

Parent Information Booklet

2020-2021



empowering achievement

ACET SHIREBROOK
ACADEMY
striving for excellence





Welcome from the Principal

Welcome to a new academic year at Shirebrook Academy.

Whether this is your first or your final year with us, I urge you to make the most of every opportunity that is available through our great school.

I promise that we will do everything we can to help you to learn, to develop your skills and to grow into a healthy and happy young adult. It is our aim to prepare you for life after Shirebrook Academy so that you take control of your own life, whatever you choose to do in the future.

That means making sure you achieve excellent exam results but also are ready for further study, for work, for leisure and to lead a healthy and fulfilled life.

We will open your mind to the wonderful world of learning; of languages and humanities, of arts, culture and sport, of maths, science & technology, of enterprise and business; of the world beyond Shirebrook. We will teach you about teamwork and leadership, about community and respect, about your rights and responsibilities as a young citizen in the 21st Century.

But those opportunities will be wasted if you do not play your full part.

In return for offering you these opportunities we expect you to meet our high standards. That means impeccable behaviour at all times, taking a pride in your appearance by following our dress code, and treating others as you would expect to be treated. That is how we build a supportive and happy community.

But above all we expect you to rise to the challenges we set. Never be afraid of making mistakes because that is how we learn. Nobody is born knowing how to do everything, we have to put in the hard work and learn. You will find some things easier to learn than others but if you persevere you will get better in all areas. Never say, 'I can't do that'; say instead, 'I can't do that yet!'

Set your sights on the stars and see how high you can soar.

Enjoy the year,

Mark Cottingham
Principal





Useful Contacts

Academy telephone number **01623 742722**
enquiries@shirebrookacademy.org
www.shirebrookacademy.org



Mr Mark Cottingham	Principal
Mrs Belinda Norman	Principal's PA
Mr Andy Gilbert	Vice Principal
Mr Nick Stafford	Vice Principal
Mrs Lindsay Ward	Vice Principal
Ms Helen Wakefield	Assistant Principal
Mrs Natalie Mehrotra-Hughes	Assistant Principal
Ms Teresa Pendleton	Assistant Principal, SENDCO and DSL
Ms Tanya Mason	Main Reception
Miss Natalie Langrick	Student Reception
Mrs Julie Macdonald	Attendance Assistant
Ms Katie Page	Educational Welfare Officer
Mrs Amy Taylor	Pastoral Leader Year 7
Mr Tony Booker	Pastoral Leader Year 8
Mrs Steph Smith	Pastoral Leader Year 9
Mr Kirkland	Pastoral Leader Key Stage 4
Miss Charlotte Hammond	Safe-guarding Officer

Heads of Department

Ms Kaley Riley	English
Mr Darren Smith	Mathematics & Computing
Mr William Foster	Science
Mrs Claire Armstrong	Design & Technology
Mr Liam Woolley	Humanities
Mr James Edwards	Modern Foreign Languages
Mr Adam Case	Arts
Mrs Rachael Grainger	Physical Education

Heads of Year

Mr Alex Marsh	Head of Year 7 and Primary Liaison
Mr John Moran	Head of Year 8 and Year 9
Mr Connor Tyrrell	Head of Key Stage 4



THE ACADEMY DAY 2020-2021

AM Registration	8:45 – 9:10
Period 1	9:10 – 10:00
Period 2	10:00 – 10:50
Break	10:50 – 11:05
Period 3	11:05 – 11:55
Period 4	11:55 – 12:45
Lunch	12:45 – 13:25
Period 5 (including pm registration)	13:25 – 14:20
Period 6	14:20 – 15:10
15:10 end of school day	



Shirebrook Academy Term Dates 2020-2021

September						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
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21	22	23	24	25	26	27
28	29	30	31			

January						
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25	26	27	28	29	30	31

February						
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March						
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29	30	31				

April						
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May						
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31						

June						
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28	29	30				

July						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
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						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



INSET



Holiday



Bank holidays

* Subject to change
03.06.20



The Curriculum

At Shirebrook Academy we offer a broad, balanced and relevant curriculum. In Years 7-9 all our students study the full range of national curriculum subjects - English, mathematics, science, French, Spanish, design and technology, computing, history, geography, music, art, drama, religious education and physical education.

The Humanities subjects are delivered through a course called 'THE GRIT' curriculum.

