



OPPORTUNITY • ACHIEVEMENT • EXCELLENCE

YEAR 8 TRANSITION HANDBOOK

2023-2024

If you have not already done so, please complete the New Starter Form here:

[New Starter Form](#)



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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 and understanding difference

TEAMWORK

Working together to achieve goals

DETERMINATION

Making the effort to succeed

INTEGRITY

Being honest and trustworthy

EMPATHY

Understanding others and supporting them

INGENUITY

Taking risks and thinking outside of the box

RESPECT

Courtesy, manners and enabling others to succeed



TRANSITION TIMELINE

Transition Information Packs

Pack 1: 21st March 2023

Pack 2: 1st May 2023

Pack 3: 19th June 2023

- These include forms to be completed, and useful information to prepare students for the transfer and a positive start at Samuel Whitbread Academy.

Tutor Group Formation

Week Commencing

15th May 2023

- Balanced tutor groups to be constructed determined by academic decisions and not friendship groups. Group lists are shared with Middle Schools for approval.

Tutor Groups Finalised

Week Commencing

29th May 2023

- Tutor group lists will be confirmed and these final lists will be shared with Middle Schools. Parents will receive this communication in the June transition pack.

Transition Evening Information

Week Commencing

5th June 2023

- Letter sent to parents which informs you of who your son's / daughter's tutor is at Samuel Whitbread Academy. It will also confirm which house they are in and therefore which Transition Evening to attend.

SEND Visits

22nd June 2023 - RBA ONLY

26th June 2023 - All EXCEPT RBA

- Students with SEN statements will be invited to visit the SEND team for an induction at Samuel Whitbread Academy.

Transitions Evenings

3rd & 4th July 2023

- This is an opportunity for parents and students to meet the Year Team, Senior Leaders and their tutor (not all tutors will be available) and tutor group. Total Clothing (our uniform provider) will be available on 3rd July only.

Taster Days

5th July 2023: All EXCEPT RBA

6th July 2023: RBA ONLY

- Students from Middle Schools will have a day of lessons where they will get to know their surroundings and understand what it is like to be an SWA student. Students will meet staff and engage in subject lessons across the curriculum.

Transition Induction Day

7th July 2023

- This is an opportunity to spend the day at SWA for all Middle School students. They will meet the Year Team and work with Sixth Form students who will also act as a buddy. Themes of the day include anti-bullying and ice-breaking activities.



TERM DATES: 2023-2024

AUTUMN TERM	SPRING TERM	SUMMER TERM
Wednesday 6 th September to Friday 22 nd December	Monday 8 th January to Thursday 28 th March	Tuesday 16 th April to Friday 19 th July
HALF TERMS		
Monday 23 rd October to Friday 27 th October	Monday 19 th February to Friday 23 rd February	Monday 27 th May to Friday 31 st May

THE SCHOOL DAY

08:15	<i>Warning Bell (Year 9 Welcome Line-Up)</i>
08:20 – 08:45	<i>Registration & Tutor Activities</i>
08:45 – 09:45	Period 1
09:45 – 09:50	<i>Changeover Time</i>
09:50 – 10:50	Period 2
10:50 – 11:15	<i>Break</i>
11:15 – 12:15	Period 3
12:15 – 12:20	<i>Changeover Time</i>
12:20 – 13:20	Period 4
13:20 – 14:00	<i>Lunch</i>
14:00 – 15:00	Period 5
15:00 – 16:00	Period 6 (<i>Enrichment on Tue and Thu</i>)



COMMUNICATING WITH SWA

Communication is key in supporting our young people to be the best that they can be. Below are all of the methods of contact we can use to communicate.

How you can contact the school:

- Important information and announcements will be made via our website: www.samuelwhitbread.org.uk.
- You can contact us by telephone on 01462 629900 between 7.45am and 4.30pm, Monday to Friday.
- You can email SWA-Info@bestacademies.org.uk for general queries, where our reception team will respond or forward your request to the relevant member of staff.
- You can email a member of staff, whose email address usually starts with their initial, followed by their surname and ending with @bestacademies.org.uk.
- All students will receive their own email account in September, which ends with @mybest.org.uk. Students can use these to contact their teachers about their learning.
- If you require an appointment with a member of staff, please make contact by email or the school's telephone number above.

