

# Consett Academy



## Parents' Handbook

This handbook is designed to answer the key questions you may have of the daily expectations at Consett Academy. It is arranged alphabetically.

Correct at the time of going to print (24 June 2020)

# **Who's who from September 2020**

**New College Durham Academies Trust  
Executive Principal:**

Mr K Reynolds

**Director of School**

Mrs R Somerville

**Vice Principal:**

Mrs C Veide

**Assistant Principal – Welfare/Behaviour:**

Mrs H Potter

**Assistant Principal – Assessment:**

Mr J Ward

**Assistant Principal – Inclusion:**

Mr T Clough

Ashdale Road, Consett DH8 6LZ

T: (01207) 507001

[www.consett-academy.org.uk](http://www.consett-academy.org.uk)



[enquiries@consettacademy.org.uk](mailto:enquiries@consettacademy.org.uk)



[www.facebook.com/ConsettAcademy](https://www.facebook.com/ConsettAcademy)

**Times of the Academy Day**

8.30 am – 3.00 pm

## **Achievement Leaders & Year Managers**

### **Year 7**

**Achievement Leader** - Mr P Dodd **t:** 01207 507001

**Year Manager** - Ms M Parker **t:** 01207 507001 **m:** 07780431914

### **Year 8**

**Achievement Leader** – Mrs J Pendleton **t:** 01207 507001

**Year Manager** – Mr D Hopper **t:** 01207 507001 **m:** 07866977541

### **Year 9**

**Achievement Leader** – Miss K Robb **t:** 01207 507001

**Year Manager** – Mrs K Moncur **t:** 01207 507001 **m:** 07818532481

### **Year 10**

**Achievement Leader** – Mr P Woodhouse **t:** 01207 507001

**Year Manager** – Mrs K Hopper **t:** 01207 507001 **m:** 07866977228

**Year 11 Achievement Leader** – Mr P Howell **t:** 01207 507001

**Year Manager** – Miss K Wynn **t:** 01207 507001 **m:** 07818455756

### **Sixth Form**

**Head of Sixth Form** – Miss L Jobling **t:** 01207 507001

**Achievement Leader** – Mr S Booth Year 12 **t:** 01207 507001

## **Heads of Subjects**

The following staff lead each respective subject area and can be contacted at the main Academy telephone number (01207) 507001 or [enquires@consettacademy.org.uk](mailto:enquires@consettacademy.org.uk).

**Head of English** – Mr P Creegan

**Head of Mathematics** – Mrs C Beckett (acting)

**Head of Science** – Mrs A Pettican

**Head of Culture and Languages** – Mrs J Yates

**Head of Sport, Art and Performance** – Mrs L Crawford

**Head of Technical and Vocational Studies** – Mr J Green

**Head of Learning Support (SEND/CO)** – Mrs S Ebbing

## Contents

<b>Key Information</b>	<b>Page Number</b>
Achievement Leaders & Year Managers	5
Anti-Bullying	5
ASPIRE	5
Attendance, Punctuality & Absence	5
Behaviour & Rewards Policy	6
Biometrics	8
Catering/Break times	9
Circulation around the Campus	9
Class Charts	9
Classroom Expectations	10
Our Code of Conduct	11
Compliments, Comments and Complaints	11
Crossing Patrol	11
Eating and Drinking	11
Educational Visits Form of Consent and Indemnity	12
Entering and Leaving The Building	12
Equipment	13
Free School Meals	13
Homework	14
Illness & Medication	14
Learning Resource Centre (LRC)	15
Lockers	15
Mobile Phones	15
ParentPay – our online payment service	16
Personal Appearance	16
Progress	17
Punctuality	17
Signing Out	17
Special Educational Needs (SEND)	18
Progress Tutor Groups (PTG)	18
Term Dates for the 2020/21 academic year	19
Timings of the Academy Day – 2020/21	19
Traffic Management/Calming Plans	20
Transport arrangements	20
Uniform	20
Online Platform Access for Parents	22
Online Platform Access for Students	22
Working Together – a multi-agency approach to your child's health	22

## Achievement Leaders & Year Managers

**Achievement Leader** – The Achievement Leader for Year 7 is Mr P Dodd. Achievement Leaders are responsible for the overall wellbeing and achievement of students in their particular year group. They ensure that your child is happy and makes progress through the year.

**Year Manager** – The Year Manager for Year 7 is Mrs M Parker. Year Managers oversee students' daily attendance, punctuality and behaviour within their year group. If you have a question regarding your child, in the first instance you should contact the Year Manager.

## Anti-Bullying

Consett Academy takes all forms of bullying seriously and all cases of bullying should be reported immediately to a member of staff.

