

SANDWELL ACADEMY



First Week, First Day Arrangements Essential Information for **STUDENTS**

September 2024

Contents

| Timings of the Academy Day | 3 |
|---|----|
| Session 3 | 3 |
| Transport Details | 4 |
| Safeguarding at Sandwell Academy | 5 |
| Characteristics of a Sandwell Academy Student | 6 |
| Student Rucksack and Planner | 7 |
| Mobile Phones/Headphones | 7 |
| Movement and Conduct around the Academy | 7 |
| Punctuality | 8 |
| Wet Lunch | 8 |
| Dismissal | 8 |
| Leave of Absence/Leave during the Academy day | 8 |
| School Nurse | 8 |
| Other Useful Information | 9 |
| Homework | 10 |
| Meals | 12 |
| What to bring on your FIRST DAY | 14 |
| Personal Tutors | |
| Heads of Year | 14 |
| First Day Timetable | 15 |

Timings of the Academy Day

| 7.45 – 8.15 | Students Arrive at the Academy |
|---------------|---|
| 8.20 | Registration Bell and start of Session 1a |
| 8.20 - 9.55 | Session 1a 80 minutes + 15 minutes breakfast |
| 9.55 – 11.15 | Session 1b 80 minutes |
| 11.15 – 11.55 | PT Session 40 minutes |
| 11.55 – 2.00 | Session 2a 80 minutes + 40 minutes lunch + 5 minutes lunch return |
| 2.00 - 3.20 | Session 2b 80 minutes |
| 3.20 - 3.40 | Students Depart / break before After School Session |
| 3.40 - 4.50 | After School Session (Session 3) 70 minutes |
| 4.50 - 5.00 | Students Depart / Late Coaches Home |

Session 3

Timetable

The Academy Session 3 provision will begin on **Tuesday 17 September** and will run on Tuesday, Wednesday and Thursday of each week.

For full details of times, types of activities and related arrangements for the Autumn Term please see the Session 3 Timetable on the Academy website which will be available from Thursday 12 September.

Session 3 - Sandwell Academy

If students are unsure about an activity, they should speak to their Personal Tutor in the first instance. Students need to be aware that some Session 3 activities are a half-term commitment, whilst others are on an invite only basis each week. All students are expected to attend *at least one* Session 3 per week.

Except for invite only sessions, parents a required to sign students up to Session 3 activities through MCAS. Session 3 sign up will be available from **Thursday 12 September**.

Transport

Students who use the coach should make suitable arrangements with Endeavour Coaches for travelling home on the coach following the Session 3. Transport will be available from Endeavour at 4.50pm as demand requires. It is essential that Session 3 arrangements are made at the start of the day. It may not be possible to alter transport arrangements for students later in the day and this may result in parents having to collect their child. Students staying for Conduct Review will be able to make their way home on the late coach.

Please note the Session 3 does not run on a Monday/Friday, one week prior to the Christmas, Easter and Summer holidays and weeks following a half term. Should a student be required to stay for Conduct Review, on one of these occasions, there will be no late coaches available and parents will need to independently arrange transport home. Please note, if a student is issued a Conduct Review on a Monday parents will be notified on a Friday to ensure arrangements can be put in place.

Transport Details

Endeavour Coaches Service

Endeavour Coaches provide a coach service that travels to and from the Academy each day. The coach service is for students who have pre-booked and paid for places in advance of the academic year. For more information please visit the Endeavour website: www.endeavourcoaches.co.uk

General

Students who intend to bring a bicycle to Sandwell Academy should make contact with Mr Hall, Pastoral Manager (EHall@sandwellacademy.com) to agree a contract of use, prior to bringing bicycles on to the Academy site.

There are a small number of parking spaces on the Academy site for Sixth Form students. To apply for one these students should email Mrs Gill, Head of Sixth Form.

Students can arrive at the Academy from 7.45am onwards;

- Students in Year 7 or 8 should go to the restaurant and wait there until the 8.15am bell sounds.
- Students in Years 9 -13 are permitted to go into their **1a venues**. The only exception is if your 1a room is a Science Lab. In this case you may join another group until the 8.15 bell sounds.

Students arriving by public transport or car must ensure that they arrive by 8.15am. It is unacceptable for students to arrive later than this, as it means that they will be late for the start of Session 1a.

