



## New Entrant Induction Information 2020/21

## Reward & Recognition

At The Burgess Hill Academy we use Class Charts. Class Charts is an online system which teachers use to track achievement and behaviour throughout the school day. Each child and parent have a unique code to access the system and track the students' progress. You will be able to use Class Charts to keep track of your child's behaviour, view attendance records, access their weekly timetable, view assigned homework tasks and track scheduled detentions.

At the Academy we strongly believe that praise is the key to the success of every student's well-being. Our aim is to increase self-esteem and raise achievement by rewarding adherence to the Academy's minimum standards of behaviour. We recognise and promote good and improved behaviour by students through a system of recognition and rewards.

Positive behaviour will be rewarded with:

- Praise
- Class Chart points
- Letters or phone calls home to parents
- Rewards in the rewards store on Class Charts
- 

All staff are able to issue achievement points using our Class Charts software to recognise a wide number of areas of achievement including: active and positive participation in lessons; sustained effort; solid academic progress; outstanding attendance; supporting the community; involvement in fundraising efforts; taking part in wider activities, for example drama productions and sporting clubs. To keep up to date, parents and students are able to access their own Class Charts account via the web or the app. More information will follow at the start of the academic year.

## Classroom Expectations

### Beginning of the lesson

Arrive on time.  
Enter the room quietly.  
Sit where you are asked to sit.  
Equipment on the desk, ready for the first activity.  
Register is taken in silence.  
Uniform and equipment checks completed.

### During the lesson

Follow instructions given by staff immediately.

Listen when others are talking.  
Respect the opinions of others and be polite.  
Stay on task.  
Complete all work to the best of your ability.  
Participate actively and be positive.

### At the end of the lesson

Ensure the classroom is tidy.  
Wait for the teacher to dismiss the class.

## Equipment

Students are expected to bring the following equipment to school each day.

Pen x2  
Pencil x2  
Pencil sharpener  
Ruler (30cm)  
Rubber  
Compass  
Protractor or angle measure  
Scientific calculator, with Sine, Cosine and Tangent (we highly recommend the Casio Fx83ms (exam approved) for Mathematics, Science and Technology)  
Oxford English Dictionary  
A French/Spanish dictionary (our Modern Foreign Languages department recommends the Collins Easy Learning Dictionary)

### Art Equipment

A set of sketching pencils (eg 2H, HB, 2B, 4B, 6B) available from WH Smith, Tesco, Asda etc for £2-£3.

Students can use their achievement points from Class Charts to purchase items of stationary.

### Lockers

KS3 students will have the chance of having a locker \* in which to store books, folders and equipment etc.

\*dependent on demand

## Great Learners

At The Burgess Hill Academy we have the expectation that all students are Great Learners and to achieve this students are expected to:

Students are expected to:

- Behave in an orderly and self-controlled way
- Show respect to members of staff and each other
- In class, make it possible for all students to learn
- Move quietly around the school
- Treat the school buildings and school property with respect
- Wear the correct uniform at all times
- Accept sanctions when given
- Refrain from behaving in a way that brings the school into disrepute, including when outside school.

## Independent Learning (Homework)

### Introduction

Independent Learning is an integral part of learning at The Burgess Hill Academy. It is a powerful learning tool for extending the range and depth of a student's

knowledge and understanding as well as encouraging the independent learning and self-motivation they will require for their futures.

Independent Learning refers to any learning task which a student is asked to do outside the classroom. Where possible it should be differentiated for student ability. Examples may include, but are not restricted to:

- Preparation for the next lesson;
- Completion of past examination questions;
- Coursework;
- Practising skills learned in the classroom;
- Drafting and writing essays;
- Learning/revising for tests or examinations;
- Answering questions to develop and test understanding;
- Extending learning from the classroom;
- Projects;
- Investigative/research work;
- Reading;
- Planning and evaluating work;
- Speaking and Listening practice.

What we can do to ensure Independent Learning is successful

#### **Aims and Objectives**

- To promote effective independent working across all years.
- To raise the standards of attainment and achievement by enhancing the quality of the Independent Working/Independent Learning/Homework tasks set.
- To engage parents and carers in the learning process.
- To support students in working independently and help to improve students' attitude to out of school learning.
- To develop students' skills in lifelong learning.
- To help students become responsible for their own learning.
- To prepare students for GCSE and Advanced Level coursework and study beyond this.
- To develop the skills required to become a resourceful and independent student.

#### **Role of the Student**

Independent Learning is an integral part of learning.

Students are expected to take this on board and to:

- take responsibility for any materials distributed in class;
- use the Class Charts website to check details of the work set – this can be done in the library at break time, lunch time and after school if not at home.
- set up a timetable for completion of Independent Learning using their Class Charts website home page;
- complete the Independent Learning task to a high

standard (undertaking research if necessary) by the date given;

- expect to be praised for a piece of outstanding Independent Learning in the same way as they would for a good piece of class work or coursework;
- expect Independent Learning tasks to challenge their learning skills whilst developing and consolidating their understanding;
- know that their teachers will impose a sanction if they do not complete their Independent Learning tasks; ( There is a 30min detention on the same day after school for missing independent learning tasks unless a discussion has been had with staff prior to the hand in date).
- use the Independent Learning clubs in the library if needed, to support them with a piece of work;
- expect their Independent Learning to be marked and returned within a reasonable time period;
- hand in work on the day specified by the teacher, speaking to their teacher prior to the due date if they have difficulty understanding or completing a piece of work;
- present the work neatly and following presentation guidelines (pencil for diagrams, underlining, etc.).

