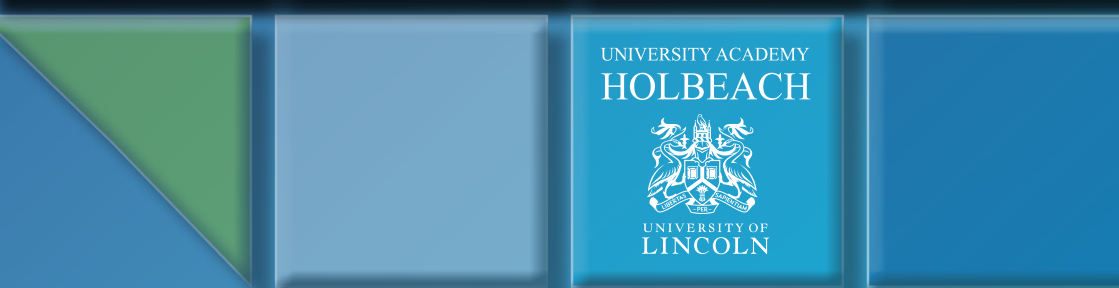
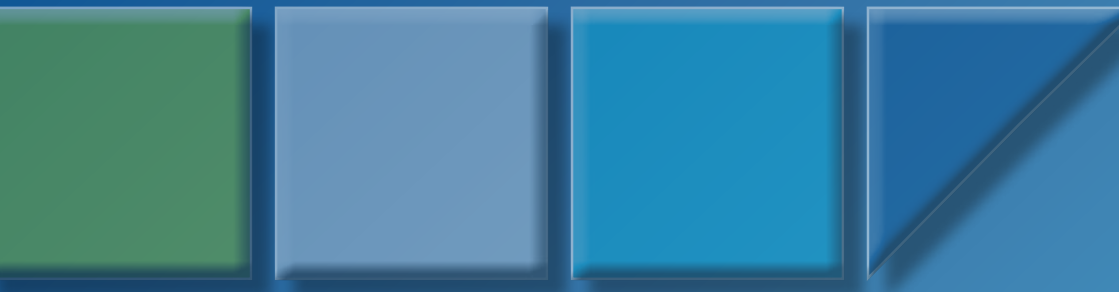


# University Academy Holbeach

# PUPIL HANDBOOK



UNIVERSITY ACADEMY  
HOLBEACH



UNIVERSITY OF  
LINCOLN

# NATIONAL CURRICULUM

Since the introduction of the National Curriculum secondary school pupils are either in

Key Stage 3 (KS3 – Years 7, 8)

Key Stage 4 (KS4 – Years 9, 10 and 11)

or Key Stage 5 (KS5 – Years 12 - 14).

The Academy provides high quality learning across Key Stages 3 and 4 in the five core National Curriculum subject areas that will enable them to attain the English Baccalaureate: English, Mathematics, Double or Triple Science, a Humanities subject (Geography or History) and a Modern Foreign language (French or Spanish). Pupils also study: ICT, Music, Design and Technology, Art, Religious Studies, Physical Education. At Key Stage 4 all pupils must follow the National Curriculum although an element of choice is available. This means studying the English Baccalaureate and PE. All pupils take D&T. In addition, programmes of work in Religious Studies Education are also followed, together with cross-curricular links from subjects to deliver the SMSC - Social, Moral, Cultural and Spiritual aspects of a child's development. Further choices are available after consultation and advice from the teaching staff, the aim being to provide as broad, balanced and appropriate a curriculum as possible,

leading in most subjects to GCSE examinations.

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## SEX EDUCATION

Sex Education, as defined by the National Curriculum, is taught as part of Science lessons. It includes issues such as the biological aspects of reproduction. There is also an element of Sex Education in the SMSC programme. Parents can withdraw their children from all or part of the sex education provided, except that which is required as part of National Curriculum Science. A request to this effect would need to be made in writing to the Principal.

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## CAREERS ADVICE

Careers Advice is introduced during the KS3 pastoral programme, extended at KS5 by a Work Experience Scheme. All pupils participate in this. The Enterprise entitlement aims to ensure that our pupils are equipped to contribute to industry through financial and economic capability and understanding. Pupils also undertake Enterprise projects. Information, Advice and Guidance will be provided to pupils in all Key Stages to inform subject choice and progression routes.

