



# ASTREA ACADEMY SHEFFIELD

## FAMILY HANDBOOK 2025

SCHOLAR NAME	
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**ASTREA ACADEMY  
SHEFFIELD**  
SAPIENTA DUCET AD ASTRA

## OUR VISION & VALUES

**Vision:** To provide an exceptional, knowledge-rich educational experience, which ensures all scholars succeed.

**Motto:** A relentless commitment to excellence - everyday!



**SCHOLARSHIP**

**RESPECT**

**TENACITY**

**RESPONSIBILITY**

**CURIOSITY**

# PRINCIPAL'S WELCOME

Thank you for considering Astrea Academy Sheffield for your child's secondary education. We are proud to be oversubscribed in all year groups, with more first-choice applications than available places for our new Year 7 cohort. As a true all-through school, our Year 6 and Year 13 scholars will be the first cohorts to achieve KS2 SATS and A-level outcomes this summer.

Our first Ofsted Inspection report in December 2022 awarded us 'Good' across all areas, a testament to our scholars, parents and members of staffs' relentless efforts to maintain high standards.

We are driven by our values and vision to offer an inclusive, aspirational, and academic education for all scholars, enabling them to learn, thrive, and lead successful lives. We are ambitious for every child, regardless of their background, prior attainment, or needs. We aim to ensure that all scholars have the option to attend university or pursue other aspirational paths. We do not lower expectations due to a child's background or home life, or because they are new to English or have special educational needs. Instead, we redouble our efforts to help children overcome these barriers and flourish.

At Astrea Academy Sheffield, we are dedicated to a knowledge-rich curriculum and a traditional approach to teaching, behaviour, and culture. We believe in teaching powerful knowledge, 'the best that has been thought and said,' and providing an 'entitlement curriculum' for all. Our scholarly culture is warm and strict, disciplined and joyful, with 'purpose not power,' ensuring impeccable behaviour so teachers can focus on teaching and scholars on learning.

We warmly welcome visitors and would be delighted to show you around our academy to fully appreciate our excellent learning environment. If you would like to visit us, please contact [info@astreasheffield.org](mailto:info@astreasheffield.org) to arrange a time and date at your convenience.

**Mr Boyd**

**Principal | Secondary & Sixth Form**



# WELCOME TO ASTREA

To help all scholars and parents to prepare for the year ahead, we have put together the information you will need in this booklet. We hope you will find it useful.

If you have any queries or concerns, please do contact the academy where staff will be available to help.



Phone: 0114 553 9110

Email: [info@astreasheffield.org](mailto:info@astreasheffield.org)

Address: Astrea Academy Sheffield,  
Andover Street, Sheffield, S3 9BE

X: [@AstreaAcadSheff](https://twitter.com/AstreaAcadSheff)

Facebook: [Astrea Academy Sheffield](https://www.facebook.com/AstreaAcademySheffield)

Instagram: [@AstreaAcademySheffield](https://www.instagram.com/AstreaAcademySheffield)



# THE ACADEMY DAY

Session	Start Time	End Time	Session Length
Morning Meeting Y7- Dining room and Y9 – Main Hall Y11- Lecture Theatre	08:20	08:35	0:15
Astrea Reads Y8- Tutor rooms and Y10 – Tutor rooms	08:20	08:50	0:30
Astrea Reads/ Y11 Astrea Revises Y7 and Y9 – Tutor rooms Y11 – intervention groups/tutor groups	08:35	09:05	0:30
Morning Meeting Y8- Main Hall and Y10 – Dining Room	08:50	09:05	0:15
Y12 and Y13 tutor time	08:45	09:05	0:20
Lesson 1	09:05	10:00	0:55
Break A 10:00 - 10:15 (Y7, Half of Y9, Y10 and Y12) and Lesson 2	10:00	11:10	1:10
Break B 10:55 - 11:10 (Y8, Half of Y9, Y11 and Y13) and Lesson 2			
Lesson 3			
Lesson 4/Lunch A (Y7 and half of Y9 - Main Hall, Y10 Dining room Y12 Study Room)	11:10	12:05	0:55
Lesson 4/Lunch B (Y8 and half of Y9 - Main Hall, Y11 Dining room Y13 Study Room)	12:05	13:00	0:55
Lesson 4/ Lunch B (Y8 and half of Y9 - Main Hall, Y11 Dining room Y13 Study Room)	13:00	13:55	0:55
Lesson 5	13:55	14:50	0:55
Line up	14:50	15:00	0:10
Lesson 6 (Y11, Y12 and Y13 only) and extra-curricular*	15:00	15:55	0:55

\*Extra-curricular may go beyond 3:55pm activity dependent.

## Period 6 Sessions

Period 6 is compulsory for Year 11, Y12 and Y13 scholars on a Monday, Wednesday and Thursday. Period 6 will run from 3.00pm – 3.55pm.

# IMPORTANT ONBOARDING LINKS

To help prepare for your child to start with us, we need some key information from you. Without this information your child cannot be added to the Academy roll. Please complete all forms by 31st March 2026. It is very important that we receive this key information as soon as possible so we would urge that this is returned by the deadline.

Astrea Academy Sheffield (Secondary) Admission Form



Astrea Academy Sheffield (Secondary) Permissions Form



Astrea Academy Sheffield Pupil Premium Form



Date	Events
Friday 26th June 2026 9:15am-10:15am	<b>Parent Coffee Morning</b> We would be delighted to see you again at our Parent Transition Coffee Morning. This is a great opportunity to find out more about Academy life, school uniform, PE kit, the parent transition evening and scholar transition day. You will also receive a tour of the school and be given another opportunity to ask any questions you may have.
Thursday 9th July 2026 4:15pm-6:15pm	<b>Parent Transition Evening</b> The transition evening will prepare parents, carers and scholars for the transition day on the 10th July. This evening will have staggered entry to offer families plenty of time to hear the Principal's address, see the school and to order PE kit and school uniform. Times for each primary school will be shared nearer the time.
Friday 10th July 2026 8:30am-3:15pm	<b>Transition Day</b> Your child will be invited to attend a full day at Astrea Academy Sheffield on <b>Friday 10th July 2026</b> . This date will be the day your child experiences their first full day as an Astrea Academy Sheffield scholar and undertakes a range of lessons. Scholars will also be set a summer project to bring home with them.