The Year Manager will investigate allegations of bullying and consequences will follow if the allegation is found to be true.

## ASPIRE

ASPIRE is our learning journey that we ask all students to engage with during their 5 or 7 years in the Academy. The programme covers a range of skills to encourage students to develop their self-awareness and confidence over the years. Each year students will complete activities and take part in opportunities from which we will celebrate their success in a graduation at the end of each year.

<b>A</b>	Attitudes
<b>S</b>	Success
<b>P</b>	Pride
<b>I</b>	Initiative
<b>R</b>	Resilience
<b>E</b>	Enterprise

Each year group will participate in a range of activities which will develop their personal, social wellbeing alongside a comprehensive Careers Programme as well as the Relationships and Sex Education Programme.

## Attendance, Punctuality & Absence

We expect all students to attend **every day**. Absence from school will have a negative impact on your child's achievement.

The Department for Education is putting a lot of pressure on Schools and Academies to encourage better student attendance and therefore family holidays can no longer be

authorised. We would like to reinforce this message by asking you to ensure that your **holidays are not taken during term time** and that your child attends every school day in the year. We work very hard to provide your child with a high-quality learning experience that allows them to achieve their very best. However, if they are physically not in school we cannot do this. Our own Academy attendance team, along with each Year Manager, will monitor student absence every day.

Students are expected to attend the Academy every day and can arrive from 8.00 am unless there is a prearranged activity/revision session.

They should arrive on Academy premises by 8.25am and should be punctual for all lessons.

Once at the Academy, students must not leave unless they have permission from a designated member of staff. Students do not leave the Campus for lunch.

Students must not leave to go home because they feel unwell unless a member of staff has given permission and contacted home, and a family member or an adult with parental permission collects the student.

Students are expected to attend the Academy regularly and arrive on time. Students returning to Consett Academy after an absence must bring a properly dated note, from their parents to their Progress Tutor, explaining the reason for the absence.

Parents are also asked to contact the Academy on the day of absence by ringing the main telephone number (01207) 507001 or alternatively email the details to **studentabsence@consettacademy.org.uk**. As the safety of your child is of paramount importance we will contact you to inform you if we do not have any reason for their absence. If your child misses their morning registration for any reason it is important that they sign in at Main Reception.

Daily checks are made and parental co-operation helps us to control truancy. The Academy attendance team will contact you if your child's absence is a problem and will offer help in sorting out difficulties that may arise.

## **Behaviour and Rewards Policy**

At Consett Academy we are committed to ensuring that all students have the opportunity to be educated in a supportive and nurturing environment, within this environment the behaviour of all will demonstrate a respectful community in which all students feel safe to be themselves.

Consett Academy's definition of good behaviour is:

***“Students demonstrate respect for themselves and all others while embracing the challenges of learning”***

### **Aims**

- Provide a **consistent approach** to behaviour management;

- **Define** what we consider to be unacceptable behaviour, including bullying;
- Outline **how pupils are expected to behave**;
- Outline our system of **rewards and sanctions**;
- Outline our **expectations** with regards to **attendance**;
- Outline our **expectations** with regards to **uniform and personal appearance** ensuring all students are dressed to learn;
- Explain where **reasonable force** may be used to ensure the health and safety of all students and staff at the Academy.

## Objectives

1. Ensure that the Academy, is a safe and supportive environment for all staff and students;
2. Endeavour to ensure that all members of the academy community feel safe and are not subject to physical or verbal abuse, aggression or harassment both on, and outside of the Academy site;
3. Encourage a positive approach to behaviour by modeling the expected standards and rewarding good behaviour;
4. Ensure that the environment, curriculum and other factors within the Academy's control are monitored to ensure the promotion of good behaviour and ensure that where behaviour falls short of accepted standards, procedures are followed and sanctions are applied fairly and consistently.
5. Endeavour to create an environment in which students are proud to wear the uniform of Consett Academy both in and out of the Academy.