How we will contact you:

- **Edulink:** This will be our main method of communication. You can download the Edulink app and you will be sent login details. You will be able to see information about your child's timetable, achievement and behaviour points, SEN and medical information, notification of detentions and homework set by teachers. Students will also receive their login for Edulink upon starting at the academy.
- **ParentMail:** You will receive a link to this so that you can use this account to pay for school dinners and trips.
- **In-Touch:** This is how we will send you your child's reports, exam information and timetables. You do not need to sign up for this as it is an automated system via email.
- **School Newsletter:** This is sent to you via email.
- **Social Media:** We regularly share our students' successes via [Facebook](#), [Twitter](#) and [Instagram](#).
- **Email:** Individual members of staff can email you directly from their school accounts.
- **Text Messaging:** We will use this for emergency announcements.
- **Telephone:** We will phone when we can, during the working day.

Staff members at Samuel Whitbread Academy will endeavour to respond to your requests within 24 hours, but in some cases, this may take up to 48 hours. We take safeguarding very seriously, please be understanding as we will protect young people's information with all formats of communication.



PASTORAL SUPPORT & SAFEGUARDING

The Pastoral Support Team are based in year group offices around the school. They work on a daily basis with Heads of Year, tutors, parents and carers as well as outside agencies. Their role is to support our young people in achieving their potential, and to be the best that they can be.

The Year 9 PSO will be in communication with all Middle Schools prior to pupils joining SWA in September 2023.



Julie Saggars
Year 9 PSO



Charlotte Kirkman
Associate Principal

Our Inclusion Co-Ordinator, Mrs Elizabeth Lockhart, works with students who have long term social, emotional and mental health needs that prevent them from accessing the curriculum in their timetabled lessons for a period of time.



Our First Aid Co-Ordinators, Mrs Alison Eaton and Mrs Paula Codling, operate the Medical Room at the academy. It is open for non-emergencies (for example headaches, stomach aches or toothache) during lunch and break times. The Medical Team can administer, with permission, basic pain relief. However, we do recommend that all students carry their own pain relief and self-administer this.



Samuel Whitbread Academy takes safeguarding our students very seriously. Their safety, wellbeing and protection is paramount in all that we do. The safeguarding team is vast and always willing to support and give advice as required. If you do have any concerns about any the safety of any students 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.



Thomas Rowell
Designated
Safeguarding Lead



Megan Kennedy
Deputy Designated
Safeguarding Lead



Clare Bonham
6th Form PSO &
Safeguarding



Jennifer Swift
SEND Safeguarding



Paula Waring
Provision
Safeguarding



ATTENDANCE, PUNCTUALITY and FIRST DAY RESPONSE

It is vital to personal academic progress that pupils attend the academy regularly. Research shows high attendance rates go hand in hand with good outcomes for wellbeing.

- If a pupil is absent from the academy the parents/carers should contact the attendance office on the first morning of pupil absence.
Tel: 01462 629900 (Option 1) or 01462 628041.
- Students arriving after 8:20 to school site or their tutor base, without good reason, will be considered late. Parents will be informed of this to have a discussion with their child. Patterns of persistent lateness is monitored.
- If the academy has not heard from home by 11am, parents/carers will be contacted by Truancy Call.
- If a pupil is absent for more than FIVE continuous days, a medical certificate may be required. Students must bring a note from home on their return to the Academy, this should be shown to the attendance officer in Room 337 Block 4.
- 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, or a letter from the doctor. These appointments are recorded as an absence. Failure to provide evidence could result in an unauthorised absence being recorded on the attendance record. If your child needs to sign out during the day, please ensure the academy is informed via Reception or the Attendance Office in advance.
- Parents / Carers may be liable for a Fixed Penalty Notice if pupils fail to attend school regularly. Government targets suggest that students should attend school for a minimum of 95%.



ATTENDANCE MATTERS

Attendance is vital to ensuring the progress and wellbeing of all students. Attendance is closely monitored by the Attendance Officer. Below is an illustration of scaled attendance. Samuel Whitbread Academy aims for all students to have attendance of 96% and above.





SCHOOL UNIFORM

Communication in June 2023 will confirm the House your child is part of, which will inform which logo-coloured blazer to purchase.

Our school uniform supplier is [Total Clothing](#).

GENERAL UNIFORM

Coat:

Dark and functional.

SWA Trousers:

Black and tailored.

Leggings are **NOT** permitted.

SWA Skirt:

Black.

Must come down to the knee.

Full pleated skirt also available from many retailers including [ASDA](#) and [NEXT](#).

SWA Blazer:

Black with SWA logo on chest in house colour.

SWA Tie:

Royal Blue tie clip for all Year 9s.

Belt:

Dark and functional.

Blouse / Shirt:

Plain white button up.

Optional V-Neck Jumper:

Plain black without any fashion labels.

Shoes:

Formal and black – **NOT** trainers, boots, high heels or canvas shoes.

Must cover both toes and heels.

