

Welcome to

# The Brittons Academy



Parent/Carer Information Booklet

Year 7 – September 2021

## **Welcome**

At The Brittons Academy we are driven by the motto *building knowledge, inspiring futures* and this underpins everything we do. We aim to ensure every child leaves the academy with the breadth and depth of knowledge to enable them to have choices about their next steps. We want our students to aim high and achieve more. We want you to be proud your child attends The Brittons Academy and proud of what they achieve here.

The aim of this booklet is to share information you will need to support your child's transition and suggest ways we can work together to achieve the best possible outcomes for your child.

Thank you for choosing The Brittons Academy and we look forward to working with you throughout your child's secondary education.

## **Key members of staff for Year 7**

At the 'Meet the Tutor' event, you had the opportunity to meet with your child's form tutor, who will be your first point of contact. One of the quickest and most effective ways to reach our staff is by email. Listed below are the email addresses of each tutor and the year group email address:

7P	Ms Foley	<a href="mailto:jfoley@elatschools.co.uk">jfoley@elatschools.co.uk</a>
7R	Mr Grieve	<a href="mailto:egrieve@elatschools.co.uk">egrieve@elatschools.co.uk</a>
7I	Ms Stratton	<a href="mailto:estratton@elatschools.co.uk">estratton@elatschools.co.uk</a>
7D	Ms Dorter Ozel	<a href="mailto:bdorterozel@elatschools.co.uk">bdorterozel@elatschools.co.uk</a>
7E	Ms Akinyemi	<a href="mailto:sakinyemi@elatschools.co.uk">sakinyemi@elatschools.co.uk</a>
	Ms Nicholson	<a href="mailto:cnicholson@elatschools.co.uk">cnicholson@elatschools.co.uk</a>
Year 7		<a href="mailto:headofyear7@elatschools.co.uk">headofyear7@elatschools.co.uk</a>

At The Brittons Academy, we are in the unique position of having a non-teaching member of staff supporting student welfare whose primary responsibility is to the students in their year group. When emailing your child's form tutor, you may also wish to send communication to their Support and Guidance Manager. If calling the academy to speak to someone, the SGM is more likely to return your call in a shorter time period:

Year 7 Support and Guidance Manager      Ms Ware      01708 630002 Ext. 3147  
[sware@elatschools.co.uk](mailto:sware@elatschools.co.uk)

The Head of Year 7 is Ms Kelly, who oversees all aspects of your child's education at The Brittons Academy; both pastoral and academic. Ms Kelly will visit each tutor group during the week and will celebrate the year group's successes each week in assembly.

Ms Cossey-Atkins is the Assistant Principal who works alongside Ms Kelly in supporting Year 7.

If you need to contact a teacher at the academy because you have a query about a particular subject, please contact the class teacher by email and copy in Ms Ware via the Year 7 email address. Staff email addresses are normally the initial of their first name followed by their surname and all email addresses finish @elatschools.co.uk. If you feel your concern has not been resolved by the form tutor, class teacher or Ms Ware, please contact Ms Kelly.

### **Communication with the academy**

It is vital students, the academy and parents/carers work together to triangulate success. Therefore, it is essential you keep us informed of any changes to address, phone numbers or email addresses. We must be able to contact you and another adult in case of emergency. If the details you filled in on the admission form change, please contact Ms Collier on [TBA-attendance-officer@elatschools.co.uk](mailto:TBA-attendance-officer@elatschools.co.uk) or 01708 630002 extension 3140.

### **Academy contact details**

Address:       The Brittons Academy  
                  Ford Lane  
                  Rainham  
                  Essex  
                  RM13 7BB

Phone:         01708 630002

Email:         [school@brittons.havering.sch.uk](mailto:school@brittons.havering.sch.uk)

Website:      [www.brittons.havering.sch.uk](http://www.brittons.havering.sch.uk)

Facebook:     The Brittons Academy

Twitter:       @BrittonsAcademy

### **Medical information**

On the admission form, you provided us with information about any medical conditions your child has. The academy needs to know this information to ensure your child is always cared for to the best of our ability. It also means we can put reasonable adjustments in place should your child need additional support to complete any aspect of their education. It is imperative we are informed of any special measures, e.g. dietary, pre-activity precautions and of any medication brought into the academy at any time. If your child has a registered condition such as asthma, they cannot attend an academy trip without their inhaler or necessary medication due to health and safety guidelines. Similarly, we cannot issue medication without prior arrangement and agreement.