## Strategies

### To ensure progress against these objectives, staff will:

1. Consistently reward good behaviour and issue sanctions for poor behaviour using the Class Charts recording system. This will be done in a firm but fair way where staff work to build relationships with students and their parents/carers to modify unwanted behaviours;
2. Ensure that our uniform policy is fair and reasonable and that our uniform is affordable and sustainable and set and maintain exceptionally high standards for uniform and personal appearance of students using the Class Charts system to record and reward;
3. Ensure there are clear boundaries and appropriate sanctions to both make Consett Academy a fair and safe place where students are happy and can achieve. Designated Academy staff may carry out searches of student property including bags, clothing pockets and lockers and liaise with Durham Constabulary where appropriate; where there are serious concerns about the health and safety of students and staff;
4. Ensure students at Consett Academy have the right to enjoy their learning and leisure time free from intimidation. We will not tolerate any kind of bullying and students

should support each other by reporting all bullying. Monitor and intervene early to ensure students are not subject to bullying incidents and are safe, secure and happy in the Academy so they achieve exceptionally well;

5. Encourage students and parents/carers to work in partnership with the Academy to ensure attendance rates are higher than 96%. We recognise the vital role good attendance plays in a student's school life and academic achievement. We expect students to attend regularly and punctually in order to take advantage of the educational opportunities available to them. The continuity of regular attendance will enable a student to progress in a structured and progressive manner and so achieve their individual goals;
6. Whilst the Academy does not encourage the use of force and it will be used very rarely in special circumstances. There is no definition of when it is reasonable to use force, and every situation will have to be judged by the person in charge at that time. The degree of force used should be the minimum needed to achieve the desired result.

The Academy has a system of rewards that will motivate and encourage students to achieve exceptionally well. Students will receive regular verbal and written praise. Praise begins with frequent use of encouraging language and gestures, both in lessons and around the Academy, so that positive behaviour is instantly recognised and positively rewarded.

### **Biometrics**

The biometric system removes the necessity for students to carry cash or cards to purchase their lunch and is activated by either a scanned finger print or a PIN number. When a fingerprint is scanned for the first time, the system creates a unique algorithm from the scanned points. This fingerprint is then encrypted and serves no purpose other than identification by the cashless catering system within the Academy. The biometric solution does not store fingerprints. This encrypted data cannot be accessed by any person within the school or by any outside third party. When a student leaves the school, all associated personal and biometric data is deleted.

It is essential that we receive parental consent for a scan to be taken of your son/daughter's fingerprint. If this consent is not given we issue individual pin numbers to students.

Our preferred method for you to credit your son/daughter's account is through our online ParentPay system. (Details within the 'P' section of this handbook). Alternatively, students are able to allocate funds to their accounts using the revalue units located throughout the building. Please note – **if paying by cheque for school meals, please ensure that it is made payable to 'Mellors Catering Service'**.



## **Catering/Break Times**

In partnership with Mellors Catering Service, ([www.mellorscatering.co.uk](http://www.mellorscatering.co.uk)) the Academy runs a cafeteria system serving snacks, meals etc. at breakfast, midmorning break and lunchtime.

**Break and lunch time** – During breaks and lunch times we encourage the students to enjoy the fresh air unless:

- ✓ They are having their lunch;
- ✓ They are going to the toilet;
- ✓ They are involved in an organised activity (e.g. music, sport, library, etc.);
- ✓ The weather is wet.

During lunchtime students are expected to:

- ✓ Collect a tray;
- ✓ Join the queue for the food of their choice;
- ✓ Ask politely for their choice of food and drink;
- ✓ Go to the checkout and pay using the biometric finger scan system or PIN pad;
- ✓ Choose somewhere to sit and enjoy their meal sensibly with their friends;
- ✓ When finished, tidy their things onto the tray: don't leave anything and return your tray to the shelf stacker on their way out.

Students may bring a packed lunch to eat in the main atrium.

**Students cannot leave the Academy Campus at lunchtime to go home for lunch.**

## **Circulation around the Campus**

Civilised behaviour is expected at all times when circulating around the campus this includes:

- Walking and not running;
- No standing/blocking stairs/stairwells/bridges;
- Holding doors and/or waiting for others to pass.

All students and staff must keep to the left when using corridors and stairs.

## **Class Charts**

The Academy uses Class Charts to monitor and improve engagement and attitudes. Parents/carers will receive login details which give you direct access to your child's behaviour and rewards information. This ensures you have the most up to date information so we can work together for the benefit of your child's continuing development. Students also have login details so they can self-regulate their behaviours more effectively.

## Classroom Expectations

Classrooms, laboratories, workshops and gyms are our places of work. Just as in any factory or office, there must be clear rules and expectations to allow everyone to work successfully, safely and enjoyably.

### Start of Lessons

Students should:

- ✓ Arrive on time;
- ✓ Before entering the building, take off outdoor clothing;
- ✓ When invited, enter, hang up outdoor clothing if pegs are provided, and go to their work station/desk;
- ✓ Prepare books, pens and other equipment;
- ✓ Keep bags out of harm's way, not in an aisle;
- ✓ Be silent, when necessary, for example while a register is being taken or lesson instructions given.

