



**THE
ST LEONARDS
ACADEMY**



Year 7 Induction Booklet July 2024

Inspiring our children and staff to flourish and achieve their best

Proud to be part of the University of Brighton Academies Trust

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Term Dates 2024 - 2025

Term 1	2nd September – 25th October 2024
Term 2	4th November – 20th December 2024
Term 3	6th January – 14th February 2025
Term 4	24th February – 4th April 2025
Term 5	22nd April – 23rd May 2025
Term 6	2nd June – 22nd July 2025

Inset Days

Monday 2nd and Tuesday 3rd September 2024
Friday 25th October 2024
Monday 4th November 2024
Friday 6th December 2024
Monday 6th January 2025
Friday 14th February 2025
Friday 27th June 2025

The School Day 2024 - 2025

Start of the school day	–	8.50am
Tutor Time	–	8.50am – 9.05am
Lesson 1	–	9.05am – 10.00am
Lesson 2	–	10.00am - 11.00am
Break 1	–	11.00am - 11.30am
Lesson 3	–	11.30am - 12.30pm
Lesson 4	–	12.30pm - 1.30pm
Break 2	–	1.30pm - 2.00pm
Lesson 5	–	2.00pm - 3.00pm
End of the school day	–	3.00pm



THE ST LEONARDS ACADEMY

July 2024

Dear Parents/Carers

I am delighted to welcome you to The St Leonards Academy. We are looking forward to your child joining us in September and to what, we are confident, will be a successful and productive partnership in supporting your child's education over the next five years.

The transfer to secondary school is an important part of the progression of your child's education, but not one that should cause any difficulty or anxiety. We are very much looking forward to all the students joining us at the Academy and we hope this induction pack will answer any questions you may have.

Behind the scenes, members of The St Leonards Academy staff have met with year 6 teachers and key personnel at the primary feeder schools to gather important information on progress and achievements throughout primary school which has been used to help us plan for your arrival in September.

The purpose of this handbook is to provide you and your child with important information about expectations, key dates and points of contact.

Finally let me say that we are so pleased that you have made the decision to trust us with your child's next step and assure you that we will work tirelessly to make sure that they enjoy their time with us and are happy and fulfilled.

Mr. Jon Francies
Principal



THE
ST LEONARDS
ACADEMY



Uniform

All students are required to wear a purple polo shirt with an Academy logo, or a white buttoned-down collar shirt with logo, an Academy blazer, (supplied by SuperStitch86 and Sussex Uniforms only) plain black school trousers or black pleated uniform skirt and black shoes or plain black trainers. Boys are required to wear plain, dark coloured socks and girls may wear black plain tights or socks. Optional items to purchase are a grey v-neck jumper with an Academy logo and a nylon PE bag with an Academy logo.

Please note that we do NOT permit leggings, tight or skinny trousers, patterned tights, hoodies / sweatshirt garments or any multi-coloured socks. If a belt is needed it must be plain black.

Only the following jewellery will be permitted: one pair of small studs and a watch. No rings, costume jewellery or facial piercings or retainers are permitted. Make-up is to be kept discreet at all times with no nail varnish or false or acrylic nails.

Hair is to be of a natural colour only and no hair adornments or extreme haircuts will be permitted.

Variations to the uniform will not be permitted and the Academy reserves the right to decide what is acceptable.

Students should clearly mark and label all belongings with their name and tutor group in case they get mislaid.

Uniform is available from:

Superstitch86

7 Castleham Road, St Leonards on Sea, East Sussex, TN38 9NR
www.superstitch86.co.uk

1. Equipment

It is vital that parents ensure that their child brings a school bag containing the following basic items of equipment:

- Pencil case
- 2 pencils
- 2 biros (blue/black)
- Eraser
- 30cm ruler
- Highlighters (3-4 different colours - useful for study skills/organisation)
- 1 green biro
- Scientific calculator

PE kit should also be brought in on days students have PE lessons.

2. Physical Education Lessons

For PE, students are required to wear an Academy logo Pe top, and a pair of Academy logo bottoms from the range available (choices are: shorts, girls fit shorts, leggings, skort, and 2 types of tracksuit bottoms).

There are additional layers available for when the weather turns colder, students are allowed to wear these Academy logo sports top over their T-shirt for indoor **and** outdoor lessons. Alternatively, any black, grey or purple sports coats (not a hooded jumper) can be worn for outdoor lessons only if needed – these do not have to have a logo.