Parents bringing students by car

In the interests of students' safety, parents are not permitted to come on to the Academy site to drop off students.

Parents shoud not:

- drop off students, park or turn your cars around in the entrance to the Academy. This is illegal and could be dangerous to those on foot.
- drop off students, park or turn your cars around on the tarmac area directly in front of the gates in Halfords Lane corner. It must not be used as a pick up/drop off area by parents and students. Any vehicle left in this area will be clamped and removed.

Parents need to make themselves aware of the yellow markings on the road outside the Academy and park in a safe place.

It is imperative that when parents visit the Academy either to drop off or pick up their children that they do so with due care and attention and do not put others at risk. They should also be respectful and give consideration to our local community and park safely in appropriate areas.

Safeguarding at Sandwell Academy

Safeguarding is the action we take to ensure the safety and wellbeing of children to protect them from harm. Safeguarding means:

- Protecting children from abuse and maltreatment
- Preventing harm to children's health or development
- Ensuring children grow up with the provision of safe and effective care
- Taking action to enable all children and young people to have the best outcomes.

Listening to Students

The Academy recognises the importance of listening to students at all times, particularly when they are distressed, worried or concerned. You could talk to anyone of the following people:

- Your Personal Tutor
- Your Head of Year
- Any teacher
- The Pastoral Team
- The Safeguarding Team

Any staff wearing a purple lanyard have additional safeguarding responsibilities.

Reporting Concerns

Any concern can be raised by any member of staff, student or by parents and carers. If you have <u>any</u> concerns or worries about **yourself** or a **fellow student or friend**, then please let a member of staff know as soon as possible.

| Staff Member | Responsibility | Where to find them |
|-------------------------------------|---------------------------------|---------------------|
| Designated Safeguarding Lead | Miss Pincher | Student Welfare |
| Senior Deputy Head Responsible for | | |
| Student Welfare | Mrs Povey | |
| Deputy Designated Safeguarding Lead | | |
| Deputy Designated Safeguarding Lead | Mrs Adams/Miss Breen | Safeguarding Office |
| | Year 7: Ms White | |
| Key Stage 3 | Year 8: Mr Ferguson | KS3 Office |
| | Year 9: Mrs Dickenson | |
| Key Stage 4 | Year 10: Mrs Sharif | KS4 Office |
| Key Stage 4 | Year 11 : Mr Smith | K34 Office |
| | Head of Year: Mrs | Admin Office |
| Sixth Form | Hamill | Admin Office |
| | Director of Sixth Form: Ms Gill | Music Office |
| The Head | Mr Saunders | Head's Office |

All students and staff at Sandwell Academy are entitled to work in a safe and supportive environment where everyone is valued. Effective learning takes place where high expectations of behaviour are clearly communicated and bullying is not tolerated.

Above all we must remember:

- Students attend school to learn
- Teachers come to school to teach
- Everyone at Sandwell Academy must be safe

Characteristics of a Sandwell Academy Student

Sandwell Academy aims to develop the whole student so that when you leave the Academy you will have all the attributes required for future success.

To ensure that students are clear on what we expect from them all day, every day we have these three simple aims:

- Be Brave: push yourself out of your comfort zone and tackle new challenges
- **Be Kind**: think carefully about how you treat others
- **Be Proud:** celebrate achievements and reflect on your targets

Uniform

Students should arrive at the Academy in their full Academy uniform as per the Academy uniform policy.

For Years 7-11 the uniform is as follows:

- White shirt/blouse tucked into Academy trousers/kilt
- · Academy tie
- Academy grey trousers
- Academy kilt worn at the knee with black knee high socks
- Academy blazer worn at all times
- Black socks/black tights. Knee high socks must be worn with the Academy kilt.
- Black plain shoes of a suitable design. Pumps, training shoes, boots, or ankle boots, shoes with deep tread soles or with a logo or reflective design are not allowed
- Academy sweater/cardigan (optional) to be worn in addition to blazer and not in place of.

Sixth form should wear clothing that would be appropriate for the business world or office environment, including a suit jacket.



Jewellery is limited to a watch and a single pair of plain studs (gold/silver only). Nose studs are **not** permitted. Students are **not** permitted to wear false eyelashes, nail vanish or false nails **at any time**.