### During Lessons

Students should:

- ✓ Have **a black/blue pen, a green pen (to respond to feedback), a pencil, a ruler, an eraser and a sharpener** for every lesson. Student may wish to have an Academy **scientific calculator**, plus any **books** or **specific equipment** needed for the lesson
- ✓ Listen when others are speaking;
- ✓ If the class is asked a question, raise a hand to answer and do not shout out;
- ✓ Work sensibly with classmates; do not distract or interrupt them;
- ✓ Expect to have to make up for the time missed if arriving late without good reason;
- ✓ Not eat, drink or chew in any classroom, laboratory, gym or workshop;
- ✓ Not leave a lesson without the teacher's permission.

### End of Lessons

Students should:

- ✓ Not begin to pack away or put on outdoor clothing until the teacher tells you that you may;
- ✓ Push chairs or stools tidily under the desk or table when told to leave;
- ✓ Make sure no litter is left on the floor, desk or table;
- ✓ Leave the room quietly and in an orderly manner when the teacher tells you to go.

### At all Times

In particular, students should remember that:

- ✓ There is no excuse for rudeness, disrespect or insolence towards any teacher;
- ✓ Any reasonable request or instruction from a teacher should be carried out at once and without argument.

## Our Code of Conduct

### Students should:

- **Arrive** to the Academy **on time** and for all lessons;
- **Switch off** all electronic **devices** and keep them **out of sight** at all times;
- **Eat** and **drink** in the **right place** and at the **right time**;
- **Follow** staff **instructions**, first time, every time;
- Be **polite** and **respect** others;
- Be **quiet** and **listen** when a member of staff is talking;
- **Walk sensibly** and **quietly** on the **left** hand side of the corridors and stairs when **moving** around the **building**.

### Compliments, Comments and Complaints

We value feedback from all stakeholders. If you would like to share any compliments, comments or have any complaints can you please forward the details to Mrs C Connolly via email: [enquiries@consettacademy.org.uk](mailto:enquiries@consettacademy.org.uk) or t: (01207) 507001.

### Crossing Patrol

Consett Academy are not responsible for crossing patrols this service is provided by Durham County Council. Currently we have school crossing personnel located on Ashdale Road, Medomsley Road and Villa Real Road to assist our students to cross the road safely.

### Eating and Drinking

Students are permitted to carry water bottles, provided that they are sensible. Students are allowed to drink water during lessons.

**The consumption of all still or carbonated energy drinks and fizzy drinks are not permitted during the Academy day.**

Students must not throw or squirt water at other students or staff. Those students caught doing so must be issued with a sanction as per our Behaviour and Rewards Policy.

Food and Drink – The main atrium is a nice place for students to go to mix with friends and to buy something to eat and drink at breakfast, morning break and lunchtime.

## Educational Visits Form of Consent and Indemnity

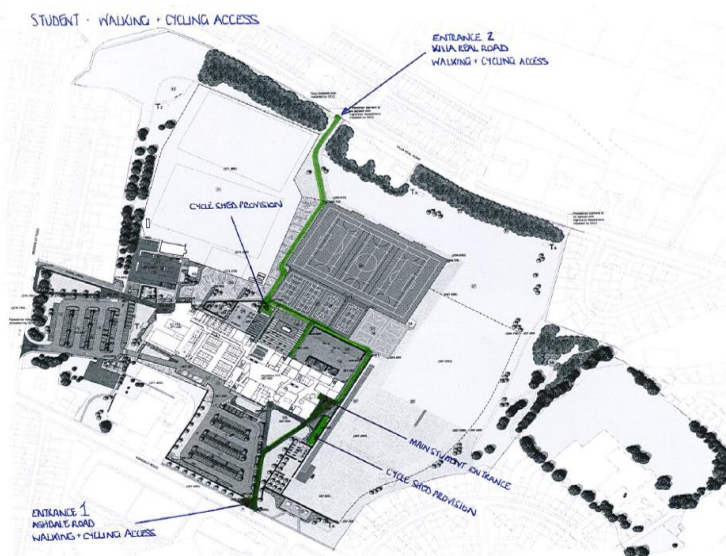
You will be aware that during an academic year, your son/daughter has the opportunity to attend many out of Academy activities. Most of these activities are organised by Academy staff and follow the insurance guidelines published by Durham Local Authority.

To reduce unnecessary paperwork between home and Academy, we have been advised that parents/carers can complete a form which will cover all Academy arranged activities throughout their school life at Consett Academy, and this will have been provided for you to complete.

You will be advised in writing that your son/daughter is participating in a particular event but will no longer need to complete an individual form of consent and indemnity unless the trip is residential.

## Entering and Leaving The Building

The entrances for students walking and/or cycling to the Academy are via the main entrance on Ashdale Road, or via the secondary entrance which can be accessed from Villa Real Road.