# GETTING TO AND FROM SCHOOL

Where possible, we would encourage all scholars to walk to school. Andover Street is predominantly marked with double yellow lines, and it is important to keep this area clear (both before school and after school) to allow scholars to enter the site safely. The road will be closed during morning drop off 8:00-9:15 and afternoon pick up 2:45-3:30. Parents should not park on any of the school safety markings (zig zags) at any time. The academy works closely with Sheffield City Council and parents who choose to ignore the parking restrictions are likely to receive a fine.



## Morning Meetings

Morning Meetings are an essential part of how we set all scholars up for success every day. Throughout these morning meeting sessions, scholars will cover a range of topics via weekly assemblies including current affairs, rewards, word of the week, behaviour curriculum and character education sessions. Each morning meeting is structured in the same way across Y7-9 with Y10 and Y11 following a lecture style format. In morning meetings:

- Scholars gather with their year group and are greeted by their AYL, PYL, SLT link and form tutors.
- Form tutors check that all scholars are ready for the day ahead (for example, by checking uniform, equipment and homework).
- The Morning Meeting lead will share important messages with the whole-year group.
- Appreciations are shared for scholars who have been exceptional the day before.
- Each Morning Meeting will either focus on curriculum retrieval, character education, CEIAG or the assembly focus that week.

# READING

At Astrea, reading underpins everything that we do; we are aware that strength in reading is fundamental to academic success across the curriculum. The ability to read accurately, fluently and for pleasure is a right which we ensure that all scholars have access to. All scholars will undertake one Astrea Reads session every day, where they will read with their form and tutor, this is to ensure scholars are enjoying a minimum of 25 minutes of reading every day. We utilise Sparx Reader as way to monitor reading at home, as all scholars are expected to undertake 30 minutes of independent reading every week. Scholars are rewarded for completing sparx reader each week with astras, which go towards half termly and termly prizes. The academy has a fantastically well-stocked library which is open at break time, lunchtime and after school. We encourage scholars to use this space as a place to loan books, read quietly, complete homework and revise.

We use the New Group Reading Test (NGRT) to track every scholars' reading successes and will share information about your child's reading with you throughout the year. Please ensure your scholar has their reading ruler on them at all times as this is an important piece of equipment that they will need when undertaking reading in the academy.



# CURRICULUM

Our curriculum, like everything at Astrea Academy Sheffield, builds upon our vision of ensuring all scholars succeed. We believe in developing the whole scholar and as such provide extensive experiences which are an integral part of our curriculum offer.

We believe that every Astrea scholar is capable of achieving something wonderful. By providing a rigorous, carefully sequenced, academic curriculum that is full of powerful knowledge, we are enabling scholars to understand and challenge the world around them. We maintain consistently high expectations of all scholars as they are all entitled to learn this powerful knowledge, regardless of their starting place. We do not narrow the curriculum for any scholar. Instead, we ensure that all scholars receive their entitlement to a broad and balanced curriculum.

As an all-through academy we have an opportunity to really change the way our scholars learn and grow. Each subject discipline is delivered discreetly having been developed by subject experts. We work hard to ensure our curriculum is coherent and builds learning over time. This enables scholars to attach new knowledge to old in a manner that is efficient and sustainable. As a result, our scholars make good progress through our curriculum and are well prepared for their next level of study.

From nursery to sixth form we expose scholars to this cleverly crafted curriculum, not only to ensure success at SATs, GCSEs and A-Levels, but because this knowledge is incredibly important for scholars' wider lives. Our curriculum is filled with core knowledge which needs to be mastered by all scholars.

## Key Curriculum Principles

1. Rich in powerful knowledge

2. High expectations for all

3. Reading, reading and a little bit more reading

# CLASSROOM CULTURE

## Learning is sacrosanct

All Astrea scholars deserve to explore the best of what has been thought and said. As staff who are unashamedly passionate about our subjects, we know that the greatest gift we can give our scholars is our expertise. We believe joy and wonder is found in learning and we fiercely protect every scholar's right to access this.

## Equity of knowledge

We believe that it is our moral imperative to impart **powerful knowledge** to all of our scholars. Staff thoughtfully select knowledge which enables our scholars to understand and challenge the world around them. We maintain consistent expectations of all scholars because they have the right to access this powerful knowledge, regardless of barrier or starting place. It is the job of our staff to teach to the top and find ways to support all scholars to get there.

## Time is precious

We know that **knowledge begets knowledge**. With this in mind, the time in our classrooms is precious and both staff and scholars must treat it as such. We are always interested in taking the shortest path to learning and we deal with disruptions to learning consistently and seriously: learning time should never be wasted.

## True understanding is long-term

We understand learning to be a change in **long-term memory**. Staff sequence their teaching carefully and always consider their curriculums in the context of a through-school education. Our staff are mindful of poor proxies for learning and regularly interrogate what has truly been understood and transferred to longer-term memory.

## Common approach

As we believe that all of our scholars deserve the very best educational opportunities, we think that it is important that our staff follow a common approach to classroom culture. To emphasise that learning is sacrosanct, Astrea children are addressed as **scholars**.

We know that learning looks different across our curriculum and at different times during a scholar's journey. Consequently, we do not insist on a 'one-size-fits-all' approach to teaching. Instead, we expect all staff to engage in relevant, recent pedagogical research and to use it to shape their practice in ways that best serve their scholars' needs.

# CLASSROOM CULTURE

## What does this look like in practice?

Teachers favour the use of booklets over PowerPoints (for example) as a teaching resource. Booklets are a printed, stapled resource that contains all of the content, tasks and questions for all lessons within a topic. These take the place of PowerPoints or textbooks for content delivery as they are, effectively, an in-house, bespoke textbook that we have made. Teachers use a visualiser to teach from the booklets.