#### **Role of the Parents/Carers**

Learning is a partnership between home and the school. All parents/carers are encouraged to:

- check Class Charts website using their log-ins (at least once a week) and keep informed about their child's independent learning tasks; involving them whenever possible but not allowing them to do the work (it is very helpful to inform the teacher if support was required so every effort can be made for work to be set at the appropriate level);
- provide a quiet, private space for study at home (students need space for reflective learning and concentration);
- encourage their child to use the Learning Resource Centre in the school if a working space at home is not possible;
- help their child plan time effectively so that all Independent Learning is completed and handed in for marking by the given date;
- help their child to organise their time planning independent work so that other interests can fit around it;
- acting as a resource if their child requires help/support but not completing work for them (it is very helpful to inform the teacher if support was required so every effort can be made for work to be

set at the appropriate level);

- make sure their child takes their appropriate books to school each day.

## Learning Development Department

The Learning Development Department monitors and supports students who have a special educational need, disability or other barrier to learning. The department consists of a dedicated team of HLTAs (Higher Level Teaching Assistants), LSAs (Learning Support Assistants) an Inclusion Co-ordinator/Parent Liaison and a SENCo, who are trained to work with students with a variety of needs

including autistic spectrum conditions, ADHD and dyslexia. We also have staff trained to work with students who have English as an additional language.

During Year 6 the team liaise with all the local primary schools to identify the students we will be supporting and agree any actions needed to help those students settle into Year 7.

Full details of how we support students with Special Educational Needs and Disabilities (SEND) can be found on the academy website.

If you wish to discuss anything or have any questions, please do not hesitate to contact the department.

## Learning Resource Centre

The Learning Resource Centre is open throughout the day for students and staff, offering an exciting range of fiction and non-fiction titles to support reading for pleasure and the curriculum. Two computer areas are housed within the LRC and teachers regularly book classes in for lessons.

An after-school homework club takes place in the LRC on Monday to Thursday until 5pm, as well as two lunchtime clubs – ‘Oakreads’ Book Group on a Monday.

Students are welcome to search for and borrow books for personal reading via the Eclipse library management system. However, they remain responsible for the safekeeping and return of any resources. Whilst we do not charge fines for overdue items, charges will be incurred for lost or damaged books. A team of student librarians works at break and lunchtimes, issuing books and recommending titles.

There is a dedicated quiet reading area in the Learning Resource Centre, the ‘Rebecca Pearson Reading Area’, in memory of a well-respected member of staff.

## Learning an instrument

New opportunities . . .

. . . Which might completely change the rest of your life

For those students who show the enthusiasm and aptitude for learning an instrument there are considerable opportunities at The Burgess Hill Academy.

West Sussex Music Service lessons are currently available on:

Flute	Tuba/baritone
Oboe	Violin
Clarinet	Viola
Bassoon	Cello
Saxophone	Double Bass
French Horn	Kit Drumming
Trumpet	Percussion
Trombone	

West Sussex Music Service Instrumental Lessons  
Visiting specialist teachers come to the school to teach students either individually or in small groups. The lessons are provided for a small termly payment (currently around £70.00 per student for group lessons).

If you are interested in learning an instrument listed on the West Sussex Music Service list you will need to complete the online form provided by West Sussex Music Service.

Here is the link:

<https://www.westsussexmusic.co.uk/page.cfm?title=home>

### Private lessons

For those instruments outside the West Sussex Music Service scheme there are lessons available given by various visiting private teachers. The fees for these are agreed between the individual teacher and parents.

For further information please email [hfrean@theburgesshillacademy.org.uk](mailto:hfrean@theburgesshillacademy.org.uk).

### Instrumental loan scheme

As part of the new development, the Music Department has purchased a set of saxophones, oboes and brass instruments to be loaned to students who wish to learn them (depending on current availability). In other cases instruments may be hired from most reputable music shops. If your child would like to learn an instrument at the academy, please obtain a form from the Music Department or from the school website.

## Religious Education

Religious Education is taught within Citizenship from Year 7 to 10. Parents have the right to withdraw their children from any of the RE based lessons. They also have the right to withdraw them from assemblies, though the nature of these is of a broad, inclusive character that should show the value of beliefs, be they religious or not as they emphasise important qualities such as tolerance, understanding and the rights of others.

# Relationships & Sex Education

Relationships and sex education are taught across the years, mainly through Citizenship lessons. The aim is to help educate students in the nature of relationships, values that underpin healthy relationships and to make sure that they are informed of the law in these areas. For example in Year 10, there are modules on sex education including issues such as consent, contraception, pregnancy and parenting within Citizenship.

