



# **SANDWELL ACADEMY**



## **First Day / First Week Arrangements**

Essential Information for Students

September 2022

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## Timings of the Academy Day

### Academy Timings

Timings of the Academy day are as follows:

7.45 – 8.15	Students arrive at the Academy
8.20 – 8.30	<b>Morning PT Session*</b>
8.35 – 10.10	<b>Session 1a</b> 80 minutes (plus 15 minutes breakfast)
10.15 – 11.30	<b>Session 1b</b> 75 minutes
11.35 – 11.55	<b>Midday PT Session</b>
12.00 – 2.00	<b>Session 2a</b> 80 minutes (plus 40 minutes lunch)
2.05 – 3.20	<b>Session 2b</b> 75 minutes
3.20 – 3.40	Students Depart / Session 3 break (restaurant)
3.40 – 5.10	<b>Session 3</b> (staff to collect students from restaurant)
5.10 – 5.15	Students Depart / Late Coaches Home

***\*The register is closed at 8:20am. Students arriving to their PT venue after 8:20am are marked as late.***

## What to bring on your First Day

All students must remember to bring:

- This booklet
- Last year's portfolio and books (Students in Years 8-11)
- Subject folders and notebooks (students in 6.1)
- Packed lunch or ensure your Parent Pay is in credit
- Appropriate equipment for lessons, a pen (blue or black), a green pen, pencil, ruler and eraser.
- **Academy PE kit is needed for; 7 Cadbury, 8 Tolkien, 9 Hadley, 9 Regis, 9 Tolkien and 9 Walters, 10 Performing Arts, and 6.1 and 6.2 students who wish to partake in recreational sport on a Wednesday afternoon.**
- Scientific calculator, recommended models : Casio FX85GT+ or Logik LK83XP.

## First Day Arrival – 7 September 2022

On the first day, all students should enter the Academy by their designated cloakroom (see below) and make their way to their PT room ([see Appendix 1](#)), **except for Year 7 who should go to the theatre after visiting the cloakroom.** Teaching staff will be available to help and direct you

Year Group	Cloakroom
7	Cloakroom C
8	Cloakroom C
9	Cloakroom B
10	Cloakroom B
11	Cloakroom A
12	Cloakroom A
13	Cloakroom A

For the first day Timetable and arrangement please see [Appendix 1- First Day Timetable](#)

## Session 3

For full details of times, types of activities and related arrangements for the Autumn Term please see Session 3 Timetable on the Academy website: [www.sandwellacademy.com/page/session-3](http://www.sandwellacademy.com/page/session-3)

If students are unsure about an activity, they should speak to their Personal Tutor in the first instance. Students need to be aware that some Session 3 activities (clubs) are a half-term commitment, whilst others are on an invite only basis each week. All students are expected to attend **at least one** Session 3 per week.

Except for invite only sessions, students are required to sign up to Session 3 activities through MCAS, please find the “How to Sign up for a Session 3 using MCAS” available on the Academy website. Session 3 sign up is available from Wednesday 7 September 2022.

## Transport Details

### Endeavour Coaches Service

Endeavour Coaches provide a coach service that travels to the Academy each day. The coach service is for students who have pre-booked and paid for places in advance of the academic year. For more information please visit the Endeavour website: [www.endeavourcoaches.co.uk](http://www.endeavourcoaches.co.uk)

Students who use the coach should make suitable arrangements with Endeavour Coaches for travelling home on the coach after Session 3. Transport will be available from Endeavour at 5.15pm as demand requires.

It is essential that Session 3 arrangements are made at the start of the day. It may not be possible to alter transport arrangements for students later in the day and this may result in parents having to collect their child.

### General

Students who intend to bring a bicycle to Sandwell Academy should make contact with Mr Hall (Pastoral Manager) to agree a contract of use, prior to bringing bicycles on to the Academy site. Sixth Form students are not allowed to bring vehicles on to the Academy site.