Homework is set using online platforms such as SPARX or Carousel. We expect scholars to always try their best with their homework so that their teachers can see how they are able to apply the knowledge they are learning in class.



# CURRICULUM STRUCTURE

## Key Stage 3

At Key Stage 3 scholars will study the subjects below over a two-week timetable consisting of 50, 55-minute lessons.

English	Mathematics	Science	History	Music
Geography	Spanish	RE	PE	Drama
Art		Computing	Personal Development	

\*1 Music (2 lessons in Y8 and 1 in Y7 and Y9 and 2 Drama 2 lessons in Y7 and Y9 and 1 in Y8

## Year 10

In Y10 scholars will study the subjects below over a two-week timetable consisting of 50, 55-minute lessons. In addition to their core curriculum, scholars will be able to choose 3 option subjects from the options below.

English	Mathematics	Science	PE	RE	Personal Development
Option Choice X		Option Choice Y		Option Choice Z	

## Year 11

In Y11 scholars will study the subjects below over a two-week timetable consisting of 56, 55-minute lessons. In addition to their core curriculum, scholars will continue with the subjects they opted for.

English	Mathematics	Science	PE	RE	Personal Development
Option Choice X		Option Choice Y		Option Choice Z	

# CURRICULUM STRUCTURE

## Option Subjects

GCSE Geography	GCSE History	GCSE Religious Studies	BTEC (Tech Award) Hospitality and Catering
BTEC Digital Information Technology	GCSE Spanish	GCSE Art & Design (Fine Art)	BTEC (Tech Award) in Sport
Drama	BTEC (Tech Award) Health and Social	GCSE Art & Design (Photography)	

- Statutory RE is covered in morning meetings on Fridays for Y11

## Key Stage 5

Art	Biology	Chemistry
English Literature	Mathematics	Physics
Psychology	Sociology	Spanish

- 10 periods in Y12
- 11 periods in Y13



# ASSESSMENT

## Key Stage 3

In January and June, scholars will sit written assessments in each subject. For each of these assessments, scholars will be given a percentage score. This score will be reported to parents through a formal report which parents will receive three times throughout the academic year. Further information regarding assessment will be issued prior to the first assessments in January.

Scholars will be assessed in their reading ability three time per year and a current 'reading age' will be produced.

## Key Stage 4

In year 10, scholars will sit two full mock assessments in each subject. For each of these assessments, scholars will be given a current grade. This grade will be reported to parents through a formal report which parents will receive three times throughout the academic year. Further information regarding assessment will be issued prior to the first assessments. Scholars will be assessed in their reading ability three time per year and a current 'reading age' will be produced.

In year 11, scholars will sit two full mock assessments in each subject ahead of their official exams in May and June.



# 6TH FORM

A unique part of our offer is that we are a true all through school with a 6<sup>th</sup> Form after year 11. Astrea Academy Sheffield 6<sup>th</sup> Form brings an offer with a difference – one that is unashamedly academic. It is the first of its kind in the local area. Looking out over the cityscape and countryside, Astrea Academy Sheffield 6<sup>th</sup> Form is surrounded by impressive horizons. These vistas are an important metaphorical reminder that we are always pushing to reach ambitious goals.

At Astrea, our defining quality is our appreciation of hard work. In our 6<sup>th</sup> Form we make no apologies for our high expectations because in meeting these our scholars will set themselves apart, ready to apply to prestigious destinations nationally and beyond. Our message to future 6<sup>th</sup> Form scholars is simple: don't be afraid to aim high.

The class of 2025 secured incredible outcomes where 55% of grades were A\*, A and B. These scholars went on to fantastic destinations to study a vast array of subjects including Medicine at The University of Sheffield, Fine Art at Birmingham City, Game Art at Falmouth, Radiology at Keele University, Paramedic Science at the University of Surrey and Biomedical Science at Sheffield Hallam University! In joining Astrea, your child will be part of an elite and academic group of scholars set to achieve places at competitive destinations.

It is an incredible privilege to support young people in their 6<sup>th</sup> Form journey. We very much look forward to supporting your child, should they wish to continue their education here, in year 12.



# FAMILY DINING

At Astrea Sheffield, we believe that lunchtime is not just an opportunity to provide scholars with healthy locally sourced food, but also a time of the day to support our scholars to be independent and responsible. Family lunch is focused on building strong family values and a sense of community. Each day we will discuss a different topic and celebrate acts of kindness as a school community through our appreciations as well as enjoy a varied menu which is halal, nutritious and healthy.

Family lunch allows scholars to eat in groups and really get to know each other, creating positive relationships throughout their year group and a sense of belonging within a team. Showing respect and values which we believe should be evident at all times of the day, including lunchtime.

Instead of a canteen culture where scholars can sometimes queue for long time whilst waiting for their meal or leave their trays behind, expecting an anonymous cleaner to clean up after them, at Astrea Academy Sheffield, Scholars not only clean up after themselves, but also clean up after each other. Children demonstrate kindness and a sense of personal and collective responsibility. Each scholar has their own responsibility during family dining. They could be responsible for collecting the food tray, setting the table, serving the food, emptying the waste, wiping the table etc. All scholars having their key responsibilities allows scholars to eat together at the same time and avoids the canteen culture of queueing and waiting for your food.

We have an opt out policy for our family dining. **If you do not wish for your child to participate in family dining, you must let the school know every half term. If you do not opt out from family dining, you will be charged for the meals your child has eaten. Each meal is £2.75.** If your child is eligible for free school meals, they will not be charged. If you have chosen to opt out, you must supply your child with a packed lunch.