## Timetable

Maths 7x/Ma1 D2 AJS
------------------------------

What you need to know about your timetable:

Maths: The subject to be taught that lesson.

7x/Ma: The year half (x) and code number for that particular subject and class.

D2: The classroom in which the lesson is to be taught.

AJS : The Teacher's initials.

Lessons at the academy are spread over a two week cycle. Each cycle consists of 50 periods (25 each week) and during this, students will have the following number of lessons:

English 7  
Maths 7  
Science 6  
History 3  
Geography 3  
Citizenship 2  
French 3  
Spanish 3  
PE 4  
Food/Healthy Lifestyles/IT/Technology/Textiles 6  
(carousel of lessons rotated 5 times per year)  
Music 2  
Art 2  
Drama 2

Over the two weeks, lessons are distributed as evenly as possible given the constraints of the timetable.

Remember:  
There is limited time between lessons to move from one

classroom to the next so it is important to work out where you are going and not to waste time.

A Block Music, Drama, PE and Learning Development

B Block Science, MFL and English

C Block English, History and Geography

D Block Maths, MFL

T Block Business & Art, ICT, RE and Technology

If you are allowed to enter your class without a teacher, get out your writing equipment, books and homework.

Sit down quietly and wait for instructions.

## Pastoral & Support

### Absence

Attending school regularly is vitally important if your child is to get the very best from their time at school.

A student's absence during term time can seriously disrupt their learning. Not only do they miss learning on the days they are absent but they are also less prepared for the lessons that follow on their return.

Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. If your child is absent, you should contact the school each day before 9am to report their absence via the 24 hour answer phone or e-mail as below.

Absence Line: 01444 241691

e-mail: [absenceteam@theburgesshillacademy.org.uk](mailto:absenceteam@theburgesshillacademy.org.uk)

Examples of unauthorised absence include keeping a child off school because it is their birthday, shopping trips, family days out, looking after siblings.

Illness, medical appointments, school Interviews (for Year 11 students), funerals and religious observance are normally the only circumstances considered acceptable grounds for authorised absence. Students should collect an exit form from Reception or Mrs Funnell for any appointments such as doctor, dentist etc when being taken out during school day.

Health professionals would expect most children to have at least 92% attendance, which is no more than 15 days absence from school due to illness in any school year. It is accepted that some children suffer from certain medical conditions and we may ask for a letter from your doctor to confirm this if the condition is likely to have an impact on their school attendance.

Recent changes to Government legislation advise that students whose percentage attendance falls below 90%, which equates to 19 school days, are regarded as "Persistently Absent" from school and this will be addressed with parents/carers and students on an individual basis by school staff.

### Term-time Holidays

Please note that since September 2013, schools have not been allowed to grant a leave of absence unless

there are exceptional circumstances. "If an exceptional circumstance occurs, parents are asked to put their request in writing addressed to the Principal at the school. In these circumstances the Principal must be satisfied that the circumstances warrant the granting of the leave." (DfE regulations)

### **Lateness**

Students who are late are disrupting not only their own education but also that of others. The warning bell for registration sounds at 8:25am. Students are expected to arrive at their tutorial bases by no later than 8:30am. Students arriving after 8:30 should go to the Reception desk to "sign in" late.

Students signing in will be given a "Late" slip and are expected to attend a 15 minute break time detention on the same day unless they have a genuine reason for their lateness.

Genuine reasons include bus/train delays (when confirmed by staff who also travel this way) and medical appointments.

Poor reasons include alarm clock did not go off, clothes were not dry, taking siblings to school, windscreen iced-up.

## **Behaviour**

All adults and students should adhere to the Principal that at all times within the school, and when travelling to and from school, everyone will act with courtesy, consideration, helpfulness and respect towards other students, staff and members of the community.

To this effect students are expected to;

- Focus on the learning at all times
- Listen to others without interrupting them
- Respect yourself the community and each other
- Look after the Academy using resources safely and responsibly
- Treat others in the way you would like to be treated
- Arrive on time, ready to learn and fully equipped
- Participate and enjoy learning
- Support each other
- Demonstrate pride by always producing the highest quality work
- Be inquisitive and face challenges with a positive attitude
- Complete homework on time and revise at home.
- Allow others to learn without disruption or distraction.
- Attend every day on time.

- Ask questions to deepen their understanding
- Move calmly and sensibly around the Academy
- Wear the correct uniform with pride
- Show restraint by not taking things that do not belong to you
- Keep the environment clean and litter free
- Only eat in designated areas
- Show respect by not bullying, fighting or causing offence to others
- Use technology appropriately so that it doesn't interrupt learning
- Use appropriate language
- Refrain from behaving in a way that brings the school into disrepute, including when outside school
- Believe in yourself.

Classroom incidents are initially dealt with by the class teacher who will record the incident and details on Class Charts.

