

ST IVO ACADEMY

FAMILY HANDBOOK

2026



**ST IVO
ACADEMY**

Astrea Academy Trust
LEARN, THRIVE, SUCCEED

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SCHOLARSHIP & CURIOSITY

Wanting to know more and asking questions. Curiosity helps you explore new ideas, learn from mistakes, and discover things you didn't expect.

TENACITY

Not giving up when things are hard. It's the strength to keep trying, even when learning feels challenging or slow.

ATTITUDE TO RESPECT

Treating yourself, others, and your environment with kindness and fairness. Respect means listening, valuing differences, and caring how your actions affect people.

RESPONSIBILITY

Owning your choices and actions. It means doing what you should do, even when it's difficult, and learning from the results.

YOUR WORRIES **ANSWERED**

Q. Will I get in trouble if i'm late because I got lost?

A. No, during your first two weeks there will be no sanctions for lateness. We appreciate it will take time for you to find your way around. Don't worry there will be plenty of staff in hi-vis jackets to help you!

And you'll also get a map!

Q. What happens if I forget my homework or equipment?

A. Homework is all done online so you never have to worry about forgetting it! Everyone forgets things sometimes. Your teachers will help you learn the routines and support you to get organised. For the first two weeks there won't be any sanctions for equipment.

Q. Will the work be much harder than primary school?

A. The work will build on what you already know, and teachers will help you step by step so you can succeed.

Q. Who can I talk to if I feel nervous or upset?

A. You can talk to your form tutor, Head of Year, teacher, student support assistant or any trusted adult. You're never on your own.

Q. What is lunchtime like and who will I sit with?

A. Lunchtime is a chance to relax, eat and chat with friends. There are lots of spaces to sit, and staff are always nearby to help.

Q. How many different teachers will I have?

A. You'll have different teachers for different subjects, but your form tutor will always be someone you know well and can go to.

Q. Will I make new friends?

A. Yes. Lots of students feel the same way, and you'll meet new people in your form, lessons and activities. Friendships grow quickly.



MESSAGE FROM OUR **PRINCIPAL**

Welcome to St Ivo Academy, We are delighted that you are considering St Ivo Academy for the next stage of your child's education. Moving from primary to secondary school is an exciting milestone, and we understand how important it is that both students and families feel confident, supported and welcomed every step of the way.

At St Ivo, we pride ourselves on being a caring and inclusive community where every student is known, valued and encouraged to be themselves. Our dedicated staff work closely with our primary schools and families to ensure a smooth and positive transition, helping students settle quickly, make new friends and feel at home.

We very much look forward to welcoming our new Year 6 students and supporting them as they grow in confidence, discover new interests and enjoy all that life at St Ivo Academy has to offer.

Jess Pearce & Dave Varey
Principal and Assistant Principal



KEY STAFF



Jess Pearce
Principal



Clare Sherwood
Vice Principal



Ben Daly
Vice Principal



Elaine Warriner
Vice Principal



Pat Braybrook
Assistant Principal



Emma Dones
Assistant Principal



Jo Robertson
Assistant Principal



Dave Varey
Assistant Principal



Petra Palmer
Assistant
Principal



Laura Brasher
Designated
Safeguarding Lead



Alesia Dickinson
Deputy
Safeguarding Lead



Anthony Ward
Director of Strategic
Operations

SENDCO - Jo Robertson
SEN Manager - Helen Kay
Head of Year 7 - to be confirmed
Head of Year 8 - Ms Lewis
Head of Year 9 - Mr Porter
Head of Year 10 - Mr Smith
Head of Year 11 - Mrs Nisbet

Scan or Click to
see the full
departmental list
of staff



TERM DATES

Professional (training) days will be scheduled throughout the 2026/2027 academic year. Dates will be published on our website once confirmed.