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## PASTORAL ORGANISATION

Pupils are organised into year groups and are cared for by a Learning Co-ordinator and Assistant Learning Coordinator who, together with a team of tutors, create a positive approach to the academic and pastoral well-being of every pupil, centred on pupil's learning and academic development. The Learning Co-ordinator for Year 7 also monitors the transition from primary to secondary school. It is the Learning Co-ordinator who parents will contact when making any enquiries or requests concerning their child. Pupils are placed in tutor groups and are mixed ability groups. Each group has a tutor who is responsible for registration, attendance, monitoring uniform, behaviour, tracking of academic progress and the general behaviour and welfare of each pupil.

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## SPECIAL EDUCATION NEEDS (SEN)

Support is provided to assist pupils who need it, and this enables the vast majority to make considerable and clear improvement. The Academy's SEND policy details support available to both pupils with and without Statements (EHCPs). The Department provides support for pupils with Specific Learning Difficulties (such as Dyslexia and Dyspraxia), where again, exceptional progress is quite normal,

with some pupils going on to university. SuccessMaker, the Freshstart reading programme (Read, Write, inc.), Accelerated Reader and Paired Reading are used to improve literacy and numeracy skills and a Handwriting scheme develops a pupil's ability to write legibly. Pupils in Year 7, who require extra support in these areas, are put on the schemes. The SuccessMaker programme is also provided by the Academy for some primary schools. Specific pupils are given time each morning to complete Paired Reading and One to One tuition is provided for targeted pupils throughout the week. We employ five members of staff to assist in the teaching of this provision for Mathematics and English

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## AIMS:

University Academy Holbeach aims to provide a broad general education to:

- Produce well-adjusted, balanced individuals who work hard and respect themselves and those around them.
- Encourage all pupils to make the best of their ability and strive for the highest possible standards.
- Celebrate achievement and give pupils a sense of pride in themselves and their community.
- Develop a love of reading for both learning and pleasure.

## OBJECTIVES:

These aims are met by:

- Promoting an ethos of mutual respect underpinned by an understanding of the benefits of hard work.
- Making effective use of technology to set targets and track the progress of pupils and to allow pupils full access to learning resources which will enable them to be fully involved in their education.
- Providing support structures that enable pupils to achieve and feel safe.
- Sharing our pupils' successes with all in the Academy and the wider community.
- Applying a consistent and transparent system of rewards and sanctions.
- Providing pupils with opportunities to reflect on their own experiences of the Academy and share ownership and responsibility for its future through the development of an effective School Council.
- Using the Academy's status to enrich the curriculum through effective partnerships with the University of Lincoln, local businesses, Further Education, Colleges and our family of schools.
- Developing all pupils' social, moral and cultural awareness.
- Developing the VLE through the use of individual iPads.

## HOME WORK

Homework forms an important part of the curriculum at the academy because it:

- consolidates and extends work learned during the day.
- helps teachers to assess children's understanding of work covered in class.
- develops the ability to work independently, which is an important part of GCSE coursework.

A homework timetable is published with the new timetable and parents have a copy in order to monitor their child's work. The time taken to complete homework will increase as the pupils progress through the Academy.

There are Homework Clubs to support pupils who need further help with homework and to ensure that all homework is completed. A Teaching Assistant is in the LRC every day at 3.35 p.m until 5.00 p.m and 4.30 p.m on Fridays.

The VLE is a facility that provides students access to work and resources on their iPads, from home, or anywhere with internet access. It is hoped that this will improve standards on numerous levels. Primarily if a pupil requires further assistance on a concept they can access the lesson notes in order to refresh their memories. If a student is absent from school they can still access the work that the rest of the class has

covered. The VLE also contains useful links to resources and revision materials all aimed at improving the quality of learning.

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## RELIGIOUS EDUCATION/ COLLECTIVE WORSHIP

The teaching of Religious Education is compulsory in all state schools. A parent has the right, on grounds of conscience, to withdraw their child from any part of the religious education and worship of the school or from the whole of it. Any parent who wishes to do this should inform the Principal in writing. Pupils who are withdrawn on grounds of conscience are expected to undertake private study of their own religion, or other appropriate activity. It should be said, however, that lessons do not preach to pupils, but study the development of religion and the principles of the major world religions.