Students can arrive at the Academy from 7.45am onwards; students in Year 7 or 8 you should go to the restaurant and wait there until the 8.15am bell sounds. If you are in Years 9 -13 you are permitted to go into your PT rooms. The only exception is if your PT room is a Science Lab. In this case you may join another PT group until the 8.15 bell sounds. Students arriving by public transport or car must ensure that they arrive by 8.15am. It is unacceptable for students to arrive later than this, as it means that they will be late for the start of morning PT.

### Parents bringing students by car

In the interests of students' safety, parents are not permitted to come on to the Academy site to drop off students. Please do not:

- drop off students, park or turn your cars around in the entrance to the Academy. This is illegal and could be dangerous to those on foot.
- drop off students, park or turn your cars around on the tarmac area directly in front of the gates in Halfords Lane corner. It must not be used as a pick up/drop off area by parents and students. Any vehicle left in this area will be clamped and removed.

Parents need to make themselves aware of the yellow markings on the road outside the Academy and park in a safe place.

It is imperative that when parents visit the Academy either to drop off or pick up their children that they do so with due care and attention and do not put others at risk. They should also be respectful and give consideration to our local community and park safely in appropriate areas.

## Safeguarding at Sandwell Academy

Sandwell Academy recognises that it has a duty to safeguard and protect children and young people from abuse. Safeguarding children - the action we take to promote the welfare of children and protect them from harm - is everyone's responsibility.

### Listening to Students

The Academy recognises the importance of listening to students at all times, particularly when they are distressed, worried or concerned. You could talk to anyone of the following people:

- Your Personal Tutor
- Your Head of Year
- Any Teacher
- The Pastoral Team
- The Safeguarding Team

### Reporting Concerns

**Any** concern can be raised by any member of staff, student or by parents and carers. If you have **any** concerns or worries about **yourself** or a **fellow student or friend**, then please let a member of staff know as soon as possible.

<b>Designated Safeguarding Officer</b>	Mrs Jones	Inclusion Office
<b>Deputy Designated Safeguarding Officer</b>	Mrs Adams	Inclusion Office
<b>School Lead for Young Carers</b>	Miss Coxley	Inclusion
<b>Key Stage 3</b>	Year 7: Mr Pugh Year 8: Mrs Sharif Year 9: Mr Smith	English Office KS3 Office KS3 Office
<b>Key Stage 4</b>	Year 10: Mr Denker Year 11: Mrs Chapman	KS4 Office KS4 Office
<b>Sixth Form</b>	Director of Sixth Form: Ms Gill	Music Room Office
<b>The Head</b>	Mr Williams	Head's Office

All students and staff at Sandwell Academy are entitled to work in a safe and supportive environment where everyone is valued. Effective learning takes place where high expectations of behaviour are clearly communicated and bullying is not tolerated.

Above all we must remember:

- Students attend school to learn
- Teachers come to school to teach
- Everyone at Sandwell Academy must be safe

## ICT Acceptable use agreement

ICT, including the internet, e-mail, mobile technologies and online resources have become an important part of learning in our school.

We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of E- safety and know how to stay safe when using any ICT.

Students:

- Will only use ICT systems in school, including the internet, e-mail, digital video and mobile technologies for school purposes
- Will not download or install software on school technologies
- Will only log on to the school network, other systems and resources with my own user name and password
- Will follow the school's ICT security system and not reveal passwords to anyone
- Will only use their school e-mail address
- Will make sure that all ICT communications is responsible and sensible
- Will be responsible for their behaviour when using the Internet
- Will not deliberately browse, download, upload or forward material that could be considered offensive or illegal.
- Will not give out any personal information such as name, phone number or address
- Are aware that images of students and/or staff must only be stored and used for school purposes in line with school policy and must never distribute these outside the school network without the permission of all parties involved
- Will ensure that online activity, both in school and outside school, will not cause school, the staff, students or others distress or bring the school community into disrepute, including through uploads of images, video, sounds or texts
- Will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text
- Will always respect the privacy and ownership of others' work on-line
- Will not attempt to bypass the internet filtering system
- Understand that all use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers · understand that these rules are designed to keep them safe and that if they are not followed, school sanctions will be applied