The Academy Car Park includes drop off and collection points for students that travel using a Contracted Scholars vehicle **ONLY**, during these times access to the site will be restricted for other users.

We provide Bicycle Storage Areas for those students who choose to ride their bicycle to the Academy, but the Academy accepts no liability for the loss or damage whilst on the Academy premises.

Whilst on Academy premises students must dismount their bicycle and push their bicycle to the bicycle storage area and lock them up.



## Equipment

All students must bring to the Academy a pencil case containing:

- ✓ **A black/blue pen;**
- ✓ **A green pen (for responding to feedback);**
- ✓ **A pencil;**
- ✓ **An eraser;**
- ✓ **A sharpener;**
- ✓ **A ruler;**

**Coloured pencils, compass, protractor and recommended Academy scientific calculator are optional.** They should also bring any other special equipment they may need for the day's lessons, such as PE equipment, coloured pens, scientific calculator, protractor and compasses. **Tippex should not be brought into the Academy.** Students are expected to be responsible for their own property and keep it, along with the books for the day, in a substantial bag.

## Free School Meals

If you are in receipt of Universal Credit **with an earnings threshold that does not exceed £7,400**, Income Support, Income-based Jobseekers Allowance, Income-related Employment and Support Allowance Child Tax Credit, provided you **are not** entitled to Working Tax Credit and have an annual income, as assessed by HMRC that does not exceed £16,190, Guaranteed Element of State Pension Credit. Where a parent is entitled to Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit) or Support under part VI of the Immigration and Asylum Act 1999 you may be eligible for a free school meal.

Application forms are available from our main/student reception.

## Homework

For Years 7-13, all students will be given regular tasks to complete for each subject they are studying. This may take many forms including a written task, a piece of research, a recording etc. 'Homework' tasks will help students to prepare for their lesson in advance so that they have an insight into the learning that will take place during the lesson. It may also help to embed and develop learning that has taken place. Please see our Homework policy for more detail.

Homework will be uploaded onto an online learning platform by their class teacher. It is the student's responsibility to check whether work has been set and to complete and hand in when requested. If you do not understand how to complete your tasks, please speak to your teacher straight away and they will help you.

Students who fail to complete their Homework, or who complete work which is not done to the best of their ability, may receive sanctions from their teachers.

Homework Club runs in the LRC every day, after school, to support any student who would like to attend.

## Illness & Medication

If your child feels unwell or has an accident they must tell a member of staff immediately. They will be seen by a trained First Aider who will take care of them. If they are too ill to remain at the Academy or if hospital treatment is necessary, then you will be contacted to make suitable arrangements. It is essential that the Academy records show your accurate contact details as well as emergency contact details – we must be in a position to contact you at anytime. **Under no circumstances should students leave the Academy or go home without permission unless otherwise agreed.**

Medication will only be administered to students after the necessary consent forms have been signed by the parents. If your child is on long-term medication, an appointment should be made with the Year Manager to enable us to jointly set up a Health Care Plan for them.

**Students should not carry medication on their person**, apart from response medication. All medication must be brought into the Academy by parent/carer, correctly packaged and pharmacy labelled and handed over to the nominated person. We expect parents to collect any unused medication at the end of each term and complete new forms at the beginning of each term.

If your child has a **diagnosed, long term** medical condition, the Academy will expect parents to inform us of these conditions using the Medical Conditions form, on entry to the Academy, or through direct contact with the Year Manager. In consultation with yourselves and, if appropriate, medical practitioners, an Individual Health Care Plan will be drawn up. This will be shared with appropriate staff and reviewed annually or as the condition develops.

Consett Academy has six individual salbutamol inhaler Asthma stations, each containing a Salbutamol inhaler and spacer. If your child has a **diagnosis** of Asthma and is **prescribed**

a Salbutamol inhaler, with your written permission, they would be able to access the Academy Asthma Stations.

## **Learning Resource Centre (LRC)**

The LRC supports students in their learning at Consett Academy and is open for students from 8.00am, during breaks and lunch times and after school.

In the LRC students can:

- ✓ borrow books;
- ✓ use a computer (all with Internet access);
- ✓ print and copy their work;
- ✓ take part in extra-curricular activities (such as Homework Club);
- ✓ read a book;
- ✓ help to complete a jigsaw.

We also run lots of events and competitions throughout the year in conjunction with national initiatives such as World Book Day, National Poetry Day, Mental Health Awareness Week to name a few.

