



SKEGNESS ACADEMY

Preparing for Transition

**Wednesday 3 July 2019
and Thursday 4 July 2019**

The Skegness Academy is part of the Greenwood Academies Trust



SKEGNESS ACADEMY

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SKEGNESS ACADEMY

Welcome message from the Principal, Mr Todd Johnson



I am delighted that your child will be joining the Skegness Academy in September and I look forward to working with you over the next seven years!

It is very important to us that your child feels happy and reassured about the transition to the Academy and looks forward to starting in September.

It gives me great pleasure to welcome you to our Senior Leadership Team, SENCO and year 7 team:-

Mr S Kemshall
Mr R Smith
Mrs L Oldfield
Mrs C Dunn
Miss E Loach
Mr D Field
Mrs L Coates-Metheringham
Miss L Dawson
Mrs R Kent

Deputy Principal
Deputy Principal
Senior Assistant Principal
Senior Assistant Principal
Senior Assistant Principal
Senior Assistant Principal
SENCO
Head of Year 7
Deputy Head of Year 7

In order to help us plan, we need to have information about your child so that he/she is well prepared for September. Therefore, I enclose information in this package for you to read.

Information included:-

1. Information about the transition days on 3 and 4 July 2019
2. Information about the final parents' meeting on Thursday 4 July 2019 at 6.00 pm.
3. Information on the standards and uniform we expect at the Academy in order that your child is aware of what is and is not acceptable.
4. General information about general expectations at the Skegness Academy

I appreciate there is a great deal of information here and I very much hope you will enjoy reading about how we are preparing to welcome your child.

Please do not hesitate to contact me if you have any questions regarding this pack.

Information about the Sponsor



GREENWOOD DALE FOUNDATION TRUST



Wayne Norrie
Chief Executive



Mike Hamlin
Chairman

The Sponsor of the Skegness Academy is the Greenwood Academies Trust (GAT). Information about the Trust can be found on-line at www.greenwoodacademies.org and the Chief Executive and the Chairman can be contacted on admin@greenwoodacademies.org

The Greenwood Dale Foundation Trust is a not-for-profit educational organisation. The Trust offers high levels of educational expertise and we seek to deliver long lasting and productive relationships with the communities we serve.

Our sole purpose is to offer pupils in our Academies an outstanding education. We believe all our pupils can achieve high levels of success and we create a culture where both our pupils and staff can thrive.

Transition Days – Wednesday 3 July and Thursday 4 July 2019

All year 6 pupils who are joining the Skegness Academy in September 2019 are invited to attend our transition period on Wednesday 3 and Thursday 4 July 2019. This is at the discretion of your child's headteacher.

The purpose of these transition days is to enable your child to become familiar with our site and the team of staff who will be teaching and supporting him/her next year. Your child will meet new classmates and take part in lessons and activities which will help him/her settle into the Academy.

Arrangements for the Transition Days

Pupils will be collected from their primary schools either by coach or taxi at the allocated time and arrive at the Skegness Academy for 9.15 am. However, pupils from the Skegness Junior Academy will make their own way to the Skegness Academy. All pupils will be met on arrival by our staff. All pupils should be equipped with a pencil case full of equipment. Pupils should attend the transition days wearing their primary school uniform.

You may choose to provide them with a snack for break time or pupils will be offered refreshments free of charge.

Pupils will also be receive a free lunch during the transition days, either a hot meal or sandwiches, although they may bring their own if they wish.

The afternoon session will end at 2.30 pm and pupils will be dismissed and returned to their primary schools. Pupils from the Skegness Junior Academy will be dismissed also at 2.30 pm to make their own way home.

Year 6 Parents' Information Evening Thursday 4 July 2019

As a parent of a Year 6 pupil, I am sure that you are only too aware of the important transition that lies ahead for your child.

I look forward to meeting you on Thursday 4 July 2019 at 6.00 pm. At this meeting you will have the opportunity of watching a presentation of your child's two day transition period and activities they participated in and you will also have the opportunity to ask any further questions to the year 7 team.

