



## Sandwell Academy

All of the documents referred to in this booklet are accessible on the Academy website: [www.sandwellacademy.com](http://www.sandwellacademy.com). However, we have enclosed some printed documents which parents are required to complete, sign and return, or which contain personalised information for individual students.

### INFORMATION FOR THE FIRST WEEK OF TERM

#### **First Day/Week Arrangements for Students - Beige booklet enclosed**

It is vital for you to read through this booklet with your child to ensure that all necessary arrangements are made for a successful start to the first day and week of the new term.

#### **Personal Tutor Details - enclosed**

A letter confirming your Personal Tutor and the PT venue for the academic year 2018/2019 is enclosed.

#### **Timetable - enclosed**

Please find enclosed your timetable. This should be kept in your Student Portfolio.

### DATES FOR THE AUTUMN TERM & ACADEMIC YEAR

#### **Term Dates 2018/2019 – attached / also available on website**

These are available to help you plan for the next academic year. *Please do not organise holidays during term time.*

#### **Calendar and Module Report Dates – available on website**

Please note the dates you should expect your child to bring a module report home for your information and signature. Module Reports will be prepared and available to students and parents once every five weeks during Academic Year 2018/19. Parents should take the opportunity to look through the books in the Portfolio and we would encourage you to return the report the next working day. The Module report dates, and the event calendar can be found on the website here: <http://www.sandwellacademy.com/page/useful-documents.aspx>

#### **Session 3 Timetable – available on website**

This Timetable gives details of all the activities that take place after 3.40pm during the first half term. I would ask you to read and discuss this with your child before the start of term. All students are expected to participate in at least one Session 3 activity per week. Please note Session 3 will start on Monday 10 September 2018. Session 3 activity information can be found on the website home page: <http://www.sandwellacademy.com/page/home.aspx>

#### **Enrichment Days: Thursday 4 October – Friday 5 October 2018**

This year the Academy will set aside two days during the autumn term to broaden students' all around education and development. On these days, students have the opportunity to get involved in a variety of activities and educational trips.

The Academy is mindful of family circumstances and therefore is keen to give parents as much notice as possible of the potential cost. This will be no more than £25 for the full two days of activities. Families in receipt of welfare benefits should contact the Student Support and Welfare Officer, Miss Baker for further information regarding financial assistance. Further details will be made available to parents in September 2018.

### ITEMS WHICH YOU NEED TO RETURN TO THE ACADEMY IN THE FIRST WEEK.

### **Parent Questionnaire - Pink Sheet enclosed**

As a part of the continuing process of monitoring our services to parents and students, I should be very grateful if you could take a few minutes to complete the enclosed questionnaire in relation to your child. The questionnaire should be returned to your child's Personal Tutor on the first day of term.

### **Personal Tutor Meetings - Blue Sheet enclosed**

All Personal Tutors are required to meet with existing and new parents for a 15 minute meeting on Wednesday 5 or Thursday 6 September between 3.45pm and 7.00pm. Please complete the enclosed form and return it to the Personal Tutor on the **first day** indicating your preferred date and time. Staff will endeavour to meet your highest preference. Students will bring back the slip with the exact arrangements at the end of the first day. **It is an expectation that every family group meet their Personal Tutor on one of these two days.**

## **POLICIES AT SANDWELL ACADEMY**

### **Charter for Students & Parents – available on the Academy website**

The Charter for students and parents, a copy of which you have already signed, remains unchanged for Academic Year 2018/19 and you are not, therefore, required to sign another copy. Your child's Personal Tutor will be discussing this document with your child on a regular basis.

### **Uniform Policy - available on the Academy website**

To re-emphasise the importance of adhering to the Academy's high standards for uniform, a copy of the latest Uniform Policy is available on our website. Please read this document carefully. Please note the following update:

*"Pumps, training shoes, boots, or ankle boots, shoes with deep tread soles or with a logo or reflective design are not allowed (e.g. Kickers). If a student has the incorrect footwear on they will be sent home to get the correct shoes. If this is not possible students will need to wear the Academy pumps".*

### **Attendance Policy - available on the Academy website**

A reminder if your child is absent you must contact the Academy via text message, telephone or email before 8.15am on each day of absence. Also note that there have been changes to the Leave of Absence procedure, please refer to the Attendance Policy for these changes, an updated copy is available on the Academy website.

## **OTHER IMPORTANT INFORMATION**

### **Safeguarding Matters**

A reminder that any issues concerning Safeguarding and Child Protection should be referred to Mrs Jones who is the Designated Senior Lead (DSL) for the Academy. In the event that Mrs Jones is unavailable, Mrs Povey is Deputy DSL.

### **Second Hand Uniform**

As you may be aware, the Academy keeps a stock of good quality second hand uniform. If you would like to know what items are in stock, please contact Mrs Portman via the Academy reception. If you have any good quality uniform that you would be happy to donate, please bring it to Reception.

### **Valuables and Insurance**

Valuables, expensive watches, iPods / MP3 players, etc should not be brought into Sandwell Academy as the Academy cannot accept responsibility for loss or damage to any personal items. Please note that parents are advised to make their own insurance arrangements as the Academy does not have insurance cover for theft or loss of students' personal items, e.g. jewellery, mobile phones, etc.

### **Student Stationery**

The Student Charter makes reference to taking care of equipment and belongings. Students arriving at lessons without the necessary stationery required for their lessons can delay learning for other students. This is as simple as having a pen or pencil with which to write.

This has even occurred at the start of examinations, despite students being well briefed and reminded by staff about the importance of arriving with equipment. The Academy aims to prepare young people for the world of work or further education and students need to take responsibility for ensuring they have the correct equipment. Could I urge parents to discuss this important matter with their child.

### **ParentPay / Cashless System**

Please ensure that your child's meal account is topped up before the start of term. Please allow at least 24 hours if paid via ParentPay or 48 hours via PayPoint for the money to reach your child's account. I would encourage parents to look online to satisfy themselves that your child is eating as you would wish them to. The hot drinks vending machines are coin operated, but students can also use the biometric system to purchase drinks. Water is available free of charge to be consumed in the Restaurant only.

### **Chewing Gum**

Chewing gum is not allowed on the Academy premises. It causes considerable damage to the Academy fabric and any student found in possession of, or chewing, gum will have to be collected from the Academy by parents. A meeting will then be arranged to discuss the situation.

### **Arrival at the Academy**

May I remind you that the Academy is open from 7.30am and children report to the Academy restaurant. **The ideal time to arrive at the Academy is between 8.05am and 8.15am.** Students travelling by car or public transport should ensure they arrive during these times. **All students are required to arrive at teaching venues by 8.20am at the latest.**

Please do not drop off students, park or turn your cars around on the zigzag lines or in the entrance and exit areas. *This is both illegal and dangerous.* In the interests of students' safety, parents are requested not to come on to the Academy site to drop off or collect students at the beginning and end of the School day

### **Website / Twitter**

A reminder that there is lots of useful and interesting information about the Academy on our website **[www.sandwellacademy.com](http://www.sandwellacademy.com)** and Twitter feed **@SandwellAcademy**. Please follow us if you are a Twitter user!

### **Academy contact with parents/carers**

May I remind you that the Academy is open from 7.30am and children report to the Academy restaurant. **The ideal time to arrive at the Academy is between 8.05am and 8.15am.** Students travelling by car or public transport should ensure they arrive during these times. **All students are required to arrive at teaching venues by 8.20am at the latest.** Students arriving after 8.20am cause disruption to learning and may be subject to the Academy's Behaviour Policy.