

# Parent / Carer Information Booklet 2024-25



## Welcome

At The Brittons Academy we are driven by our aim to achieve **‘Excellence in all that we do’**. We aim to ensure every child leaves the academy with the breadth and depth of knowledge to enable them to take their choice of post-16 pathway. We want our students to aim high and achieve their very best. 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 highlight the 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

At The Brittons Academy, we are in the unique position of having a non-teaching Support & Guidance Manager (SGM) supporting student wellbeing. The SGM’s primary responsibility is to the students in their year group and they are the member of staff most likely to be able to get back to you most promptly if you have a concern regarding your child’s wellbeing.

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

	<b>Head of Year</b>	<b>Support &amp; Guidance Manager</b>
<b>Year 7</b>	jburch@elatschools.co.uk Ms. Burch	mmartin@elatschools.co.uk Ms. Martin
<b>Year 8</b>	jbarrell@elatschools.co.uk Ms. Barrell	hwallace@elatschools.co.uk Ms. Wallace
<b>Year 9</b>	jbarrell@elatschools.co.uk Ms. Barrell	ggilbert@elatschools.co.uk Ms. Gilbert
<b>Year 10</b>	jkelly@elatschools.co.uk Ms. Kelly	sware@elatschools.co.uk Ms. Ware
<b>Year 11</b>	ggilbey@elatschools.co.uk Mr Gilbey	gslade@elatschools.co.uk Ms Slade

Please appreciate that although our SGMs are not teachers, they are busy staff and may, in rare circumstances, take up to 48 hours to get back to you. In the instance you need to speak to your child’s Year Team about an emergency or to share important information urgently, you can phone Reception and Reception will support you.

If you need to contact a teacher at the academy because you have a query about a particular curriculum subject, please send an email to the school email address - [brittons@elatschools.co.uk](mailto:brittons@elatschools.co.uk), writing '**FAO: Teacher's name**' in the subject line and your email will be forwarded to the correct member of staff. Again, we ask you to take into consideration there are days when teachers teach every period of the day and, in rare circumstances, may take up to 72 hours to respond to you. If you feel your concern is urgent or has not been resolved to your satisfaction, please contact the relevant Year Team who will help connect you to the appropriate staff to resolve the issue.

## Communication with the Academy

It is vital that students, the academy and parents/carers work together to ensure success. Therefore, it is essential you keep us informed of any changes to address, phone numbers, email addresses or who should be listed as emergency contacts and in which order of priority. We must be able to contact you or another adult (preferably over the age of 21) 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)

## 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. The same would

apply to any student who may need an Epi-pen for an allergy. 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

Due to the extensive research indicating the strongest of links between excellent attendance and academic achievement, your child should aim to be in school every day.

If your child needs 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 us safeguard our students as we then know whether to expect them in school or not. Students are expected to be proactive on return from any period of absence, speaking to their teachers and completing the work they have missed in order to avoid falling behind in their learning.

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 whole morning or whole afternoon absence which will affect their attendance record. We want them to be in every lesson possible as this gives them the best opportunity to realise their potential.

In line with local and national government expectation, we do not authorise time off for term-time holidays. 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 in the first instance who 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 as this causes unnecessary worry for you as parents/carers.** 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, at times, it may be quicker for you to take your child to hospital directly, rather than us wait for an ambulance as the academy has no control over ambulance wait times.

We expect all students to maintain 95% attendance or above. As a reward, we run regular prize draws and reward trips where excellent attendance form part of the criteria to participate. Any absence from the academy affects a child's attendance record, even if it is authorised.

## Punctuality

Punctuality every day, to every lesson, is also crucial.