Incidents of a slightly more serious nature will be dealt with by the Pastoral Hub team and students could be removed from lessons. Again, the incident will be recorded centrally and details of any sanction issued will be on Class Charts. Please note we operate same day detentions within the Academy and Class Charts will email parents/carers when these are set. If you need longer notice for detentions then please contact the Pastoral Team, this needs to be a prior arrangement and not on the same day as the detention. More serious incidents are referred to the Standards Lead or the Behaviour Support Manager and an escalating scale of sanctions will apply as follows:

Incidents of a slightly more serious nature will be dealt with by the Subject Leader for the subject in which the incident occurs. Again, the incident will be recorded centrally and details of any sanction issued will be noted. 24 hours' notice will be given of any after school detentions of more than 10 minutes. More serious incidents are referred to the student's Head of Year or the Behaviour Support Manager and an escalating scale of sanctions will apply as follows:

- Break or lunch time detentions.
- After school detentions (30 mins unless by prior arrangement with parent/carer).
- Isolation  
A student will be withdrawn from an agreed number of lessons, according to the severity of the incident and work will be provided for them for the lessons from which they are removed.
- 11 – 5 Internal Exclusion (10 – 4 when evenings are darker)

A student will be asked to attend at 11.00am and their school day will end at 5.00pm. and Work will be provided for them for the lessons from which they are removed.

- **Fixed term Exclusion**  
This is a formal response from the academy to poor behaviour which is recorded on school records. At the end of the exclusion a readmission meeting will be held with the student and their parent/carer.
- **Permanent Exclusion**  
The most serious sanction which can be imposed by the school, which is only imposed on rare occasions.

The Pastoral Hub team operate an on-call service which is managed by Mrs Simmons and deals with all incidents of poor behaviour both in and out of school in addition to supporting both staff and students in addressing behaviour issues.

## Academy Rules

### Teaching areas

On arrival for a lesson, students should line up quietly until given permission to enter the classroom. On entering the class students should sit at their desks preparing equipment and books quietly. Bags must be placed on the floor.

- It is the students' responsibility to be properly equipped for the lesson.
- Students should stop talking when they are directed to by a teacher and not talk while the teacher or another student is speaking.
- Anyone arriving after the teacher has started the lesson should be acknowledged by that teacher before they sit down. They should, where and when appropriate, explain the reason for their lateness.
- Uniform should be worn correctly at all times. Coats should not be worn in the classroom during registration or lessons, and bags should not be left on tables.
- Any student wishing to answer a question or attract the teacher's attention should raise his/her hand and wait to be asked to speak.
- Eating and drinking in school is restricted to the designated areas within the school. Details of these eating areas and the year groups allowed to use them are published at the start of each year. Eating is not allowed in class. Chewing gum is not allowed in school.
- At the end of a lesson, students should not make any move to pack away or leave until the teacher has given permission. There should be no litter on the desks or floor, and tables and chairs should be left in their correct places.
- If the class is the last timetabled lesson of the day in that classroom, then, where appropriate, chairs must be placed neatly on tables. Students should wait quietly when they have packed away and, when

dismissed by their teacher, leave the classroom in an ordered and sensible manner.

### Around the school site

- Students must move around the school in a sensible, calm, courteous and appropriate manner. They should keep to the left in the corridors and stairways and keep moving, following the one-way system, so that an efficient flow of traffic is achieved. Students should not run indoors, and shouting and loud whistling are not permitted.
- If there are visitors in school, students should be polite and helpful.
- Students should keep off grassed areas and flower beds.
- Students are expected to respect the rights of others to use the playgrounds. Ball games may only be played on the school playground, 3G or on the fields in the Summer. (Tennis balls only in the school playground.)
- Never drop litter. Always keep the school site, canteens, halls, classrooms and corridors tidy.
- The possession or use of cigarettes, e-cigarettes, alcohol, and illegal substances is strictly forbidden. Dangerous items such as matches, lighters, knives and aerosols must not be brought onto the school site.
- Electronic equipment such as iPads, iPods, etc. are not to be used on the school site unless a teacher instructs for use within a lesson and a permission slip has been signed. If electronic equipment or mobiles phones are seen or heard, they may be confiscated if usage is not considered appropriate in school.
- The use of mobile phones on the school site during the normal hours of the school day (8.30am to 3.00pm including breaks and lunchtime) is forbidden. If families feel that it is necessary for students to carry mobile phones, such phones must be kept securely hidden in bags or pockets and must be switched off. Any breach of this rule will lead to the confiscation of the phone until the end of the school day. Any further breach of the rule will lead to a further confiscation, disciplinary action and the requirement for a parent, guardian or carer to collect the phone from school. Phones should not be used whilst walking along the school drive when arriving for or leaving school.
- No food should be taken out of the Hall, with the exception of food being taken to the designated picnic areas, which must not be hot food or drink.

### Travelling to and from school

Students are ambassadors to the school when travelling to and from school and therefore will behave themselves in a way which upholds and does not harm the good reputation of the school.

- Full uniform without additional items such as hoodies/trainers must be worn on the way to and from school, unless inclement weather results in a statement from the school for students to be permitted to wear more appropriate clothing. A coat may be worn over blazers as necessary.