All Year 7 students follow the 'GRIT' curriculum focusing on team working, creative thinking, independent enquiry and reflective learning with a focus on numeracy and literacy.

'GRIT' is a project based competency curriculum aimed at enabling our students to move forward effectively in their learning and is led by dedicated teachers to give our students the best start within the Academy and to ease the transition from primary.

There are lots of opportunities for extra-curricular activities, including off-site trips.

Personal Development (PD)

All students in Years 7-10 have one PD lesson per week and all students benefit from five PD days during the year. This includes Personal Social and Health Education and Economic Well-being (PSHEE) – helping students to develop confidence and skills to manage relationships and make healthy lifestyle choices (including drug/alcohol awareness, sex and relationships education, and financial awareness).

Parents have the right to withdraw their child from sex education elements of this programme – please contact your child's Head of Year if you wish to discuss this further.

Learning Support

As part of our commitment to inclusion we set suitable learning challenges for all our students ensuring that they can all enjoy and achieve whilst at Shirebrook Academy. There is a wide variety of support and relevant curriculum available to meet the needs of all our students across all key stages.

The base for our special educational needs provision includes a suite of rooms which are well equipped with ICT equipment and a multi-sensory area. Within these areas students can access: the Academy Support, Academy Nurture, the Positive Support group and our bespoke Alternative Provision. Students can access a personalised curriculum in these areas allowing each child to develop individually.

In addition to this, there is teaching assistant support in departments. Heads of Year and teaching staff work closely with parents/carers to give students the best possible opportunity to reach their full potential.

If you have any concerns about your child's special educational needs, please do not hesitate to contact your child's Head of Year or Ms Pendleton.



The Student Journal

Every student is issued with a journal to help with the organisation of work. Parents are asked to regularly look at this journal and sign it each week.

Contact with the Academy

Please feel free to contact us at any time. You should ask to speak to your child's Form Tutor or Head of Year. You are always welcome to visit the Academy, but you must telephone to make an appointment to ensure that staff are available.

Reporting to parents

Progress checks on your child are made regularly throughout the year. All of your child's teachers will be asked to indicate if they are happy with your child's progress or if they have any concerns. If concerns are reported, parents will be informed to enable the Academy to work with you to support improvement.

You will be invited to attend Student Progress Review Evenings and a Student Led Conference which will give you the opportunity to review your child's progress.

Rewards and Sanctions

At Shirebrook Academy we pride ourselves on the generally superb behaviour of our students. Our students are hardworking, respectful, responsible, and they are encouraged to follow the 5Ps. We have a variety of rewards and sanctions which really motivate students and help create a culture and ethos where learning is valued and achievement is celebrated.

Poor behaviour disrupts crucial learning and will not be tolerated at Shirebrook Academy.

Visits

Academy visits make an important contribution to the curriculum as well as providing opportunities for personal and social development. We provide many opportunities for students to participate in visits both at home and abroad. We will endeavour to inform you early in the year of the opportunities which will be open to your child to enable you to budget for them.

N.B. The Academy issues every student on Free School Meals with a £50 credit that can be used towards funding uniform, trips and visits etc.



Health and Safety

All students should.....



- exercise personal responsibility for their safety and that of others;
- observe standards of dress consistent with safe practices and hygiene e.g. suitable footwear and hairstyles;
- note that knives and other items such as aerosol cans and bibo guns that may cause harm to others and considered dangerous **must not** be brought into school;
- observe all the safety rules of the school and in particular, the instructions from teaching staff given in an emergency;
- use and not wilfully misuse, neglect or interfere with equipment provided for safety;
- use outside gym equipment in a safe manner and follow the instructions available on the notices attached to the equipment;
- remove all jewellery for physical education and practical lessons;
- inform a member of staff (teaching or support) if they see anything he/she considers to be a health and safety risk;
- with the exception of arriving at school in the morning, keep away from the entire area in front of the school and in particular the service road and car park. Cross roads on site using the marked pedestrian crossings only. If your child catches the school bus at the end of the day, he/she must follow instructions given by the teachers on duty;
- not wear body/facial piercings, as they are not allowed in school or long false nails that interfere with manual dexterity (only one pair of small stud earrings are acceptable to wear);
- be aware that the Academy has a zero tolerance drugs policy. Any student found in possession of drugs will be permanently excluded from the Academy and the police contacted;
- note that smoking is not permitted on site and no student must bring cigarettes or e-cigarettes onto the Academy premises;
- ensure adequate outdoor clothing is taken on Academy trips and off-site placements. Depending on weather conditions consider waterproofs, hats, footwear and sun cream;
- note that chewing gum is not permitted on site;
- note that the Academy is a nut free school, this includes products which contain nuts e.g. cereal bars, chocolate bars;
- note that energy drinks are not permitted on the school site.