The success of our Academy will be built upon the positive partnerships that we develop. These parents' evenings are an opportunity for us to begin that process and I very much look forward to seeing you there.

Structure of the Academy Day

As tutor time is now immediately after lunch, pupils will arrive at the Academy and go straight to their period one lesson. The timings of each period of the day are as follows:-

It is imperative that all students arrive to school by 8.40 am, ready to start their learning at 8.45 am.

20 minutes every day will be given over to reading for pleasure. This is a new initiative call Drop Everything and Read (DEAR).

Because learning time is critically important, poor punctuality to the academy will not be tolerated and if a student is late they will receive a 15 minute after school detention, to be served that day.

Period	Time
Period 1	8.45 am – 9.45 am
Period 2	9.45 am – 10.45 am
Break	10.45 am – 11.00 am
DEAR	11.00 am – 11.20 am
Period 3	11.20 am – 12.20 am
Period 4	12.20 pm – 1.20 pm
Lunch	1.20 pm – 1.55 pm
Tutor	1.55 pm – 2.10 pm
Period 5	2.50 pm – 3.10 pm

House System

We operate a house system at the Skegness Academy which involves lots of exciting activities and competitions throughout the academic year. Your child will be allocated a house when they join us for their transition days and when they will receive the appropriate tie.

Kime (Red)

Wrisdale (Green)

Fainlight (Orange)

Grunnill (Blue)

Standards and Uniform

As we approach the end of your child's Year 6 at primary school you will want to ensure your child is well prepared for a good start at the Academy.

We do expect every pupil at the Academy to wear our full school uniform and we trust parents will support us fully to achieve this.

The wearing of our distinctive uniform gives pupils a sense of 'belonging', helps foster pride in the Academy and stops pupils coming to school in inappropriate clothing or footwear.

Blazers will be compulsory from September 2019. Year 6 pupils will be measured for their blazer during the two days that they are at the Skegness Academy. Pupils will return home from the transition days with their size as well as how to purchase the blazer online. Ties will be issued free of charge during the transition days.

Pupils are expected to wear the Academy uniform when travelling to and from the Academy, at all Academy events including visits and sporting fixtures. Black trousers should be worn. **Jeans, skin-tight trousers or leggings are not allowed.** Skirts should be no shorter than knee length. Shoes should be plain black and sensible for school use. **Trainers or canvas shoes are not allowed to be worn.**

Please find below a summary, taken from our policy:-

- Jewellery is not allowed, except for one pair of ear studs. Earrings, rings, nose studs or other facial jewellery, nail varnish and make up are not allowed.
- Black trousers or skirt (jeans, cords and skin-tight trousers are not allowed, skirts to be no shorter than knee length)*

**** Girls trousers must have a high enough waistband to ensure they are modest enough to be worn on the Academy site and to allow shirts to be properly tucked in. Wide belts are not allowed.***

Ideally, a knee length A line senior school skirt is preferred. An example of the preferred skirt is on display in Main Reception at the Skegness Academy. If required a school skirt can be ordered for you at a cost of between £7.00 and £8.00 dependant on size.

Please note that jersey school tube/bodycon style skirts will not be permitted to be worn at the Skegness Academy

Day to day wear:

- Academy blazer
- One V-necked jumper, in black/silver, with the Academy logo (optional)
- One Academy tie

Sportswear:

- One sports polo shirt with the Academy logo

Parents will need to provide:

- Suitable black trousers or skirt (jeans, leggings and cords are not allowed)
- Black & Silver v-neck jumper (optional)
- Skegness Academy blazer
- Suitable socks or tights (black or grey socks with trousers, white socks, neutral or black tights with skirts)
- One pair of black shorts
- Sensible black shoes, flat soled or with very low heels (boots and trainers are not allowed)
- PE kit
- Suitable footwear for PE
- A warm coat (not denim) for travelling to and from the Academy.
- A suitable rucksack style bag for carrying books and equipment

All uniform can be ordered on line:-

Price-buckland.co.uk

Click on School Finder

Type in Skegness Academy & click search

Scroll down to Skegness Academy and click on that school

Click visit school store

Register as a new customer with your email address

Price & Buckland will email you your password after registering

School will accept deliveries for parents to collect

Pupils should also have a strong bag to carry the equipment they will need in school (a rucksack is most suitable) and a suitable, warm waterproof coat of your choosing.

