

OPPORTUNITY • ACHIEVEMENT • EXCELLENCE

YEAR 8 TRANSITION HANDBOOK

2018-2019



TERM DATES - 2018-2019

AUTUMN TERM: 5th September 2018 - 19th December 2018
(HALF TERM: 22nd October - 26th October)

SPRING TERM: 3rd January 2019 - 5th April 2019
(HALF TERM: 11th February 2019 - 15th February 2019)
(EASTER HOLIDAY: 8th April 2019 - 22nd April 2019)

SUMMER TERM: 23rd April 2019 - 19th July 2019
(HALF TERM: 27th May 2019 - 31st May 2019)

THE SCHOOL DAY

08.15 *Warning Bell*
08.20 - 08.40 *Registration*
08.40 - 09.40 *Period 1*
09.40 - 10.40 *Period 2*
10.40 - 11.00 *Break*
11.00 - 12.00 *Period 3*
12.00 - 13.00 *Period 4*
13.00 - 14.00 *Lunch*
14.00 - 15.00 *Period 5*
15.00 - 16.00 *Period 6 (Enrichment for some
students Tues & Thurs)*



SWA VISION & VALUES

VISION STATEMENT

'To be the BEST that we can be.'

MISSION STATEMENT

'...to foster a learning community where everyone has the opportunity to achieve and excel'

VALUES

Equality

Celebrating our differences and valuing everyone's contribution. Listening to others and an awareness that we live in diverse local, national and global community.

Teamwork

Working together to help everyone achieve their goals. Learning from others and praising others. Encouraging others and sharing in each others' successes.

Determination

Making an effort despite difficulties. Being flexible and adapt when things aren't working. Trying something new - even if it seems a challenge.

Integrity

Being true to yourself and being honest with others. Treating people fairly and being trustworthy and trusting of others.

Empathy

Demonstrating a deeper understanding of other people's views and ideas. Putting yourself in someone else's shoes. Showing understanding of other people's thoughts, feelings and actions.

.....
Taking risks and learning from your mistakes. Solving problems in different ways by experimenting and trying something new. Asking questions and thinking outside of the box.

.....
Enabling people to have the opportunity to learn. Showing courtesy and manners by showing consideration and valuing your own self as well as others.



Welcome to Samuel Whitbread. Communication is key to supporting our young people to be the best that they can. Here's all the ways that we can get in contact with each other.

How you can contact the school:

- You will be able to find important information on our website www.samuelwhitbread.org.uk
- You can ring us on **01462 629900** between 7.45 and 4.30, Monday to Friday. You can leave a message if we're busy, or it's out of hours.
- You can email any member of staff.
Our email addresses are **initialsurname@bestacademies.org.uk**, so Mr T Rowell is **trowell@bestacademies.org.uk** for example. You can find a list of all staff on our website.
- We encourage students to make contact with their teachers too.
They all have a **@mybest.org.uk** email address which they should use to contact their teachers about their work.
- If you would like to meet a specific member of staff in person, please phone or email in advance and make an appointment.

How we will contact you:

- **Parentmail** – all of our group messages will come from Parentmail. We will send you a link so that you can register to receive our messages, either via email or the Parentmail App. We also use this to ask you to fill in forms for visits for example, and to pay for things like school dinners and trips.
- **In-Touch** – This is how we will send you your child's school reports, exam information and timetables. You don't need to sign up for anything, messages will be emailed to you.
- **School Newsletter** – This will be sent as an email.
- **Social Media** – Our Facebook and Twitter accounts are used to broadcast news and events about the school, department events, clubs and activities. We won't reply to messages sent to us on Social Media, please send us an email instead.
- **Email** – Individual teachers will send you messages directly from their email account if they need to.
- **Show my Homework** – We will set all homework on Show My Homework. You will be given login details when your child starts in year 9
- **Text Messaging** - We will use this for emergency announcements such as school closures, and for quick reminders about attendance,
- **Phone** – We will phone when we can, during normal working hours.

We will do our best to reply to a voice message or email within 24 hours.

We take safeguarding very seriously, please be understanding as we will protect young people's information over the phone and by email.

