



SANDWELL ACADEMY



First Week, First Day Arrangements
Essential Information for **STUDENTS (Year 12)**
September 2025

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Timings of the Academy Day

Academy Day	
7.45 – 8.15	Students Arrive at the Academy
8.20 – 8.55	Registration and PT session
	35 minutes
9.00 – 10.35	Session 1a
	75 minutes + 15 minutes breakfast + 5 minutes transition
10.40 – 11.55	Session 1b
	75 minutes
12.00 – 2.00	Session 2a
	75 minutes + 40 minutes lunch + 5 minutes lunch return
2.05 – 3.20	Session 2b
	75 minutes
3.20 – 3.40	Students Depart / break before Session 3
3.40 – 4.50	Session 3
	70 minutes
4.50 – 5.00	Students Depart / Late Coaches Home

Arrival to the Academy

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 transition bell sounds.
- Students in Years 9 -13 are permitted to go into their **PT venues**. Students with PTs in Science Lab or Design Technology venues are only permitted to enter if their PT is present.

Arrival by Car

In the interests of students' safety, parents are not permitted to come on to the Academy site to drop off students. Parents need to make themselves aware of the yellow markings on the road outside the Academy and park in a safe place.

Parents should **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.

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.

Public Transport

If you travel to school by bus, tram, or train, it is your responsibility to plan your journey so that you arrive through the Academy gates by 8:15am and are in your PT venue by 8:20am.

Public transport can be unpredictable — that's why you must:

- Allow extra time each morning for delays or cancellations
- Catch an earlier service if needed to guarantee you arrive on time
- Have a back-up plan in case of disruption

Lateness due to transport is not automatically excused. Repeated lateness, even if using public transport, may result in sanctions. Be organised. Be responsible. Be on time.

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.

Punctuality

All students are expected to arrive through the Academy gates by 8:15am and be in Personal Tutor (PT) venues by 8:20am, when the register will be taken. During this time, your PT will also complete an equipment check to ensure you are fully prepared for the day.

- The main academy gate closes at 8:15am.
- Any student arriving between 8:16-9:00 am will signed in by a member of staff on the late gate.
- All student names will be noted down and logged on Class Charts. They will also be marked as late by their PT.
- Persistent lateness will result an escalation of sanction.

Session 3

The Academy Session 3 provision will begin on **Tuesday 16 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.

All students are expected to attend **at least one** Session 3 per week. 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. Except for invite only sessions, parents are required to sign students up to Session 3 activities through MCAS.

For students who travel to and from the Academy with Endeavour Coaches transport will be available from Endeavour at 4.50pm.

Personal Tutors

At the Academy, PTs are the first point of contact for parents/carers and students. On the first day, all students with have an extended morning session with their PT. During this time, they will spend some time reviewing the Sandwell Academy 'SA' way, including how to be 'brave, kind and proud', recalling the SA Standards and beginning elements of the Welfare Curriculum.

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 **any** 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/ Deputy Designated Safeguarding Lead	Mrs Povey	Office behind main reception, next to student reception
Deputy Designated Safeguarding Leads	Mrs Adams Miss Breen	Safeguarding Office
Key Stage 3	Year 7: Miss Parker Year 8: Ms White Year 9: Mr Ferguson	KS3 Office
Key Stage 4	Year 10: Mrs Dickenson Year 11: Mrs Sharif	KS4 Office
Sixth Form	Director of Sixth Form: Mrs Hamill Assistant Director of Sixth Form: Mrs Barnes Assistant Director of Sixth Form: Mrs Morris-Ashman	Admin 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 – Sixth Form

The Sandwell Academy Sixth Form Uniform consists of:

- ✓ Smart business style suit (matching i.e., same colour or coordinated), to include jacket and smart trousers OR Jacket and skirt
- ✓ Smart business style dresses, which are knee length, can be worn with a jacket
- ✓ Blouse or collared shirt with tie
- ✓ Smart V-neck jumper with no logo, can be worn over shirts
- ✓ Smart sensible shoes
- ✓ Black socks
- ✓ Name badge, worn on lanyard around neck
- ✓ Appropriate make up for the office
- ✓ Sports/Performing Arts Kit (course dependent)