Denim coats, hoodies and body warmers are not allowed.

I would also like to remind parents of some other rules we have to ensure pupils' safety and the security for items they own. It is advised that long hair be tied back whilst pupils are on the Academy site for health and safety reasons. Excessive hair styles are strongly discouraged and decisions about the suitability of an individual style are the responsibility of the Principal, whose decision will be final. 'Cuts' of any shape or design are not allowed, nor are multiple hair colours.

For your information the Academy Uniform Policy and the Policy on Mobile Phone/Electronic Devices within the Academy are detailed below.

Uniform Policy September 2019

High standards and a positive work ethic are central to a successful future. Our school uniform creates a sense of belonging to our school community and sets the tone for all our work.

Pupils are expected to wear the Academy uniform when travelling to and from the Academy, at all Academy functions and on educational visits unless told otherwise.

The year 7-11 Academy uniform comprises:

- Academy blazer (compulsory)
- Plain white school shirt (not polo shirts)
- Academy tie
- Black trousers or skirt
 - Jeans, cords, chinos and skin-tight trousers are not a suitable alternative to trousers.
 - Jersey/elasticated skirts are not an appropriate school skirt.
 - Skirts should sit no more than 5cm above the knee.
- Black/Silver V-necked jumper with logo (optional)
- Black or grey socks with trousers; white socks, neutral or black tights with skirts.

The Sixth Form uniform comprises:

- Academy blazer (compulsory)
- Plain white school shirt (not polo shirts)
- Academy tie
- Black trousers or skirt
 - Jeans, cords, chinos and skin-tight trousers are not a suitable alternative to trousers.
 - Jersey/elasticated skirts are not an appropriate school skirt.
 - Skirts should sit no more than 5cm above the knee.
- Grey V-necked jumper, in black, with Academy logo (optional)
- Black or grey socks with trousers; white socks, neutral or black tights with skirts

For students who study L3 BTEC Sport (extended diploma) will be given the option to purchase Academy sports kit to wear in place of the uniform above.

Shoes, for all students, should be plain black (no coloured flashes, coloured soles or logos) and suitable for school - flat soled or with no more than half an inch at the front of the heel. It is advisable that clothing is clearly marked with the student's name in case of loss. We do not allow students to wear jewellery, except for one stud per ear for those with pierced ears. No other body piercings are allowed. No accessories to nails including acrylics, varnishes, gels, jewels etc.

Hair should be clean and well kept - extreme or unusual styles/ unnatural colours are not acceptable.

Make-up should be subtle, if worn. Any student wearing excessive make-up will be asked to remove it.

The Principal will have the final decision on the definition of extreme/unusual/unnatural hair styles and make-up.

Policy on Mobile Phone/Electronic Devices with the Academy

For safeguarding reasons, mobile phones/electronic devices must never be used to take electronic recordings, videos or photographs of staff or students in school.

All wires/earphones must be kept out of sight in bags or pockets during lessons.

All mobile phones/electronic devices must be switched off and kept in bags or pockets during lessons, unless the teacher has given specific permission for use in an activity related to learning. This will be entirely at the discretion of the teacher and will not be open for discussion with students.

Any student using a mobile phone/electronic device without permission in lessons will have On-Call sent for.

- On-Call will escort the student to TP1.
- The mobile phone/electronic device will be confiscated, labelled and taken to Main Reception.
- A 50 minute detention will be issued.
- The student will spend the rest of the lesson in TP1.

Any student using a mobile phone/electronic device within school buildings/corridors will be asked to turn it off and put it away. Refusal to follow this instruction will lead to On-Call.

- On-Call will collect the student from his/her next lesson and escort him/her to a TP1.
- The On-Call staff member will confiscate the mobile phone/electronic device, label it and take it to Main Reception.
- A 50 minute detention will be issued.
- The student will then return to his/her lesson.

Confiscated mobile phones/electronic devices should be collected from main reception at the end of the school day.