There is information in each newsletter regarding unsubscribing from our communications. Please do get in touch with Mr T Rowell (trowell@bestacademies.org.uk) if you would like to discuss this further.



SWA SUPPORT

YOUR TUTOR

Your Form Tutor is your first port of call if you have a problem in the Academy. You will see your tutor everyday for morning registration. Your tutor will monitor your progress across the curriculum and encourage your extra-curricular participation and interpret the Academy policies for you. Your tutor is your motivator, team builder, praise giver, listener and inspirer, but they may also be the first to speak to you when your behaviour is not acceptable!

STUDENT SERVICES CENTRE

This is a purpose-designed area of the Academy which accommodates the offices of the Heads of Year and Pastoral Support Officers for Years 9, 10 and 11. The Learning Centre, run by our Inclusion Coordinator is also situated there. The conference room is used for meeting parents and other professionals and students who need time out are able to work in the centre which is equipped with computers.

YEAR 9 HEAD OF YEAR - Miss V Yadav

The Head of Year for your year group is your key member of staff to whom you would refer for all matters pertaining to students' attendance, welfare, well-being, standards of dress, behaviour etc, etc. They will work to help remove barriers to learning for students and to communicate the vision and values of the Academy to students.

HOUSE LEADERS

The House leader role is a relatively new role at SWA and each house will include students from each year group. Students are allocated into five different houses and it is designed to help encourage students to create a sense of pride and generating a community spirit within SWA. All students in the same house meet regularly in assemblies; compete in sporting, performing arts and intellectual events. The House system endeavours to enable students to learn from one another and have the support of older students who have gained experiences from particular milestones in their education.

Mr M Gibbs - ASSOCIATE PRINCIPAL, CHILDREN AND FAMILIES SERVICES

As Associate Principal for Children and Families Services, I oversee the Pastoral system at SWA. Your child's safety and happiness is paramount in order for them to succeed during their time in education. We try to foster a caring and nurturing atmosphere where students can excel in all areas. As Associate Principal I am closely supported by Pastoral Support Officers within the Student Services area who deal with daily concerns or queries students may have.



SWA PASTORAL SUPPORT TEAM

The Pastoral Support Team is based in the Student Services Centre and work on a daily basis with the Heads of Year, tutors, parents/carers and outside agencies. The students at SWA are encouraged to fully attend the Academy, achieve their potential and behave with respect for other students, staff and themselves. It is important that they feel safe and participate in the life of the Academy and that barriers to their learning are minimised. The PSOs also have a responsibility to participate in early intervention work in our feeder schools.



Mrs E Lockhart - INCLUSION COORDINATOR

Our Inclusion Coordinator, Mrs Lockhart is situated in the library and works with students with long term social, emotional and mental health needs that prevent them from accessing the curriculum in normal lessons.



Mrs K Parr - FIRST AID COORDINATOR

Our First Aid Coordinator, Mrs Parr is situated in Block 4 room 330. If you are ill or have an accident during the Academy day, go straight to the medical room. Mrs Parr will assess your condition and make contact with your parent/carer if appropriate. Please do not use your mobile phone to contact home until we have checked you are okay. If you have an allergy or you are a diabetic, your Epi-Pen or snacks will be accessible at all times in room 330. If you need to take medication whilst at the Academy, your parent/carer needs to contact the Academy, they will be asked to complete and sign a medication form. This form can be downloaded from the Academy website.

SAFEGUARDING TEAM

We take the safeguarding of our students very seriously at SWA and the safety and protection of our students is paramount in all that we do on a day to day basis. Mark Gibbs, Associate Principal, is the Designated Safeguarding Lead at the Academy.

The team which includes Clare Hood, Associate Principal, Clare Bonham PSO Sixth Form, Jo Abbott PSO Year 9, Tanya Clark PSO Year 11, Thomas Rowell SENCO, Julie Saggars PSO Year 10, Vishali Yadav Head of Year 9 and Richard Sinclair Head of Year 11 are always willing to support and give advice.