For further information please consult the Academy Uniform policy. <u>Useful Documents & Policies - Sandwell Academy</u>

Any infringements of the uniform policy noted on Wednesday 4/Thursday 5 September <u>must</u> be rectified before a student will be permitted to attend a session. Parents will be contacted immediately to ask for support in helping us to resolve any issues.

Student Rucksack and Planner

Your academy rucksack will enable you to make sure you have all your equipment with you when you need it. Student rucksacks that have been purchased on Parent Pay (see Headteacher letter from end of term) will be issued to students on the first day they return to the Academy.

You are responsible for making sure that your work is well presented and looked after. Graffiti is unacceptable on books or planner. You will be asked to buy replacement items if you deface them. You should also ensure that you always have your student planner with you to record your homework and other key events and deadlines.

A misbehaviour event (*Lack of equipment*) will be issued to students failing to take care of their portfolio/planner or have it with them during sessions and PT.

Mobile Phones/Headphones

Mobile phones must be switched off and placed away when walking through the gates onto the Academy site. Any student who needs to use a telephone urgently during the Academy day should ask a member of staff who will be able to organise an outside line for them.

If the phone is seen to be switched on, makes a noise, or is being used in *anyway* during a session or around the Academy, students will be asked to switch the phone off and hand it to the member of staff who will then take the phone to the Pastoral Office at their earliest convenience (this may be when you are moving to breakfast or lunch). The event will be recorded on Bromcom and there is an escalation process should a phone be confiscated for a second or third time.

Please see the Academy Mobile Phone use policy for further details. Useful Documents & Policies - Sandwell Academy

Headphones should be should be removed and placed away when walking through the gates onto the Academy site. Sixth Form may, however, use these when in certain lessons where it is deemed constructive to learn independently by the Deputy Head e.g. Art.

Please see the Academy ICT and Music Policy. Useful Documents & Policies - Sandwell Academy

Movement and Conduct around the Academy

Sandwell Academy places a premium on excellent punctuality and good order when moving around the Academy. It is the responsibility of the student to move in an orderly and purposeful manner between venues. This is particularly important with the rolling programme of breakfast and lunch. Staff and students should stay to the left when passing in corridors and on stairways. There should be no running and in particular, the restaurant should be a calm and disciplined environment.

Staff cannot permit students to leave a lesson in the first 15 minutes or last 15 minutes; this includes toilet breaks. Similarly, no movement is possible for the duration of Personal Tutor time. When a student needs to leave a lesson, the teacher must issue them with a Corridor Pass or Movement Slip.

Punctuality

You are expected to arrive through the Academy gates by 8.15am and be in your 1a venue by **8.20am** when the register is taken. During this time your 1a teacher will carry out an equipment check to ensure you are prepared for the day. If you arrive after 8.20am you will be marked late. Punctuality of students will be monitored by their Assistant Head of Year. Persistent lateness will be addressed through a lateness review ran by their by their Assistant Head of Year, each Wednesday, during Session 3. Attendance at this Session 3 is compulsory if invited.

If you arrive before 8.15am:

- Students in Year 7 or 8 should go to the restaurant and wait there until the 8.15am bell sounds.
- Students in Years 9 -13 you are permitted to go into your 1a rooms. The only exception is if your 1a room is a Science Lab. In this case you may join another 1a group until the 8.15 bell sounds.

You must also be punctual to all lessons and to PT time. You must also return promptly from breakfast and lunch. Any lateness back to lesson will be logged as a misbehaviour and could contribute towards a Conduct Review.

Wet Lunch

If the weather is poor, a message will be sent to all staff to inform teachers that it is a wet lunch. Students have 25 minutes to eat in the restaurant and then will be taken back to teaching venues for the remaining 15 minutes.

Dismissal

Students will be escorted by staff to cloakrooms and must leave the site in a prompt, orderly and safe fashion. If students are staying for Session 3 they should make their way to their Session 3 venue to be registered immediately after they are dismissed from Session 2a. Students in Year 7 and 9 will be dismissed from lessons at 3.15pm to allow first access through the cloakrooms.