2026	
Autumn	
Autumn term opens	Thursday 3rd September 2026
Half Term	Monday 26th October - Friday 30th October 2026
Autumn term closes	Friday 18th December 2026
2027	
Spring	
Spring term opens	Tuesday 5th January 2027
Half Term	Monday 15th February - Friday 19th February 2027
Spring term closes	Thursday 25th March - Friday 9th April 2027
Summer	
Summer term opens	Monday 12th April 2027
Half Term	Monday 31st May - 4th June 2027
Summer term closes	Friday 16th July 2027

SCHOOL DAY TIMINGS

The structure of the school day 2025-26 is as follows:

8.30 – 8.35	Morning welcome
8.35 – 8.55	Tutor time / assembly
8.55 – 9.50	Period 1
9.50 – 10.45	Period 2
10.45 – 11.05	Break
11.05 – 12.00	Period 3
12.00 – 12.25	Tutor time (reading) for Years 7, 8 and 10*
12.25 – 12:45	Lunch for everyone
12:45 - 13:10	Tutor time (reading) for Years 9 and 11
13.10 – 14.05	Period 4
14.05 – 15.00	Period 5
15.00 – 15.55	Period 6 (<i>year 11 only and clubs</i>)

What is Reading?

During afternoon registration, students read together as a tutor group. This is led by the tutor group teacher, and each year group reads the same book.

This helps students develop their reading skills and provides shared topics for discussion and engagement.

What is morning welcome?

Each morning, students line up in their tutor groups in their designated area.

The purpose of Morning Welcome is for the Head of Year to share important information with the whole year group and to support students with any uniform or equipment concerns before they head to tutor time.

UNIFORM EXPECTATIONS



Uniform expectations in full can be found in our Parents and Carer Hub on our website - please see below a condensed version.

Standard Uniform

- Blazer (branded)
- Tie
- Shirt
- Skirt (branded)
- Trousers or Tailored Shorts*
- Jumper
- Socks and Tights
- Shoes
- Rucksack

**All students can choose which of these to wear and there is no seasonal restriction on when they can be worn. Those not wishing to purchase the optional branded skirt may wear tailored trousers or shorts instead.*

PE and Dance Kit

- Polo top
- Quarter Zip Jumper
- Shorts (branded)
- Leggings or Track pants*
- Socks
- Trainers
- Swimming Costume or Trunks
- Towel
- Gum Shield
- Shin pads

**Options for non-branded bottoms (track pants and leggings)*

Financial assistance

For those parents/ carers in receipt of Working Tax Credit or Income Support, further financial assistance is available. To obtain this support, please email uniform@astreastivo.org with the email subject "Uniform Financial Assistance".

Our Uniform can be purchased from [ChromaSports](#). You can buy uniform in store or online. The school run three try on events before school starts usually in June.

Scan or Click to see the full uniform expectations





EQUIPMENT **REQUIREMENTS**

We ask that all students have the following with them:

- Pens (at least two black and one green)
- Pencil
- Highlighter
- Ruler
- Rubber
- Protractor
- Glue Stick
- Scientific Calculator (Casio)
- Water Bottle

The school will provide the following items*:

- Mini whiteboard
- Whiteboard pen
- Reading Ruler
- Plastic Wallet

**it is the responsibility of parents/ carers to replace these if they become lost or broken and can be purchased via the MCAS app.*

Valuable items

Valuable items such as mobile phones and expensive jewellery are brought on site at the owner's risk. The school insurance does not cover damage or loss of these items. Parents/carers may wish to enquire as to whether their own insurance policies cover valuable items brought to school. The school is not responsible for the safety and security of these items.

UNIFORM & EQUIPMENT **CHECKLIST**

Tick each item off once you have purchased for the start of term

ITEM	REQUIRED	BRANDED	
BLAZER	✓	✓	<input type="checkbox"/>
SHIRT	✓		<input type="checkbox"/>
TIE	✓	✓	<input type="checkbox"/>
SKIRT		✓	<input type="checkbox"/>
TROUSERS/ TAILORED SHORTS			<input type="checkbox"/>
JUMPER			<input type="checkbox"/>
SOCKS	✓		<input type="checkbox"/>
TIGHTS (WITH SKIRT)	✓		<input type="checkbox"/>
BLACK SHOES	✓		<input type="checkbox"/>
RUCKSACK	✓		<input type="checkbox"/>
PE POLO TOP	✓	✓	<input type="checkbox"/>
PE SHORTS	✓	✓	<input type="checkbox"/>
PE LEGGINGS		✓	<input type="checkbox"/>
PE JOGGERS			<input type="checkbox"/>
PE JUMPER		✓	<input type="checkbox"/>
PE SOCKS	✓		<input type="checkbox"/>
TRAINERS	✓		<input type="checkbox"/>
GUM SHIELD & SHIN PADS			<input type="checkbox"/>
SWIMWEAR	✓		<input type="checkbox"/>
TOWEL	✓		<input type="checkbox"/>