If you do have any concerns about any of the students about their safety please contact a member of the Safeguarding team to discuss your concerns or contact The Central Bedfordshire HUB on 0300 300 8585 or if you live in Bedford Borough please call 01234 718700.



ATTENDANCE, PUNCTUALITY and FIRST DAY RESPONSE

It is vital to your academic progress that you attend the Academy regularly. Research shows high attendance rates go hand in hand with good examination results.

- If you are absent from the Academy your parents/carers should contact the Attendance office on the first morning of your absence.
Tel: 01462 629900 Ext. 241 or 01462 628041.
- If the Academy has not heard from home by 11am your parents/carers will be contacted by Truancy Call.
- We will ascertain the reason for your absence and ask for a date of expected return. If you are absent for more than FIVE continuous days, a doctor's certificate may be required.
- You must bring a note from home on your return to the Academy, this should be shown to the Attendance Officer in Room 105.
- Any unauthorised absence will be followed up and you may be referred to the Access and Inclusion Service.
- Medical appointments should, wherever possible, be arranged out of Academy hours. If this cannot be avoided, written evidence must be provided. E.g. appointment card, letter from doctor. These appointments are recorded as an absence. Failure to provide evidence could result in an unauthorised absence being recorded on your attendance record. Students must sign out at the Attendance Office, Room 105.
- Your parents may be liable for a Fixed Penalty Notice if you fail to attend school regularly. Government targets suggest that students should attend school for a minimum of 95%



UNIFORM

GENERAL UNIFORM

Coat:

Dark and functional

SWA Trousers:

Black, tailored with SWA logo
(variety of styles available)

SWA Skirt:

Black, with SWA logo on hem
(variety of styles available)

Belt:

Dark coloured and functional

SWA blazer:

Black with SWA logo on chest in house colour

SWA tie:

SWA clip on tie in house colour

Blouse/shirt:

Plain white button up shirt or blouse

Optional V-Neck Jumper:

Plain black without any fashion labels

Shoes:

Shoes should be formal and black - not trainers, boots, high heels or canvas shoes. They must cover both the toes and the heels.

Socks/tights:

White, black or grey socks / flesh tone or black tights

ADDITIONAL GUIDANCE

Jewellery / Piercings

Earrings should be limited to one pair of small stud earrings. Any item of jewellery that a student may wish to wear for religious or cultural importance may be allowed if parents contact the relevant year team to request permission. Such an item may then be worn with the Academy's knowledge and permission must be issued by your tutor. There should be no visible facial or body piercings.

Make-Up

A small amount of make-up is acceptable but students should not abuse this privilege.

Hair

Hair colour should be a 'natural' colour and styles should not be too extreme or 'attention grabbing' e.g. large stripes of colour or shaved patterns. Students should not adorn their hair with excessive accessories.

General

- We advise that all clothing is clearly marked with the student's name.
- Boots can be worn in extreme winter weather, but students must bring a change of shoe once on-site.
- Hats/caps may only be worn for prolonged periods outside the buildings in extremes of cold or sun.
- 'Hoodies' should not be worn.
- Extremes of fashion must be avoided. A student appearing at the Academy dressed unacceptably may be sent home to change or isolated for the day.



PE UNIFORM

Boys PE KIT

Compulsory

SWA PE Shirt
SWA PE Shorts
SWA PE Socks
SWA PE Rugby Shirt

Optional

SWA PETracksuit Jacket
SWA PETracksuit trousers
SWA PE Fleece

Girls PE KIT

Compulsory

SWA PE Shirt
SWA PE Skort or Shorts
SWA PE Socks
SWA PE Fleece

Optional

SWA PETracksuit Jacket
SWA PETracksuit Trousers
SWA PE Rugby Shirt
SWA PE Cotton Spandex Camisole

ALL boys will require football boots and girls may need to have these for football and hockey. An expensive pair is not necessary and can be purchased from a retailer of your choice.

All P.E. kit must be suitably marked with the students' initials and full surnames.

All stud earrings should be removed before lessons.

Long hair should be tied back.

Leggings are NOT permitted for PE.