ADDITIONAL GUIDANCE

Jewellery / Piercings

Earrings should be limited to one pair of small stud earrings. Students who wish to wear for a piece of jewellery for religious or cultural importance may be allowed if parents contact the relevant year team to request permission. 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 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' must not be worn and will be confiscated.
- Extremes of fashion must be avoided. A student appearing at the Academy dressed unacceptably may be sent home to change or isolated.



SCHOOL UNIFORM



SHOES

A reminder that trainer style shoes, which may be advertised in 'back to school' sections of retailers, are **NOT** acceptable.



These are trainers, which are not acceptable.



PE UNIFORM

Samuel Whitbread Academy has a proud place nationally as a highly successful sporting school. Our PE uniform adorns each student's initials and the SWA logo.

Our PE uniform supplier is [Total Clothing](#).

BOYS PE KIT

Compulsory:

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

Optional:

SWA PE Tracksuit Jacket
SWA PE Tracksuit Trousers
SWA PE Fleece

GIRLS PE KIT

Compulsory:

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

Optional:

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

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

All PE Kits must be suitably marked with the students' initials and full surname.

During PE lessons, stud earrings are required to be removed for health and safety purposes. Long hair should be tied back. Plain black sports leggings are permitted, but **MUST** be made of nylon and **NOT** cotton material.

Expectations:

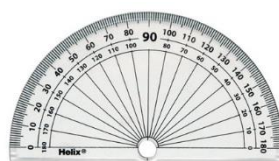
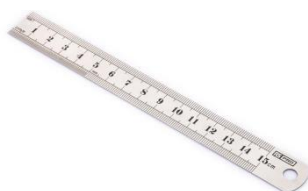
All students are expected to participate fully in PE lessons. There may be occasions, however, when students are physically incapable of participating. Where this is the case a letter from the parent or carer should be submitted to the class teacher requesting permission for the student to be excused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



EQUIPMENT

In order for students to access their learning in the most effective manner, they require a set list of equipment (purchased from any retailer). Students will have regular equipment checks during tutor time.



EXPECTATIONS AT SWA

Pencil case	Ruler	Highlighters
Black pens	Scientific calculator <i>Casio FX-83GTX</i>	Coloured pencils
Green pens	Eraser	Protractor
Pencils	Pencil sharpener	Compass



CURRICULUM, ASSESSMENT & REPORTING

Samuel Whitbread Academy provides a broad, challenging and ambitious curriculum to our Year 9 students as part of the Key Stage 3 National Curriculum.

The curriculum is timetabled each fortnight as follows:

Subject	Hours (Per Fortnight)
English	8
Maths	8
Science	8
Geography	3
History	3
MFL (French OR Spanish)	3
Religious Studies	2
PE	4
Dance	1
Music	1
Drama	1
Design Technology	2
Art	1
Finance	1
Engaging Minds	2

For information on the curriculum content that we teach Year 9 at SWA, please visit the curriculum section of our [website](#).

Students will receive three reports on their progress, attitude to learning and independent learning throughout Year 9. In the Autumn report, teachers provide an indication for each student as to whether GCSE level in that subject would be appropriate for them. This helps to inform students options choices later in the year.

Students are assessed regularly in each subject throughout the year, to ensure that teachers can accurately report progress to parents. In addition, the academy facilitates GL Assessments in September and May, to ensure that students learning needs are being catered for across the curriculum.

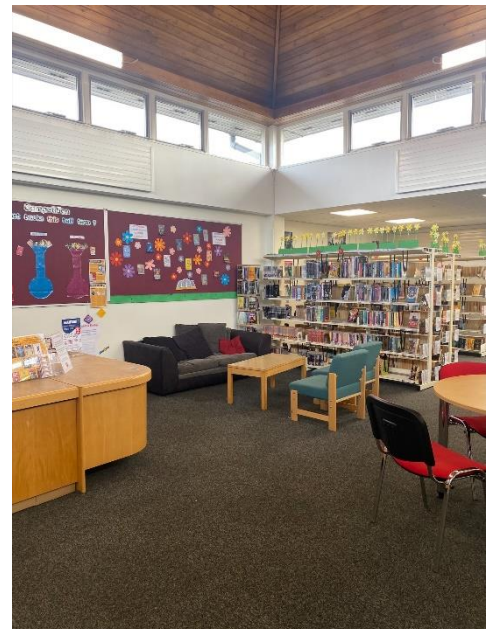


LIBRARY AT SWA

Samuel Whitbread Academy has a culture of high expectations when it comes to reading, both for accessing learning and pleasure.

Students read many varying texts across the Year 9 curriculum. Our library supports students to read for enjoyment as well as academic learning.

