					ECU	95.85
					GUY	93.79
					BOL	93.62
					VEN	92.70

Academy Uniform

All uniform can be purchased from the Price and Buckland website

Follow the link below to browse and purchase uniform.

https://www.pbuniform-online.co.uk/schools/north-durham-academy.html

There is also a sizing guide available with the growing child in mind.

https://www.pbuniform-online.co.uk/sizing-information

Uniform Policy For All Year Groups Includes:

- Grey blazer with embroidered academy logo (separate male and female fit)
- Tie: Years 7 to 10 purple and grey striped clip on tie. Year 11 grey and purple striped tie
- White school shirt
- **Black loose fitting trousers:** these need to skim the top of the shoe and must have a button and zip fastening
- **Black skirt:** knee length which can be straight or pleated with a button and zip fastening
- Plain black leather shoes: no suede, canvas, boots or trainers
- Plain black belt: no more than 3 cm wide, if required.
- Tights: (60 denier) and black socks preferably
- **Optional item**: academy grey jumper with purple stripe no alternative is acceptable
- Plain black head scarf as appropriate: no jewellery within the head scarf
- School bag: as appropriate to carry all equipment needed for the day.

Please note that chain stores may sell items as school uniform that are not acceptable at North Durham Academy. We **DO NOT ALLOW** tight or stretchy skirts, leggings, jeans or trousers. If students do not have the correct uniform, they will be provided with alternatives until parents purchase suitable items. This will lead to a sanction if a student refuses to wear the ones on offer.

Expectations in September

We expect that when all students arrive that they adhere to the uniform policy listed above. However, if there are issues obtaining any of these items, please inform the academy at the earliest opportunity via email at transition@ndacademy.co.uk so we can try and support in the best way we can.

Academy Uniform

Footwear

Students must wear plain black polishable school **shoes**. Please note that branded shoes are not acceptable. Shoes should have no visible markings or brandings e.g. Vivienne Westwood. Suede and canvas shoes are not allowed due to the nature of the material as they are not water-proof.

PE Kit

It is essential that all students wear a North Durham academy logo PE top. However students can wear suitable black shorts or plain sports leggings of their choice along with any brand of trainer.

Personal Appearance

We do not accept any forms of jewellery in the academy due to health and safety reasons. False or polished nails are not permitted. Piercings, facial or bodily, are not allowed due to Health and Safety considerations. Hair styles should be practical, clean and suitable for a working environment.

Equipment

Every Year 7 student will be provided with a study pack that includes: a black pen, a red pen, ruler, rubber, pencil. A student planner will also be provided to help students organise themselves. Students should bring a bag to the academy every day.

Mobile Phones

Mobile phones should be switched off and kept out of sight during the school day. When students arrive in the Academy we expect them to be switched off and silent. Mobile phones will be confiscated if seen.

Essential Uniform Examples:



Year 7 School Day and Timetable

Lesson 1	08:30:00
Break	09:30:00
Lesson 2	09:45:00
Lesson 3	10:45:00
Lunch	11:45:00
mentoring	12:15:00
Lesson 4	12:45:00
Lesson 5	13:45
Catch up	14:45-15:15

	Mon	Tue	Wed	Thu	Fri
Reg	Tu	Tu	Tu	Tu	Tu
	7.8/Tu	7.8/Tu	7.8/Tu	7.8/Tu	7.8/Tu
	JEU 153				
	08:30 08:50	08:30 08:50	08:30 08:50	08:30 08:50	08:30 08:50
1	Pe	Ar	Ma	En	En
	7x/Pe1	7X1/Ar	7X1/Ma	7X1/En	7X1/En
	JOL	JET 128	AH 306	ALP 235	ALP 235
	08:50 09:55	08:50 09:55	08:50 09:55	08:50 09:55	08:50 09:55
2	Ma	Ma	Sa	Gs	Gs
	7X1/Ma	7X1/Ma	7X1/Sa	7X1/Gs	7X1/Gs
	LER 206	LER 206	OSA 224	HHY 338	HHY 338
	09:55 11:15	09:55 11:15	09:55 11:15	09:55 11:15	09:55 11:15
3	Gs	Sa	En	Dt	Ma
	7X1/Gs	7X1/Sa	7X1/En	7x/Dt1	7X1/Ma
	HHY	OSA 224	ALP 235	AWA 138	AH 306
	11:15 12:20	11:15 12:20	11:15 12:20	11:15 12:20	11:15 12:20
4	Gg	En	Dt	Pe	Gg
	7X1/Gg	7X1/En	7x/Dt1	7x/Pe1	7X1/Gg
	VID	ALP	AWA 138	JOL	MIG 152
	12:20 13:55	12:20 13:55	12:20 13:55	12:20 13:55	12:20 13:55
5	Hi	Cs	Re	Hi	Mu
	7X1/Hi	7X1/Cs	7X1/Re	7X1/Hi	7X1/Mu
	JEU 153	JAP 216E	IAS 210	JEU 153	LAD 052
	13:55 15:00	13:55 15:00	13:55 15:00	13:55 15:00	13:55 15:00