Leave of Absence/Leave during the Academy day

Any student who is required to be absent from the Academy during term time for a prolonged period must request a leave of absence in writing to the Deputy Head Responsible for Attendance. Absences will only be authorised in exceptional circumstances. General medical absence requests should be supported by relevant documentation such as an appointment card or letter which we should receive at least **48 hours in advance**. When leaving the Academy during the day, students should sign out at student reception showing the receptionist the relevant appointment card or letter.

School Nurse

Students are not allowed to visit the Nurse unless they have the permission of a member of staff. If a student needs to see the Nurse then their teacher **must** phone the Nurse to check that it is convenient. If the student is given permission then they must be given a signed movement slip before they leave the venue.

Students must not present themselves at the Nurse's room at either breakfast or lunch unless it is a medical emergency in which case the Deputy on duty or breakfast/ lunchtime supervisors will deal with it.

Other Useful Information

Emergency Procedures

Each room contains a copy of the emergency procedures and students should familiarise themselves with the exit routes in the event of a fire. Students and staff congregate on the hard play in the event of a fire.

Smoking

Sandwell Academy operates a no smoking/vaping policy for all staff and students everywhere on the Academy site. Any student caught smoking/vaping in the Academy buildings or on site will be sent to a Deputy Head for Behaviour and then sent home. A second incident of this nature will result in a student losing their place at the Academy.

Use of the lifts

Lifts are not for general student use – the exception is for Disabled access. Any students found using the lifts inappropriately or interfering with the emergency button will be reprimanded and liable to any cost that might be incurred. This includes call out charges that may be necessary.

Outside areas

All outside areas are out of bounds unless accompanied by a member of staff. Lunchtime supervisors will be on the Hard Play Area during lunch. Under no circumstances should any student attempt to gain access to the Northern Site without a member of staff. The path leading to the Bridge is out of bounds during lunch. Cones on the track indicate where students can access at lunchtime. Students should be mindful that PE lessons are often taking place during 2a and they should not interrupt these whilst on the Hardplay.

Transport and travel

When travelling to and from the Academy students are expected to behave properly and be in correct uniform. A hard line will be taken with students who bring the Academy's reputation into disrepute and they will be subject to the Academy's Behaviour Policy.

Valuables

You are responsible for any personal item brought into the Academy. Do not bring expensive items or large sums of money into the Academy.

Lost Property

Lost property should be handed in to a member of staff without delay. If you lose something, please go to Student Reception to see if the item has been handed in. If it is not there you will be asked to fill in a lost property slip and we will attempt to locate the item.

Food

Food and drink should only be consumed in the Restaurant Area.

A reminder that sweets and fizzy drinks are *not* permitted at the Academy and will be confiscated.

Chewing Gum

Chewing gum is forbidden and not allowed anywhere on the Academy site.

Students caught chewing gum will be referred to their Head of Year and will be expected to complete Academy community service.

Homework

Key Stage 3 Homework (Years 7-9)

Homework plays a critical role in helping students reinforce the knowledge and skills acquired during classroom lessons. Homework will be set by the subject teacher. The following outlines the amount of homework that will be set:

| Subject | Homework | Due day |
|-----------------|------------|-----------|
| Spanish and ICT | 30 minutes | Monday |
| Humanities | 30 minutes | Tuesday |
| Science | 30 minutes | Wednesday |
| English | 30 minutes | Thursday |
| Mathematics | 30 minutes | Friday |

You will be set homework in other subjects such as Art and DT. The due dates for these will vary so write the instructions clearly in your planner

Student Planners will be used to record homework for each lesson including what needs to be done and when it needs to be completed by. Student Planners must be taken to <u>all</u> sessions. Student planners will be checked weekly by personal tutors to ensure that the recording and completion all homework is the highest standard.

All homework within Key Stage 3 will use the following online platforms:

| Subject | Homework | Platform |
|-----------------|------------|-----------------|
| Spanish and ICT | 30 minutes | Seneca Learning |
| Humanities | 30 minutes | Seneca Learning |
| Science | 30 minutes | Seneca Learning |
| English | 30 minutes | Seneca Learning |
| Mathematics | 30 minutes | Sparx Maths |

Details on how to setup accounts will be shared during the first week back with students. All login details will be recorded in student planners.

If a student has a problem with homework, they must inform their teacher before it is due to be handed in. Students should always make every effort to do their best.