If a student refuses to hand over his/her mobile phone/electronic device, parents/carers will be contacted and asked to come into school to confiscate the item. The student will spend the rest of the day in TP1. If parents/carers are unable to come in, the student will be excluded until the following day when parents/carers are able to attend a meeting.

Persistent offenders will have their mobile phone/electronic device confiscated by a member of the Senior Leadership Team until parents come in to discuss the situation. Persistent offenders will be refused the privilege of bringing mobile phones/electronic devices into school.

For safeguarding reasons mobile phones or electronic devices are not to be used inside the academy building at any time

Cashless Catering System

In line with many academic establishments across the country, since September 2018, the Skegness Academy have used a biometric data system (based upon finger pattern recognition technology) around the school.

The Academy requires the written consent of a Parent/Guardian before we may collect and process the biometric data of any student. A suitable alternative will be provided to any student where consent is not given.

Running alongside the Biometric data system is ParentPay which is an online payment service whereby parents can top up their child's account from home. Parents will receive an activation letter containing your activation details to enable you to set up a ParentPay account once your child has started the Academy in September. Further information on ParentPay is included in this booklet.

An introduction to our online payment service www.parentpay.com

What does ParentPay do?

- enables you to pay for school meals and other items such as trips.
- offers a highly secure payment site
- gives you a history of all the payments you have made
- allows you to create a single account login across all your children that attend a ParentPay school
- shows you all items available for payment relevant to each of your children
- emails a receipt of your payment to the email address you register
- offers you the ability to set automated email/SMS payment reminders.

How does ParentPay help you?

- gives you the freedom to make payments to school whenever and wherever you like
- stops you having to write cheques or search for cash to send to school
- 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 will never need miss a payment, or have insufficient credit, with automated email/SMS alerts
- ParentPay is quick and easy to use.

How does ParentPay help your school?

- reduces the administrative time spent on banking procedures
- keeps accurate records of payments made to every service for every student
- payments do not bounce
- reduces paper 'waste'
- allows for easy and quick refunds to be made back to the payment card
- improves communication between the school and parents concerning payments
- offers a more efficient payment collection process, reducing the amount of money held on school premises
- helps us improve school-home communication with its integrated email/SMS messaging centre.

How do you get started?

We will send you an activation letter containing your activation details to enable you to set up your ParentPay account.

If you have more than one child at a ParentPay school/s you can add them to a single account, providing one login for all children at ParentPay schools.

More information

More information can be found on the ParentPay website, alternatively contact Mrs S Drew – sdrew@skegnessacademy.org



Administering Medication in the Academy

All Parents / Carers will be asked to complete a Parental Agreement form in the presence of the designated person before medicine can be administered by the Academy (this is to be done in Main Reception)

Non-Prescription Medicine

Non-prescription medication will not normally be administered by the Academy. Non-Prescription medication will only be administered where the Academy has written parental consent on a Parental Agreement form (kept in main reception) Parents are usually contacted by the Deputy Head of Year if their child needs non-prescription medications to be brought in i.e Paracetamol for the parents to come in to the Academy to administer it to their child. Administration of non-prescription medicines are the responsibility of the parent/carer, they **MUST NOT** be administered by Academy staff.

Medication placed in envelopes cannot be accepted. Pupils are not allowed to have medication in their bags to carry around school. It has to be handed into Main reception by the parent / carer once the Parental agreement form has been signed , for it to be securely stored in a locked cabinet.

Exceptions: Secondary age pupils who have an inhaler for asthma will keep it in their bag, to be used by themselves only as necessary. The inhaler must be clearly marked with the pupil's name.

Medications no longer required will be returned to the parents to arrange for safe disposal

And finally . . .

We are always looking for ways to help your child achieve more. You will already know we set children by ability as soon as they arrive at the Academy. As your child moves through year 7 you can be assured we shall do everything possible to ensure our teaching challenges and supports your child to achieve the highest possible standards.