SHIREBROOK ACADEMY UNIFORM



A high standard of personal appearance is expected of all students.

- Hair colour and style must be appropriate for school (*no bright colours or extreme haircuts*);
- Coats and other outdoor clothing are not to be worn in school;
- Students should wear suitable black school shoes at all times.
Trainers and plimsolls are not allowed to be worn under any circumstances;
- Jewellery is limited to a wrist watch, flat signet ring, devotional jewellery, studs or small sleeper earrings only;
- **No body or facial piercings allowed. Long, false nails are not allowed;**
- Make-up should be minimal and appropriate for school.

We want everyone to feel happy about being a student at Shirebrook Academy and to wear our academy uniform with pride. It is also important that we keep our uniform clean and tidy.

- Black blazer with the academy badge (worn at all times unless the whole school is given permission by the Principal to remove during warm weather);
- Academy tie (Academy cravat is an option for girls in Year 9 and above);
- White shirt or blouse with collar, long or short sleeve – this must have a top button;
- Plain black sweater (optional);
- Plain black tailored trousers or knee length skirt (no miniskirts);
- Black socks or plain black tights;
- Black smart shoes (no trainers, high heels or plimsolls)

**Shirebrook Academy's uniform is sold at The Schoolwear Centre in Mansfield.
60A West Gate, Mansfield, Notts, NG18 1RU**

In line with new government guidance we would like students to wear full school uniform from 7th September 2020. However, we recognise that this may not be possible for all, so have set a deadline of 5th October 2020 for all students to be fully compliant. Up until this date the minimum expectation is to wear a white shirt/blouse and black trousers/skirt.

Should you wish to visit the store you can book an appointment at www.schoolwearsolutions.com. Alternatively, you can visit the store but without making an appointment you may be asked to queue (detailed are also on the Academy's website).





Physical Education Kit

- Academy boys - navy round neck T-shirt with turquoise panels;
- Academy girls - turquoise trophy neck T-shirt;
- Academy shorts, navy with turquoise panels;
- Plain navy socks;
- Footwear applicable to the activity e.g. football boots, indoor and outdoor trainers.

No pumps, including converse and vans

Some activities may require the students to be bare foot.

Optional Physical Education garments

- ¼ zip PE top;
- Full zip PE top;
- PE training trousers;
- Sports Skort (skirt/shorts combination)

Poor Weather Conditions (upon teacher's discretion)

- Plain navy or black tracksuit bottoms;
- Plain navy or black jackets/hoodie;
- Waterproof jackets.

3G Pitch

The Academy is extremely lucky to have a full size 3rd generation pitch and we want to keep it in perfect condition for as long as possible. To protect and maintain the high quality playing surface, approved footwear must be worn at all times.

The only footwear permitted are:

- round rubber/plastic moulded studs (recommended);
- astroturf trainers.

Kit Policy

A student will only be excused from practical participation in PE lessons when a letter is provided, written and signed by a parent/carer that outlines the medical reason for non-participation. However, they are still expected to bring a change of kit and this should reflect the activity that their usual teaching group are taking part in e.g. if the current activity is rugby, excused students should bring warm outdoor kit to change into to prevent their uniform getting wet and/or muddy for the rest of the school day.



Belongings

We ask that all possessions and items of uniform are clearly marked with your child's name and that valuable items are **NOT** brought into school. Lost property is kept in student reception and initially students should see Miss Langrick. Students are asked to inform their Form Tutor if lost items are not recovered through this channel.