All students are expected to participate fully in P.E. lessons. There may be occasions, however, when students are physically incapable of participating. Where this is the case a letter from the parent or carer should be submitted to the class teacher requesting permission for the student to be excused from activity.

Where non-participation is likely to be extended over a period of more than two weeks a medical certificate is required. Non-participants should still be involved in the lesson either by coaching, umpiring, helping with equipment or by working on appropriate work sheets. Students will, therefore, still need to bring their kit.



PRAISE AND RECOGNITION

PRAISE POINTS

At Samuel Whitbread our philosophy is to reward students positively for behaviour, attitude and commitment in all aspects of academy life. The Praise system enables members of staff to reward students immediately, so they can see their hard-work and effort is being acknowledged. Students are awarded points for a variety of reasons, linked with the values of the academy. Parents are sent an email when a student meets a threshold which enables parents to share in the achievements of their son or daughter.

Self-discipline and high personal goals will go a long way to attaining the best possible standards for each student but it is also important for us to acknowledge and reward your efforts. This, of course, will happen informally by verbal or written encouragement from your teachers, but considerable effort or achievement will also be rewarded.

ACHIEVEMENT ASSEMBLIES

Every term Achievement Assemblies are held to celebrate the efforts and successes of students. Achievement Assembly Newsletters are sent home and attached to the college website. Award photographs are also displayed around the Academy to celebrate achievement both in and out of school.

POSTCARDS HOME

Well done postcards may be posted home to congratulate students for sustained good work, learning, behaviour, improving standards and completing larger pieces of high quality work.

ACHIEVEMENT LUNCH

Students from each year group are recognised for their achievements/progress and invited to attend an achievement lunch with the senior leaders of the academy.

DISPLAYS OF STUDENTS' WORK

Displays of students' work and photographs of trips, and other extra-curricular activities are displayed around the Academy as well as in the main reception. Many departments also have their own student of the term competitions.



ASSERTIVE DISCIPLINE

LEVEL 1

First warning

- Nothing is recorded on SIMs yet

LEVEL 2

Second warning

- Teacher detention at break or lunch with your teacher
- Teacher to call parents and log on the SIMs behaviour management system

LEVEL 3

- Student is removed from lesson for a period of time (5 mins)
- SLT/HOD lunch detention
- Teacher to call parents and log on the SIMs behaviour management system

LEVEL 4

- Student is removed from class and placed with HOD or TLR holder and may be removed from that teacher's class for up to a cycle or put on department report
- This can be discussed with the HOD and HOY
- Student receives SLT after school detention
- Teacher to call parents and logged on the SIMs behaviour management system

LEVEL 5

- If a student refuses or is defiant following a level 4 a member of SLT will be contacted and appropriate sanctions will be discussed. This could include students receiving a fixed term exclusion in the most serious cases following appropriate investigations.



ANTI-BULLYING

At Samuel Whitbread we have a very effective anti-bullying policy. The policy is in place to ensure everyone can attend school in a safe and friendly working environment.

At Samuel Whitbread we:

- believe you should tell someone if you are being bullied.
- will listen to you and support you, whilst minimising the risk of making the situation worse.
- will work with you to help prevent further bullying.
- will work with the perpetrator to help them understand the consequences of their actions, help them not to re-offend and take disciplinary action if necessary.



BULLYING SUPPORT LINKS

- www.kidscape.org.uk
The Kidscape helpline for parents is: 020 7823 5430
- Childline.
www.childline.org.uk
Childline 24 hour helpline is: 0800 1111
- www.bullying.co.uk
- Family Lives
www.familylives.org.uk
Familylives helpline is: 0808 800 2222
- NSPCC
www.nspcc.org.uk
NSPCC helpline: 0808 800 5000
18 or under helpline: 0800 1111



INTERNET SAFETY

As a parent or carer you play a key role in helping your child to stay safe online. You don't need to be an expert on the internet to help keep your child stay safe online. Our top ten tips may be useful when discussing the internet and online safety with your child especially as they know get older. We also run internet safety evenings later in the school year to support parents and carers.