Inappropriate uniform (what we will not accept)

Footwear

- ✗ Trainers
- ✗ Boots

Trousers

- ✗ Skinny/tight fit
- ✗ Elastic/legging/Lycra based
- ✗ Cropped/showing skin or ankles

Skirts

- ✗ Shorter than knee lengths
- ✗ Body-con style

Blouse/Shirt

- ✗ Low cut
- ✗ Crop tops
- ✗ T-shirts
- ✗ Wooley jumpers
- ✗ Round neck jumpers

Shoes

- ✗ Heels which are of a kitten or stiletto style
- ✗ Trainers
- ✗ Shoes and boots with deep tread soles or reflective designs

Socks

- ✗ White or coloured socks
- ✗ Trainer socks or socks with frills
- ✗ Any short socks which show ankles
- ✗ Socks with tights

Coat

- ✗ Hoodies
- ✗ Denim jackets
- ✗ Any top that is not included in our uniform

Head wear

Headscarves worn for religious reasons should be plain

- ✗ Head bands or sweat bands
- ✗ Caps/baseball hats

Hair

- ✗ Any extreme hair style or unnatural hair colours
- ✗ Deliberately shaved eyebrow

Make up/Nails

- ✗ Heavy make-up
- ✗ Long false eyelashes and excessive make up is not allowed.
- ✗ Long false nails will not be permitted.

Piercings

- ✗ Ear stretchers/Ear expanders
 - ✗ Nose stud/ring
- Any existing unacceptable piercings need to be removed regardless of when the piercings have been done (eyebrow, lip, tongue, or any other facial piercings are not permitted).*

Any infringements of the uniform policy noted on Tuesday 2/Wednesday 3 September must 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.

Mobile Phones/Headphones

We fully understand that many students carry mobile phones for safety reasons, particularly for travelling to and from school or in the case of emergencies. However, during the school day, we require that all phones are switched off and kept out of sight. To that end, students must ensure their mobile phones are **“Never used, seen or heard.”**

This means:

- Mobile phones should be *switched off* as soon as students enter the grounds of Sandwell Academy and remain off throughout the whole school day, including Session 3.
- Mobile phones must be kept in student rucksacks or in their zipped blazer pocket.
- No calls, messages, music, games, or social media use at any time during the school day.
- Phones must not be used during Personal Tutor (PT) time, breakfast, lunchtimes (including on the hard play), or between lessons/during transition.

In the event of a mobile phone being ‘**used, seen or heard**’, the mobile phone will be confiscated and placed in the Welfare Hub safe. A log will be added onto Class Charts and parents/carers will receive a notification.

Offence	Consequences and follow up
First	<ul style="list-style-type: none">• student issued a 30-minute conduct review.• student given a reminder of the mobile phone policy by their PT.
Second	<ul style="list-style-type: none">• student issued a 60-minute conduct review.• student’s Personal Tutor contacts parent/carers• mobile phone is handed into Welfare Hub daily, for an agreed period of time.
Third	<ul style="list-style-type: none">• student will spend 1 day in the Academy Reflection Hub.• parents/carers will be required to attend an in person meeting with their child’s Head of Year to discuss this continued disregard of Academy policy.• student will not be permitted to bring their mobile phone to the Academy, alternatively it will be handed into Welfare Hub daily.

If a student refuses to hand in a mobile phone, when asked, the Welfare Team will be contacted and this will be followed up in line with the Academy Behaviour Policy.

Furthermore, headphones must be removed and placed away when walking through the gates onto the Academy site. Please see the Academy ICT and Music Policy. [Useful Documents & Policies - Sandwell Academy](#)

Dismissal

At the end of each day there is a staggered dismissal:

- Sixth Form 3:10pm
- Year 7 and 9 3:15pm
- Year 8, 10 and 11 3:20pm

Students must leave the site in a prompt, orderly and safe fashion. If students are staying for Session 3 they should make their way to the restaurant.