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## MUSICAL INSTRUMENTS AND TUITION

In addition to timetabled music lessons, instrumental lessons may be available from visiting teachers for a number of pupils. The Head of Music should be contacted in the first instance. It is the

current policy of the Governing Body to subsidise music tuition. However, there is a charge per instrumental lesson, payable in advance at the start of each term. This subsidy reflects a considerable financial commitment by the Governing Body. It should also be said that this level of financial support is rarely seen across the County.

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## WORKING WITH PARENTS

Contact may be made with the Academy at any time during school hours by telephone. Appointments should be made for personal interviews in order to avoid parents calling when staff are not available. Normally, it is the Learning Coordinator who will meet parents where there are problems. Any problem brought to our attention will be dealt with, and we will do all in our power to bring the matter to a satisfactory and early conclusion. We do urge parents to make us aware of any difficulties that their children are experiencing. Once matters are brought into the open solutions can often be found. We have a policy of contacting parents when a child is experiencing educational or behavioural problems, asking parents to come into the Academy to discuss the difficulties. In addition, there are regular invitations to parents to visit the

Academy.

Consultation Evenings are held once a year for each Year Group, twice for some pupils in Year 7, which enable parents to discuss their child's progress with subject teachers.

Parents are given the opportunity to complete an anonymous questionnaire at each consultation evening and this enables the Senior Management Team to address any parental concerns.

Pupils in Year 8, and their parents, are invited to attend a KS4 Preparation Evening, where we follow up the issuing of booklets by providing information on KS4 courses and syllabuses.

Each year, parents receive a written report about their child. The report will be sent at a separate time of year to the Consultation Evening.

Tracking for all pupils is completed three times a year. This gives a summary of a pupil's attainment and enables the pupil, with the subject teacher, to set targets for the future. Tracking results are sent by post. Year 11 pupils receive tracking four times, so that predicted and estimated grades are regularly discussed and, where pupils are falling behind in their efforts or progress, steps can be taken quickly to remedy the situation.

KS5 Tracking is once per term.

We believe that children derive full benefit from their education when there is active and sustained parental interest and encouragement throughout

their school career, and where parents and teachers are seen to be working together. Parents are considered as partners with the Academy in providing the best for each pupil. They are, therefore, always welcome for any reason. In order to keep parents informed we often send out letters, in addition to occasional special newsletters. These will usually include a reply slip which we ask parents to sign as an indication that the communication has been received. Parents are also asked to look regularly at their child's Student Planner, signing it once a week. We believe that regular communication and effective partnership between home and the Academy support the pupils' progress and educational development. All communications are also put on the academy website and parents will have access to their child's timetable and learning resources through the use of the VLE (Virtual Learning Environment) and the tablet devices.

# OTHER OPPORTUNITIES FOR LEARNING

We believe in providing a very good opportunity to develop personal qualities outside of the normal school day. There are a wide range of clubs and societies in which children are encouraged to take part. Most clubs meet at lunchtime and/or after school. These include various choirs, bands, ensembles and orchestra, DT Food, Spanish, French, Art, ICT, Science and Homework Club, Horticulture and gym competitions. The Duke of Edinburgh Award scheme is running strongly for pupils at KS4 and KS5. Pupils strive to achieve Bronze, Silver and Gold Awards which promote a healthy attitude towards their development as a member of the community and prepares them for a life-long interest. There are opportunities for pupils to be involved in various concerts and productions: Carrots, The Demon Headmaster, Snow White and the Seven Dwarves, A Christmas Carol, Grease, The Wiz, The Witches, Joseph and the Amazing Technicolour Dreamcoat, Little Shop of Horrors, HONK! Jr, Our Day Out, Aida, We Will Rock You, Bugsy Malone and we are now working at The Lion King. The two choirs have performed in the local parish church as part of the town's Flower Festival and at the Abbey

in Crowland. We took part in a joint concert with the local primary schools and performed a combined song to demonstrate a unity through music-making, but also promoting a community spirit within the parish.

