



Other useful information

[The House System](#)

[The Academy Day](#)

[Cycling to the Academy](#)

[Lockers](#)

[Mobile Phones](#)

[Attendance](#)

[Feeling Unwell](#)

[Medical Appointments](#)

[You Also Need to Bring a Note](#)

[Home Learning and your Planner](#)

[Home Learning Support Club](#)

[Rewards](#)

[Reports to Parents](#)

[Lost Property](#)

[The Academy Uniform](#)

[The Library](#)

[Bullying](#)

[Peer Mentoring](#)

[Young Carers](#)

The House System

You will be put into a tutor group in one of the three houses. Our houses are all named after Scientists: Newton (**Green**), Darwin (**Blue**), and Franklin (**Yellow**). If you have a brother or sister at the academy, you will be in the same house, but not the same tutor group.

[Back to top](#)

There are lots of house competitions throughout the year which you can join in; including sports, quizzes, collecting vouchers and many other activities. Every week you will have a house assembly and your Head of House will arrange different topics for these assemblies. Each tutor group will have an opportunity to do an assembly based on a specific theme. There will also be the occasional year group assembly where all students from all three houses in the same year will have a special assembly for that year group.

[Back to top](#)

The Academy Day

Time	Activity
08.30 - 08.40	Registration
08.40 - 09.00	Form time or Assembly
09.00 - 10.00	Period 1
10.00 - 11.00	Period 2
11.00 - 11.20	Break
11.20 - 12.20	Period 3
12.20 - 13.20	Period 4
13.20 - 14.10	Lunch
14.10 - 15.10	Period 5
15.10	Dismissal

[Back to top](#)

Cycling to The Academy



You may cycle to the academy if you want, but you must not ride on the academy site. There is lots of space in our cycle shed which is opened at 7.45 a.m and locked during the academy day. It is opened again just before the end of the day at 3.05 p.m. If you cycle to the academy you must bring in a strong lock for your bike.

There are lots of cycle routes to our academy and you should ride using the cycle paths and not the main roads. We recommend that you wear a cycle helmet.

[Back to top](#)

Lockers

You may pay a deposit for a locker key (£5) to store your PE kit and other belongings. You can request a locker key from Ms Harris or Miss McCarthy in the Finance office. If you lose your locker key, you can get a replacement key for £2.50 and if you forget your key, PE teachers or the caretakers can let you into your locker.

[Back to top](#)

Mobile Phones



We advise you to leave your expensive phone or media player at home. Bring a cheap mobile phone or media player to the academy and keep it **switched off** and left in the bottom of your bag. You may use your phone or media player at break or lunch time to listen to music. If you use your phone to text or call at any time it will be confiscated and put in the academy safe and your parents will have to come into the academy to collect it.

[Back to top](#)

Attendance

Attendance and punctuality are very important for your learning. You will receive a FanTASTic stamp every week for 100% attendance and a certificate at the end of the year.



If you arrive at the academy after 8.30am you need to explain your reason or hand a note to your form tutor. If you arrive after 9.00 a.m. You need to sign in at the main reception before going to your lesson. You will receive a FanTASTic stamp for 100% punctuality each week.

[Back to top](#)

Feeling unwell?

If you do not feel very well, try to stay in your lesson at first, but if you feel really poorly we will make sure you are looked after or collected if you are very unwell.

[Back to top](#)

If you are too unwell to come into the academy

If you have a day off because you are unwell, your parent/carer needs to telephone the academy attendance office and tell us why you are not at the academy. You will need to bring a note the day you come back into the academy explaining why you have been away. [Back to top](#)

If you have a medical appointment

You must tell your form tutor the day before and bring a note in from your parent/carer, or ask them to write this in your planner. You must sign out at reception when you leave and sign back in at reception when you come back.

[Back to top](#)

You also need to bring a note:

- If there is a problem with your uniform
- If you have not done your home learning
- If you cannot do PE
- If you have to leave the academy early

[top](#)

[Back to](#)

Home Learning and your Planner

Home learning is an important part of your learning. You will get one home learning project every three weeks, as well as regular reading assignments, spellings, French vocabulary and maths exercises.

Your teachers will tell you when to write homework in your planner and tell you a date when you have to hand it in. If you have trouble with your home learning, talk to the teacher who gave it to you. Ask your parents to check and sign your planner at the end of each week. Your form tutor will also sign your planner. Your parents should check for any messages from your teachers in the front of your planner and they may also send a note to the teacher by writing this in the front of your planner.

If you leave your planner at home, you may get a temporary planner from the reception. If you lose your planner you will need to buy a new one, from the library, at a cost of £2.50.

[Back to top](#)

Home Learning Support Club

If you would like to stay at the end of the day to complete your home learning, you can attend the Home Learning Support Club in the Library from 3.10 to 4.10 p.m. You will be able to get help there from teachers and from sixth formers. [Back to top](#)

Learning Support

There may be times throughout your education when you need some extra support. This might be with understanding and accessing the work, extra help with reading and spelling, or someone to talk to about things that are worrying you. We have a very experienced team in our Learning Support Unit who will help you with your problems.