## **Lockers**

- ✓ Lockers are available to all students;
- ✓ Lockers are designed to aid student organisation and not as an excuse for not being organised i.e. students should not leave lessons to collect belongings from their locker, they should do this in advance of the lesson;
- ✓ Students are issued with a PIN number so that they can access their locker. Instructions on how to do this will be issued to all students;
- ✓ Students will not be permitted to leave their bags under any stairwell or in other circulation areas;
- ✓ The Academy is not liable for any items left unattended and reserves the right to search all lockers without informing the student.

## **Mobile Phones**

You may have read in the press countless stories of cyber-bullying using electronic mobile devices. This kind of behaviour is highly destructive and very difficult to stop both in and out of school. At Consett Academy we take safeguarding very seriously; you need to know that when your child leaves home in the morning they are going to be safe and supported at school. Therefore, **mobile phones should not be seen, used or heard at any time during the Academy day**. If students are required to have mobile phones for use after school, they should be kept in the student's bag and remain switched off at all times. If your child is found using a mobile device it will be taken from them, turned off, put in a labelled bag, secured in a locked area and parents notified.

## Parentpay - our online payment service

ParentPay is a secure website that enables you to be able to pay for school meals and trips online using your credit or debit card. ParentPay is our preferred method of making payments to us. ParentPay is a secure website that enables you to pay for school meals and trips online using your credit or debit card. ParentPay is our preferred method of making payments to us.

### **What are the benefits to parents and students?**

- ✓ ParentPay is easy-to-use and offers you the freedom to make online payments whenever and wherever you like, 24/7;
- ✓ The technology used is of the highest internet security available ensuring that your money will reach school safely – offering you peace of mind;
- ✓ Payments can be made by credit/debit card or also through PayPoint;
- ✓ Full payment histories and statements are available to you securely online at anytime;
- ✓ Your son/daughter won't have to worry about losing money at school;
- ✓ Parents can choose to be alerted when their balances are low via email and/or SMS text.

You will be supplied with an account activation username and password, just follow the instructions in the letter you receive to get started with ParentPay. If you want to find out more about ParentPay go to: [www.parentpay.com/Parents](http://www.parentpay.com/Parents)

## Personal Appearance

We are always conscious of health and safety risks both to the owner and others in the wearing of jewellery. Therefore, the **only** jewellery allowed is a wrist watch.

Piercings, facial or body, are not allowed due to Health and Safety considerations.

In the Academy's programme of Personal and Social Education we ask students to consider their appearance and the impression it makes on others. This is particularly important when on interview or representing the Academy for instance.

**Make-up**, if worn at all, should be discreetly used and **not be excessive**. Nail varnish and nail decoration is not allowed.

**Hair styles** should be practical, clean and suitable for a working environment. In our Academy, hairstyles representing various cults e.g. punk, Mohican, hair shaved in bands, stripes, initials or dyed in unnatural colours are unacceptable. Eyebrows shaved in stripes are also unacceptable.



## **Progress**

We know how important working in partnership with parents/carers is to ensure students fulfil their potential and therefore we are committed to regularly informing you of their progress.

We are conscious that your child in Year 6 has lost a lot of face to face learning with their primary school teachers since March so are planning a recovery curriculum that will ease them into secondary school life, support any needs they may have and accelerate progress where possible. If you are concerned about any of this please do get in touch with your child's Year Manager, Ms Parker or Achievement Leader Mr Dodd.

We will regularly send information home on your child's progress, attitude to learning and attendance. This information not only contains details of their progress and grades in all their subjects, but also includes information about their attitude to learning in lessons and other data relating to their behaviour around the Academy. At least once a year, we invite parents and carers into the Academy for Parents' Evenings, where you will have an opportunity to meet subject teachers and discuss your child's progress.

As your child moves through the Academy you will be invited in at other key points of transition, for example for Key Stage 4 Opportunities Evenings and Sixth Form Information Evenings. In addition to this, you can always contact your child's Year Manager, Achievement Leader and our Learning Directors whenever you have a query or concern.

## **Punctuality**

Punctuality is an important part of self-discipline and is essential to good time management.

Students who arrive late must report to our Main Reception Area. Persistent lateness is seen as a serious issue and steps are taken to deal with it. This may include an after-school detention being issued on the same day that the student arrives late to the Academy.

## **Signing Out**

We encourage parents to make medical appointments outside Academy hours. If your son/daughter must leave during the day for any reason, please let us know in advance of the date by 'phone, email or letter.

Students must sign-out at the Student Reception Area and they will receive an exit slip. If they return later on the same day then they must report back to the Main Reception Area so we know they have returned.

A family member or an adult with parental permission must collect the student from the Main Reception Area.