If you need to update or discuss any of your child's medical details, please contact Ms Sullivan: [msullivan@elatschools.co.uk](mailto:msullivan@elatschools.co.uk)

## **Attendance**

Your child should aim to be in school every day.

If your child is going to be absent, please call the academy on 01708 630002 and select option 1. Alternatively, you may email [TBA-attendance-officer@elatschools.co.uk](mailto:TBA-attendance-officer@elatschools.co.uk) to explain why the student cannot attend. The academy must be contacted every day until your child returns unless you are advised otherwise. This is to help safeguard our students so we know whether to expect them onsite or not. When students return from any period of absence, they are expected to find out and complete work they have missed; this is part of their responsibility as a learner.

Please avoid making dental, doctors or optician appointments in school time wherever possible. If an appointment is an emergency and unavoidable, please contact the academy to arrange for your child to sign out at the time required. They must sign back in once the appointment has finished. We will accommodate students signing in and out, rather than a morning or afternoon absence that will affect their attendance. We want them to be in every lesson possible as this gives them the best opportunity to realise their potential.

Local and government action stipulates that no holidays are allowed during term time. Any unauthorised absence for a holiday will result in a fixed penalty charge.

If your child is unwell at school, they will be sent to either their Support and Guidance Manager or a First Aider. They will then assess what action needs to be taken. Students should not contact home themselves unless specifically asked to do so by a member of staff. In the rare situation where hospital attention is deemed necessary, the academy will contact parents/carers to accompany their child to hospital. Please be aware that it may be quicker to take your child to hospital directly, rather than wait for an ambulance and the academy has no control over ambulance wait times.

We expect all students to have 95% attendance or above. As a reward, we have prize draws and run reward trips where one part of the criteria is that students have 95% attendance or higher. Any absence from the academy affects a child's attendance, even if it is authorised.

## **Punctuality**

Your child should aim to be on time every day.

All students are expected to arrive at 8.25am so they are prepared and ready to start learning at 8.30am. Any student who arrives after 8.30am is late. To help prepare students for adult life, sanctions are issued for persistent lateness. Of course, we will work with you to resolve any barriers that are preventing your child attending on time.

If a child accumulates 20 unauthorised absences (10 days) for either absence or lateness within a 12 week period, a fine will be issued and court action may follow. Please note that every academic day has two attendance marks (AM registration and PM registration). If you need to discuss an issue preventing your child from attending or being on time, please contact Ms Hatch, the Education Welfare Officer, so we can support you:

[lhatch@elatschools.co.uk](mailto:lhatch@elatschools.co.uk)

## The academy day

On Wednesdays, the academy follows a different timetable with Lesson 1 starting at 8.30am and the academy day finishing at 2.30pm. This allows for staff training to take place after school. Currently, the academy follows the following timings:

	<b>All days except Wednesday</b>	<b>Wednesdays</b>
<b>Student arrival</b>	8.25am	8.25am
<b>Form time/assembly</b>	8.30am	(Not applicable)
<b>Lesson 1</b>	8.50am	8.30am
<b>Lesson 2</b>	9.50am	9.30am
<b>Break time</b>	10.50am	10.30am
<b>Lesson 3</b>	11.20am	11.00am
<b>Lesson 4</b>	12.20pm	12.00pm
<b>Lunchtime</b>	1.20pm	1.00pm
<b>Lesson 5</b>	1.50pm	1.30pm
<b>Student dismissal</b>	2.50pm	2.30pm

## Break and lunchtime arrangements

All our students stay on site during lunchtimes. Our canteen offers a range of healthy meal options and we encourage students who choose to purchase food from the canteen to buy a cooked meal. Students can also choose to bring their own food from home. However, **we are a nut-free school and no nut based items should be brought on site**. To help promote a positive learning environment, we also have a number of banned items which include: fizzy drinks or energy drinks, large bags of crisps, biscuits and sweets. If a student brings these items into the academy, they will be confiscated.