All students are expected to arrive **from 8.15am**, entering through their **specified entrance by 8:25am** so they are prepared and ready to **start learning in classrooms at 8.30am**. Any student who arrives in class after 8.30am is late and will receive a sanction. As we prepare students for adult life excellent punctuality is a key expectation of employers and escalated 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 Form Time starting at 8.30am and the academy day finishing at 2.40pm. This is to accommodate staff training that takes place each week. Currently, the academy follows the following timings:

	<b>Mon, Tues, Thur, Fri</b>	<b>Wednesday</b>
<b>Student arrival</b>	8:25am	8:25am
<b>Form Time</b>	8:30am	8:30am
<b>Lesson 1</b>	9:00am	8:40am
<b>Lesson 2</b>	10:00am	9:40am
<b>Break time</b>	11:00am	10:40am
<b>Lesson 3</b>	11:30am	11:10am
<b>Lesson 4</b>	12:30pm	12:10pm
<b>Lunchtime</b>	1:30pm	1:10pm
<b>Lesson 5</b>	2:00pm	1:40pm
<b>Student dismissal</b>	3:00pm	2:40pm

## Break and lunchtime arrangements

All students stay on site during lunchtimes. Our canteen offers a range of healthy and filling 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, fizzy drinks and energy drinks are banned and will be confiscated and disposed of. Large 'sharing' bags of crisps, biscuits, and sweets are also discouraged. If a student brings these items into the academy, they may be confiscated. We do appreciate, as children get older, they are trusted to purchase their own lunch items and may not always make choices parents would support so your child's Year Team may contact you from time to time if they have ongoing concerns about your child's food choices.

The academy offers a cashless catering system called SCOPAY and we do not take any cash at the canteen tills. This means your child does not 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. **You will need to sign the biometric consent in order for your child 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 with additional funds 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 2024-2025**

### **Autumn Term 2024**

Wednesday 4<sup>th</sup> September 2024 (Year 7 & 11 only)

Thursday 5<sup>th</sup> September (Year 8, 9, 10) to Friday 20<sup>th</sup> December 2024

**Half term:** Monday 28<sup>th</sup> October to Friday 1<sup>st</sup> November

### **Spring Term 2025**

Monday 6<sup>th</sup> January 2025 to Friday 4<sup>th</sup> April 2025

**Half term:** Monday 17<sup>th</sup> February to Friday 22<sup>nd</sup> February

### **Summer Term 2025**

Tuesday 22<sup>nd</sup> April to Tuesday 22<sup>nd</sup> July 2025

**Half term:** Monday 26<sup>th</sup> May to Friday 30<sup>th</sup> May 2025

*Monday 5<sup>th</sup> May is a Bank Holiday so the academy is closed.*

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

- Monday 2<sup>nd</sup> September 2024
- Tuesday 3<sup>rd</sup> September 2024
- Friday 24<sup>th</sup> January 2025
- Monday 21<sup>st</sup> July 2025
- Tuesday 22<sup>nd</sup> July 2025

## EduLink

Both students and parents/carers at Brittons use the EduLink app. EduLink provides both parents/carers and students with a platform of personalised educational information. For example, via the dashboard it is possible to view the student's timetable, their achievement and behaviour points, homework, school reports, a list of canteen purchases, etc. The academy also communicates via EduLink to parents about important upcoming events and to students to remind them about homework deadlines. The free app is a quick and easy way to access EduLink. Please note, it is important that your child has their own account and then you set up your own parental account as the information you are able to see as students and parents is different.

## Rewards

The academy uses a praise system where achievement points are recorded on EduLink. Achievement points are awarded to students for demonstrating behaviour and successes in line with our core values and for exceeding expectations.

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

We recognise and celebrate that each student is unique and, therefore, we offer a range of awards for both effort, progress and attainment across the curriculum as well as rewarding excellent citizenship. We regularly celebrate our students' individual achievements in 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 via EduLink where a detention is issued hence it being necessary for all parents to be able to access EduLink either via the app or the website.

If students fail to attend a detention, the detention will be reissued but for an increased length of time.