## **Special Educational Needs (SEND)**

Consett Academy aims to meet the needs of all students. We currently work with students with a wide variety of needs including those with:

- Cognition and Learning Needs;
- Social, Emotional and Mental Health Difficulties;
- Communication and Interaction Needs;
- Sensory and/or Physical Needs.

Student assessment is on-going and vital in the support and development of our students, informing practice and provision. Additional to subject assessment all students are assessed for basic literacy and cognition levels at the beginning of Year 7. All assessments can be used as an initial referral to the SEND team. Consett Academy applies the 'Assess, Plan, Do & Review' process for all students with identified concerns or needs. It is important that this process is done hand in hand with students, family and other external agents or professionals, where the young person is central to the process.

Consett Academy places responsibility for effective teaching and learning of all Academy students, including SEND, firmly with the classroom teacher, reflecting the principle that SEND is a whole Academy issue.

We have added information about our Local Offer on our website.

If you like to discuss the individual needs of your child, or any part of our Local Offer, please contact Consett Academy to arrange an appointment with Mrs S Ebbing (SENDCO and Head of Learning Support).

You can find further information about the Local Offer on the County Durham FIS website.

## **Progress Tutor Groups**

Every child is placed into a Progress Tutor Group (PTG) which are designed to be a small community of students who work together to enhance our students' academic progress, personal development and ethos. Each week there will be a focus on how well all students progress from their different starting points and achieve or exceed the expected age-related standards. Those students who might be vulnerable to academic underachievement for whatever reason will be given specific support and guidance.

Many of the activities included in the programme will include a range of topics that have a direct impact on the students' personal welfare. These will include managing feelings, keeping healthy and safe, as well as self-confidence and preparation for the next stage in education and employability. All of these foci will be intended to enhance our students' social, moral, spiritual and cultural development.

Each week students will work closely with their Progress Tutor to critically reflect on their personal performance, particularly in relation to key issues that include behaviour, attitude to learning and attendance. There will be an expectation that students set

themselves frequent targets so that they are continually striving to develop their personal ethos within the Academy.

### Term Dates 2020/21 Academic Year

Holiday	Closing date	Date re-open for teaching purposes
Summer 2020	Friday 17 July 2020	**Thursday 3 September and Friday 4 September 2020 (Yr 7 & 12 only)
Autumn half-term 2020	Friday 23 October 2020	Monday 2 November 2020
Training Day	Friday 20 November 2020	Tuesday 24 November 2020
Christmas 2020	Friday 18 December 2020	Monday 4 January 2021
Spring half-term 2021	Friday 12 February 2021	Monday 22 February 2021
Easter 2021	Friday 26 March 2021	Monday 12 April 2021
May Day 2021	Friday 30 April 2021	Tuesday 4 May 2021
Summer half-term 2021	Friday 28 May 2021	Monday 7 June 2021
Summer 2021	Friday 16 July 2021	To be determined

**\*\* Due to the current COVID19 situation, we may have to revisit these start dates in line with government advice.**

**Please note Nominated CPD days - Tuesday 1st & Wednesday 2nd September 2020, Monday 23rd November 2020 & Monday 19th & Tuesday 20th July 2021.**

### Timings of the Academy Day – 2020/21

Time	First Lunchtime
08:30	Tutor Period
08:45	Period 1
09:45	Break
10:00	Period 2
11:00	Period 3
12:00	LUNCH
12:30	Period 4
13:30	Period 5
14:00	Period 6
15:00	End of School

Time	Second Lunchtime
08:30	Tutor Period
08:45	Period 1
09:45	Period 2
10:45	Break
11:00	Period 3
12:00	Period 4
13:00	LUNCH
13:30	Period 5
14:00	Period 6
15:00	End of School

## Traffic Management/Calming Plans

Consett Academy are not responsible for traffic management/calming plans. We are currently working with external agencies within Durham County Council, the local Police Constabulary and local councillors to ensure the safety of pedestrians and road users around our campus. Last year, DCC introduced compulsory full time and advisory part time speed zones on Ashdale Road, and parts of Medomsley and Villa Real Road.

## Transport Arrangements

**All Home to School Transport is administered by Durham County Council.**

**Free Home to School Travel** - Free Home to School Travel is available for students who live more than three miles away from our campus where Consett Academy is the nearest school. You need to apply to Durham County Council.

**Extended Policy** - An Extended Policy is available for families who are in receipt of Free School Meals or receive the maximum working tax credit and live more than two miles away from our campus where Consett Academy is one of the three nearest schools.

**Local bus services** - A number of local bus services have journeys that operate to/from our campus, including Go North East who offer many discounted ticket saving options for young people and students travelling throughout the North East. Please visit [www.simplygo.com](http://www.simplygo.com) for further details, or visit the Academy website for more information (Academy Life/Getting to the Academy).