Sports trainers are compulsory, these do not have to be branded but must offer the appropriate support for sporting activity. We suggest that the trainers worn for PE are not the same trainers that are worn to school. Plimsolls, Vans and Converse are **not** to be worn for PE. Football boots and shin pads are highly recommended for safety and there may be a need to purchase a gum shield if they choose contact rugby.

3. Pastoral Care

The wellbeing of students at The St Leonards Academy is paramount and as a result, the pastoral system is designed to support your child to feel safe, happy, involved, and able to perform to their potential. Each student will have a form tutor and will be in a tutor group with students in the same year. They will also belong to a community within the academy for various competitions and challenges related to our character values. Tutor time will be at the start of each day and provides the perfect opportunity for students to settle and for tutors to share important messages and information.

The tutor is the first port of call for parents/carers and students and we encourage parents to engage positively and regularly with the tutor to ensure your child is supported and nurtured emotionally and academically throughout their school journey.

4. Behaviour System

At The St Leonards Academy we believe that learning is key.

To support students in the classroom, all staff have a clear and consistent approach to behaviour management.

Should disruption occur, staff will use our consequence system to redirect and refocus students towards their learning. If a student were to continue to disrupt the learning environment this process will escalate to a removal from the lesson.

5. Attendance, Punctuality and Holidays

If your child has to be away, please telephone the Academy or email tsla.attendance@thestleonardsacademy.org.uk on every day of absence before 9.00am.

All hospital, dental and optician appointments should be made after school, or as near to the end of day as possible. Please provide evidence of all appointments taken during the academic day.

Please ensure that we are able to contact you by providing 3 up to date emergency contacts informing us if these numbers change.

Punctuality

Students are expected to be punctual to all lessons. Students must be on site no later than 8.45am. Students arriving after 8.50am will be registered as late. Sanctions will be applied in line with our academy policy. Should there be a valid reason for arriving late to school please contact the form tutor in the first instance.

Parents' Holiday

Any absence from the Academy negatively influences students' progress. Therefore, taking your child on holiday during term time will result in an unauthorised absence following guidelines set out by the DfE (Department for Education). The Academy does not authorise any holidays in term time.

6. Visiting the Academy

Parents visiting the Academy by appointment should park their vehicles in the Visitors Car Park and sign in at Reception where they will be issued with a visitor's badge. The purpose of this measure is to prevent unwanted visitors having access to the premises or students.

7. Homework

At the St Leonard's Academy, we believe that homework should be meaningful, motivating and manageable.

The aim of homework in Year 7 is to establish the independent study habits that we believe are essential for success, whilst still leaving sufficient time for students to pursue their own interests and passions. The purpose being that students' complete homework to benefit their own learning, confidence and progress.

In Year 7 pupils are set one meaningful piece of homework per subject per fortnight. Year 7 students are expected to spend 20-30 minutes on each piece of homework. Students and parents can keep up to date with the homework that has been set through Class Charts from any internet connected device. In addition to this all pupils are expected to read from their personal reading book each week. The Academy uses the 'Accelerated Reader' program to monitor and support pupils with their reading.

Completion of homework will be rewarded with Pride £s. Pupils who go the extra mile with their homework will receive bonus Pride £s. These can be put towards buying items from the 'Reward Shop' or they can be saved up and spent at our reward auctions, which are held at three points each year.

8. Reporting

At The St Leonards Academy you will receive regular information about whether your child is meeting the taught curriculum. This is supported by Parents' Evenings which are opportunities to have in-depth discussions with teachers about learning and progress. The following events will be taking place during the academic year:

- Three academic reports, including information about your child's knowledge of the taught curriculum, effort, attendance and behaviour.
- Year 7 Parents' Evening

9. Medical Care

Students who feel unwell should report to the official First Aid point in Student Reception. **They must not go home without permission.** If students have to be taken to hospital, staff will accompany them unless it can be arranged for parents to take them or to be at the hospital immediately. We have to inform parents when a student is taken for hospital treatment, and it is vital for us to have telephone numbers for emergency contacts. If you have no telephone, or cannot be contacted at work, please arrange for a neighbour or relative to receive a call in case of emergency and let us know that number.

If your child needs special care, or there is a medical history about which we should know, please inform us when your child joins the Academy.

Please do not send your child to the Academy if they are really unwell. We have only limited facilities for looking after unwell students.