We know that, as a parent/carer, you want your child to be able to learn free from disruption. We want this too and, for this reason, if a student persistently disrupts the education of others, brings the academy name into disrepute, or acts in a unsafe or unkind manner, they will be temporarily removed from the academy community 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 expected to reflect on their actions, resolve issues and prepare to return to timetabled lessons ready to meet expectations.

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 rewards are a greater incentive than sanctions and the majority of students accumulate a large number of achievement points. That being said, we recognise that we all learn from our mistakes, so will challenge behaviour not meeting our high expectations.

The best outcomes occur as the result of school and parents working together and therefore, it is imperative parents attend meetings, when requested, in order to support their children and send consistent messages. Please be aware, in the rare case where a child cannot improve their behaviour and this puts them at risk of permanent exclusion, the Principal has the right to direct a child off-site to be educated either on a short or longer term basis. We may also propose a managed move to another school to avoid permanent exclusion from mainstream education. The aim would be to provide a positive transition with minimal disruption to a student's education and provide them with a fresh start so that they remain in mainstream education.

## Uniform

In preparation for the world of work, students are expected to **'dress to impress'**, taking pride in their uniform and personal appearance. Our uniform is the first thing that signals a Brittons student in the local community and we expect students to create a positive impression of the academy as they travel to and from school or whilst on trips. Specific uniform items such as the blazer, skirt, jumper, tie and PE shirt 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

Opening Times: 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  
School tie  
White shirt  
Black trousers or The Brittons Academy skirt  
Plain black school shoes (not trainers)  
Black socks or tights

**Optional:**

The Brittons jumper

**PE kit:**

Maroon embroidered PE polo shirt  
Black PE shorts  
Black or white football socks

Black jogging bottoms / leggings (winter only)  
Maroon multi-sports top

Coats can be worn but must be worn over blazers, not instead of them. A school jumper may also be worn under a blazer when cold but again, not instead of a blazer. Students are required to have their blazer at all times.

If a child arrives at the academy without correct footwear, we will provide them with alternative which students are expected to wear throughout the day and then return once dismissed to go home.

Students may wear one small, plain stud in each lobe. No other piercings will be permitted and if you allow your child to have these done, they will need to be removed before coming on site as no student will be allowed into class in incorrect uniform. Students may wear a watch (smart watches are not permitted) but no other jewellery. Additional items will be confiscated.

False eyelashes, false nails, coloured nail varnish or tattoos are not permitted under any circumstances. We ask that parents support us to uphold these standards as students will miss out on expert classroom teaching if in breach of these expectations and this is completely avoidable.

**Banned items**

Mobile phones and other electronic devices should be turned off and put safely away before coming on site. They are not to be used, seen or heard during the academy day. The same applies for headphones of any style unless they are provided by the academy for use in lesson.

We appreciate many parents wish their child to have a phone for safety on the way to and from school but we politely remind you that students bring phones and other devices on to site at their own risk. If they are subsequently damaged, lost or stolen, the academy will not be liable to replace or locate the item.

As in all schools, students are not to bring items which may cause harm to themselves or other including (but not exclusively) weapons, alcohol, drugs (including ‘legal’ highs’, cigarettes, tobacco or vapes. Any such items will be confiscated and we will report to the police or Social Care where we feel necessary. Bringing, or using, prohibited items on site may jeopardise your child’s place at the academy as we prioritise safety above all else.

## **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 devices such as mobile phones. 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 but we will search without consent or contact the police to assist where safeguarding protocols require us to.

## **The House system**

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

<b>Mandela</b>	Nelson Mandela
<b>Moore</b>	Bobby Moore
<b>Shakespeare</b>	William Shakespeare
<b>Westwood</b>	Vivian Westwood

Students are all allocated to a house for which they earn achievement 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 June each year.

## **KS3 Curriculum**

The **Key Stage 3 curriculum** includes the following subjects across a fortnightly timetable:

English Language & Literature

Mathematics

Science

Geography

History  
French  
Computing  
Art  
Drama  
Music  
PSHE  
Technology  
Religious Studies  
Physical Education

## **KS4 Curriculum**

During the third half-term of Year 9, students are offered a range of advice and guidance to support making their '**Option**' choices for study at **Key Stage 4**. Parents are also invited to an Options Evening so you are fully informed of the curriculum options available to your child and how to support them in their choices.