UNIFORM & EQUIPMENT **CHECKLIST**

Tick each item off once you have purchased for the start of term

ITEM	REQUIRED	
PENS	✓	<input type="checkbox"/>
PENCIL	✓	<input type="checkbox"/>
HIGHLIGHTER	✓	<input type="checkbox"/>
RULER	✓	<input type="checkbox"/>
RUBBER	✓	<input type="checkbox"/>
PROTRACTOR	✓	<input type="checkbox"/>
GLUE STICK	✓	<input type="checkbox"/>
SCIENTIFIC CALCULATOR (CASIO)	✓	<input type="checkbox"/>
WATER BOTTLE	✓	<input type="checkbox"/>
CANTEEN CARD <i>(IF NOT USING FINGERPRINT)</i>		<input type="checkbox"/>
		<input type="checkbox"/>

YOUR NOTES:



BEHAVIOUR AND **CULTURE**

We continue to be hugely impressed by the quality of our students' work and attitude to learning. Students have engaged with core routines and our ethos of **'work hard, be kind'** and mantra **'excellence is a habit'**

Our priority is to ensure that every child and young person in our care excels. We will continue to improve school culture to create a positive and respectful environment with a clear sense of purpose and consistency, ensuring all students feel safe and happy.

Scan or Click for
behaviour policy



SCHOOL **ATTENDANCE**

Encouraging regular school attendance is one of the most important ways you can prepare your child for success in school. Case studies have shown that lower attendance is likely to lead to lower levels of attainment.

The target attendance for all students is a minimum of 97%

Key Points:

- Ensure all medical appointments are made outside of school time. We understand this isn't always possible.
- Holidays should not be taken during term time
- We will send letters regarding your child's attendance drops
- All requests for leave of absence must be made in writing at least two weeks in advance to the required date.
- It is an offence if you fail to ensure your child attends school regularly and punctually - even if they are missing school without your permission
- If a student is late (after 8:30am) they must sign in at reception.



How to report an absence?

You must email the school on each day of absence. If there is no communication from you, it will be recorded as unauthorised.

You can notify us of an appointment by email:

attendance@astreastivo.org

ACCESSING **MCAS - BROMCOM**

Bromcom's **My Child at School App (MCAS)** - before your child starts at the school we will set you up with your login details via email.



Behaviour

This is where you can see positive and negative behaviour points



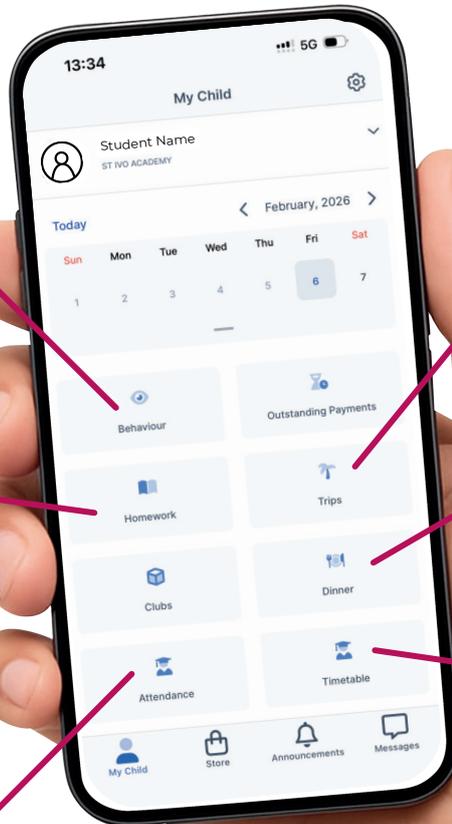
Homework

All homework is listed on the app for you to see what has been set and deadlines



Attendance

Here you can see attendance day by day view and the total percentage



Trips



When a trip is announced for the year group this is where you can pay for them

Dinner



This shows all purchases from your child and where you can add dinner money to their account

Timetable



This shows the lessons your child has day by day

ACCESSING STUDENT **BROMCOM**

On the student portal of Bromcom students can see their timetable and behaviour. This is also where they can find their homework links which are all found on the website.

When your child starts in September they will be supported in logging in.

ACCESSING YOUR **HOMEWORK**

Homework and revision has a hub on the website under '**our approach > curriculum**'. This is where students can find links to the homework platforms and revision categorised by year group.