Students will be able to sign up to a homework club Session 3 on a Tuesday, Wednesday or Thursday if the student does not have access to a computer at home.

Key Stage 4 Homework (Years 10 and 11)

In Key Stage 4, homework plays a critical role in helping students reinforce the knowledge and skills acquired during classroom lessons. Each task, lasting between 30 to 60 minutes, is designed to provide focused and meaningful practice on key concepts. This duration is optimal as it ensures that students have ample time to engage deeply with the material without feeling overwhelmed. Homework at this stage is strategically aligned with the curriculum to prepare students for their GCSE exams, ensuring that they build a robust understanding of the subjects and are well-prepared for assessments.

Homework will be set by each subject that a student is studying. Subjects will set work that should take about 30-60 minutes to complete, but some may require additional time to be given to research or attending a After School session activity. *Homework may be set by all subjects each week.*

In Year 11 subject teachers may wish to set short tasks or revision exercises on a weekly basis. There will also be coursework and longer tasks which may need to be completed over several weeks.

Students will use their planners to record homework which helps them stay organised and manage their time effectively. Planners must be taken to <u>all</u> sessions and will be monitored by personal tutors weekly.

By noting assignments and due dates, they can prioritise tasks and avoid last-minute stress. This practice fosters accountability, independence, and better academic performance.

Sixth Form

We expect students to demonstrate a high level of motivation and have the capacity for hard work. Sixth Form work is demanding and students are encouraged to take increased responsibility for their own learning through Independent Learning.

The Sixth Form have specially equipped areas for studying the various courses on offer. There is easy access to the Library, Careers and Independent Learning Centres (ILC) which all can be co-ordinated through their personal tutor.

Sixth Form students will be issued with a Student Planner to record homework and ILC tasks which should be properly maintained and cared for.

Meals

ALL food and drink must be consumed in the Restaurant.

Any students found consuming food outside of the restaurant will be asked to dispose of the item in the nearest bin. A misbehaviour entry will also be given.

Academy Provision

The Academy adopts a healthy lifestyle approach to the provision of food and provides breakfast and lunch in the Restaurant. The Academy always aims to keep the price of 'healthy option' items, i.e. vegetables, salad and fruit, as low as possible to encourage students to eat a balanced diet.

Lunch menus will offer variety, including a Halal and a vegetarian alternative. All food is prepared each day on the Academy site.

The Academy suggests £4.50 for lunch and an optional £2.50 for breakfast as a suitable daily allowance. The Academy operates a cashless system for Restaurant purchases. Parents are asked to ensure that their child's account always has sufficient funds to enable them to purchase appropriate food and drink. This should be done online in advance via ParentPay or PayPoint. Please allow at least 24 hours if paid via ParentPay or 48 hours via PayPoint for the money to reach your child's account.

The hot drinks vending machines are available to students. Students will need to bring cash with them to purchase a drink as these are not operated by the cashless system. Water is available free of charge.

Families qualifying for Free School Meals will receive £3.75 per day to purchase lunch. The cashless system ensures that confidentiality is maintained. Parents of students who require breakfast should ensure their ParentPay account has sufficient funds.