AH: Mr A Hall

ALP: Mrs A Perrin-Hudson

AUA: Mrs A Waltenberg

HHY: Mrs H Harvey

IAS: Mr I Sharp

JAP: Miss J Patterson

JEU: Ms J Unwin

JOL: Mr J Lee

LAD: Mrs L E Dreyer

LER: Mr L Robertson

MIG: Mr M Gray

OSA: Mr O R Arabacia

VID: Ms V Doherty

Year 7 students have a bespoke year group timetable whereby they have break and lunch on their own. This is to facilitate the transition process. Above is an example of a Year 7 timetable with lesson codes and class teachers although the timings are slightly different.

This may change depending on government guidance. Further guidance regarding September will be sent out in due course.

Our behavioural system is based on choices.

At NDA we have high standards. This means you will have to behave in a certain way so that everyone gets the best education possible. These are the basic expectations in every classroom. Success in meeting these expectations will lead to everyone's success.

No calling out or shouting. Polite language will be used at all times. If others are speaking, the class must



CLASSROOM EXPECTATIONS...

The teacher is in charge of the classroom. All reasonable requests must be followed.

All work will be completed to the

Water can be consumed at the

No one is permitted to leave or walk around the room without permission.

with all of their equipment and be in full uniform.

All students will be polite to every other member of the class, the teacher and other adults.

planner, it must be

discretion of the teacher.

the thinking task given to them.

OPTIMISM

TIMES AND LOOKING TO THE FUTURE.

YOU CAN SHOW OPTIMISM BY ALWAYS LOOKING ON THE BRIGHT SIDE, SEEING THE BEST IN PEOPLE AND ALWAYS BEING HOPEFUL AND UPBEAT.

MEANS TO BE CARING AND IT IS DOING THINGS FOR OTHERS WITHOUT EXPECTING

AND SUPPORTIVE TO OTHERS.

HONESTY

DETERMUNATION

DETERMINATION IS ABOUT SUCCEEDING IN SOMETHING BECAUSE YOU HAVE TRIED REALLY HARD.

BY BEING RESILIENT, PERSEVERING AND NEVER GIVING UP.

> RESPECT MEANS THAT YOU SHOW OTHERS YOU CARE ABOUT THEM IN THE WAY THAT YOU ACT.

YOU CAN SHOW RESPECT BY FOLLOWING INSTRUCTIONS FIRST TIME, LISTENING CAREFULLY AND HAVING GOOD MANNERS. YOU CAN ALSO SHOW IT BY BEING OPEN AND TOLERANT OF ALL PEOPLE REGARDLESS OF THEIR BACKGROUND.







KINDNESS



Purpose of the system

- To place the focus on learning ... not behaviour
- To place the emphasis on the positive
- To provide a consistent whole school approach to behaviour.
- To implement a system where negative behaviour choices has consequences, and positive behaviour results in praise.
- Students First responsibility for behaviour lies with YOU... it is YOUR choice

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Students First



Rewards

Achievement Point Tariff	
1	
3	
5	
5	
10	
10	
25	
50	

When you get a reward your teacher will tell you what you have done well to receive it.

NORTH DURHAM	MAKE	THE	RIGHT	CHOICE
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NAME	1	2	3	4

You will get a reminder about which expectation you are not meeting and what you can do to avoid getting a sanction.



Rewards and Sanctions

You will be told of our expectations of behaviour before being issued with first reminder to make the correct choices.

Choices of Behaviour for Learning

What will happen?