# FAMILY DINING

Our vision is to provide scholars with healthy option of freshly made food, all made in house using locally sourced ingredients such as halal poultry, beef and lamb alongside daily delivered fruit and vegetables. We believe that we should feel just as proud of what we serve at the academy as we would in a restaurant. We also have a strong belief that all the scholars sit down and eat lunch together to enhance a social and family type environment. To achieve these goals, we have:

- An ever-changing seasonal menu on a 3 weekly rotating basis
- A vast selection of herbs and spices that coincide perfectly with the fresh produce we use
- Reduced the sugar content and turned to alternatives that taste just as good.
- Encouraged the uptake and value of the school meal
- Hired chefs with a wide range of knowledge and skills
- Educated scholars about where the produce is from and how it's used in different things
- Increase scholars' responsibility
- Develop a sense of belonging and community through family dining
- Reduce food waste and introduced recycling
- Developed a greater understanding of portion sizes and a balanced diet
- Scholars can have a free breakfast every morning

Scholars will enter the food hall together to eat their lunch as a year group and will sit in an allocated seat whilst dining. It is important to the academy that scholars have a safe, peaceful and social space in which to eat their lunch. Scholars who have the responsibility to collect the water and cutlery trays will collect them on the way to their seats. The member of staff who is leading the dinner session will then greet children and invite scholars who have the responsibility to collect the food to head up to the food counter. They will then serve the food at the table ensuring that food is evenly distributed. Once all scholars at the table have finished eating, we ensure collective responsibility and as such the whole table will carefully tidy up. After the tidying up has taken place, scholars a given then opportunity to show their appreciation for the people in their lives who they value. This is highlight of family dining and greatly valued by our scholars.



# PERSONAL DEVELOPMENT

Astrea Academy Sheffield is committed to developing the whole child and our curriculum has been shaped around this belief.

The Personal Development Curriculum ensures that we are allowing scholars to develop outside of specific academic curriculum areas. This will include careers education, character education, enrichment activities, PSHCE (Personal, Social, Health, Citizenship and Economic Education), relationships and sex education etc. Several external companies' support delivering these important topics so that information is relevant, up-to-date and engaging for all scholars.

Scholars will receive Personal Development timetabled curriculum lessons as well as daily morning meeting sessions, weekly assemblies and character education sessions.

## **Careers Education, Information, Advice and Guidance (CEIAG)**

Careers Education, Information, Advice and Guidance provision at AAS is delivered throughout all year groups in the secondary phase. The Astrea Academy Sheffield (AAS) careers education programme aims to provide our scholars with the opportunity to investigate, plan, track and manage their careers effectively, preparing them to make informed decisions and ensuring progression which is ambitious and aspirational.

Our ambition is for all scholars to access an extensive range of career opportunities, advice and guidance through carefully planned engagements both within the curriculum and beyond. It aims to promote equality of opportunity, celebrates diversity and challenges stereotypes.



# ENRICHMENT

Astrea Academy Sheffield is committed to developing the whole child and our curriculum has been shaped around this belief. We believe our scholars are entitled to a curriculum which offers them chances to do things they might have never done before. However, we also believe that additional opportunities are important in shaping a child's education.

Extra-curricular activities are delivered daily to provide scholars with an incredibly broad range of activities and opportunities that they would not experience on a normal school day. As extra-curricular activities are delivered after school, every scholar has the opportunity to take part - no matter their circumstances, this includes fixtures, competitions and extra-curricular clubs. An example of our extra-curricular activities timetable can be seen below.



# EXPEDITIONS

We believe that all our scholars have a right to valuable experiences of the wider world during their time at Astrea Academy Sheffield, which is why we have a rich and varied programme of expeditions. We wish to allow scholars access to opportunities they may not usually have. Whether taking part in rock climbing, competing in sporting fixtures or maths challenges, experiencing fantastic live theatre or enrolling on the Duke of Edinburgh Award, there is something to broaden the horizon of every scholar. We are especially focused on ensuring that our scholars experience university and further education settings during their time with us. We know that feeding the ambitions of our scholars and showing them the pathways to educational success is one of the most powerful ways we can use our expedition programme. Our expeditions allow scholars to experience different countries and cultures, to gain new knowledge and skills and to see the subjects they study in action, happening in the world around them. Expeditions offer us an excellent way to enhance the lives of the young people we teach.

Some highlights of the year so far:

- Duke of Edinburgh Award
- Sheffielded College trip
- Lowry Theatre trip
- Sports Leaders
- Durham university conference
- Crucible Theatre trip
- Spain Residential
- Geography field trip
- Maths Challenge Ice
- Over 50 Sporting fixtures
- Art Gallery trip
- Y12 NCS residential
- Sheffield Hallam Trip
- Rock climbing elective
- Access to Sheffield – University trip
- Road Safety workshops
- Longley 6th Form College trip
- Skating elective



Scholarship

Respect

Responsibility

Curiosity

Tenacity

# BEHAVIOUR AND REWARDS



## Class Charts

Astrea Academy Sheffield uses ClassCharts to support the implementation of the behaviour policy. ClassCharts enables secure communication with parents to help them support their child's education. Parents can use the ClassChart's Parent App to see the instant award of positive 'Astra's' as well as see key details around any 'negatives' issued for behaviour breaches. This is an immensely powerful form of communication between school and home. In September, all scholars and parents will be given a login for Class Charts, which will enable them to see live information about the conduct of their child during the school day.

## Silent Corridors

Astrea Academy Sheffield insist on Silent Corridors. This is to maximise learning time in lessons, encourage the right headspace for scholars to thrive in learning and to keep everybody safe. The silent corridors really do help create a calm environment to support safety and learning. This includes movement around the academy building between lessons and at unstructured times such as break and lunch. Scholars must walk in single file, on the left-hand side (on the painted lines on the floor) and in silence. Scholars will regularly practice our corridor routines to instill our high expectations.



ASTREA ACADEMY  
SHEFFIELD  
SAPIENTIA DUCIT AD ASTRA



**Community  
Advisory Group!**



Join us on our journey to provide an exceptional, knowledge-rich educational experience to ensure all scholars succeed.

Scan the QR  
code to sign up:



 [info@astreasheffield.org](mailto:info@astreasheffield.org)

 0114 553 9110

# BEHAVIOUR AND REWARDS

## In Class Behaviour

Outstanding behaviour is the first step to excellent learning. Any disruption will divert scholar and teacher focus away from the purpose of a lesson. We are relentless in our approach that all scholars progress in every single lesson, every single day. Our 'Disrupting to Learning' in-class system (outlined below) reduces low level disruption and supports scholars to learn self-discipline and manage their own behaviour, actions and choices. At Astrea Sheffield we believe in every scholar's right to disruption free learning every lesson, every day.