- Smoking – Smoking is not permitted on the way to or from School, or on the school site.
- Public Transport – when waiting for a bus or train, students should queue sensibly. Whilst travelling they must behave sensibly and show courtesy towards public transport staff and members of the public.
- Local Pathways – all members of the public and school community should be able to use the local pathways without feeling uncomfortable or intimidated. Students must avoid gathering in large groups and causing restricted access.
- Local Shops – sensible behaviour is expected both inside and outside local shops, as is appropriate courtesy towards other customers and the shop owners.
- Cycling/Walking – sensible use of roadways and pavements is expected and ensures safer journeys.
- Language – the use of loud and bad language is unacceptable.

Students must always be aware of other members of the school community and members of the public. We will respond seriously in school to any complaint received about unreasonable behaviour.

#### Other Important School Rules

- Explain politely any reasons for lateness.
- It is your responsibility to go to the toilet and take refreshments at break or lunch times, therefore permission to leave a lesson will not be granted unless deemed an emergency.
- Students are encouraged to drink water (only) throughout the day and may do so in lessons if permission is granted. (With the exception of science laboratories and near computers).
- The school will not take responsibility for the loss, theft or damage to mobile phones or other electrical equipment.
- Students are not allowed to chew gum in school.
- Possession of alcohol, tobacco and any illegal substances as well as offensive weapons will be dealt with severely.
- Inappropriate use of school computers or the internet will not be tolerated.
- The school uniform code must be adhered to at all times.
- The use of bad, homophobic or racist language is unacceptable.
- Tennis balls only may be used on the playground.

## Pastoral

### Staff – Student Team

The following arrangements have yet to be confirmed:

To be advised	Pastoral Lead Year 7
Mrs N D'Costa	Pastoral Lead Year 8
Mrs Randall	Pastoral Lead Year 9
Mrs Ridley	Pastoral Lead Year 10
To be advised	Pastoral Lead Year 11

Mr T Pownceby	Year 7 and 8 Standards Leader
Ms McGeough	Designated Safeguarding Lead

Mrs D Simmons	Pastoral Hub & Behaviour Manager/DSL
---------------	--------------------------------------

Mrs L Dorgan	Careers and Work Experience Co-ordinator
--------------	--

Mrs Funnell	Attendance Lead
-------------	-----------------

Mrs B Morley	Medical Lead
--------------	--------------

The email addresses of staff can be found on the school website

<http://www.theburgesshillacademy.org.uk/about/staff>

#### Form Tutors

There will be different registration forms, each with their own tutor.

Form Tutors are a very important part of the pastoral system.

Students see their Form Tutor every morning. Form Tutors will help students to settle in and get organised.

If a student has any personal problems at school or home, referrals can be made to see the school Counsellor via their Pastoral Lead who will decide whether a formal referral should be made. Drop-in sessions are welcomed on set days without the need for a formal referral.

## Uniform

#### Boys:

The Burgess Hill Academy blazer\*

The Burgess Hill Academy navy jumper\*

Plain white shirt

The Burgess Hill Academy-grey trousers\*

Belts should be plain black with a small plain buckle

Black or white socks

Formal black shoes that can be polished

The Burgess Hill Academy Tie\*

#### Girls:

The Burgess Hill Academy blazer\*

The Burgess Hill Academy navy jumper\*

Plain white shirt

The Burgess Hill Academy grey trousers or skirt\*

Belts should be plain black with a small plain buckle

Black or white socks (no higher than knee length) or plain

black or natural tights

Formal black shoes that can be polished

The Burgess Hill Academy Tie\*

Uniform must not be altered apart from the length of trousers.

#### PE Kit

The Burgess Hill Academy navy/sky blue rugby shirt\*

The Burgess Hill Academy white polo shirt\*

Navy shorts

Navy skorts (for Years 9-11)  
White socks  
Navy football socks  
Plain navy tracksuit bottoms (optional)  
Trainers and football boots (moulded studs)

\*In the interests of consistency and ensuring that the appearance of the uniform remains one of smartness rather than fashion, these items will have the The Burgess Hill Academy logo and will only be available through our registered suppliers.

Uniform is available from the following suppliers:

All branded uniform for The Burgess Hill Academy is available from Broadbridges, Lynnem House, 1 Victoria Way, Burgess Hill RH15 9NF 01444 242682

<https://www.broadbridges.co.uk/>, or

Branded jumpers and blazer are also available from <http://myclothing.com>

### **Hair**

- Hair must be worn in a style that, in the judgement of the Academy, is appropriate for a formal uniform situation.
- Shaved patterns, hair extensions, extensive braiding\* or beading are not acceptable.
- Unnatural or extremes of colour, caused through dyeing, tinting or bleaching, are not acceptable.
- Hair should be worn in a tidy manner; long hair should not obscure the face. Hair should be tied back as appropriate for various lessons and activities such as PE and science.

### **Make-up**

- Years 7, 8 and 9: no make-up must be worn.
- Years 10 and 11: light, discreet and natural looking make-up only.
- No false nails or eyelashes, nail extensions or nail polish to be worn.

### **Jewellery**

- One stud only is permissible per lower ear lobe. No other jewellery is permissible this includes rings and bracelets. If seen then they will be confiscated.
- Students presenting with any form of facial piercing (including nose and tongue piercings) will be instructed to remove the items and they will be confiscated.
- Only Academy approved badges such as those for prefects and student council members may be worn.