Year 9 students will visit the library regularly for their English lessons, where they have set texts throughout the year.



In Summer 2023, the SWA Library will be having a reconfiguration, offering even more space for students, along with device spaces so that students can complete their work online in a quiet space.

We hope to share this transformation with you from September 2023.



CHROMEBOOK DEVICES

Samuel Whitbread Academy uses Google Chromebooks and the associated G Suite of apps and software. Information is shared easily by teachers and students in this way, and Chromebooks are increasingly used in lessons. We therefore welcome students bringing their own device to support their learning, but this is by no means compulsory.

What devices can students bring to school?

We use Chromebooks, which are accessible in lessons by teachers across the academy, in a lot of lessons. However, if students would like to bring their own Chromebook or Windows device, we will support them. We would advise against bringing high-end, expensive equipment as all devices are brought into school at your own risk, and would need to be covered by your own insurance.

Why are Chromebooks an effective tool?

- The 11.6" devices are compact and fit into school bags.
- They are a more affordable option than traditional laptops.
- They are compatible with the G Suite for Education platform, allowing students to access Google Docs, the Drive, Gmail, and Classroom.
- They provide unlimited cloud storage.
- They can connect to the school's WiFi system, and WiFi at home.
- They can be tracked and monitored online at school to keep students safe.



What sort of device could be purchased?

Many manufacturers now produce Chromebooks including Dell, Acer and HP. Currently, a number of entry level Chromebook devices are available to purchase from retailers for £175. Different Chromebook brands perform similarly, so there is no need to buy a specific brand. You can also consider an entry level Windows device, which may be just as useful for students.

What else do you need to know?

As with all personal equipment, devices are brought into school at student's own risk. We do encourage their use, but the vast majority of students will be handwriting for their GCSE and A Level examinations in future. A separate policy exists for those who need to use word processes for their exams, which is available on our school website within the examinations policy.

If you have any further queries or questions regarding devices and suitability, or the school's IT policy, please contact Mr Rowell on trowell@bestacademies.org.uk.



INSTRUMENTAL MUSIC TEACHERS

To support you with applying for Music lessons, please find below the Music provision at Samuel Whitbread Academy. If your child is interested in learning a musical instrument from September 2023, or wishes to continue their lessons, please contact the relevant teacher directly using these details. If your current teacher is listed, you are still required to contact them to re-enrol for the Autumn Term.

Family of Instruments	Instrument	Name of Teacher	Contact Details
Brass	Cornet, Trumpet, Tenor Horn, Trombone, Euphonium, Tuba	Liz Schofield	lizthemusic@gmail.com
	Cornet, Trumpet, Tenor Horn, Trombone	Alex Ellar	https://ukinspiring.speedadmin.dk/registration#/
Strings	Violin, Viola	Alison Brown	https://ukinspiring.speedadmin.dk/registration#/
	Cello, Double Bass	Chris Doggett	https://ukinspiring.speedadmin.dk/registration#/
	Guitar	Danny Page	https://ukinspiring.speedadmin.dk/registration#/
Woodwind	Flute, Clarinet, Saxophone	Paul Clarke	https://ukinspiring.speedadmin.dk/registration#/
Percussion	Drums and Percussion	Steve Howard	Drumsolo10@gmail.com
	Piano	Clare MacDonald	Claremac01@yahoo.co.uk
Voice	Voice	Carley Broom	Carleybroom1980@gmail.com

If you have any further questions regarding Music lessons, please contact the Head of the Music Department, Mrs H Meadows on hmeadows@bestacademies.org.uk.



PRAISE AND REWARDING STUDENTS

Samuel Whitbread Academy celebrates the hard work of our students through our seven school values. Below are the ways in which students can receive recognition of their work.

PRAISE POINTS

At Samuel Whitbread our philosophy is to reward students positively for behaviour and 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, this is recorded through Edulink. Students are praised for meeting one of our seven school values. Parents are sent an email when a student meets a threshold which enables parents to share in the achievements of their son or daughter. Praise Points also accumulate throughout each academic year and can lead to further bronze, silver and gold rewards for students.

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 academy 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 or emailed 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 & SOCIAL MEDIA

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.

The academy also regularly publishes the work of our students, both academically and in the extra-curricular on our [Facebook](#), [Twitter](#) and [Instagram](#) platforms.



BEHAVIOUR FOR LEARNING

Samuel Whitbread Academy has a clear approach to ensuring learning is focussed. Year 9 students' line-up every morning in the left tennis courts, and are welcomed by Senior Leadership and the Year Team. Our behaviour system is regularly updated to ensure it is fit for purpose.