Conduct Review

Conduct Review is a formal sanction issued when a student's behaviour, punctuality, or conduct does not meet Academy expectations. It begins with a 30-minute after-school session where the student completes a structured reflection on their actions. If a student fails to attend the 30-minute Conduct Review, it will be escalated to a 60-minute detention. Conduct Review is designed to encourage accountability, restore expectations, and support positive behaviour going forward.

Students staying for Conduct Review will be able to make their way home on the late coach when this takes place on a Tuesday, Wednesday or Thursday. Should a student be required to stay for Conduct Review on a Monday or Friday, when there is no Session 3, 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.

Leave of Absence/Leave during the Academy Day

All absences must be reported via the Class Charts Parent App.

- **Unplanned** illness must be reported by 8:15am on the day of absence.
- **Planned medical or dental appointments** must be submitted at least 48 hours in advance. Evidence of the appointment is required.

For any prolonged absence during term time:

- A Leave of Absence request must be made in writing to the Deputy Head responsible for Attendance.
- Leave will only be authorised in exceptional circumstances.

If a student needs to leave the Academy during the school day, they must sign out at Student Reception.

Maintaining excellent attendance is essential to academic success and personal development. We appreciate your support in upholding these expectations.

School Nurse

Students are not permitted to visit the Nurse without staff permission; their teacher must first phone to check availability, and if agreed, issue a signed movement slip—students must not attend the Nurse's room during breakfast or lunch unless it is a medical emergency, in which case the duty Deputy or supervisors will respond.

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 strict no smoking or vaping policy for all students and staff across the entire site. Any student found smoking or vaping in Academy buildings or on site will be considered to be in breach of the Student Charter and engaging in serious misbehaviour. This will result in consequences in line with the Academy's Behaviour Policy, which may include the issuing of an Internal Exclusion or Fixed Term Suspension (FTS).

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. Fencing on the track indicates 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 staff will attempt to locate the item.

Prohibited Items

A reminder that sweets and fizzy drinks are **not** permitted at the Academy and will be confiscated. Chewing gum is forbidden and not allowed anywhere on the Academy site.

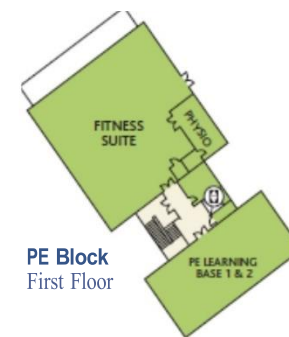
Meals

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. Families qualifying for Free School Meals will receive £3.75 per day to purchase lunch. All students are welcome to bring their own packed lunches to Sandwell Academy and will join the other students in the Restaurant.