The academy offers a cashless catering system called SCOPAY and we do not take any cash at the canteen tills. This means your child doesn't need to carry cash to or from the academy. You can access the SCOPAY online payment system via the academy's website or download the free app which you can access via your mobile phone at any time. You will receive details of how to set up your child's account on their first day – Friday 3<sup>rd</sup> September. By signing the biometric consent, your child is able to use the finger mapping facilities at the canteen tills.

If your child is entitled to a Free School Meal, they automatically get a lunch meal but some parents may wish to credit their accounts so students can buy an additional snack at break time. To check if your child is entitled to a Free School Meal call 01708 433929 or visit [www.haverling.gov.uk](http://www.haverling.gov.uk). Alternatively, you can follow the link found on our website.

## **Term Dates 2021-2022**

### **Autumn Term 2021**

Friday 3<sup>rd</sup> September to Friday 17<sup>th</sup> December

Half term: Monday 25<sup>th</sup> October to Friday 29<sup>th</sup> October

### **Spring Term 2022**

Tuesday 4<sup>th</sup> January to Friday 1<sup>st</sup> April

Half term: Monday 14<sup>th</sup> February to Friday 18<sup>th</sup> February

*Monday 3<sup>rd</sup> January is a bank holiday so the academy is closed.*

### **Summer Term 2022**

Tuesday 19<sup>th</sup> April to Thursday 21<sup>st</sup> July

Half term: Monday 30<sup>th</sup> May to Friday 3<sup>rd</sup> June

*Monday 18<sup>th</sup> April is a bank holiday so the academy is closed.*

### **INSET days** (academy closed to students)

- Wednesday 1<sup>st</sup> September
- Thursday 2<sup>nd</sup> September
- Friday 1<sup>st</sup> October
- Friday 28<sup>th</sup> January
- Friday 22<sup>nd</sup> July

## **Rewards**

The academy uses a merit system called PRIDE points. PRIDE represents our core values and the expectations we have of all our students. It stands for:

Positive  
Respect  
Independent  
Determined  
Excellent

As students earn more PRIDE points, there are opportunities to access more rewards. These differ per year group but include; certificates, reward lunches, queue-jump passes, badges, Love2Shop vouchers and academy trips. Our trips are always paid for via the online SCOPAY payment system.

There are also subject, effort, improvement and attendance awards as we feel it's important to recognise the achievements of all our students. We regularly celebrate our students' individual achievements in the celebration part of our assemblies. If a student is awarded a P5 for exceptional effort, they will also receive a personalised letter home from Mr Thompson in recognition of their achievement.

## **Sanctions**

In accordance with the Education Act 2011, the academy reserves the right to issue a detention on the same day for up to 60 minutes without notice. However, we always endeavour to contact parents if a detention is issued.

If students miss an initial detention, this is normally 10 minutes, the detention will be reissued but for an increased length of time.

We recognise how important it is to every parent/carer that their child receives disruption-free learning while at the academy. For this reason, if a student persistently disrupts the education of others, calls the academy name into disrepute or acts in a dangerous manner, they will be removed from academy circulation and educated in a room known as The Internal Exclusion Room or TIER. If this happens, the parent/carer will either receive a letter home or phone call to explain why it has been necessary to take this action. During the student's time in TIER, they will be set work by their usual teachers and will be given the opportunity to reflect on their actions and offered mediation, as relevant.

Please note that most students never spend any time in TIER and many never receive a detention throughout their time at the academy. We believe reward is a greater incentive than sanctioning and the majority of students accumulate a large number of PRIDE points. That being said, we recognise that we all learn from our mistakes.

## **Uniform**

Students are expected to take pride in their uniform and appearance, creating a positive first impression of the academy. Specific uniform items such as the blazer, skirt and jumper can be purchased from Havering Schoolwear and other items such as plain shirts and trousers can be sourced in most supermarkets or department stores.