### **Other**

- Coats and fashion sweatshirts should not be worn inside the Academy and if seen will be confiscated.
- Skirts must not be rolled up.

### **Substances**

- Smoking is not allowed on the Academy premises or while travelling to and from the Academy.
- No cigarettes, electronic cigarettes, lighters or matches should be brought to the Academy.
- No intoxicating substances should be brought into the Academy.
- There should be no aerosols in the Academy.
- There should be no chewing gum in the Academy.
- Canned drinks/energy drinks should not be brought in to the Academy.

### **Valuables**

- MP3 players, iPods/iPads, personal stereos, cameras and computer games should not be brought into the Academy or they will be confiscated.
- Mobile phones are not allowed to be used during the school day, unless directed to by staff to support learning. If mobile phones are seen then they will be confiscated.
- No expensive equipment should be brought into school, except for the purposes of study and only with prior specific permission.

NB Students with extreme uniform infringements or persistent issues should be referred immediately to the Pastoral team.

# Supplementary Information

## Bytes Café

We are very proud of our in-house catering service at The Burgess Hill Academy, and would like to make you aware of what is on offer.

Our aim is to support students in their learning by providing them with the highest possible quality food that is appealing, healthy and nutritious and offers you good value for money. We ensure easy access to fresh drinking water, and offer a selection of drinks in line with food regulations in schools.

### What we offer

During morning break, we serve a comprehensive range of hot snacks including ham & cheese baps, bacon baguettes, hot wraps and savoury scones. Our sandwiches, rolls, wraps and bagels are freshly made each day and offer a wide range of fillings. Fruit pots, yogurts, drinks and snack pots are also available.

The lunch time menu changes on a three week cycle and we offer a main course, a vegetarian option, filled jacket potatoes and salads every day. In addition to this, a hot healthy snack is available; this might be a Panini, or a filled flatbread, a fresh chicken fillet and salad in a bun, noodles or pasta. There really is something for everyone!

Our chillers are packed full of pasta pots, salads, mixed fruit pots and a range of cold desserts. Homemade cakes and biscuits are baked daily and are very popular. If your child has special dietary requirements, please contact the Café Manager to discuss; we are happy to help. Allergen information can be found on the school website alongside the weekly menu. Could we please also ask parents to refrain from sending their children with nuts or products containing nuts.

A current price list is also available on the academy website.

The Café is a great place for the students to meet together at lunchtime and enjoy lunch with their friends. We hope your child will give it a try. If you prefer, your son or daughter may bring a packed lunch which they may eat with their friends in the dining hall.

### Morning Break

Bacon & cheese roll  
Hash browns  
Ham & cheese bap  
Tomato & cheese bap  
Cheese & onion ciabatta  
Savoury scone  
Tuna melt  
Hot wrap  
Large bacon baguette

Daily selection of freshly filled rolls, sandwiches, baguettes, wraps and bagels.

### Lunch

Main course/Hot dessert  
Vegetarian option/Hot dessert  
Jacket potato

In addition to the main course, one of the following is available daily

Hot filled wraps  
Paninis  
Noodle bar  
Pasta bar  
Chicken sizzlers  
Filled flatbreads  
Pizza bar

\*Meal deal

Salads  
Snack pots  
Sandwiches  
Rolls, wraps and bagels  
Pasta salads  
Fruit salad  
Yogurt  
Fresh fruit  
Cold desserts  
Jelly

### Drinks

Bottled water  
Fruit juice  
Milk  
Flavoured milk  
Radnor Fruits  
Radnor Fizz

# Cashless Catering

The Café operates a cashless catering system. There are many benefits to this system including discouraging the misuse of lunch money through spending in shops, and alleviating the associated problems of the use of cash in schools.

The system operates by you topping up your child's account online or paying by cheque, (made payable to 'The Burgess Hill Academy') marked with the student's name on the back and posted in the post box in A block by 9.30 on a Monday morning. Cash may be brought to Reception by a parent, where a receipt will be issued.

At the till point, your child places their thumb on the biometric scanner and the operator will deduct the chosen items from your child's account. You will be able to view transactions on the website, see what has been purchased and check the balance.

From September, each child will have a daily spend limit of £6.00 and this is to help students manage their budget and to prevent overspending. You may raise or lower this at any time by contacting the Café Manager. Please ensure that the account remains in credit.

## On-line Payments

To top up the cashless catering account, go to the The Burgess Hill Academy website [www.theburgesshillacademy.org.uk](http://www.theburgesshillacademy.org.uk). The first time you top up, you will need a unique pin code. This will be issued when your child starts at the academy. After the initial set up, you can access the account using your email address. The minimum top up is £15.00, but you can top up weekly, monthly or termly, whichever suits you best.

## Biometric Scanning

Biometric scanning takes measurements of various points on the thumb print and uses this information to create a pin code. It cannot be used by other organisations and cannot be used to reproduce the image of the print. However, for data protection, we do need your permission to scan your child's thumb. For most students Biometric scanning will take place on Induction Day (for Year 6 students) or on your child's first day at The Burgess Hill Academy.