Warning/reminder

Rule Reminder

A warning can be given to an individual and also a group/class. Blanket warnings can be given for:
Chewing

Swinging on furniture Shouting out General 'carrying on'

Distracting others

Where the behaviour is particular to one student a blanket warning cannot be given for example:
Poor levels of work, effort
Talking to another student across the classroom

"Michael you are talking, you know my expectation about talking. If you choose to keep talking you have chosen a C1"



Your name will not go on the board **unless** you ignore this reminder

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Students First



Below is the process that will be followed to ensure all students can learn



C1-

First negative behaviour choice
The student's name must be written on the board at this point.

"Michael you have chosen to continue to talk across the classroom"

"Michael you have a C1"

C2 -

Second negative behaviour choice

"Michael you have again continued to talk you have now moved to a C2"



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Studei

C3
Third negative behaviour

**If a student receives a C3 in an assessment cycle the highest effort grade they can receive is an E3.

"Michael you are on the verge of leaving the lesson because you have chosen to behave unreasonably."

C4

Fourth negative behaviour or immediate C4 for Health & Safety

** If a student receives a C4 in an assessment cycle the highest effort grade they can receive is an E4. Parent/carers will be invited to Parents' Evening.

"Michael you have now moved to a C4 because you have disrupted the learning four times" "You need to go to the matrix room - this is ..."

At this point the student will be removed from the room.

CHOICES

C4 other detentions issued for:

- C4 Late to lesson
- C4 Late to academy
- **C4 Smoking by association** (being in the company of someone who has been caught smoking on site)

Full day C5 isolation the following day will be issued for any student smoking.



C5

Fifth negative behaviour choice or immediate C5 for:

- Health and Safety
- Violence or threatening behaviour towards others
- Refusing to hand over items which are not allowed in the Academy
- Swearing
- Smoking
- Persistently wearing make-up and jewellery
- Not attending a C4/C4 OTHER detention

Fifth poor behaviour choice means that you will be sent to the Inclusion room for the rest of the lesson or possibly the day depending on the severity.

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Students First



The Inclusion Room Full day C5

A C5 day should have the aim of reintegrating a student back in to learning with a positive attitude and the skill set to make positive choices.

The Inclusion Manager will establish the nature of the Inclusion Day.

You will be expected to complete work ... your are still here to learn!

The Inclusion Manager will issue you with a red C5 Sticker.

This is **YOUR REMINDER** to go to inclusion on the day The sticker is place in your planner.

This also informs home so make sure you show whoever looks after you!

C5			ff	
Poor attitude in	Failure to	Missed detention		
new room	attend room			
Smoking	Abusive	Other		
	language			
Issued on:	Date:		Inc	lusion Room
It is your responsibility to attend the C5. It is your				
responsibility to show this to your parent/carer. The				
academy does not need to give notice.				



The NDA Learning Journey

Over the past couple of years we have worked extremely hard to develop a consistent approach to teaching and learning. Every teacher will have a different teaching style however every teacher in every lesson will follow a similar lesson structure.

In every lesson at North Durham Academy there is an immediately recognisable, collective approach to teaching and learning, that begins with a let's get thinking task. Here is an example from a Year 7 PE lesson and automatically sets the tone for the lesson by recapping previous learning as well as making the students think about their performance throughout the lesson ahead.

Let's get thinking









Evaluate the image with your partner.

Can you think of as many reasons as possible why image 1 and 3 display a X

The NDA Learning Journey

Below is an example of the learning journey slide (from the same PE lesson) that is used at the start of every lesson. Teachers will use this to discuss the lesson aim, which is displayed on every slide throughout the lesson in order to check progress.

The gather-process-apply objectives, which every teacher uses in order to scaffold the learning journey and ensure every student competes work at mastery level.

Following this, the teacher will create a set of 'key questions' to be discussed throughout the lesson along with key words and vocabulary.

Year 7 Boxing (PE)

Lesson aim: to develop and build combinations.

Objective 1 – Gather

To recall and describe individual shots.

Objective 2 - Process

To demonstrate/link (combine) each shot together.

Objective 3 – Apply

To evaluate/assess our own and our partner's combinations.

Key progress question:

Can you name as many individual shots as possible?

Can you explain what a good combination looks like?

How important is good footwork?

How can you get more power into your shots?