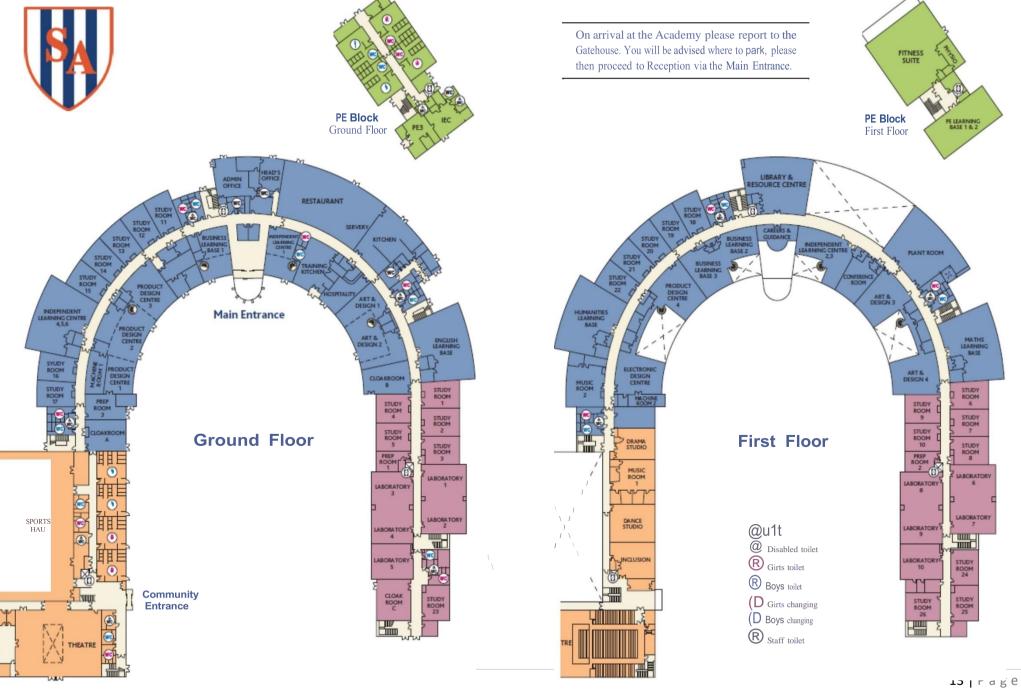
When Academy trips and visits are to take place parents will receive appropriate information concerning meals prior to the date of the visit or trip

Packed Lunches

All students are welcome to bring their own packed lunches to Sandwell Academy and will join the other students in the Restaurant.

Please note:

- Nuts are not to be brought on the Academy site.
- In line with the Academy's Healthy Option stance please remember that sweets and fizzy, high sugar
 or high caffeine drinks (including energy drinks) are not allowed in the Academy.



What to bring on your FIRST DAY

On Thursday 5 September all students must remember to bring:

- Subject exercise books(for the 2a/b subjects you will have on Thursday 5 September)
- Subject folders and notebooks (students in Sixth form)
- Packed lunch/breakfast snack or ensure your Parent Pay is in credit
- Appropriate equipment for lessons, a pen (blue or black), a green pen, pencil, ruler and eraser.
- Scientific calculator
- Academy PE kit is needed for: 7 Hadley, 7 Regis, 8 Archer, 8 Astle, 8 Cadbury, 8 Fraser, Sixth Form PE and Performing Arts students.

On Wednesday 4 September, Year 7 students should also bring:

- PE kit
- Summer homework (given out on induction days)

Year 13 students should bring their transition/summer homework for the relevant subjects.

Remember to arrive at Sandwell Academy in the <u>appropriate</u> uniform and accordance with the Uniform Policy.

Personal Tutors

At the Academy, Personal Tutors are the first point of contact for parents and students. On the first day, all students will spend session 1a, 1b and their PT session with their Personal Tutors. During this time they will discuss the structure for the first week, the key routines at the Academy and begin elements of the Welfare Curriculum.

Heads of Year

If you have any queries, please ask for:

| Year | Head of Year | Assistant Head of Year |
|------|------------------------------|---------------------------|
| 7 | Ms White | Mr Emanuel |
| 8 | Mr Ferguson Miss Read | |
| 9 | Mrs Dickenson | Miss Rai |
| 10 | Mrs Sharif | Mr Backhouse |
| 11 | Mr Smith | Mrs Bailey Miss Jarvis |
| 12 | Mrs Hamill/Mrs Gill | Mrs Morris-Ashman |
| 13 | IVII 3 FIGHTHII/ IVII 3 GIII | Mrs Barnes |

Sandwell Academy telephone number: 0121 525 1700

First Day Timetable

Wednesday 4 September 2024

On Wednesday 4 September, only students in Year 7 and 6.1 external students will attend the Academy.

Year 7 students will attend the Academy from 8.15am to 3.15pm. They will spend the majority of their day with their Personal Tutor, building relationships with their peers and preparing for their first timetabled sessions on Thursday 5 September.

Year 7 students will enter the Academy using **Entrance A.** Students should hang their coats and PE kits in **Cloakroom A.** Students should carry their essential equipment e.g. pencil case and their breakfast snack with them, until they receive their Academy rucksack and water bottle. Students should go directly from Cloakroom A to the **Sports Hall** on the first day, here they will be registered by their Personal Tutors. Duty staff will be available to assist students.