Do not send your child with full bottles of pills or medicine. If these have to be taken during the day you should send a letter giving details of the dosage and leave a small quantity of the appropriate medicine with the Academy's Welfare Officers at Student Reception. This includes painkillers such as paracetamol. Students are not allowed to carry medicines around the Academy without the Principal's permission. **The exception to this is asthma relievers.** Students should carry these **at all times.** Please make sure they are clearly marked with the student's name so that if they are mislaid or lost we can return them properly.

10. Mobile Phones

Students should not bring mobile phones into the Academy. If they are brought in as a necessity, it is at their own risk, and they must be switched off during the school day. If they are seen, heard or being used at any point they will be confiscated and locked away, students will then need to collect their phone at the end of the day.

11. Academy Meals

A range of meals and snacks are served each day in the Academy's restaurants. We are keen to encourage healthy, sociable and civilised eating. We operate a cashless system which involves accounts being topped up via ParentPay. Year 7 have a dedicated restaurant and are able to access a range of food at both breaks.

12. Dropping off and picking up students

In order to keep the site safe, there is no vehicle access for parents dropping off or picking up their children. Entry to the site is only permitted because of a visit to a teacher or pick up/drop off for a medical appointment.

13. Rewards

At The St Leonards Academy we reward and celebrate students' success at every opportunity. We have a personalised reward system that allows students to earn Pride Pounds by:

- demonstrating the 5 academy character values - during lessons and in and around the building,
- being at school every day,
- completing homework,
- representing the school in sporting events, and much more.

On 3 occasions throughout the year we host a rewards auction where students can use their pride £'s to bid on a wide variety of prizes or purchase raffle tickets to be in with a chance of winning the top prize.

14. Safeguarding

The Safeguarding Team here at The St Leonards Academy are here for all students to ensure they feel safe, supported and able to access their education. It might be that some students require extensive emotional well-being support and there are a variety of possible options that can be explored:

- School Counsellor
- Early intervention officer
- Nurture Group
- Believe in You Teens

If a student requests additional support or if a need is identified by a member of the pastoral team, then a referral to the Safeguarding team can be made and the options above will be considered. Students' are encouraged to speak to their Form Tutor, Head of Year, Student wellbeing and welfare officer or a member of the Safeguarding Team if they do not feel safe or if there is anything they are worried about.

If there is children's social care involvement the safeguarding manager will be the main point of contact for liaison between all agencies and parents

The St Leonards Academy has an emergency safeguarding phone that can be used by staff in an emergency situation, or if a concern is raised about a student. The emergency phone is manned by a member of the Safeguarding team during school hours.

Students' can also reach out for help and support by emailing needtotalk@thestleonardsacademy.org.uk. This email address is overseen by our School Counsellor, Alice Seymour.

The Safeguarding team are always here to discuss any concerns you may have for the well-being of your child, so please make contact with us via safeguarding@thestleonardsacademy.org.uk

15. Class Charts

At The St Leonards Academy we use Class Charts to track students' attendance, behaviour, rewards and homework. We encourage both students and parents to download the app in order to effectively monitor and support you/your child's learning at The St Leonards Academy. We will be very happy to provide assistance with setting this up please contact your child's tutor via email.

16. ParentPay

The Academy is a cashless school. All trips and school meals (except FSM) must be paid via ParentPay either on-line, on a mobile app or at pay points located in local shops. ParentPay is a free service for you to use. You will receive your login details at the beginning of September.

17. Cashless Catering

The St Leonards Academy has a cashless catering system which gives the Academy community a more efficient, faster, and ultimately better quality of service. This system uses the latest technology and eliminates the need for students to carry money throughout the day. It is also biometric so there is no need for students to carry a card as the system will recognise the thumb or fingerprint of your child at the tills. Accounts must be topped up via ParentPay.

Some of the benefits of the system include:

- Increased speed of service, meaning reduced queuing times
- Total anonymity for students who have Free School Meals
- A daily 'spend limit' of £5 will be programmed into the system

Top Tips!

Five Top Tips for Students



1

Be on time for the school day and your lessons.



2

Be prepared for learning, make sure you have the correct equipment and attitude for learning, your timetable and PE kit when needed.



3

Log onto class Charts to keep track of your Pride Pounds and what homework you have and do it the night you receive it.



4

Every lesson counts so get into the habit of going for toilet breaks before school, during breaks and afterschool.



5

If you have a problem or a worry your tutor is your first port of call, they are there to help you in tutor time, a breaks and afterschool. You can also ask any of the transition ambassadors who will be happy to guide you to the right person.



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