All homework is completed online via **Carousel, Sparx Maths and Sparx Reader**.

OUR CURRICULUM

Our curriculum principles sit at the heart of how we structure learning, ensuring all students are supported to succeed.

- ambitious, powerful knowledge is effectively sequenced.
- ideas and knowledge are interconnected to build deeper understanding.
- students will know and remember more over time.
- reading is prioritised as the foundation to unlock our curriculum.
- our curriculum is accessible to all, including those with special educational needs.
- our curriculum is diverse, inclusive, and representative of different perspectives and experiences.

In KS3 students will study:

- Art
- Computing
- Dance
- Design and Technology
- Drama
- English
- Ethics
- Food
- French
- Geography
- History
- Mathematics
- Music
- Personal Development
- Physical Education
- Science

KS4 core subjects:

- Science
- English
- Maths
- French or German
- Geography or History

KS4 options subjects:

- Child Development
- Computer Science
- Creative iMedia
- Dance
- 3D Design (D&T)
- Drama
- Fashion and Textiles
- Film Studies
- Fine Art
- Food Preparation and Nutrition
- Music
- Physical Education/ Sport
- Religious Studies

KS5 - Sixth Form

St Ivo Academy offers a wide range of A Level and Level 3 qualifications, typically with ten lessons teaching per subject each fortnight. Full details can be found in the Sixth Form prospectus.



Scan or Click to
see a full
breakdown of the
curriculum





STAND UP, SPEAK UP, IT STOPS NOW

PREVENING **BULLYING**

Bullying damages young people's physical and mental health - this includes their self-confidence and ability to build and sustain relationships.

We believe that all young people have the right to learn and work in an environment where they feel safe and free from harassment and bullying.

We treat bullying seriously and work hard to reduce instances of bullying. We hold regular assemblies on anti-bullying along with tutor, subject and PSHE work

What should I do if my child is being bullied?

Advise for them to:

- speak to an adult at school
- avoid the people bullying as much as possible
- stay in a group of friends

As a parent you can report it to us and we can speak to your child about it.

Students can also email **itstopsnow@astreastivo.org** if they aren't confident to speak to someone in person.

STUDENT SUPPORT

We want students to feel safe and happy during their school experience which is why we have resources and drop in sessions for students.

<p>HELPLINES AND TALKING</p> <p>childline Childline is yours – a free, private and confidential service where you can talk about anything. Here for you online, on the phone anytime. Telephone: 0800 1111 - 24hrs/7 days a week</p> <p>SAMARITANS Samaritans If you need someone to talk to, we listen. We won't judge or tell you what to do. Telephone: 116 123 - Available 24/7</p> <p>Hear 85258 Give us a SHOUT Free and confidential 24/7 text messaging support service for anyone who is struggling to cope. Text "HEAR" to 85258</p> <p>NSPCC NSPCC You don't have to say who you are. Child abuse is when a child is harmed by an adult or another child – it can be over a period of time but can also be a one-off action. Telephone: 0800 300 3000 or email: help@nspcc.org.uk 10am-4pm Monday to Friday</p>	<p>MENTAL HEALTH SUPPORT</p> <p>Centre 33 Centre 33 They provide a range of services from free counselling and support to information on sexual health, housing, budgeting and also a young carers' project. Telephone: 0333 434 3809 Text: 07528 97283345 Monday to Friday 12noon-5pm, Saturdays 10am-1pm</p> <p>THE MIX The Mix Whether you're worried about your mental health, or someone else's, we have everything you need to know about mental health, from anxiety and depression to self-care and counselling. Free helpline: 0800 808 4094</p> <p>YOUUNITED YOUUNITED Supports children and young people with their emotional wellbeing and mental health. Telephone: 0300 3000 880 9am-5pm Monday to Friday</p> <p>The Bridge Church The Bridge Church The Bridge Money Advice Centre is a free-of-charge, friendly, caring and professional debt advice service, based in St Ives. Website: https://www.thebridgechurch.co.uk/debt-advice/</p> <p>Parenting Courses Parenting Courses national charity supporting people to be valued, connected members of the communities in which they live. Visit the website</p>
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YOU ARE NOT ALONE
SEE US IN THE SSU

Student Support Booklet

Students are given a 20 page booklet that shows different support options, apps, our group or drop in sessions to make sure they feel like they are supported as much as possible!