Address: Havering Schoolwear  
160-162 Hornchurch Road  
Hornchurch  
RM11 1QH

9.00am – 5.30pm (Monday – Thursday)  
9.00am – 5.00pm (Friday and Saturday)

Website: [www.haveringschoolwear.co.uk](http://www.haveringschoolwear.co.uk)

Email: [info@haveringschoolwear.co.uk](mailto:info@haveringschoolwear.co.uk)

### Compulsory:

The Brittons Academy blazer  
House tie (Purchased from the academy)  
White shirt  
Black trousers or The Brittons Academy skirt  
Plain black school shoes (not trainers)  
Black socks

### Optional:

The Brittons jumper  
Black tights

### PE kit:

Maroon multi-sports top  
House colour polo shirt  
Black shorts  
Black or white football socks

### Optional:

Black jogging bottoms (winter only)

Coats must be worn over blazers, not under them or instead of them. If a child arrives at the academy without correct footwear, we will provide them with an alternative which students are expected to wear throughout the day and then return once dismissed to go home.

## **Banned items**

At The Brittons Academy, we are proud of our students and their reputation in our local community. We have high expectations and this includes appearance. Therefore, students are not allowed to wear items such as jewellery (other than one set of earrings which must be small and plain), coloured scarves, trainers or bring in items such as metal combs. They are also not permitted to wear fake eyelashes, fake nails or wear coloured nail varnish.

Mobile phones and other electronic devices should not be seen or heard during the academy day. Similarly, any type of headphones should not be seen unless they are provided by the academy for lesson use.

If your child brings a banned item into the academy and it is subsequently damaged, lost or stolen, the academy will not be liable to replace or locate the item; this includes mobile phones and electronic devices.

## **Powers to search**

Staff can legally search students or their possessions, without consent, where they have reasonable suspicion that the student may have a banned item, or are planning to use an item to cause harm to themselves or others. This includes examining files on an electronic device such as a mobile phone. At The Brittons Academy, the safety, security and wellbeing of all our students is our primary concern. Wherever possible, we prefer to get the consent of both the student and parent/carer before searching and we always try to work with you to resolve issues before they escalate.

## **The House system**

At The Brittons Academy, we have four houses named after inspirational figures:

<b>Mandela</b>	Nelson Mandela	Emerald
<b>Moore</b>	Bobby Moore	Gold
<b>Shakespeare</b>	William Shakespeare	Purple
<b>Westwood</b>	Vivian Westwood	Sky Blue

Students are all allocated to a house for which they earn PRIDE points. These accumulate towards house totals which are shared in assemblies. Similarly, we celebrate house attendance and achievements. We also have inter-house competitions and events throughout the year culminating with Sports Day in July.

## **Curriculum**

The Year 7 curriculum will include the following subjects across the fortnightly timetable:

English  
Mathematics  
Science  
Geography  
History  
French  
Computing  
Art  
Drama  
Music  
PSHE  
Technology  
Religious Studies  
Physical Education

Students also study Social, Moral, Spiritual and Cultural Education (SMSC) within their lessons, during Form Time, through assemblies and drop-down days. SMSC explores your child's role in society and the wider community. Areas of study will include: Fundamental British Values, LGBT+ (lesbian, gay, bisexual and transgender) month, Black History month, The Prevent Strategy (safeguarding people from the threat of extremism) alongside other topics which promote tolerance and diversity.

At The Brittons Academy, we have a comprehensive CEIAG programme (Careers Education, Information and Guidance) and your child will be given different opportunities throughout their secondary education to explore different pathways available to them in the future.

### **Essential equipment:**

Black/blue pen  
Green pen  
Pencil  
Ruler  
Eraser  
Scientific calculator  
Reading book

### **Recommended equipment:**

USB memory stick marked with child's name  
Pocket English dictionary  
Coloured pencils  
Mathematic set

## **Home/Academy Partnership**

The Brittons Academy aims to provide all students with the best possible education in a happy and focussed environment. To do this effectively, we need to work in partnership with you as parents and carers and give consistent messages to our children. We thank you in advance for your support.