## Uniform

**Footwear** - The policy states: **students must wear plain black school shoes (not trainer-style shoes, boots or plimsolls.) Please note that “Vans” or “Converse” branded shoes are not acceptable. Shoes should have no visible markings or brandings.** In order to clarify our expectations, **below are examples of acceptable footwear.**



**Trousers and Skirts** - Please note that chain stores may sell items as school uniform, which are not acceptable at Consett Academy. We **DO NOT ALLOW** tight or stretchy skirts, leggings, jeans or trousers which look like them. Below are examples of acceptable trousers and skirts.



Skirts should be made out of the same material as school trousers, no woollen or lycra. The length must be either on or below the knee.

Please do not incur any additional expense or feel pressurised into buying these items, which will have to be replaced with acceptable Consett Academy Uniform.

### **A reminder of the Consett Academy uniform is below:**

- Grey Business Jacket with embroidered Academy logo (separate male & female fit);
- Tie: Years 7 to 10 – Blue and grey striped clip on tie Year 11 – Grey and blue striped tie;
- White Shirt;
- Black loose fitting, formal trousers or Skirt (knee length which can be straight or pleated);
- Black Shoes (not trainer-style shoes, boots or plimsolls. Wellington boots may be worn in snow but the aforementioned must be brought and worn once students are in school).
- Plain black belt, no more than 3 cm wide, if required;
- Suitable outdoor coat (Students have lockers to store any extra items);
- Optional item: Academy black jumper with blue strip – no alternative is acceptable.

### **Sports kit**

- Navy and sky blue Academy sports tops (indoor and outdoor);
- Navy shorts/skort;
- Navy/ Black tracksuit bottoms/fitness pants;
- Football boots or training shoes.

Additional items that can be purchased:

- Rain jacket with Academy logo;
- Choice of two rucksacks with Academy logo.

### **Uniform Ordering**

You can order Academy uniform by using the following methods.

1. **Online:** [www.swidtp.co.uk](http://www.swidtp.co.uk).
2. **Phone:** 01928 752 610.
3. **Post:** Sportswear International Ltd, Fair Oak Lane, Whitehouse Industrial Estate, Runcorn, WA7 3DU.

Deliveries direct to the Academy are free of charge and will typically be made once per week during term time. If you choose to deliver to the Academy, you will see our Academy delivery information on the delivery page during checkout. Home deliveries are charged at £4 for all orders under £70. Orders over £70 are free. When you log in to your SWI account, you will be able to see which items of school uniform are compulsory or optional.

### **Pre-worn Items**

Pre-worn items of uniform are available to purchase directly from the Academy. These items are professionally laundered and are sold at approximately half the retail price. All donations of pre-worn uniform items would be greatly appreciated.

For further information about Academy uniform, please visit our website:  
[www.consett-academy.org.uk/uniform](http://www.consett-academy.org.uk/uniform)

## Online Platform Access for Parents

Currently, parents can access our VLE Parent Portal. This is a secure website in which you will be able to view your child's attendance, timetable, behaviour records, achievements and online reports as well as being able to see the homework that has been set.

We are delighted to inform you that we are currently in the commissioning stage of a new Weduc Parental Engagement platform and that we are anticipating a September launch date. All communications between home and school will be carried out through this App and we would urge all parent/carers to download and activate when the enrolment details are sent to you. These details will initially be sent via email and text or if we do not have these details on file, a letter will be posted to you.



## Online Platform Access for Students

All resources to support student learning and homework are accessed via an online platform that is accessible using their network username and password. This platform can be accessed from within the Academy and at home allowing students to have twenty-four hour a day access to Consett Academy. Any work students have saved on the Academy network can be accessed through this platform. The Academy will provide an email account for every student.

## Working Together – a multi-agency approach to your child's health

The physical and emotional health of our young people is paramount. If your child has a physical or emotional health problem that may affect their attendance at our Academy contact us immediately.

The Academy has excellent links with, and access to, a variety of other agencies such as the Doctor, Academy Nurse, the Educational Psychology Service, the Education Health Needs Team and Derwentside Child and Family Centre. We also have our own counsellor and Attendance Improvement Manager.

All of these agencies work together in a multi-agency way to support the Academy and to give your child the best guidance, advice and support that is available as soon as it is needed.

Communication is essential for the Academy staff to ensure the best care and support for your child. If there are any changes of circumstances to family life that may impact on your child's health please contact your child's Year Manager, Mrs M Parker

***If ever in doubt, please do not hesitate to contact us.***