Some of our pupils have taken part in gym, trampoline and athletic competitions, both in the Academy and in the local community. We have many sports teams who compete across the County.

In addition to clubs and societies, excursions of educational value are also undertaken. These may take place during the school day, in the evenings or at weekends and also during the holidays when longer journeys are involved. Pupils have participated in a range of trips; some residential. In addition overseas visits were made to Spain, France, Switzerland, Austria, Germany, Poland and the USA.

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## RULES AND BEHAVIOUR

For the most part, the rules of the Academy are based on common sense provisions for the general safety and welfare of large numbers of people working together. We state the basic expectation: "Everyone will act with

courtesy, respect and consideration towards others at all times.” We ask that all incoming pupils and their parents sign a “Code of Behaviour” which acts as the basis of our Behaviour Policy. In addition we now have a “Home-School Agreement” which reinforces the relative responsibilities of pupils, parents and the Academy. This is a government initiative placing responsibility upon parents as well as the Academy. A further document detailing the acceptable use of computers and iPads also needs to be signed by pupils. Discipline is intended to be firm, but not harsh. We have a ‘Commonality of Practice’ structure that ensures that pupils are given the same punishments in every area of the Academy. A warning is given the first time, a lunchtime detention the second time and, if the same misdemeanour occurs a third time with the same teacher, an after school detention will be given. Parents will be informed about these punishments in Student Planners and/or by letter. The Academy has an Isolation area for pupils who have displayed disregard for Academy rules or have persistently broken the Code of Behaviour. Parents will be informed if a child is to be put in this area for one or more days. In the event of an extreme contravention of Academy regulations and customs the Principal and

Governors have the power to exclude a pupil from attending school. If the exclusion were for a fixed term, parents would normally be expected to attend for interview before the pupil is readmitted to the Academy. An exclusion will only be imposed in extreme circumstances or where a pupil’s behaviour is such that it interferes with the learning of other pupils or the health and safety of other members of the Academy. In some cases pupils and their parents will meet with a committee of the Governing Body to discuss re-admission. The Academy Behaviour Policy and other Academy policies are on the Academy website.



# STRUCTURE OF THE ACADEMY DAY

Session Times: 08.40 - 12.25  
and 1.25 - 3.35

08.40 - 08.45

Registration

08.45 - 09.00

Assemblies or Tutor Period

09.00 - 10.00

Period 1

10.00 - 10.20

BREAK

10.20 - 11.20

Period 2

11.20 - 11.25

Movement Time

11.25 - 12.25

Period 3

12.25 - 13.25

LUNCH

13.25 - 13.30

Registration

13.30 - 14.30

Period 4

14.30 - 14.35

Movement Time

14.35 - 15.35

Period 5

15.35 - 16.35

Period 6 - KS5 ONLY

## DAMAGE TO PROPERTY

Pupils causing non-accidental damage to the property of the school or other pupils will be expected to pay for any repair or replacement. Parents will automatically be informed.

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## KS3 HOUSE POINTS

These are given for a variety of reasons such as good work, good effort, helping members of staff, cooperative behaviour and improvement. The House Points are counted both individually and within the Houses: Balmoral, Buckingham, Sandringham and Windsor. There is a House trophy that is presented at the end of the year. Badges and certificates are presented to pupils who achieve 100 House Points, 200 House Points, 300 House Points, 450 House Points; and shields are presented for House Points well in excess of these totals.

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## KS4 HOUSE POINTS

There is a similar system for pupils in Years 10 and 11, but pupils are rewarded with tokens and certificates for achieving 40 Commendations, 60 Commendations and 80 Commendations in a year.

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# PRESENTATION EVENING

We have enjoyed the company of successful Olympians in recent years to present certificates to former Year 11 pupils, who attend an evening to celebrate their success in the public examinations taken in the previous summer – the likes of Geoff Capes (ex-pupil) and more recently, Louis Smith who gave a rousing speech to promote excellence in schools and how aspirations are created through the learning experience. The sixth form celebrate their achievements in July. On both occasions, such events are a wonderful time for students and staff to come together to celebrate the success of their hard work, dedication and commitment.

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## TROPHIES

At the end of each term there is a special Celebration Assembly to celebrate achievement where many pupils are presented with a range of awards, as well as cups and medals for sporting activities. There are Tutor group prizes, Subject prizes and Principal prizes to reward consistent effort, dedication and excellent work.