Rewards

Merits/Certificates

You may get a fanTASTic stamp for excellent effort, achievement, and attendance or for doing something extra special. Your teachers will stamp your planner. Once you get 25 merits you will receive a postcard. If you get over 100 you will receive a certificate and for 200 merits you will also be awarded a voucher. Both of these will be presented at the House Achievement Assembly at the end of the academy year.

Postcards/Letters

You may be sent a postcard or letter if you produce an exceptional piece of work or make an excellent contribution to academy life. You can also achieve a postcard home for doing an outstanding piece of home learning, or for doing particularly well in an assessment or home learning project.

Competitions

Throughout the year, the academy run House competitions. Points are awarded for attendance, sports events, subject competitions, charity fundraising. [Back to top](#)

Reports to parents/carers

Your Head of Year and your tutors will meet you and your parents in September to talk about how you are settling in. Also, you will receive a snapshot report of your progress three times a year: you will receive the first one in November. There will be a parents' evening with your teachers in January. [Back to top](#)

Lost Property

If you lose anything, check first where you think you may have left it! If you still can't find it, go to the Pastoral Office and see if it has been handed in. If you have lost something during a lesson you should ask the teacher or your form tutor. Please do not bring expensive items into the academy as you will be upset if you lose it. Also, the academy does not accept responsibility for loss or theft of any personal articles. **Make sure that your belongings have your name on them, so that they make their way back to you.**

[Back to top](#)

The Academy Uniform



Our academy uniform helps to keep us smart and shows other people that we are proud of our academy.

We expect all students in Years 7 to 11 to be in full uniform

All uniform should be clearly marked with your name. Remember that you are responsible for your own possessions.

Academy Blazer - Plain navy blue with academy badge on breast pocket

Trousers - Plain navy, full length formal 'suit like' trousers (not fashion trousers, ie no bootleg or drainpipe trousers)

Skirts (girls only) - Plain navy pleated (worn just above the knee).

Ties - To be worn with 5 stripes visible and up to the neck.

Shirt - Plain white (with collar), to be worn buttoned up to the neck and tucked in. (Can be long or short sleeved.)

Jumper (optional) - Navy blue, V-neck with academy logo

Cardigan (optional) - Navy blue with academy logo

Socks/Tights - Plain, eg natural, navy, white or black

Shoes - (no trainers, plimsolls or canvas shoes) Black, including black laces where style dictates laces. (To comply with Health and Safety guidelines, it should be a full shoe, with heel and toe covered) Boots can be worn in extreme weather conditions only.

Jewellery (optional)

One simple chain (under shirt)

- One pair of small (max 0.8cm), plain ear studs conventionally worn
- One plain bracelet
- One plain ring
- Absolutely no nose studs or facial piercing

[Back to top](#)

Physical Education Kit

All Students:

- PE Shorts - Navy blue with academy logo
- PE Shirt - White aertex with academy logo
- Rugby shirt - Reversible blue and red stripe
- Socks - Red football socks
- Shoes - Training shoes (not pumps) and football boots
- Jogging bottoms (optional) - navy blue with academy logo
- Micro fleece (optional, girls) - navy blue with academy logo
- Failure to bring PE kit will result in sanctions.

[Back to top](#)

The Library

The Library is open every day from 7.34a.m to 4.00pm (3.30pm on Fridays). It is run by a Chartered Librarian, Mrs Benoy, BA, MCLIP.



We have nearly 14,000 books and other resources available for loan to students and staff. In year 7 students may borrow up to 3 books which you can keep for two weeks. In years 7 and 8, you will use the Accelerated Reader scheme to improve your reading skills.

We expect students to be responsible for the books issued to them. We do not charge fines for late books but do charge replacement fees if books are lost or damaged. We hold a Library Activity Week in November each year, including a Book Fair for students to purchase books for themselves, and fun activities to promote books and reading.

[Back to top](#)

Bullying

We expect a high standard of behaviour from everyone. It is important to respect others and keep each other and ourselves safe. We will not tolerate hurting others with words or violence.

Some different types of bullying are:

- Physical - hitting, kicking
- Verbal - name calling, racist/sexist/homophobic remarks, spreading rumours
- Cyber - either by text messages or on the internet
- Bystander behaviour - ignoring others being bullied and not reporting it

If you are being bullied, or see someone being bullied, tell somebody. You can tell your parents, a friend, your tutor, any teacher, your Head of Year or your Head of House.



You can call the Bully line on 01438 344333 and leave a message if you do not want to talk to anyone.

[Back to top](#)

Peer Mentoring

We have year 8 and 9 students who are trained as Peer Mentors at the academy to help year 7 students settle into our academy. They are also available to answer any questions you may have or help you with any problems. If you need some extra support you need to speak to someone in the learning support unit in room C20 who may pair you up with your own Peer Mentor who you can go to for help and advice at the start of the day, or at break and lunchtime.

[Back to top](#)

Young Carers

There is also a Young Carers session at the end of the day on a Tuesday from 3.45pm until 5.30pm. There are lots of other young carers from around Stevenage who come to this club which is held in the Drama room.

[Back to top](#)