Our classrooms are vibrant, exciting and productive learning spaces. Scholars will be given lots of opportunities to explore their thoughts and feelings on a range of learning topics and skills independently, in pairs, small groups and as part of whole-class tasks. To allow for this learning environment to be created and maintained, every scholar must prioritise excellent behaviour in their lessons.

Please see below graphic that outlines the Disrupting Learning (DL) System:

The "DL" System	
<b>DL1</b>	is a -1 behaviour point
<b>DL2</b>	is an additional -1 behaviour point
<b>DL3</b>	is an additional -1 behaviour point. The scholar must then leave the classroom and go to triage

# BEHAVIOUR AND REWARDS

## Around the Academy Behaviour

We expect this outstanding behaviour to continue around the Academy also. This means in the corridors during transition time, on the MUGA for break and lunch play times, in our amazing Academy library, dining spaces as well as all other 'out of classroom' behaviour. We want to encourage our scholars to be responsible for their behaviour choices in a varied and ever-changing environment.

## Representing the Academy beyond the school gates

We also expect this outstanding behaviour to continue beyond the academy gates and school grounds. This means that scholars need to be aware they are representing the academy on their journeys to and from school each day. We work very closely with the local community to ensure scholars are behaving positively in their transition times between home and school. It is very important to us that our scholars are positive in their local communities as well as school.

Scholars will be issued detentions if they reach the following thresholds: Behaviour points are accumulated throughout the day from In Class, Around the Academy behaviour and Beyond the School Gates. Detentions are held the next full Academy Day as a standard.

Negative Points	Sanction
-3 negative points in a day	30-minute detention
-6 negative points in a day	60-minute detention, plus consideration for further sanctions such as day in the reset space (RS)



**ASTREA ACADEMY**  
**SHEFFIELD**

SAPIENTIA DUCET AD ASTRA

# REWARDS







At Astrea Academy Sheffield we are always looking for new ways to promote excellent behaviour, motivate our scholars and show them how much we want to celebrate their excellent efforts and achievements. Below is a list of some of the Rewards we run. This list is not exhaustive.

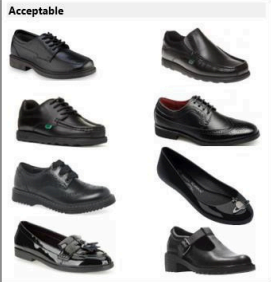
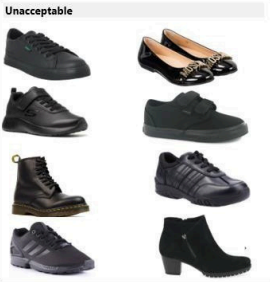



Astras	Awarded by staff for excellent behaviour.
Positive Phone Calls	Made by all staff to celebrate scholar academic success or for embodying out core values.
Appreciations	Daily shout outs in morning meeting to appreciate scholar efforts, behaviour and achievement. a weekly principals appreciation is also given.
Verbal Praise	Whenever a scholar is working to improve themselves, being helpful and striving for excellence.
Positive Postcards	Send by subject departments to highlight the best performing scholars.
Star of the Week	On Friday, each tutor nominates the scholar who has shone brightest that week and shares with the year group the reason they have improved.
Break with a Cake	On Friday, the pastoral year leader nominates 2 scholars from their year group who have impressed. These scholars get to have break with the principal and receive a drink and cake.
Golden Tickets	Awarded for impressive work, behaviour and acts of service. These tickets also earn winners a choice of chocolate bar as scholars leave through the school gates on a Friday.
Astrea Ascent	Climbing the mountain to success - each half term scholars try to tick off criteria attached to our Academy core values. Scholars receive silver stars for every 5 criteria achieved. These stars allow access to special awards events. The more stars, the better the prize.
Rewards Assemblies	These assemblies are full of fun, recognising great scholar behaviour with a variety of prizes.
Astreanomical Awards	Scholars and staff vote to recognise those in the academy who go above and beyond from themselves and others. Invididuals of this award received a framed certificate in assembly and join an exclusive list of winners.
End of Year Awards Evening	An end of year event to award scholars for multitude of reasons associated with success in school life.
Attendance Prizes	Half-term prize draw to win big prizes such as vouchers, bikes, air-pods. Scholars who attend school all week receive a attendance card to enter into the prize draw.

# UNIFORM

Purchase Here: <https://logoleisurewear.com/product-category/schools/schools-astrea-sheffield/>

Uniform Item	Purchasing Information
<p>ACADEMY dark blue blazer</p> 	<p>Y7 first blazer is free – Academy to distribute to new scholars in September</p>
<p>ACADEMY tie- please note that different year groups have different ties so please specify the year group of your child when ordering a tie.</p> <p>Y7   Y8   Y9   Y10   Y11</p> 	<p>£5.50 – available to purchase from the academy in September or Logo Leisurewear online</p>
<p>ACADEMY school bag – These will be issued on the first day for free to all Y7 scholars. If they need to be replaced, they are £20 and are available to buy from reception. All year groups must use an Astrea Academy Sheffield bag.</p> <p>Year 7 will receive a free school bag in September. Other scholars can purchase this for £20 from the academy.</p> 	
<p>White long or short sleeved school shirt (not a polo shirt)</p> 	<p>Any good supermarket / department store</p>