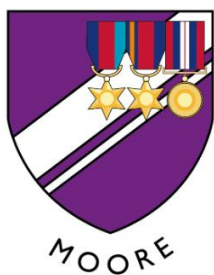
	Behaviour	Consequence
Behaviour Logged	B1 <ul style="list-style-type: none">• Disruption to Teaching and Learning• Inadequate Work• Poorly presented work• Defiance• Inappropriate behaviour in or around school• Lateness to lessons or form	<p>Your behaviour will be logged, your Tutor and HOY informed.</p> <p>This is your only warning before sanction.</p>
Lunchtime Detention	B2 <ul style="list-style-type: none">• Continuation of B1 Behaviour• Mobile phone out in lesson• Incorrect uniform / equipment• Repeated lateness to lessons or form	<p>You will be issued with a lunchtime detention.</p> <p>Your parents will be contacted by:</p> <ul style="list-style-type: none">• Phone / Email - (Cont. B1)• Edulink – All Other B2 behaviours
Afterschool Detention and Removal from lesson	B3 <ul style="list-style-type: none">• Continuation of B2 Behaviour• Failure to hand in homework• Truancy• Defiance to HOY or SLT (When not class teacher)• Failure to attend Lunchtime detention• Repeated lateness to lessons or form	<p>You will be removed from the lesson (if cont. B2) on DoC.</p> <p>You will be issued with an afterschool detention.</p> <p>Your parents will be contacted by phone / email.</p> <p>You may be placed on a 2 week HOD / HOY Report if behaviour occurs TWICE.</p>
SLT on Call and Further Sanction	B4 <ul style="list-style-type: none">• Failure of Department on-Call• Continued defiance to HOY or SLT• Failure to attend Afterschool Detention• Other Serious Offence	<p>A Senior member of staff will be called to remove you to Isolation. Further sanctions may be put in place.</p>

Further sanctions could include: B5 Seclusion and/or suspension.
Persistent breaches of a one-off serious incident could lead to permanent exclusion.



THE HOUSE SYSTEM

Samuel Whitbread Academy students are all members of one of our five houses. They represent their house in department competitions and sporting events, as well as their Praise Points contributing to their house tallies.



House Leader: **Miss L Davies**

House Colour: **Purple**

Founded after Captain Sir Thomas Moore, a British Army Officer who served in WWII.

SWA Values: Determination and Respect



House Leader: **Mr S Bratt**

House Colour: **Turquoise**

Founded after Michelle Obama, former First Lady of the USA. She promotes courage and self-esteem for women, fighting inequality.

SWA Values: Empathy, Respect and Equality



House Leader: **Miss A Skinner**

House Colour: **Royal Blue**

Founded after Marcus Rashford (footballer), who has campaigned for essential items for the homeless and reducing child poverty.

SWA Values: Empathy, Respect and Equality



House Leader: **Miss L Hussey**

House Colour: **Red**

Founded after SWA alumni Ben Wishaw (actor), who has appeared in many films and series such as 'Skyfall' and 'Paddington'.

SWA Values: Integrity, Determination and Equality



House Leader: **Mr A Leverett**

House Colour: **Green**

SWA alumni, David Sims, who suffered a stroke resulting in mobility issues. Supports adults with mobility issues to gain independence.

SWA Values: Determination and Integrity





TRANSPORT

WITHIN CATCHMENT

If your child lives within the catchment area of the Academy and qualifies for home to school transport, Central Bedfordshire Council will distribute the passes over summer. If your child needs assistance with transport provided by Central Beds or you have any other queries regarding local authority run buses, please contact them via the [school transport](#) section of their website.

OUT OF CATCHMENT

The Academy also offers some service to out of catchment students, the SWI, 2 & 3. To register interest in a pass for your child from September 2023, please refer to the transport letter previously sent out by the admissions team.

EXPECTATIONS

On all of our bus routes we expect students to abide by the Central Bedfordshire transport 'code of conduct', a copy of this is available on the [school transport](#) section of the Central Beds website.

LATE BUSES

In order to make provision for extra-curricular activities and after school clubs to take place, a number of bus routes will operate a late bus from the academy on Tuesday's and Thursday's each week. These bus routes will operate from Samuel Whitbread Academy at 16:30.

When your child visits Samuel Whitbread on transition day and during the first week of the school year, we will endeavour to ensure staff are on hand as well as signage in place to assist your child with getting on the bus after school. We hope to have an up to date 'bus line up' poster on the website prior to these dates to ensure your child knows where their bus will be parked in the afternoons.

Information about transport including bus timetables can be found on the [travel section](#) of our website, should you require any further assistance please contact Mr B Whittle on SWA-Transport@bestacademies.org.uk.