### **All students in Year 10 and 11 will study:**

English Language & Literature  
Mathematics  
Science  
PSHE  
Core PE

### **They will then choose a further four courses which would usually include the following:**

Geography  
History  
French  
Separate Sciences  
Computer Science or Creative i-Media  
Art  
Drama  
Music  
Design & Technology or Construction  
Religious Studies  
Citizenship  
Sport

Whilst we strive to accommodate the choices of all students, some courses are filled on an ‘invitation’ basis due to the academic demands of these subjects. If your child joins us mid-way through Year 10 or 11, please be aware their choices may be limited and they will be expected to work with staff outside of normal school hours to catch up on content and assessments taught prior to their arrival – failure to do so will seriously impact final grades awarded and may, in some cases, result in students not being able to be entered or failing the course.

Students at both Key Stage 3 and 4 also access wider **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, LGBTQ+ month, Black History month and The Prevent Strategy (safeguarding people from the threat of extremism) alongside other topics which promote tolerance and diversity.

## Careers Education, Information and Guidance

At The Brittons Academy, we have a comprehensive **CEIAG** programme (Careers Education, Information and Guidance) and your child will be given a raft of opportunities throughout their secondary education to explore different pathways available to them in the future. These opportunities are delivered through assemblies, form time activities, guest speakers and workshops, tailored for each year group.

Students are provided with information about a range of colleges and sixth forms, A-Levels, T-Levels, Apprenticeships and beyond. All students in Year 11 receive a 1 to 1 meeting with a careers advisor to support them in their choices for the future.

## Be Ready to Learn!

### **Essential equipment:**

Black/blue writing pens  
Green writing pens (for checking work)  
Highlighter pens (2 colours)  
HB Pencils  
Ruler  
Eraser  
Scientific calculator  
Reading book

### **Recommended equipment:**

USB memory stick marked with child’s name  
Coloured pencils  
Mathematic set (inc. compass, protractor and set square)

School bag big enough to carry A4 books and protect them from poor weather.

## **Home/Academy Partnership**

The Brittons Academy aims for all its students to access the highest quality teaching and learning in a calm, safe, happy and focussed environment. To do this effectively, we need to work in partnership with you as parents and carers, asking that you reinforce the academy expectations. We ask that you discuss the Code of Conduct and the Home/Academy Partnership with your child and thank you in advance for your support.

# STUDENT CODE OF CONDUCT

I will follow the academy’s FAIR rules.

This includes:

- Walking directly to my classroom and sitting at the desk I am assigned to.
- Being fully equipped for my time in the academy with my own stationery and everything I need for the day.
- Engaging fully and appropriately in my learning.
- Respecting everyone in our academy community and the academy environment.
- Being a responsible citizen as I travel to and from the academy and whenever I take part in off-site activities.

**F**ollow instructions  
*the first time, every time*

**A**rrive on time for lessons  
*prepared and ready to learn*

**I**nvolve fully in lessons  
*contribute and give your best*

**R**espect others  
*and our school environment*

I will wear full, correct academy uniform including the appropriate footwear.

I understand that attendance to the academy is compulsory.

I will attend the academy on time.

I will only use the entrance and exit I have been assigned to.

I will only make use of my designated toilets at break or lunch times.

I understand I am legally responsible for my actions and any involvement in a law-breaking activity could jeopardise my place on roll at The Brittons Academy. I understand this includes acts of joint enterprise.

I confirm that I fully understand the above Code of Conduct and will conform to the expectations outlined. I also understand that if I do not adhere to these expectations that I will incur a sanction in line with academy policy.

<b>Name</b>		
<b>Signature</b>		
<b>Form</b>	<b>Date</b>	