1. Don't post any personal information online – like your address, email address or mobile number.
2. Think carefully before posting pictures or videos of yourself. Once you've put a picture of yourself online most people can see it and may be able to download it, it's not just yours anymore.
3. Keep your privacy settings as high as possible.
4. Never give out your passwords.
5. Don't befriend people you don't know.
6. Don't meet up with people you've met online. Speak to your parent or carer about people suggesting you do.
7. Remember that not everyone online is who they say they are.
8. Think carefully about what you say before you post something online.
9. Respect other people's views, even if you don't agree with someone else's views doesn't mean you need to be rude.
10. If you see something online that makes you feel uncomfortable, unsafe or worried: leave the website, turn off your computer if you want to and tell a trusted adult immediately.

KEY WEBSITES

- www.saferinternet.org.uk/advice-centre/parents-and-carers
- www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/
- www.ceop.police.uk/safety-centre/
- www.parentinfo.org



STUDENT VOICE

At Samuel Whitbread, we want to make sure that there are opportunities for you to have your say in the running and development of the academy. We utilise the House system to support our vision. Each House has a council.

1. Tutors ensure that a form representative is elected each year to sit on the **House Council** and to receive and feedback information to their tutor group about issues of importance to the students. This group meets every two weeks.
2. The **House Councils** are made up of representatives from every Year Group and they work alongside staff to improve the learning environment and to develop the opportunities that make Academy life enjoyable. The House Councils will meet each term with the House Leaders and senior Leadership Team.
3. The **student interview panel** is a group of students who are trained to interview people who apply for jobs at the Academy. The members of the panel give feedback on a candidate's suitability for the role.
4. Those who make up **Students as Researchers** work on improving the learning and teaching throughout the Academy, through research projects. They work closely with teachers to improve learning.
5. **Students as Learning Partners (SaLP)** work with individual teachers wanting to improve their own practice.

It is important that you know all of these opportunities are about students making a difference to the school community. We hope that you will want to get involved and that you will use your House Council to contribute to the smooth running and further development of the Academy.



Year 8 to Year 9 Transfer Information

KEY DATES 2018-2019

Transition Information Pack to be given out to all Year 8 students

Week Commencing 23rd April

This will include forms to be completed and useful information to help students to prepare for the transfer and to ensure a positive start at Samuel Whitbread Academy.

Tutor Groups to be put together

Week Commencing 1st May

Balanced Tutor Groups will be put together that are determined by academic decisions and not friendship reasons. Group lists will then be given back to Middle Schools for checking.

Final tutor groups to be published

4th June

Lists will be given to the Middle Schools.

Intake Evening letters to be sent to parents

Week Commencing 11th June

A letter will be sent which notes who your son's/daughter's tutor is, what House they are in and therefore which Intake Evening to attend.

SEND visits

June

Students with SEN statements will be invited to come and visit our team here at SWA, before the taster days.

Intake Evenings to take place
25th & 26th June

There will be a chance for parents and students to meet the Year Team, Senior Leaders and most importantly their Tutor and Tutor Group. There will also be an opportunity to buy the Academy uniform on the evening.

Taster Days to take place

Week beginning 2nd July

Students from each Middle School will have a day of lessons at SWA with the aim of understanding how much work is expected and what is the required standard. Students will be able to continue building a rapport with staff and to meet the Heads of Department. Biometrics will be also taken. Students are to return the New Starter Form to their Tutor or Prefect on arrival.

Induction Day to take place

6th July

This is an opportunity to spend the day with the Tutor, meet the Year Team and work with students in the form. Sixth Form students will be with them the whole day to support them. They will also be their buddy support in the first two weeks of term. Support and Anti-Bullying will be highlighted during the day. Students will also undertake an orientation exercise. The aim is for students not to leave the day with any questions unanswered.