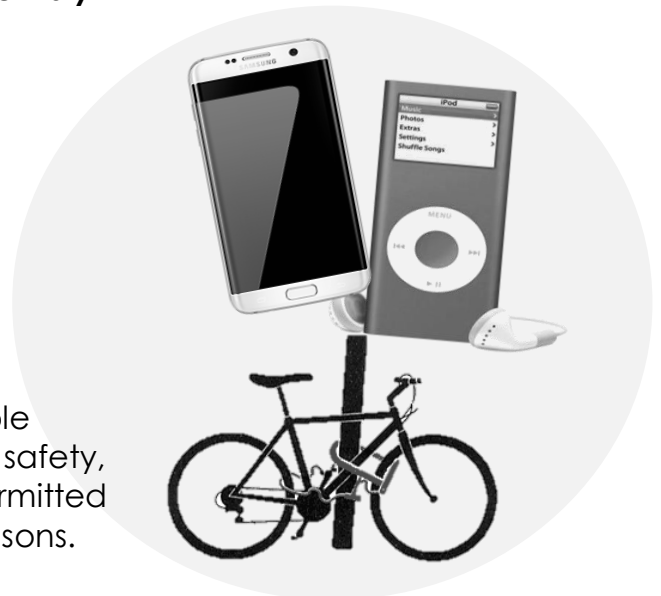
Please note no responsibility can be taken for money or valuables brought into school.

Mobiles, ipods or MP3 players can only be used at break or lunchtime in the designated areas which include Maz's Place, the atrium and outdoors. If seen or used outside of these times and areas or if they go off in a lesson the item will be confiscated by a member of staff.

Confiscated phones will be handed by the member of staff directly to student reception who will keep it in a locked place and may be collected by the student at the end of the school day. Phones that have been confiscated a second time or as a result of going off within a lesson/assembly or not put away when requested to do so, MUST be collected by the student's parent/carer. A third offence will result in a 6 week ban.

Bikes

Students may choose to cycle to school. Students must bring their own padlock. Bikes may be safely stored in the bike racks provided at the front and back of the Academy. Students should also ensure that they have suitable head gear and reflective clothing to ensure their safety, particularly in the winter months. Bikes are not permitted to be ridden on the Academy path for safety reasons.



Equipment

Every student is expected to bring a bag to school and have the following equipment for each lesson:



Black or blue ball point pen
Pencil
Pencil eraser
Pencil sharpener
Ruler 12"/30cm

Tippex/Liquid paper is not allowed in the Academy and must not be used in any school work.

Text books and specialised equipment will be issued on loan and students will be required to pay for any loss or damage to Academy property.



Attendance

If you have children aged between five years and sixteen years you must make sure that they attend school regularly and stay in school.

Regularly equates to 97% +

Please give your child the best chance to achieve his/her full potential by ensuring that he/she attends school every day and on time.



It is important that all students have good attendance because:

- they learn more and find out more about the world;
- they enjoy making and doing things and to make friends;
- they get the opportunity to work with others;
- this helps achieve good examination results and get a good job enabling your child to have the best possible future.

***Your child cannot do these things if he/she is not in school.
It is your child's right to attend school and your responsibility
to ensure he/she does attend regularly***

What should I do if my child is unable to attend school?

- ☎ please **always** telephone the Academy on the day of your child's absence explaining why he/she will not be attending;
- ✉ send your child with a note explaining his/her absence on the day he/she returns.

Parents and carers can explain absences but they cannot authorise them. **Only the Academy** can decide whether explanations about absence are acceptable and can be authorised.

If your child does not attend school every day, this is what happens:

- he/she will fall behind with work;
- he/she cannot achieve his/her target grades;
- he/she will miss out on exciting opportunities and rewards in school;
- he/she will feel left out and lose friends.



Leave of Absence

No family holiday will be authorised in term time.

Only in exceptional circumstances will the Academy consider authorising a leave of absence in term time.

If you do intend to take your child out of school you must complete a Leave of Absence form and hand it in to reception. Please do not assume because you have completed and submitted a form that the absence will be authorised.

You do need to be aware that absences taken without prior authorisation could lead to the Academy informing the local authority who may issue a fixed penalty notice (fine).

Punctuality

Being on time matters, arriving late to school puts your child at a disadvantage.

- he/she misses learning;
- he/she interrupts lessons;
- he/she receives a late mark;
- lateness will result in either breaktime, lunchtime or after school detentions and other appropriate sanctions.

Being on time shows you are reliable, organised and that you know education matters.



THE 5 P's

PRESENT
If you are not here, you are missing out.
Aim for 100% attendance.