# UNIFORM

Uniform Item	Purchasing Information
<p>Black school shoes (not boots or trainers)</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;"> <p>Acceptable</p>  </div> <div style="border: 1px solid black; padding: 5px;"> <p>Unacceptable</p>  </div> </div>	<p>Any good supermarket / department store</p>
<p>Plain dark grey tailored trousers or dark grey tailored shorts ONLY or dark grey knee or ankle length smart skirt</p>	<p>Any good supermarket / department store</p>
<p>Dark grey or black socks or tights</p>	<p>Any good supermarket / department store</p>
<p>Personalised lanyards must always be worn unless taking part in PE or a sport elective. These will be provided to all scholars in September.</p>	<p>If lanyards are lost, they <b><u>MUST</u></b> be replaced at a cost of £3.00</p>
<p>Optional items: ACADEMY burgundy V-neck tank top ACADEMY burgundy V-neck jumper</p> <div style="display: flex; justify-content: center; align-items: center; gap: 20px;">   </div>	<p>Available to purchase from Logo Leisurewear online</p> <div style="text-align: center; margin-top: 20px;">  </div>
<p><u>Notes</u></p> <p>All religious headwear should be black only and contain no embellishments.  Belts should be black or navy blue and made from leather/leather look material with a plain buckle.  No face coverings.  Leggings underneath skirts are not permitted.  No badges except those issued by the Academy are permitted to be worn. Only badges issued by the academy are to be worn.  Incorrect or missing uniform will result be sanctioned in line with our school behaviour policy.  No jewellery is to be worn, this includes no earrings, no rings, no necklaces and no bracelets etc.  The Principal will make all final decisions on uniform, whether it is deemed acceptable and in line with the expectations we have of all our scholars</p>	

# PE KIT

When scholars have PE or a sport elective, they are allowed to wear the PE kit for the school day. However, if scholars arrive to the academy in their PE kit when they do not have PE or a sport elective scholars will remain in RS for the day, or until parents/carers can bring in the correct uniform for them to wear.

The PE kit can be ordered from My School Gear <https://astrea-academy.myschoolgear.co.uk/>

Uniform Item	Purchasing Information
Navy track pant, leggings or shorts. No other colours and logos are to be visible.	Available to purchase from <a href="https://astrea-academy.myschoolgear.co.uk/">https://astrea-academy.myschoolgear.co.uk/</a>
ACADEMY Polo T-Shirt or ¼ zip jumper	
Sports trainers	
	
<p style="text-align: center;"><u>Additional important information:</u></p> <p style="text-align: center;">Long hair should be tied up, watches need to be removed Appropriate religious headwear should be worn and secured correctly</p> <p style="text-align: center;">When scholars have PE (practical) or a sport elective, scholars can attend the academy in their PE kit</p>	

If scholars do not have their PE kit they will receive a negative (-2) behaviour point. Scholars should have a note from a parent if they are unable to take part in PE. Involvement within the lesson will still be required from scholars but this may be in a coach/assistant role.

# EQUIPMENT

## Accessories and other non-uniform

Scholars are not permitted to wear jewellery of any type. A wristwatch may be worn but this is not to be a smartwatch of any kind. Below is a list to inform parents of additional uniform expectations, this list is not exhaustive.

- Hair should be of natural colour with no patterns, lines or extensions
- Hair bobbles should be burgundy, navy blue, dark grey or black
- Make up should not be visible, fake tan should look natural
- Eyelash extension/fake eyelashes are not permitted
- False or painted nails are not permitted
- No caps or hats unless religious headwear
- Facial piercings are not permitted. This includes translucent piercings
- Phone pouches should be carried (whether used or not) these cost £15 to replace if lots or damaged. We give you the first one for free.

Scholars will remain in the Reset Space until the uniform breach is rectified.

## Equipment required to access lessons

In the secondary phase all scholars have been issued with the following equipment to prepare them in advance of the academic year ahead. The first equipment pack we give you for free. If equipment is lots or needs to be replaced, this can be do through our scholar stationary shop.

- 1 x plastic zip folder with the following contents:
  - 2 x black or blue writing pens
  - 2 x red pen
  - 2 x purple pen
  - 1 x Mini whiteboard
  - 1 x whiteboard pen
  - 1 x whiteboard rubber
  - 1 x pencil
  - 1 x highlighter
  - A reading ruler
  - A rubber

All scholars in Y7-Y11 must only have an Astrea Academy Sheffield branded bag. They must bring this to school with them every day. Y7 Scholars will be given this bag on their first day. If the bag is lost or damaged a replacement can be purchased from scholar reception for £20

Scholars can replace equipment that is either lost or has ran out from scholar stationary shop which is in the dining room every morning. Failure to bring this equipment will result in a negative behaviour point (-1) being issued by the scholar's tutor (so negatives are not repeatedly issued).

# MOBILE PHONES

Mobile phones are not permitted for scholars on the academy site as we know their detrimental effect on a scholar's education. However, we appreciate you may want your scholar to have access to a mobile phone on the way to and from the academy. If a scholar wishes to bring a mobile phone to school, they will be given a lockable pouch to store their phone in for the day. Scholars will keep this pouch on their person, but it will not be unlocked until the end of the day.

If a scholar's phone is seen outside of a locked pouch, or is heard going off even in a pouch, the phone will be confiscated for a period of no less than 4 calendar weeks and will need to be collected by a parent or guardian after this period.

This 4-week period includes school holidays. The school is open throughout all holidays other than the Christmas 2-week break so parents can collect the phone on days when the academy is shut to scholars.

Astrea Academy Sheffield will not take responsibility for the loss or damage, however caused, to mobile phones.

Mobile phone pouches are part of scholar equipment. Scholars are expected to carry their mobile phone pouch with them whether they are using them or not. Astrea will provide the first pouch for free as part of a scholar's initial equipment pack. Should the pouch need to be replaced due to loss or damage, a replacement can be purchased from the school reception for £15.



# SPECIAL EDUCATIONAL NEEDS

As part of our relentless commitment to excellence every day, all our scholars experience quality first teaching expertly delivered within the classroom by subject specialists. At the heart of our quality first teaching offer is invisible intervention. This invisible intervention ensures the additional support required to meet the needs of our learners with special educational needs, is embedded within our core curriculum offer, through common approaches to classroom culture. This ensures all scholars can succeed while feeling a sense of belonging at Astrea.

