

Welcome to The Brittons Academy



**Parent/Carer Information Booklet
September 2022**

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 that your child attends The Brittons Academy and proud of what they achieve here.

The aim of this booklet is to share the information that 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 – Pastoral Team

One of the quickest and most effective ways to reach our staff is by email. Listed below are the email addresses of the Pastoral staff:

	Head of Year	Support & Guidance Manager
Year 7	dmurphy@elatschools.co.uk	ggilbert@elatschools.co.uk
Year 8	jkelly@elatschools.co.uk	sware@elatschools.co.uk
Year 9	ggilbey@elatschools.co.uk	twhiberley@elatschools.co.uk
Year 10	cdavis@elatschools.co.uk	mmartin@elatschools.co.uk
Year 11	jburch@elatschools.co.uk	gslade@elatschools.co.uk

At The Brittons Academy, we are in the unique position of having a non-teaching member of staff supporting student welfare and whose primary responsibility is to the students in their year group. 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	Mrs Gilbert	01708 630002 Ext. 3167
Year 8 Support and Guidance Manager	Ms Ware	01708 630002 Ext. 3147
Year 9 Support and Guidance Manager	Ms Whiberley	01708 630002 Ext.3162
Year 10 Support and Guidance Manager	Mrs Martin	01708 630002 Ext.3155
Year 11 Support and Guidance Manager	Ms Slade	01708 630002 Ext.3156

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. Staff email addresses are always 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, please contact the relevant Year Team.

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 number or email address. 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 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

Website: 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 that 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

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 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/prefer 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.

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 as the academy has no control over ambulance wait times.

Both the local authority and the government stipulate that no holidays are allowed during term time. Any unauthorised absence for a holiday will result in a fixed penalty charge.

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 and ultimately their academic progress, 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

The academy day

On Wednesdays, the academy follows a different timetable with Lesson 1 starting at 8.30am and the academy day finishing at 2.40pm. This allows for staff training to take place after school. Currently, the academy follows the following timings:

	All days except Wednesday	Wednesdays
Student arrival	8.25am	8.25am
Form time/assembly	8.30am	8.30am
Lesson 1	9am	8.40am
Lesson 2	10am	9.40am
Break time	11am	10.40am
Lesson 3	11.30am	11.10am
Lesson 4	12.30pm	12.10pm
Lunchtime	1.30pm	1.10pm
Lesson 5	2pm	1.40pm
Student dismissal	3pm	2.40pm

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. 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.havering.gov.uk. Alternatively, you can follow the link found on our website.

Term Dates 2022-2023

Autumn Term 2022

Friday 2nd September (Years 7 and 11 only) / Monday 5th September (Years 7, 8, 9, 10 and 11) to Tuesday 20th December

Half term: Monday 24th October to Friday 28th October

Spring Term 2023

Thursday 5th January to Friday 31st March

Half term: Monday 13th February to Friday 17th February

Summer Term 2023

Monday 17th April to Friday 21st July

Half term: Monday 29th May to Friday 2nd June

Monday 1st May is a bank holiday so the Academy is closed.

INSET days (the Academy is closed to students)

Monday 3rd October 2022

Monday 31st October 2022

Friday 25th November 2022

Friday 27th January 2023

Rewards

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

Positive
Respectful
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.

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 which 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

Email: 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

PE kit:

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

Optional:

The Brittons jumper
Black tights

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:

Mandela	Nelson Mandela	Emerald
Moore	Bobby Moore	Gold
Shakespeare	William Shakespeare	Purple
Westwood	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	Art
Mathematics	Drama
Science	Music
Geography	PSHE
History	Technology
French	Religious Studies
Computing	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.