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## ATTENDANCE

This is an important focus and one recognised by the Academy so a

variety of rewards to encourage 100% attendance have been introduced.

Pupils will receive House Points, Commendations, certificates and prizes if they are able to maintain uninterrupted attendance at school.

Attendance is paramount to pupils' learning and is key in reaching or exceeding predictions. The SMT works very closely with the EWO (Education Welfare Officer) in monitoring attendance.

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## BASIC EQUIPMENT

It is expected that each pupil will provide themselves with a pen, pencil, rubber, coloured pencils, ruler, set square, protractor, a pair of compasses, a scientific calculator (Casio or Sharp), an English dictionary and a notebook.

It is possible to purchase equipment from the academy at competitive prices. Pupils are expected to attend lessons with a dictionary and a Spanish or French dictionary.

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## SECURITY

Pupils are responsible for the security of their personal possessions and their tablet device at all times. The Academy cannot be held responsible for loss of property and we advise that personal possessions are kept in pockets or in a bag, which should always be kept in

sight. Significant quantities of money should not be brought in to school unless to pay for a trip. In this case it is essential that it is handed to the office upon arrival. **All items of uniform and personal property should be clearly marked with the owner's name.** There are occasional displays of lost property after which unclaimed items are sent to charities. Buying and selling of any items between pupils is not allowed, and will be dealt with severely, possibly resulting in an exclusion. Pupils are advised **not to bring mobile phones into the Academy.** The use of mobile phones or other devices to make or distribute audio or visual recordings which bring the Academy into disrepute is strictly prohibited and both may result in the most serious of sanctions. This will protect all members of the Academy Community. If mobile phones are brought in and seen or heard, they will be confiscated. The Academy cannot be responsible for the loss of mobile phones or other valuable items.

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## ACADEMY UNIFORM

The Academy uniform is provided by Sportswear International (SWI). Blazers, jumpers and PE kit can be purchased online or by using an order form available from Pupil Reception. Details can be

accessed via the Academy Website. A uniform list is issued to all new entrants in June before they begin in September. The uniform is as follows:

### BOYS

- Pale blue shirt (**cotton NOT denim**) Academy tie
- Black blazer with Academy badge
- Black v neck jumper with Academy badge.
- Plain black trousers (**not cord, cotton, striped, denim or combat**)
- Plain dark socks
- Sensible black shoes (**not trainers**)

### GIRLS

- Pale blue shirt (**cotton NOT denim**) Academy tie
- Black blazer with Academy badge
- Black v neck jumper with Academy badge.
- Black skirt (**no higher than knee length**) or full length black trousers (**not cord, striped, denim or combat**)
- Black socks or heavyweight black tights
- Sensible black shoes (**not trainers**)
- No fashion belts

### P.E and GAMES

(Boys and Girls)

- Navy rugby shirt
- White socks
- Plain navy shorts

- Towel
- White polo shirt
- Gum shield for rugby
- Football boots and trainers
- Indoor trainers
- Navy football socks
- Shin pads
- Navy tracksuit bottoms  
(plain, no stripes)

On particularly cold days and at the discretion of the teacher, navy tracksuit bottoms may be worn by girls. All items should be clearly marked with the pupil's name. Pupils who are unable to participate in PE due to illness or injury will be expected to wear their PE Kit with a navy tracksuit to assist the coaching of others and officiating. We are proud of our Academy uniform and ask parents to ensure that [only the uniform as prescribed above](#), is worn by pupils. Any changes to this list will be notified to parents in writing and by no other means. If your child says that a change has taken place please check before embarking on needless expense. This appears to be particularly necessary in the case of trainers, which are not allowed as normal footwear. We expect pupils to take pride in their appearance and to prepare themselves for the professional world by dressing in a smart manner.