6.1 students will attend the Academy from 8.15am to 11.20am. They will spend their day with their Personal Tutor. **Upon arrival all 6.1 students should head to the theatre via the community entrance, where they will be registered.** At 11.20am students will be dismissed by their PT.

Thursday 5 September 2024

Students in Year 8-11 and 6.2 will return to the Academy on Thursday 5 September.

All students will enter the Academy using the entrance nearest to their cloakroom as follows:

| Year | Cloakroom | Entrance |
|-------------------|-----------|----------|
| 7 and 8 | А | А |
| 9 and 10 | С | С |
| 11 and Sixth Form | В | В |

No coats are to be taken into the main body of the Academy, students should hang their coat in their cloakroom. Students should carry the items they will need for the day as all Academy cloakrooms will be locked at 8.20am. Academy rucksacks will be handed to students who have purchased them on ParentPay during their first day. Students should go directly from their cloakroom to their Personal Tutor venue. Teaching staff will be available to help and direct you to your PT venue.

Session 1a and 1b

On Thursday 5 September, all year groups are expected to attend the Academy. All students will begin their day with their Personal Tutor during Session 1a, 1b and PT session. **All students should go to their PT venue for 8.20am. PT venues are listed below.**

KS3

| GROUP 7 8 | | 3 | و |) | | |
|-----------|----------|---------|----------|---------|----------|---------|
| GROUP | PT | Venue | PT | Venue | PT | Venue |
| Archer | NCP/ JPL | Study14 | PKS | Study8 | СНВ | MLB3 |
| Astle | APA | Lab9 | EZB | Mus2 | NKR/ VAS | ELB1 |
| Cadbury | DLG | PD2 | SHA | Study20 | KAG | MR1 |
| Fraser | AXA | MLB1 | EJR/ HKA | Lab4 | AVL | ELB2 |
| Hadley | MKS | Lab5 | PMD | Study3 | AGB | Study23 |
| Regis | TKS | HumLB2 | JRE | MLB2 | SGG | Lab10 |
| Tolkien | CJS | Art1 | AAH | Study18 | RLT/ MAM | Study26 |
| Walters | LAE/ MAZ | Lab8 | SSU | Lab2 | JMS | Study12 |
| Cloakroom | P | 4 | Į. | 4 | (| 3 |

KS4

| CDOUD | 10 | | 1 | 1 |
|-----------|----------|---------|----------|---------|
| GROUP | PT | Venue | PT | Venue |
| Archer | CHS | Art2 | NPL | Study13 |
| Astle | NES | Study22 | JAB/ SCM | Study1 |
| Cadbury | AEH | Lab1 | KAR | Study17 |
| Fraser | APB | Study4 | RMD/ DKL | Study19 |
| Hadley | SBB | Study24 | SVR | HumLB1 |
| Regis | MMB | Study10 | PKB | BLB1 |
| Tolkien | ASA | PD4 | ALO | Study21 |
| Walters | LCB/ SSI | Study2 | JAA | HumLB3 |
| | | | SMF Crew | PE1 |
| | | | ARH Crew | PE2 |
| Cloakroom | | С | В | } |

Sixth Form

| CROUR | 6.1 | | E | 5.2 |
|-----------|----------|---------|----------|------------|
| GROUP | PT | Venue | PT | Venue |
| Archer | JJH | Study9 | RRK | Art4 |
| Astle | CMA/ BAH | Study5 | NJB/ FLN | ILC1 |
| Cadbury | KKN/ DTS | Lab7 | PPC | Study6 |
| Carroll | VVT/ BAH | Study7 | JBS | Conference |
| Fraser | GLM | Lab3 | GGC | BLB2 |
| Hadley | NHH | ILC4 | MEM/ CAO | Study16 |
| Regis | JJS | Study11 | DKS | Study25 |
| Tolkien | DIJ | ELB3 | SHM | Study15 |
| Walters | TSA | ILC2 | CPH/ CAO | EDC |
| Cloakroom | В | | | |

At 12.00pm all students will move to their timetabled 2a Session as outlined below.