All our teachers are experienced teachers of SEND and work closely with all stake holders involved in the continuous support and care of each individual child. As a result, need is predominantly met in the classroom; however, some scholars will be in receipt of targeted or specialist interventions which are tailored to suit their individual needs. Should your child be in receipt of such support, we will be in contact with you regularly to review this.

Scholar progress is at the heart of our curriculum. While we maintain consistently high expectations of all scholars. our planning, teaching and assessment considers the varied abilities and interests of all our learners. Therefore, progress is measured at regular intervals throughout the year to inform future planning and provision. It is at these assessment intervals when scholars would be directed to a targeted or specialist intervention should it be required.

The Academy SENCO is Miss Pearcey (Assistant Principal for inclusion) and Assistant SENCO is Miss Rampassard who can be contacted by emailing [info@astreasheffield.org](mailto:info@astreasheffield.org) or by phoning main reception and requesting a call back.

## Medical Requirements

**Any medical information that the academy needs to be aware of should be disclosed on the forms which are part of the admissions pack.** Any medical information that the academy needs to be aware of that arises throughout the academic year should be passed through the main office, either in person, by phone or by email (details on the front cover). The appointed person for the academy is Miss Rampassard. Please see the policies page on the school website for further detail.

# ATTENDANCE

All scholars are expected to attend school every day. Whilst occasional sickness is unavoidable, it is of key importance that the attendance of every scholar is kept above at least 97%.

There is a proven link between excellent attendance and high attainment in education, and we believe that when it comes to attending school, every minute matters. Our academy gates open at 7.45am and we welcome our scholars every day with our breakfast club. The gates close at 8.17am. After this time, scholars will be late and will receive a sanction. Parents will also be sent a text message to say that their child is late; we believe in the importance of good attendance and in the power of working together with parents to ensure all scholars are successful every day.

As an academy priority, every scholar's attendance is monitored by the Attendance Officers, Attendance Manager, Pastoral Year Leaders and the Assistant Principal for Attendance. Where attendance issues are identified, parents and scholars will be spoken to and/or invited into the academy for meetings to look at how we can plan together to improve attendance and break down barriers.

The Attendance Team:

Steve Boyd

Franny Chukwunyere

Jane Fellingham



# ATTENDANCE

TO REPORT ILLNESS

0114 553 9110

## Illness

If a scholar is going to be absent, it is vital that a parent contacts the school at the earliest opportunity to provide a sufficient reason for absence. This should be by telephone or by text via the MCAS app by 8:15am.

Information should include:

- Name & DOB of scholar
- Tutor group
- Reason for illness/absence
- Inform when you are likely to be back at the academy

Absence can only be authorised where there is good cause. If no sufficient reason for absence is provided, attendance will be recorded as unauthorised. All absences should be evidenced by the parent either telephoning the doctors or by a medical note.

Parents cannot authorise absence. This is a decision which rests with Astrea Academy Sheffield in accordance with the boundaries set by The Education (Scholar Registration) Regulations 1996.

## Scholar Leave of Absence

Holidays will not be authorised during term time and will likely result in a fixed penalty notice.

The decision to record a holiday as unauthorised rests with Astrea Academy Sheffield.

For extreme circumstances only, to apply for a scholar leave of absence, parents should complete a Term Time Leave Request Form which can be accessed on the Academy website or collected from reception. Forms must be fully completed, and evidence provided then returned to the school office for consideration by the Assistant Principal & Associate Principal.

# SAFEGUARDING

Astrea Academy Sheffield is committed to safeguarding and promoting the welfare of its scholars and expects all staff, volunteers and members of the Academy community to share this commitment.

We are fully committed to ensuring that consistent and effective safeguarding procedures are in place to support families, scholars and staff within the Academy. All concerns are passed through the Safeguarding Team in line with our Astrea Academy Sheffield Safeguarding Policy 2025 and Keeping Children Safe in Education 205 Guidance.

## Astrea Academy Sheffield Safeguarding Team Secondary Phase



Designated Safeguarding Lead (DSL) - Miss N Mckenzie



Deputy Designated Safeguarding Lead (DDSL) - Mrs M Haigh



Deputy Designated Safeguarding Lead (DDSL) - Miss Naseem



Deputy Designated Safeguarding Lead (DDSL) - Mis M Digali



Family Support Worker - Mr P Krajewski

# MY CHILD AT SCHOOL APP

The MCAS app allows two-way communication between the Academy and parents through your smartphone free of charge. For example, the academy will be able to send (and receive) messages; share important Academy news and updates; share key dates which can be added to your personal calendar and provide live attendance information for your child and details of upcoming events, clubs and trips.

Download the My Child at School app using the QR codes below or go to: [MyChildAtSchool - Login](#)



Please note – until your child is on roll at the school, no information will be live through the App. The App will automatically go live in September for those who have downloaded it.



# HOW TO CONTACT THE SCHOOL

It is important that parents and carers know how to contact the school. Here are the ways that you can contact us. We will always try our best to call or email back as soon as possible, but please allow up to 72 hours for a response. If you have an urgent matter, please specify this in the communication. Due to the nature of running a busy school, meetings will not happen on the same day or without advanced booking. Please use the channels below to arrange any phone calls or meetings with staff.

To contact our safeguarding team, please email [safeguarding@astreasheffield.org](mailto:safeguarding@astreasheffield.org) or call 0114 553 9110 and ask to speak to one of the safeguarding team. You can visit us in person by dropping into our Main Office, which is open from 7.30am until 5pm and leaving your name, your child's name and an appropriate time to contact you.

The Main Office can be called on 0114 553 9110. The lines are open from 7.30am until 5.00pm. During busy times (usually first thing in a morning, during lunch and at the end of the school day) the office staff may be supporting scholars and you may need to leave a message. Voice messages are listened to regularly.

A text message can be sent to 07581 976697 or through MCAS which will be picked up by the office team. This system is monitored regularly throughout the day. Please do not send urgent or confidential information through this service.

Emails can be sent to [info@astreasheffield.org](mailto:info@astreasheffield.org) – the Principals PA, monitors this email account and will pass the email onto the relevant member of staff. Please do not send urgent messages through this service.