## Free School Meal

Students entitled to a Free School Meal use the system in exactly the same way as non-FSM students and it is not possible for any other student or staff member in the canteen to tell who receives free school meals and who does not.

The daily allowance of £2.30 is transferred by the Finance Team direct to the student's account. The only limitation with free school meals is that the money may only be spent at lunchtime. Any student who wishes to purchase food during the mid-morning break time will need to top up the account using the

academy system.

If your child currently receives a free school meal at their primary school then this entitlement will transfer with your child to us, you do not need to apply again.

If you think your child may be entitled to a Free School Meal, you can obtain the application forms from Reception or online at

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-Schools/free-school-meals/>

You may also have a confidential discussion with the West Sussex School Meals team on 01243 752835 or you can email them on [fsm@westsussex.gov.uk](mailto:fsm@westsussex.gov.uk)

## Contact Details

We are happy to help:

Sue Everest  
Café Manager 01444 257469  
[severest@theburgesshillacademy.org.uk](mailto:severest@theburgesshillacademy.org.uk)

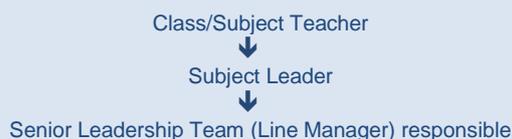
Or contact [office@theburgesshillacademy.org.uk](mailto:office@theburgesshillacademy.org.uk)

# Communication with the Academy

## Subject Issues

For communication regarding subject based issues. e.g. progress, achievement, homework etc.

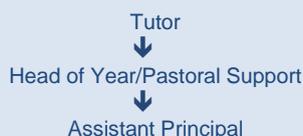
Initially, please discuss any concerns with your child's subject teacher and if an issue remains unresolved follow the steps shown below:



## Pastoral Issues

For communication regarding pastoral issues e.g. uniform, attendance etc.

Initially, please discuss any concerns with your child's tutor and if an issue remains unresolved follow the steps shown below:



## Local Board (Governors)

To communicate with the academy Local Board, please either email via the link on the school website or in writing addressed to the Chair of the Local Board c/o the academy.

## Complaints regarding staff at the School

Please direct any complaints regarding the conduct of a member of staff at the school in writing to Mr J Francies, Principal at the school.

Email addresses for our Pastoral and Subject staff can be found on our website:

<http://www.theburgesshillacademy.org.uk/about/staff>

Please allow two working days for a reply, due to teaching commitments. If you have waited for a response from a member of our staff and feel that either the response has been untimely, or you are concerned that your communication may not have been received, please contact the Principal's PA on 01444 241691 or email [office@theburgesshillacademy.org.uk](mailto:office@theburgesshillacademy.org.uk).

## E-mail Communication

It is our intention to communicate with parents via email rather than on paper as much as possible in the future. We regularly communicate with parents in order to update our records. Please email [office@theburgesshillacademy.org.uk](mailto:office@theburgesshillacademy.org.uk) with any change of information.

## Adverse Weather/School Closure

If the school is closed due to adverse weather conditions, the closure will be announced in the following ways.

- On the following radio stations BBC Sussex 104.5, 104.8 and 95.3 FM and More Radio (106.4)
- On the Academy website [www.theburgesshillacademy.org.uk](http://www.theburgesshillacademy.org.uk)
- A message via Studybugs
- On Twitter @TBHAcademy @principalTBHA

Please do not use the school telephone number without having checked the above methods of communication first.

## Extra-Curricular Activities

Once a term information is published about clubs running at the school during lunchtimes and after the end of the school day, such as Chess, Choir and Eco Clubs. There are many others available to students. The information is also available on the school website <http://www.theburgesshillacademy.org.uk/students/extra-curricular>

## Extra-Curricular Musical Activities

The Burgess Hill Academy is well known throughout Sussex for its excellence in extra-curricular music groups, some of which have toured in this country and abroad.

The various activities enable students to extend themselves and enjoy corporate music making in a pleasant friendly environment. Those students who are in the early stages of musical development are helped to develop their skills whilst the more able students receive up to Conservatoire level coaching.

For the students who wish to experience the thrill of stage work combining music and drama, The Burgess Hill Academy puts on musical productions. The tradition for lavish professional standard entertainments goes back for over half a century.

The last production by The Burgess Hill Academy Music Department was a sell-out production of Annie. With over 100 students involved. It was a fantastic school event.

Music activities presently offered include:

Academy Choir  
Year 7 Singers  
Concert Band  
'Singspiration'  
Keyboard Club

Ukulele Group  
Guitar Group

As well as these organised activities, many students come along and use the rehearsal rooms at lunch times to practise for exams and assessments, rehearse for performances or just to enjoy making music with their friends.

### **Extra-Curricular Sporting Activities**

The Burgess Hill Academy has a well established programme which aims to cater for all students within the school. There are many traditional sports which cater for students of all abilities. Sports such as Netball, Football, Basketball, Rugby, Cricket, Athletics and Rounders have regular coaching sessions and matches for school teams. These matches are not always for elite players and often we can have three teams playing for the school at the same time. The Burgess Hill Academy regularly enters district and county competitions which can lead to regional and national competitions.