PUNCTUAL
Lateness is not only rude it disrupts learning.
Be on time every morning and every lesson.

PREPARED
You need to not only have the right equipment and school dress but be mentally alert, rested and ready to learn every day.

POLITE
If we all treat each other with politeness and respect we make the world a better place.

PROUD
Take pride in everything you do. By doing the right thing we can be proud of our efforts and achievements, individually, as a school and as a community.

SHIREBROOK ACADEMY



Illness, Accidents and Signing Out

If your child feels unwell or has an accident they must tell a teacher straight away. Normally they will be sent to student reception where a trained first aider will take care of them. If they are too ill to remain at school or if hospital treatment is necessary then you will be contacted to make suitable arrangements.

Students should **not contact their parents** directly if they feel unwell, they must go to the Academy's medical room and Academy staff will contact parents/carers and make arrangements for their collection.

Under no circumstances should students leave the Academy or go home without permission.

Medicines

If students need to take medicine at school they should complete the medical form in the permission pack which gives Academy staff instructions on the administration of your child's medication. The medicine must be left at reception. The only exception is if they have an inhaler for asthma.

Please note the Academy is **NOT** allowed to provide tablets for students.



Signing Out

It is best to make medical appointments outside of school hours. If students must leave school during the day for any reason they must bring a note from a parent/carers in advance of the date.

Students must sign-out at Student Reception. If they return to school later on the same day they must then sign back in at Main Reception.

SCHOOL BUS SERVICES 2020-2021

Bus Fares are subject to change

Prices / bus company to be confirmed
for 2020-2021

LANGWITH ROUTE

Johnson's bus company
Telephone number: 01909 720337

Service 524 – Langwith

08.20 Langwith, Woodlands
08.25 North Street
08.30 Shirebrook Academy

If your child is not entitled to a free bus pass the fare for travel will be 90p each way
(note: the price quoted is under review and may change for 2020-2021)

Not all stops are shown on the timetable but all designated bus stops on the route should be recognised.

PLEASLEY/GLAPWELL/NEW HOUGHTON ROUTE

Johnson's bus company
Telephone number: 01909 720337

Service 135 –Pleasley / Glapwell / New Houghton

08.00 Pleasley Square
08.10 Doe Lea (turn around)
08.15 Glapwell, Young Vanish
08.22 New Houghton, Recreation Road
08.30 Shirebrook Academy

If your child is not entitled to a free bus pass the fare for travel will be 90p each way
(note: the price quoted is under review and may change for 2020-2021)

MODEL ROUTE

Stagecoach Bus Company
Telephone number: 01623 629553

Service 522 – Model Village

08.20 Shirebrook, Field Drive
08.30 Shirebrook Academy

£1.00 each way **(note: the price quoted is under review and may change for 2020-2021)**

Derbyshire County Council will automatically issue those students entitled to school transport assistance with a bus pass in August. For school transport queries please call 01629 537473.

For information regarding transport assistant eligibility please go to

www.derbyshire.gov.uk/get2school



Cashless Dining System

Cards can be charged with value in one of two ways as follows:



a) ParentPay

- Please make payments online by going to www.parentpay.com
Please contact the Academy's finance department if you experience any difficulties in paying via this method or if you require a copy of your log in details;
- Alternatively, you may wish to pay using the PayPoint facility found at a number of local convenience stores. Should you wish to pay with PayPoint please contact the finance office who will issue you with a bar-coded letter to take with you each time you make a payment.

b) Using coins or notes

- Coin/note revaluers are located in the atrium. Students use their id card and insert coins or notes into the revaluers. 10p, 20p, 50p, £1.00 or £2.00 coins can be used;
- Students can at any time, when passing the revaluers, check their balance.

Instructions

1. Students need to swipe their card. In the revaluer window their name and account balance will show;
2. Coins/notes can be inserted;
3. Press the green button to finish.

Free Meals

- Free school meal allowances will automatically be credited to the card;
- Students can swipe their card after 11:05am and the allowance will show on their card;
- Students will not be able to use their free school meal allowance at morning break;
- Students eligible for free school meals can add extra money to their account by using one of the methods above.



ID Cards

All students are allocated id cards. The id card will have your child's photograph printed on it. The cards are used for:



- Loaning/returning books at the Academy's library;
- Printing school work
(note: print credits must not be used for personal reasons);
- Paying for food/drinks in the Academy's diner, before school, at break and lunchtimes.