# HOW THE SCHOOL WILL CONTACT FAMILIES

The weekly newsletter is the main form of communication – it includes a roundup of all the activities across the academy and also key information about upcoming events. It can be translated into multiple languages by pressing the orange 'Translate Language' button in the top right corner of the school website.

Class Charts is the main method of communication between school and home for tracking behaviour and rewards. The updates on this system are live. All scholars have been provided with a login code. Please ensure that you have downloaded the app and can login to access this key information. Contact the school using any of the above methods if you do not have the code.

Emails will be sent to the email address you have supplied. This is our preferred method of communication. Text Messages will be sent from the number above (it will be different for attendance messages). Any urgent matters will be communicated by a phone call – if we cannot get hold of you, after 3 attempts we will leave a voice message or send a text message.

School reports are sent 3 times per year to include a scholar's latest academic results and/or latest attitude to learning grade.

Tutor Scholar Review Evenings are held throughout the year for each year group. This is an opportunity for parents to meet with their child's form tutor and/or teacher to review progress, attendance and attitudes to learning. Each year group has a dedicated Scholar Review Evening (Y11 have two evenings), which is where parents can meet with subject teachers for a allocated time. These are held using school cloud (online meetings) to ensure that as many parents can attend as possible. These evenings also double up as SEND reviews. Should you child have additional needs, please book an appointment with the SEND team to review your child's provision.

# STAFF AT THE ACADEMY

## Secondary Phase Senior Leadership Team

Mr D Boyd- Principal  
Mr A Nicholson- Vice Principal  
Mrs C Pogson- Vice Principal  
Mrs S Edwards- Assistant Principal  
Mr M Brown- Assistant Principal  
Mr J Munro- Assistant Principal  
Mr C Lindon – Assistant Principal  
Mr S Anderson – Assistant Principal  
Mrs G Driver- Assistant Principal – Head of 6th Form  
Miss L Pearcey - Assistant Principal | SENCO  
Mrs S Jenkinson-Ward – Associate Assistant Principal

## Secondary Phase Pastoral Team

Miss A Nafisah- Pastoral Year Leader for Y7  
Mr J Abbott- Pastoral Year Leader for Y8  
Mr T Wiacek - Senior Pastoral Year Leader for Y9  
Miss D Mohamed - Pastoral Year Leader for Y10  
Miss A Ziemianek - Pastoral Year Leader for Y11  
Mrs S Ahmed - Pastoral Year Leader for Y12 & Y13  
Miss R Partridge- Academic Year Leader for Y6 & Y7  
Miss C Thompson- Academic Year Leader for Y8 & Y9  
Mr I Jeeves- Academic Year Leader for Y11  
Mr W Lait- Reset Space Manager  
Miss M Rampassard- Assistant SENDCO  
Miss N McKenzie - Designated Safeguarding Lead  
Mrs M Haigh - Deputy Designated Safeguarding Lead  
Ms Ikra Naseem - Deputy Designated Safeguarding Lead  
Miss M Digaali - Deputy Designated Safeguarding Lead  
Mr P Krajewski - Family Support Worker  
Miss N Khan - Careers Advisor

## English Department

Mrs R Dudley - Head of English  
Ms B Johnson - Deputy Head of English  
Ms L Donnan – Lead Practitioner for English  
Ms R Partridge- Teacher of English  
Ms C Thompson- Teacher of English  
Mr W Hebb- Teacher of English  
Ms R Timmins – Teacher of English

# STAFF AT THE ACADEMY

## Mathematics Department

Mr A Mercer - Head of Mathematics  
Ms C Kingdom- Lead Practitioner of Mathematics  
Ms K Parkin- Teacher of Mathematics  
Mr P O'Shea- Teacher of Mathematics  
Mr S Hargreaves- Teacher of Mathematics  
Mr W Chiwarawara - Teacher of Mathematics  
Mr K Islam - Teacher of Mathematics  
Miss I Glavey - Teacher of Mathematics

## Science Department

Ms C Whitchurch - Head of Science  
Ms E Landy – Deputy Head of Science  
Mr M Lambourne – Lead Practitioner for Science  
Mr M Beattie-Mair- Teacher of Science  
Ms A Bianco- Teacher of Science  
Miss I Mohamed- Teacher of Science  
Mr R Sajawal – Teacher of Science  
Mr A Green – Teacher of Science  
Ms H Dearn – Teacher of Science

## History Department

Ms A Marsden- Head of History  
Ms V Birch- Teacher of History

## Geography Department

Ms S Ali- Head of Geography  
Mr C Mattinson – Lead Practitioner for Geography  
Mrs S McLean - Teacher of Geography

## RE Department

Ms D Greenwood - Head of RE  
Ms P Ward- Teacher of RE

## Computing Department

Ms J Norbury- Head of Computing  
Ms I Yakovleva - Teacher of Computing

# STAFF AT THE ACADEMY

## **Spanish Department**

Mr L Perez- Head of Spanish  
Mr D Powell- Teacher of Spanish  
Ms M Mena - Teacher of Spanish

## **PE Department**

Ms A Hussain- Head of PE  
Mr I Jeeves- Teacher of Boys PE  
Ms G Clough- Teacher of Girls PE  
Mr F Mitchell – Teacher of Boys PE

## **Performing Arts Department**

Ms S Jenkinson-Ward- Head of Performing Arts  
Mr C Lindon – Teacher of Performing Arts

## **Art Department**

Ms W Bryan- Head of Art  
Ms I Jarvis-Knight - Teacher of Art

## **Food Technology Department**

Ms C Samphire - Head of Food Technology

Astrea academy Sheffield is now oversubscribed. This means we receive more applications than we have scholar places. This demonstrates we are the school of choice within our local and wider community. This is thanks to our clear vision, educational ethos and good outcomes. Congratulations on being allocated a place. We are so excited to be part of your educational journey.



**ASTREA ACADEMY**  
**SHEFFIELD**  
SAPIENTIA DUCET AD ASTRA