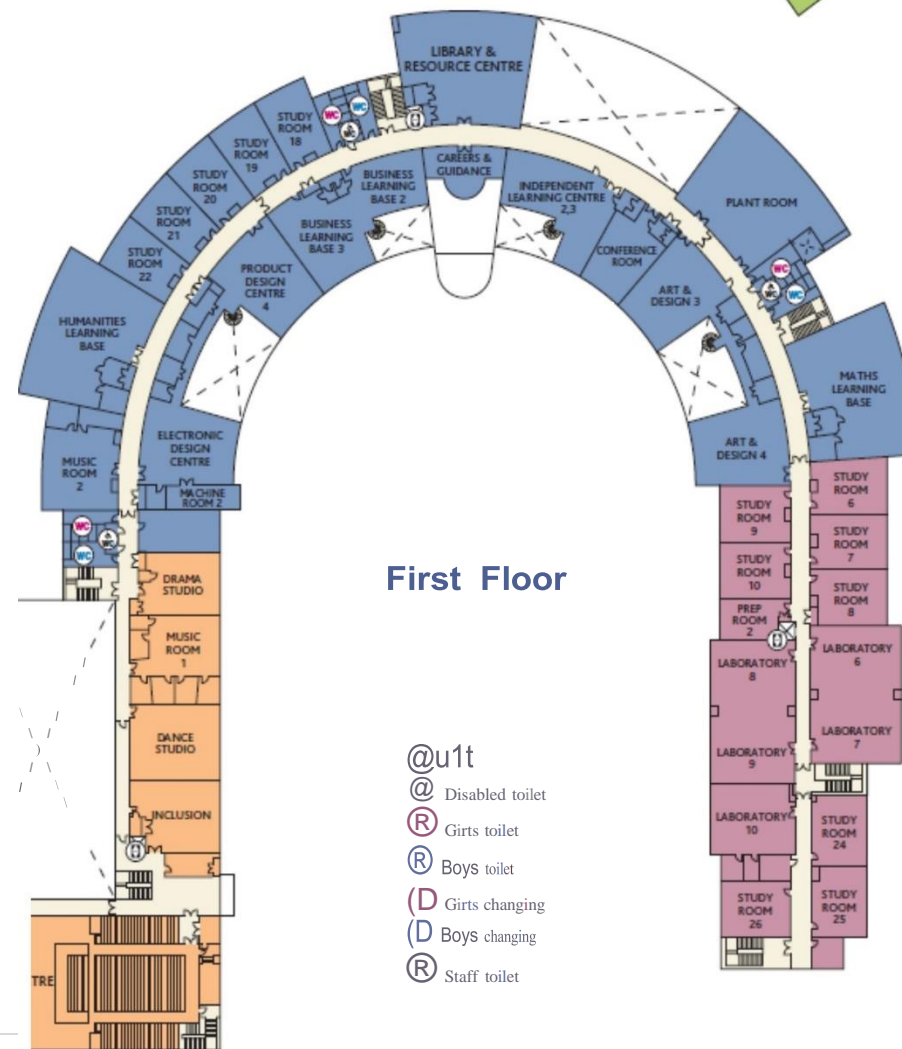


PE Block
Ground Floor

On arrival at the Academy please report to the Gatehouse. You will be advised where to park, please then proceed to Reception via the Main Entrance.



PE Block
First Floor



- @u1t
 @ Disabled toilet
 R Girts toilet
 R Boys toilet
 D Girts changing
 D Boys changing
 R Staff toilet

Day 1 – Tuesday 2 September

On Tuesday 2 September, **only** students in Year 7 and 6.1 external students will attend the Academy.

External 6.1 students will attend the Academy from 8.15am to 11.20am. They will spend their day with their PT. 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.

PT Venues

GROUP	6.1	
	PT	Venue
Archer	ARO	Study 12
Astle	RSH	Study 7
Cadbury	DTS	Humanities Learning Base 3
Carroll	MFU	Study 11
Fraser	SHM	Study 14
Hadley	PAB	Art and Design 1
Regis	CAO	Lab 3
Tolkien	PPC	Art and Design 3
Walters	JAB	Study 1

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

Day 2 – Wednesday 3 September

All students will attend the Academy for 8:15am on **Wednesday 3 September**.

Year 12 students will enter the Academy using **Entrance B**. Students should hang their coats in **Cloakroom B**, no coats are to be taken into the main body of the Academy. Students will take their Academy rucksack, containing their essential equipment to lessons.

Students should go directly from Cloakroom B to their **PT Venue**.

All students will spend the morning in an **extended Personal Tutor (PT) session** (until the end of 1b). During this time, students will be welcomed back and begin work on *The Sandwell Academy 'SA' Way*. Students should go directly from their cloakroom to their PT venue. They will remain with their PT until the end of session 1b. All students should arrive at their PT venue for **8.20am**.

At 11.55am all students will move to their timetabled 2a Session. Students will follow their normal timetable, where teachers will deliver curriculum-based lessons with a strong focus on establishing and practising classroom routines. This structured start is designed to set a consistent and purposeful tone for learning and behaviour across the Academy. If students do not have any timetabled lesson on Wednesday afternoon, they will leave site at 12:00pm.

Students will be provided with a paper copy of their timetable by their PT.