Key Words Guard, jab, backhand/over hand, hook, slip, upper cut, brace, body shot







Extra-Curricular Opportunities

A wealth of extra-curricular opportunities, including homework clubs, sports fixtures, drama performances and involvement in charity events, are on offer to students. Such additional opportunities benefit students as they develop and encourage them to be responsible citizens. Ofsted 2018

The extra-curricular activities on offer in September are as follows:

Art Club
Boxing Club
Coding Club
Dungeons and Dragons Club
Duke of Edinburgh Award
Eco Club
Film Club
Gym Fitness Club
Health and Social Club
History Club
Homework Club
Technology Club

Literacy and Numeracy Club (Harbour)
Jam Club
NDA's Got Talent
Ready Steady Cook
Running Club
Science Club
Social Community Group
Summer Show Club



Pledges at NDA

In September, we will be launching the NDA Pledges initiative that ensures students understand the value of extra-curricular involvement within and outside of the academy. The pledges range from attending enrichment activities to organising fundraising events whereby students will gain confidence and valuable life experiences that will help them prepare for life beyond North Durham Academy.



NDA Pledges Passport

Name:

Tutor group:

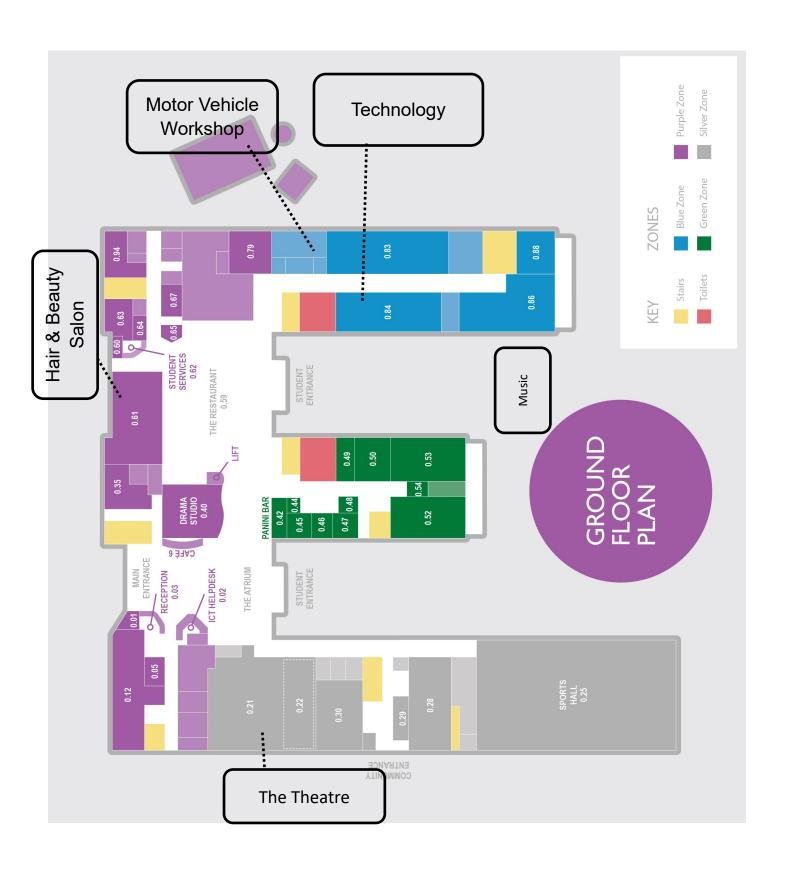
I confirm that by signing this scroll I whole heartedly pledge to complete my Pledges Passport' during my education at North Durham Academy.

My 10 pleages are to:

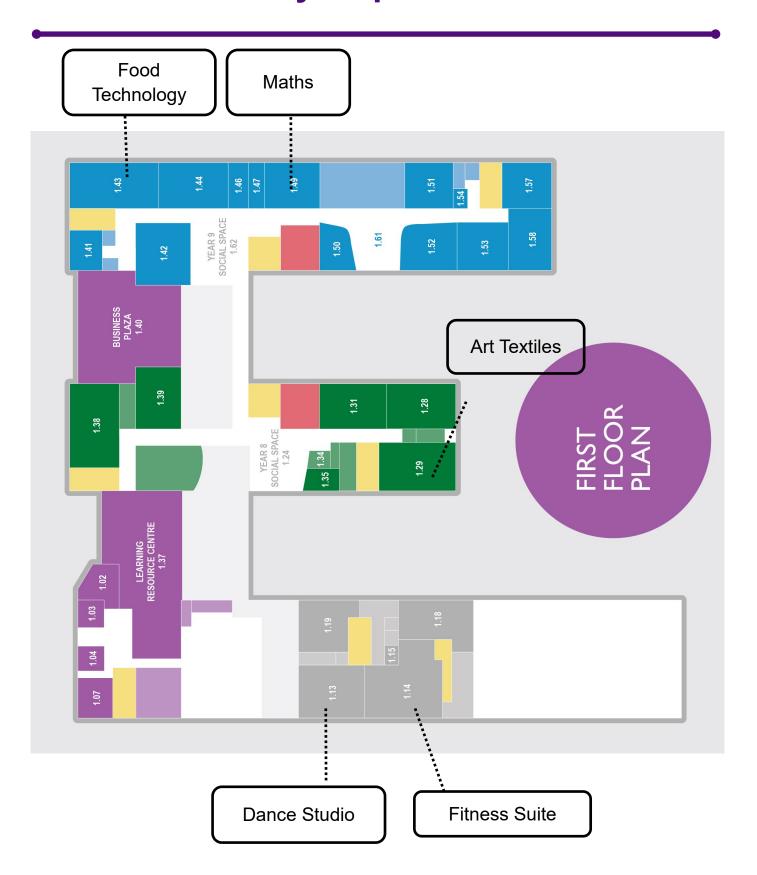
- Show determination by regularly attending an enrichment activity at least one per term.
- 2. Represent the academy in a competitive sporting/arts or subject event.
- Attend a cultural or academic visit in a subject that you wouldn't normally have an interest in.
- 4. Present a formal presentation to an audience.
- Demonstrate respect by participating in a fundraising event or community experience.
- Help the environment and/or sustainability of the Academy.
- Demonstrate honesty by reading 3 books, appropriate to your age and ability, and produce a short review.
- Regularly participate in random acts of kindness one per term.
- 9. Demonstrate optimism by taking part in a careers event or visit to a university.
- 10. Attend a residential or international experience.

Signed:	

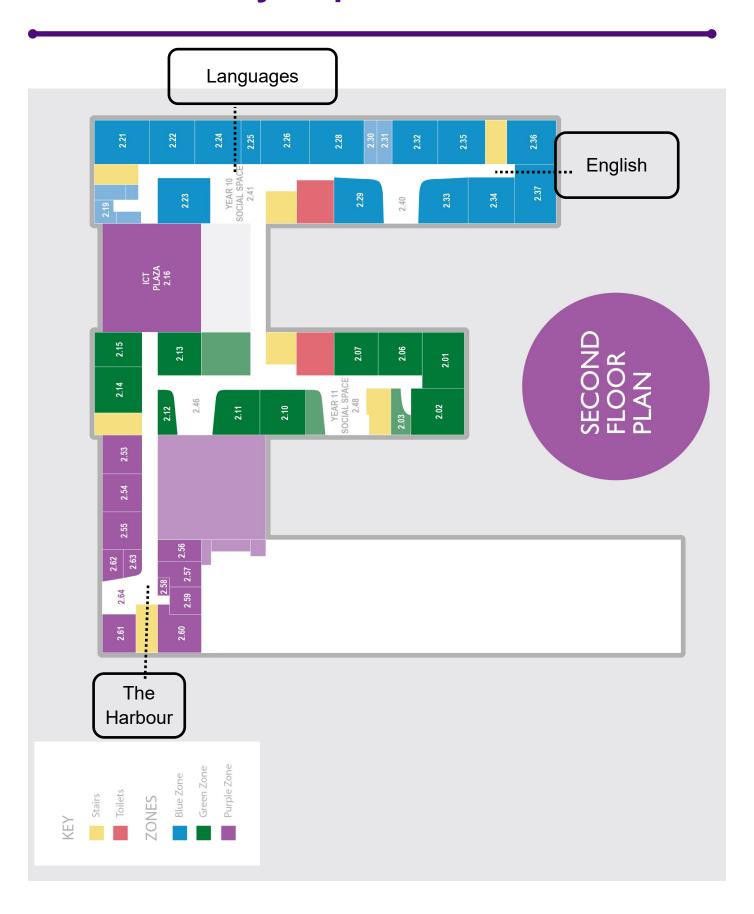
Academy Map - Ground Floor



Academy Map - First Floor



Academy Map - Second Floor



Academy Map - Third Floor