SAMUEL WHITBREAD ACADEMY MAP

BLOCK 20
(Barbara Tye/ Sixth Form)

ROOMS 800 DOWNSTAIRS
Sixth Form Centre & Blues Cafe

ROOMS 900 UPSTAIRS
Library & Health & Social Care

BLOCK 1
(Arts Faculty)

ROOMS 600 UPSTAIRS
Art & Textiles Studios

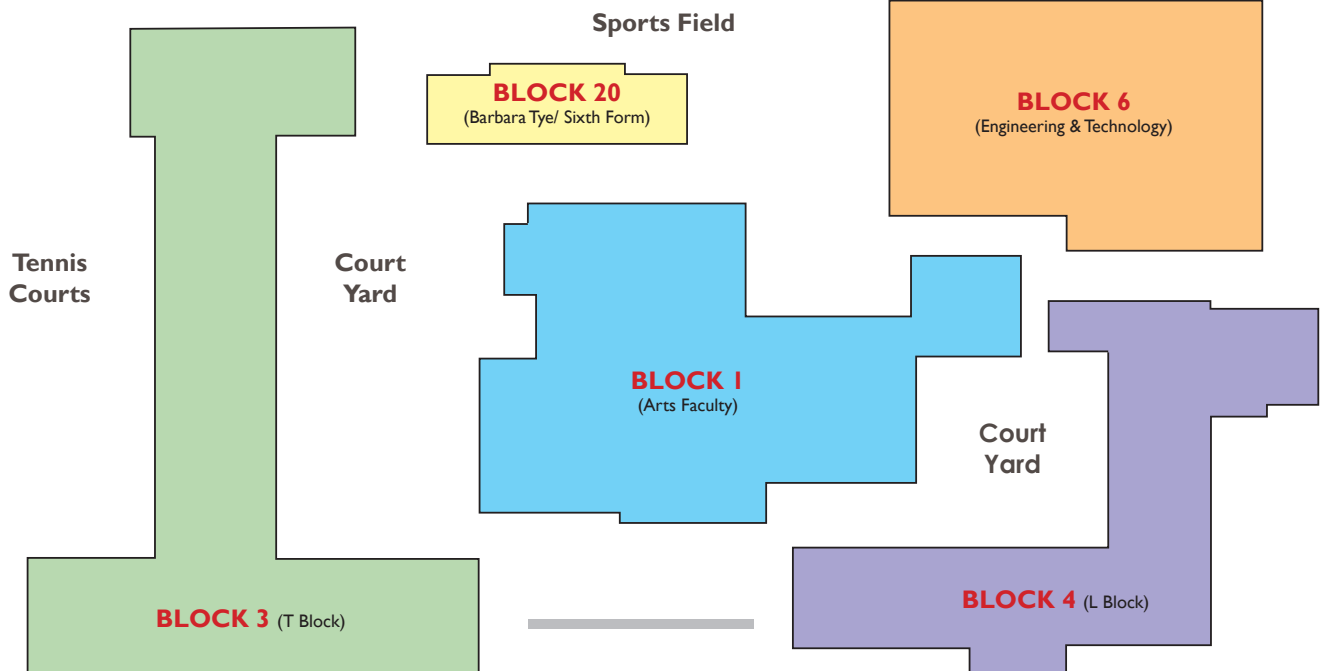
ROOMS 500 DOWNSTAIRS

| | |
|-----------------------|-------------------------|
| Music Rooms | The Street |
| Dance & Drama Studios | Main Hall |
| Activities Hall | Student Services Centre |
| Theatre | |
| Servory | |

BLOCK 6
(Engineering & Technology)

ROOMS 700

| | |
|-------------------|----------------|
| Downstairs | Product Design |
| Engineering | Food Servory |
| Food Technology | ASC Unit |
| Design Technology | |



BLOCK 3
(T Block)

ROOMS 200 UPSTAIRS

| | |
|------------------|---------|
| IT | Film |
| Computer Science | English |
| Business Studies | MFL |
| PE | |

ROOMS 100 DOWNSTAIRS

| | |
|----------|----------------|
| PE/Games | Sports Hall |
| Science | SVVA Reception |

BLOCK 4 (L Block)

ROOMS 300 DOWNSTAIRS

| | |
|------------------|------------------|
| Maths | Learning Support |
| Main Dining Room | |

ROOMS 400 UPSTAIRS

| | |
|---------|------------|
| Maths | Geography |
| RS | Psychology |
| History | Sociology |