There are many participation clubs which encourage students to compete against their peers in a more relaxed and social environment in sports such as Badminton, Table Tennis and Trampolining.

The Burgess Hill Academy is also a member of Mid Sussex Active (MSA) and working together we have been able to increase the opportunities available to students.

The school links with local sports clubs and coaches come in to deliver activities. These include Albion in the Community, Burgess Hill Rugby Club, Mid-Sussex Golf Club, Heights Gym and Mid-Sussex Martial Arts School.

The school develops its own sports leaders who work with teachers and coaches to improve the range and depth of activities provided. In addition to coaching they also act as officials for the many intra school and inter school competitions that take place.

## **Medical Room**

If a student feels unwell while in school they can ask to go to the Medical Room where our trained staff can assess their condition.

We ask that you keep our Medical Room staff informed of any conditions which your son/daughter may have, to enable them to deal with any emergencies which may arise.

### **Medicines – Prescribed**

Parents are encouraged to request that the prescribed dosage fits around the school day. If not possible, staff in the academy Medical Room can administer any prescribed medication. Forms MM2 and MM3 need to be completed by parents/carers and brought in to the academy with any medicines that have been prescribed for your child for long or short term medical conditions.

Medicines must be in their original packaging and including dosage information. Students using inhalers should have their inhaler about their person at all times, in addition to a spare held within the Medical Room. New parental consent will be required for a change in pattern or dosage of medication. Dosage administered must be according to prescriber's instructions. For students carrying their own medicines, parents will need to complete form MM4.

Due to changes in the Human Medicines Act schools from October 1st 2017, schools have been able to purchase an adrenaline auto-injector for emergency use in certain circumstances. Further details are included in Policy H8 – First Aid and Medical Policy <http://www.brightonacademiustrust.org.uk/about/policies>. Parental consent must be received to administer adrenaline auto-injector using form MM6.

The academy Medical Room also has an emergency inhaler for asthma sufferers and may be used by students who have been diagnosed as asthmatic by a medical doctor and their prescribed inhaler is not present. Parents/guardians must provide consent for their child to use the emergency inhaler using form MM5. Parents will also be notified in writing the day that the inhaler is used.

### **Medicines - non-prescribed**

If an academy student is unwell during a lesson s/he will be encouraged to wait until the next break before reporting to first aid staff. **All** non-prescribed medicines that parents wish to be administered will need to be provided by parents/carers, in original packaging. Parents/carers will need to complete form MM1. Non-prescribed medicines include paracetamol, ibuprofen and antihistamine. Only one non-prescription medication will be administered at a time. If a student returns to the Medical Room for more than 48 hrs with the same symptoms, staff will advise parents to contact their doctor. The school will not administer non-prescription pain-relief medication for more than 48 hrs.

Paracetamol – Academy staff must not provide pain relief medication to students; they may administer pain relief provided by parents/carers. New dosage guidance states that children aged 10-15 should be given 1 tablet (No 'plus' medication or including caffeine). The Medical Room staff will contact parents before administering paracetamol to check if a previous dose has been provided before school. Parents are also asked to advise us of any previous adverse reaction and keep us informed of any changes. The academy will not administer paracetamol until 4 hrs has elapsed since the last dose (no more than 4 doses in 24 hrs). If paracetamol has been given at 8am then one dose of paracetamol can be given in school after 12.00.

Ibuprofen - the school will not administer Ibuprofen at all during the school day if it is confirmed that it has been administered at home before school (Ibuprofen lasts for 6 hrs). Requests for Ibuprofen after 12pm – parents will be contacted to confirm that a dose has not been administered before school. If the school cannot confirm

if pain relief was taken before school, the school will refuse to administer pain relief.

Ibuprofen and paracetamol should only be given alternatively when recommended by a medical professional.

Medicine containing aspirin will not be administered unless prescribed by the student's GP.

Parents who completed and returned forms previously will also need to complete and return the new forms.

Parents will be asked to collect medicines that are date-expired or no longer needed.

The arrangements above apply to both in school and off-site activities (including residential trips).

All forms mentioned here are available on the academy website  
<http://www.theburgesshillacademy.org.uk/documentation/policies>

## Parental Involvement

The Parent's Forum is a group of parents who meets regularly with Jon Francies, Principal, to discuss particular issues, for example in the last year topics have included reports to parents and homework.

Attendance is not required at every meeting. Please look out for information in our regular newsletters, or email [office@theburgesshillacademy.org.uk](mailto:office@theburgesshillacademy.org.uk)

If you would like to be more actively involved with the academy, we'd love to hear from you. Please contact [office@theburgesshillacademy.org.uk](mailto:office@theburgesshillacademy.org.uk)



**Principal:** Mr J Francies  
The Burgess Hill Academy  
Station Road  
Burgess Hill  
West Sussex, RH15 9EA

**T:** 01444 241691

**E:** [office@theburgesshillacademy.org.uk](mailto:office@theburgesshillacademy.org.uk)

**[www.theburgesshillacademy.org.uk](http://www.theburgesshillacademy.org.uk)**

Information contained in this publication is correct at the time of printing and does not form any part of a legal contract.