Year 7

| Group | Session 2a | Venue | Session 2b | Venue |
|-----------|------------|-----------|------------|---------|
| 7 Archer | History | HLB3 | Geography | MR1 |
| 7 Astle | History | MR1 | Geography | Study22 |
| 7 Cadbury | Geography | Study17 | Art | Art3 |
| 7 Fraser | Geography | Study20 | DT | PD3 |
| 7 Hadley | PE | Practical | English | Study1 |
| 7 Regis | PE | Practical | English | ELB2 |
| 7 Tolkien | DT | PD3 | English | ELB3 |
| 7 Walters | Art | Art2 | English | Study4 |

Year 8

| Group | Session 2a | Venue | Session 2b | Venue |
|-----------|------------|-----------|------------|-----------|
| 8 Archer | PE | Practical | Science | Lab2 |
| 8 Astle | PE | Practical | Science | Study5 |
| 8 Cadbury | PE | Practical | Science | Lab8 |
| 8 Fraser | PE | Practical | Science | Lab5 |
| 8 Hadley | Science | Lab1 | PE | Practical |
| 8 Regis | Science | Lab5 | PE | Practical |
| 8 Tolkien | Science | Lab2 | PE | Practical |
| 8 Walters | Science | Lab8 | PE | Practical |

Year 9

| Group | Session 2a | Venue | Session 2b | Venue |
|-----------|------------|---------|------------|---------|
| 9 Archer | English | Study12 | RE | HLB3 |
| 9 Astle | English | Study1 | RE | HLB2 |
| 9 Cadbury | English | Study2 | Spanish | Study15 |
| 9 Fraser | English | ELB1 | Spanish | Study16 |
| 9 Hadley | Geography | Study19 | Maths | MLB2 |
| 9 Regis | Geography | Study22 | Maths | MLB3 |
| 9 Tolkien | History | Study21 | Maths | MLB1 |
| 9 Walters | History | HLB2 | Maths | Study3 |

Year 10

| Group | Session 2a | Venue | Session 2b | Venue |
|-------|------------|---------|------------|---------|
| 10.1 | Maths | MLB3 | Science | Lab7 |
| 10.2 | Maths | Study10 | Science | Lab1 |
| 10.3 | Maths | MLB1 | Science | Lab3 |
| 10.4 | Maths | Study9 | Science | Lab6 |
| 10.5 | Maths | Study7 | Science | Lab4 |
| 10.6 | Science | Lab6 | Maths | Study9 |
| 10.7 | Science | Lab4 | Maths | Study6 |
| 10.8 | Science | Lab3 | Maths | Study7 |
| 10.9 | Science | Lab9 | Maths | Study10 |

Year 11 – options classes

| Group | Session 2a | Venue | Session 2b | Venue |
|--------|-----------------|--------------|-----------------|--------------|
| 11 Op3 | Business (GCSE) | Study11 | Business (GCSE) | Study11 |
| 11 Op3 | Business (BTEC) | Study24 | Business (BTEC) | Study24 |
| 11 Op3 | DT | PD1 | DT | PD1 |
| 11 Op3 | DT | PD2 | DT | PD2 |
| 11 Op3 | Food | EDC | Food | EDC |
| 11 Op3 | HSC | Study8 | HSC | Study8 |
| 11 Op3 | ICT | BLB1 | ICT | BLB1 |
| 11 Op3 | ICT | ILC2 | ICT | ILC2 |
| 11 Op3 | ВРА | Dance Studio | ВРА | Dance Studio |
| 11 Op3 | Music | MR2 | Music | MR2 |
| 11 Op3 | Media | Library | Media | Library |

6.1 Options Block 1

| Session 2a and 2b Block 1 | Venue |
|------------------------------|--------------|
| Maths | Study26 |
| Biology | Lab10 |
| Media | ILC5 |
| History | HLB1 |
| Psychology | Study25 |
| PE | PE3 |
| HSC | ILC6 |
| Business (BTEC Double) | Study11 |
| ICT | ILC1 |
| Business BTEC | BLB3 |
| BPA | Drama Studio |

6.2 – Options Block 3

| Session 2a and 2b Block 3 | Venue |
|------------------------------|--------------|
| Chemistry | Study13 |
| Chemistry | Study14 |
| Economics | Study18 |
| English Lit | Study23 |
| Media | ILC4 |
| Business (BTEC) | BLB2 |
| ICT | ILC3 |
| BTEC Sport | PE1 |
| BPA | Dance Studio |