STUDENT SUPPORT CARD
Keep me in your wallet

In crisis - Immediately life
In breakdown - contact
In need - See your GP

childline	Childline is yours – a free, private and confidential service where you can talk about anything. Here for you online, on the phone, anytime Telephone: 0800 1111 - 24hrs/7 days a week
shout	Free and confidential 24/7 text messaging support service for anyone who is struggling to cope. Text "HEAR" to 85258
kooth	The Kooth team are here to provide free, safe and anonymous online support and counselling. (Up to 18) https://explore.kooth.com
FRANK	Practical advice for parents and carers on how to talk to your child about drugs. Telephone: 0300 123 6600 Text: 52111 Text a question and FRANK will text you back.
Stonewall	We stand for lesbian, gay, bi, trans, queer, questioning and ace (LGBTQ+) people everywhere. https://www.stonewall.org.uk
ST IVO ACADEMY	You can email us directly for support through: lstopsnow@strestivo.org for any bullying concerns or safeguarding@strestivo.org for any concerns.

Student Support Card

Students are given a pocket size support card that can fit inside their phone case or blazer pocket.



Pastoral Team

Each year group has a Head of Year and a student support assistant that are available throughout the school day for students to speak to. We also have the student support unit and our safeguarding team!

SEND **SUPPORT**

At St Ivo Academy, we take practical steps in the classroom and beyond to meet students' needs. We are committed to narrowing the gap between SEND and non-SEND students. We do this through a variety of different support systems. In practice, the inclusive ethos of St Ivo Academy is delivered through the combination of an effective pastoral support system with the aid of tutors, pastoral staff and other key stakeholders overseen by our school SEND team and Senior Leadership Team. All of our teachers and teaching assistants are trained to adapt their practice to meet the needs of young people with a range of SEND.

The management of special needs emphasises integration rather than segregation, with access to both formal and informal opportunities for learning support. Some students will require occasional additional support, however withdrawal from mainstream lessons is operated on a very limited basis, linked to specific needs, students access to the full curriculum package wherever possible.

We would be delighted to discuss any specific questions you might have regarding your child and life at St Ivo Academy.

You can reach out to us using the following email:

send@@astreastivo.org

and one of the following people will get back to you:

Helen Kay – SEND Manager

Tracey Lace – SEND Administrator

Jo Robertson - SENDCO



REWARDS & PRIZES

We want to celebrate all the small wins here at St Ivo Academy and this comes in the form of:

- golden tickets
- attendance rewards
- celebration assemblies
- house points
- principals awards
- zero heros
- subject nominations



Collect golden tickets from your teachers to be put in for a draw!



Win an Amazon vouchers throughout the year!



CLUB TIMETABLE

FIND OUR LUNCHTIME OR AFTER SCHOOL CLUB - A CLUB YOU WOULD LIKE TO RUN? SPEAK TO YOUR HOUSE REP.

LUNCHTIME CLUBS

DAY	WHAT?	WHO?	WHEN?	WHERE?	TEACHER
Monday	GCSE Table Tennis	Yr11	Lunchtime	Table Tennis Room	Mr Cook
Monday	Trampolining	Yrs 7 - 13	Lunchtime	Gym	Mr Farr
Monday	Latin Club	Yrs 10 - 11	Lunchtime	N9/N4	Mr Deacon, Miss Hart
Tuesday	Sparx Reader Club	Y7	Lunchtime	Room 25	Mr Donnelly
Wednesday	Sparx Reader Club	Y8	Lunchtime	Room 25	Ms Carter
Wednesday	Newspaper Club	Yrs 7 - 13	Lunchtime	Room 23	Mrs Bentley
Wednesday	Christian Union	Yrs 7 - 13	Lunchtime	C18	Mr McCleod
Wednesday	Trampolining	Yrs 7 - 13	Lunchtime	Gym	Mr Farr
Thursday	Chess Club	Yrs 7 - 13	Lunchtime	N6	Mrs Seekings
Thursday	Faculty Cup	Yrs 12 - 13	Lunchtime	Rec Centre	Mr Farr
Friday	Basketball Club	Yrs 7 - 13	Lunchtime	Rec Centre	Mr Blackman, Mr Bertalan
Friday	Yr11 PE and Sport Revision	Yr 11	Lunchtime	Room 23	Mr Farr
Friday	Film Club	Yrs 7 - 13	Lunchtime	N4	Miss Hart
Friday	Lavender Club	Yrs 7 - 13	Lunchtime	N6	Mrs Seekings