## JEWELLERY

The wearing of jewellery is prohibited except for one small ring and one pair of small ear studs (worn, one in each ear). Pupils must not have jewellery or studs or any other facial piercings. It is not necessary for pupils to wear make-up, necklaces or bracelets. A large number of colourful hair ornaments are discouraged. Pupils must not dye their hair extraordinary colours. More natural colours are acceptable, but it is best to check first with the Learning Coordinator (LC). We ask parents for full support on these matters. These requirements are for Health and Safety reasons; particularly in practical subjects such as DT and in Physical Education - no jewellery at all may be worn. [The decision as to whether something is sensible and adheres to school uniform lies with the Academy.](#)

# LOCKERS

These are available to all pupils

Joining Fee in Y7    £5

Loss of key        £2.00

neighbours and shopkeepers, leading to unnecessary confrontation which can put pupils at risk.

# ACADEMY MEALS

There is a cafeteria system and pupils pay for items that they require using the Cashless System. Pupils are registered into a finger-print system where money can be credited digitally or through Parent Pay whenever a pupil wishes to top up their account. The Academy prefers using Parent Pay (an online account) as this avoids pupils bringing cash into school.

The Canteen also runs a Breakfast Club from 8.15 am daily, which has become very popular and a wide range of hot and cold snacks is also available at break time. During exam periods, the canteen is not open at break time.

Application forms for free school meals are obtainable from the school admin office. There are facilities provided for pupils to eat a packed lunch if they do not wish to purchase a meal.

KS3 and KS4 pupils are not allowed to leave the premises at lunchtime, unless parents apply for a permanent lunch pass and state the address to which the pupil will be going. Pupils are not allowed to go into the town during the lunch break. Aimless wandering in the town annoys

# PROCEDURE FOR ABSENCE FROM THE ACADEMY

Please telephone the Academy by 9.30 a.m. on the first day of absence – messages can be left on an answer phone, before 8.30 a.m. It is important to make clear how many days of absence are likely. Tutors are given this information so that a note is not required when the pupil returns. In the case of a longer absence we expect parents to keep us informed so that, where appropriate, school work can be sent home. **With reference to appointments at a doctor, dentist etc. we ask parents where possible to arrange these out of school time, or at the end of the school day. It is rarely necessary for a whole day's absence to be taken to accommodate an appointment. Tutors should be sent a note in advance if at all possible.**

An automatic computer system, Truancy Call, is in use so that the parents of all pupils who are absent, without notification, will be automatically telephoned and they can respond to that call. It is very important that

the academy knows which telephone numbers should be used for this. The system can accommodate up to five numbers. The home number is the first point of contact, unless we hear to the contrary. Our Educational Welfare Officer (EWO) monitors attendance. If we have any concerns over absence then pupils will be interviewed to help resolve any issues. Continued concern will result in parents being invited into school for a meeting or a home visit. Holidays taken in term time will not be authorised. This is in line with Government reforms. Continued attendance is essential for progress, so wherever possible any absences should be avoided. Pupils are expected to be in school by 8.40 am. Arrival five minutes after that time is counted as a late and sanctions are in place for pupils who regularly arrive late

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## ACCIDENTS & ILLNESS IN SCHOOL

Our first concern is the welfare of the child. In cases of illness, parents will be contacted. In an emergency situation a child may be taken to hospital. If it is possible to contact either parent by telephone, we do so. We have no facilities for caring for sick pupils and where both parents are working; some

arrangements must be made beforehand in case of illness of children and the Academy must be informed of this. Obviously pupils should not be sent to school when they are ill. The pupil entry form should quote a telephone number for the Academy to contact in the case of emergencies. It is also imperative that the Academy be notified immediately of any changes to everyday numbers. The Academy must be informed about any health problem or condition of any pupil so that we can properly deal with it should an emergency arise. All medication needs to be handed in to the medical room.

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## CHARGING FOR ACADEMY ACTIVITIES

In compliance with the Education Reform Act 1988, the Governors have drawn up a policy for charging for school activities. The policy has been greatly influenced by the fact that the school would find it impossible to fund the 'optional extras', which have, in the past, been organised and implemented by the Academy, via a charge made to parents. We have introduced a safe and easy method of payment. Each parent will have their own log in details and be able to pay for activities, items and trips. Those parents who prefer not to use internet payment can use the 'Pay Point'

machines located in some Holbeach stores.

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## ACADEMY POLICIES

All policies are available on the website:  
[www.universityacademyholbeach.org](http://www.universityacademyholbeach.org)

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## NOTES