It is very important that our pupils do everything possible to work hard and attend all the time. I would like to bring to your attention also information regarding school attendance and the Law and I would be grateful if you would carefully read the following:-

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 have removed the reference to holidays during term time and now provides that a leave of absence during term time will only be granted where an application is made in advance to the school and the school consider that the leave of absence should be granted due to **exceptional circumstances** relating to that application.

If your leave of absence has not been authorised by the Academy, you may be issued with a Fixed Penalty Notice by the Local Authority. This could result in a fine of up to £120 per parent, per child.

Section 7 of the Education Act 1996 places upon parents a duty to ensure their child receives suitable efficient full time education either by regular attendance at school or education otherwise. Section 444 (1)(a) of the same Act states that where a parent of a child who knowingly and without reasonable justification fails to ensure regular attendance of a registered pupil at that school, the parent of the child shall be guilty of an offence against that Section. The Local Authority may, where necessary, institute legal proceedings in the Magistrates Court under this section of the Education Act 1996 against those parents concerned. Alternatively Section 444B of the same Act empowers the Local Education Authority to issue a Fixed Penalty of up to £120.00. It is imperative that the Academy is informed that your child is absent from school each morning of absence.

I hope you are able to attend every parents' evening during Year 7 to discuss the progress your child is making and I also hope you are able to play a bigger part by coming into the Academy on Open Days and, possibly, to support the development of literacy and numeracy.

If at any time your child is upset or if you feel he or she is being bullied please let the Academy know straight away. The Skegness Academy prides itself on dealing swiftly, appropriately and effectively with any issue regarding bullying. Together, we will ensure your child is safe, happy and achieves his/her full potential.

I look forward to working alongside you and your child very soon.



Mr T Johnson
Principal



SKEGNESS ACADEMY



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Term Dates

2019/2020

	August 2019					September 2019					October 2019						
M			5	12	19	26		2	9	16	23	30		7	14	21	28
T			6	13	20	27		3	10	17	24	1	8	15	22	29	
W			7	14	21	28		4	11	18	25	2	9	16	23	30	
T		1	8	15	22	29		5	12	19	26	3	10	17	24	31	
F		2	9	16	23	30		6	13	20	27	4	11	18	25		
S		3	10	17	24	31		7	14	21	28	5	12	19	26		
S		4	11	18	25	1	8	15	22	29	6	13	20	27			

	November 2019					December 2019					January 2020					
M		4	11	18	25		2	9	16	23	30		6	13	20	27
T		5	12	19	26		3	10	17	24	31		7	14	21	28
W		6	13	20	27		4	11	18	25	1	8	15	22	29	
T		7	14	21	28		5	12	19	26	2	9	16	23	30	
F	1	8	15	22	29		6	13	20	27	3	10	17	24	31	
S	2	9	16	23	30		7	14	21	28	4	11	18	25		
S	3	10	17	24	1	8	15	22	29	5	12	19	26			

	February 2020					March 2020					April 2020					
M		3	10	17	24		2	9	16	23	30		6	13	20	27
T		4	11	18	25		3	10	17	24	31		7	14	21	28
W		5	12	19	26		4	11	18	25	1	8	15	22	29	
T		6	13	20	27		5	12	19	26	2	9	16	23	30	
F		7	14	21	28		6	13	20	27	3	10	17	24		
S	1	8	15	22	29		7	14	21	28	4	11	18	25		
S	2	9	16	23	1	8	15	22	29	5	12	19	26			

	May 2020					June 2020					July 2020					
M		4	11	18	25		1	8	15	22	29		6	13	20	27
T		5	12	19	26		2	9	16	23	30		7	14	21	28
W		6	13	20	27		3	10	17	24	1	8	15	22	29	
T		7	14	21	28		4	11	18	25	2	9	16	23	30	
F	1	8	15	22	29		5	12	19	26	3	10	17	24	31	
S	2	9	16	23	30		6	13	20	27	4	11	18	25		
S	3	1	17	24	31		7	14	21	28	5	12	19	26		

 School Holiday

 Bank Holiday

 Staff Training Days

Useful Information

Address:
Burgh Road
Skegness
Lincolnshire
PE25 2QH

Telephone: 01754 879122

Email: adminsk@skegnessacademy.org

Website: www.skegnessacademy.org