AFTER-SCHOOL CLUBS

DAY	WHAT?	WHO?	WHEN?	WHERE?	TEACHER
Monday	A level Arts Club	Yrs 12-13	after school	C6, C10, C15	Ms Kingsby, Miss Harness
Monday	GCSE Art & Textiles Club	Yrs 10 - 11	after school	Art Department	Ms Kingsby, Miss Harness
Monday	Reflex Dance Company	Yrs 7 - 9 (invitation only)	after school	Dance Studio	Miss McAdam
Monday	Senior Dance Club	Yrs 10 - 13	after school	Dance Studio	Miss McAdam
Tuesday	A level Arts Club	Yrs 12-13	after school	C6, C10, C15	Ms Kingsby, Miss Harness
Wednesday	Junior Dance Club	Yrs 7 - 9	afterschool	Dance Studio	Miss McAdam
Wednesday	A level Arts Club	Yrs 12-13	after school	C6, C10, C15	Ms Kingsby, Miss Harness
Wednesday	Girls Fixtures	Yrs 7 - 13	afterschool		
Wednesday	GCSE Art & Textiles Club	Yrs 10 - 11	after school	Art Department	Ms Kingsby, Miss Harness
Thursday	Boys Fixtures	Yrs 7 - 13	afterschool		
Friday	Rebound Dance Company	Yrs 10- 13	afterschool	Dance Studio	Miss McAdam

This is an example of our clubs and enrichment as they change termly



EDUCATIONAL VISITS

We have a long track record of providing a wide range of education visits across year 7-13. This is a mixture of local, national and international trips both day as residential.

Examples of past trips include - Sutton Hoo, Switzerland, theatre, Snowdonia, Ski trip, local fieldwork and New York.

If you have any questions, please email educational.visits@astreastivo.org.

SCHOOL TRANSPORT

We want to ensure students have transport options to get into school safely and on-time.

Buses

Buses drop off and pick up at the bottom of the school near the basketball courts.

Bus transport for students is arranged by Cambridgeshire Local Authority for students in Years 7 – 11 who live over 3 miles from school or are from low income families.

Late Bus

The school provides a 'late bus' on Mondays, Wednesdays and Thursdays.

The bus departs at 16.15 from the school roundabout. Students should arrive by 16.10 to meet the bus and tell the driver their destination. On request, the bus drops off at one central point in each village also served by Local Authority transport, except Hemingford Abbots and Cambourne.

Car

If you bring your child to school by car, please do not bring the car on to the premises. The best place to drop your child off is in the Leisure Centre car park, to avoid congestion in the streets around the school. Please do not drop off your child at the roundabout at the top of High Leys.

Cycles

We have space for bikes to be locked within the school grounds and students are advised to enter the school via the leisure centre entrance.

Students who cycle to school must follow road safety rules and ensure their bikes are well maintained, particularly during winter. Helmets are strongly recommended. Bicycles are left at the owner's risk and should be locked securely, with all belongings removed.

Cycles must not be ridden within the school grounds and should not be left at the Leisure Centre. Police may inspect bicycles from time to time.



Scan or Click to see more details on buses from Cambridgeshire County Council.



PARENT COMMUNITY

Community email

We know that many of our students take part in exciting and inspiring activities outside of school, and we'd love to hear all about them. Whether it's sporting achievements, creative projects, acts of kindness, or personal milestones, we want to celebrate the amazing things our young people are doing in the wider community.

If you'd like to share your child's successes with us, please get in touch via our dedicated community email:
community@astreastivo.org.

The Parents Advisory Council (PAC)

This council exists to promote open communication and collaboration between parents/carers, school leadership, and the Local Governance Committee. As an advisory body, the PAC provides valuable input on key areas such as the curriculum, policy changes, and fundraising activities that support the wider school community.

We welcome feedback from parents and carers, whether it's celebrating what's going well or suggesting areas for improvement. Email us at: pac@astreastivo.org
Messages sent to this address are automatically forwarded to all PAC members





Principal: Ms Jessica Pearce

Facebook: St Ivo Academy

Instagram: @stivoacademy

X (Twitter): @stivoacademy

LinkedIn: St Ivo Academy

St Ivo Academy

High Leys, St Ives, PE27 6RR

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reception@astreastivo.org