Forgotten and Lost Cards

Forgotten and lost cards must be reported to student reception. There will be a charge of £1.00 to replace a lost card.

Damaged Cards

Id cards contain an electronic chip and metal wire around the perimeter of the card. If the chip or wire is damaged the card will not work. Defaced or damaged cards must be replaced at a cost of £1.00.

In the case of lost, defaced or damaged card, if a new card is not purchased the Academy reserves the right to refuse service.

Extra facilities

- You can view the items bought by your child by looking on the ParentPay system on the internet on www.parentpay.com
- Should students have a dietary requirement, the medical information can be coded in to the system, preventing foods from being served to a particular student, by automatically locking out relevant buttons on the keyboard;
- There is a daily 'spend limit' programmed in the system of £5.00. This can be increased or decreased for an individual student by making a written request to the catering manager.



The Academy has a ParentPay System.



ParentPay®

How does ParentPay help you?

- gives you the freedom to make online payments to the Academy for school trips whenever and wherever you like;
- stops you having to write cheques or search for cash to send to the Academy;
- gives you peace of mind that your payment has been made safely and securely;
- helps with budgeting; payments are immediate, there is no waiting for cheques to clear;
- payments for many of the larger trips can be made by instalments up to the due date;
- you never need miss a payment or have insufficient credit with automated email/SMS alerts;
- ParentPay is quick and easy to use.

How do I get started?

We will send you an activation letter containing your temporary username and password to enable you to setup your ParentPay account. During the activation process you will be guided through changing your username and password to something more memorable; you can also merge your accounts if you have more than one child at Shirebrook Academy.

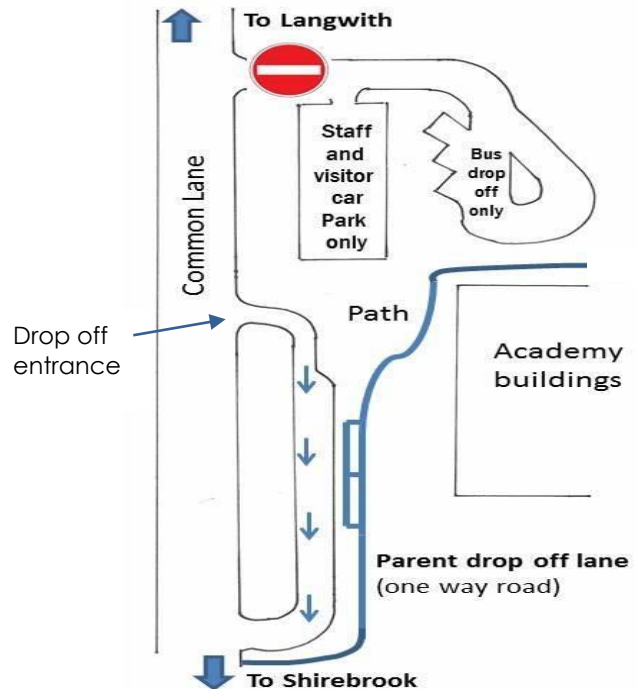
GENERAL DATA PROTECTION REGULATIONS (GDPR)

The ACET Privacy Notice is available on Shirebrook Academy's website. If you would like a paper copy please contact the Academy to request one.



PARENT DROP OFF

Students should be dropped off and collected from the Parent Drop Off lane at the front of the Academy, unless prior arrangements have been made e.g for medical reasons.



SAFEGUARDING CHILDREN AT SHIREBROOK ACADEMY

The Designated Safeguarding Leaders are:



SENIOR OFFICER
Teresa Pendleton



DEPUTY OFFICER
Charlotte Hammond



DEPUTY OFFICER KS4
Nick Stafford



DEPUTY OFFICER KS3
Andy Gilbert

Safeguarding is everyone's business

Your responsibilities:

We have a statutory duty to safeguard children and report any incidents or concerns we have. All of those who come into contact with students have a responsibility for their own actions and behaviour.

If you hear, see or read anything which troubles you about a child, do not ignore it. Report it to one of the Designated Child Protection Officers above.



Tel: 01623 742722
Fax: 01623 742206

enquiries@shirebrookacademy.org
www.shirebrookacademy.org

Common Lane
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Nottinghamshire
NG20 8QF