## Characteristics of a Sandwell Academy Student

Sandwell Academy aims to develop the whole student so that when they leave the Academy they will have all the attributes required for future success. We aim for all students to be:

- **Inclusive** - An inclusive person tries to include many different types of people and treat them all fairly and equally. As an inclusive student, you will treat all people irrespective of age, gender, ethnicity or ability with respect.
- **Aspirational** - Wanting very much to achieve success in your education, your career and life. An aspirational learner will set challenging targets for themselves and then strive to achieve or exceed these targets.
- **Resilient** - Having the capacity to recover quickly from difficulties. Resilient learners will have the skills and strategies needed for meaningful and satisfying participation in life-long learning.
- **Responsible** - Having good judgment in order to make the correct decisions and act appropriately. A responsible student will own their achievements and results and will be a positive role model to all.
- **Aware** - An aware student will know about their position in a local, national and global context. Knowledge and understanding of particular situations and developments.

## Homework

### Key Stage 3

Homework is an important part of your study. You will be set homework by the subject teacher. In Years 7 to 9, students will commonly receive 30 minutes homework in:

- English
- Mathematics
- Science
- Spanish

From time to time you will be set homework in other subjects. This may be revision for tests or assessments or research.

You should use your Student Planner to help you organise your work and keep a check on what needs to be done and by when. You must take your Student Planner to all sessions. If you lose or deface your Student Planner, you will be required to purchase a new one.

If you have a problem with homework you must inform your teacher before it is due to be handed in. You should always make every effort to do your best.

### Key Stage 4

During Key Stage 4, homework becomes a vital part of your courses. It is important that you plan your time carefully so that you keep up to date and are still able to take full advantage of extracurricular activities provided during Session 3.

In Year 10 and 11, homework will be set by each subject that a student studies. All homework should take 30-45 minutes to complete, but some may require additional time to be given to research or attending a Session 3 activity.

Homework may be set by all subjects each week. In Year 11, subject teachers may wish to set short tasks or revision exercises on a weekly basis. There will also be coursework and longer tasks which may need to be completed over several weeks.

### Post 16 (Sixth Form)

We expect students to demonstrate a high level of motivation and have the capacity for hard work. Post 16 (Sixth Form) work is demanding and students are encouraged to take increased responsibility for their own learning through Independent Learning.

The Sixth Form have specially equipped areas for studying the various courses on offer. There is easy access to the Library, Careers and Independent Learning Centres (ILC). Sixth Form students will be issued with a diary to record homework and ILC tasks which should be properly maintained and cared for. All Sixth Form students have the opportunity to develop leadership skills as they become actively involved with our younger students and assist with the day to day organisation of the school.



## Academy Routines

### Movement and Conduct around the Academy

Sandwell Academy places a premium on excellent punctuality and good order when moving around the Academy. It is the responsibility of the student to move quickly and silently between venues in an orderly fashion. This is particularly important with the rolling programme of breakfast and lunch. Staff and students should stay to the left when passing in corridors and on stairways. There should be no running and in particular, the restaurant should be a calm and disciplined environment.

Staff cannot permit students to leave a lesson in the first 15 minutes or last 15 minutes; this includes toilet breaks. Similarly, no movement is possible for the duration of Personal Tutor time. When a student needs to leave a lesson, the teacher must issue them with a Movement Slip.

### Leave of Absence / Leave during the Academy day

Any student who is required to be absent from the Academy during term time for a prolonged period must request a leave of absence in writing to the Senior Leader responsible for attendance, Mrs Jones [hjones@sandwellacademy.com](mailto:hjones@sandwellacademy.com).

Absences will only be authorised in exceptional circumstances. General medical absence requests should be supported by relevant documentation such as an appointment card or letter. When leaving the Academy during the day, students should sign out at student reception showing the receptionist the relevant appointment card or letter which we should receive at least 24 hours in advance.

### Student Portfolio / Diary

Your portfolio will enable you to make sure you have all your work with you when you need it. **You must have your portfolio with you at all times.** You are responsible for making sure that your work is well presented and looked after. Graffiti is unacceptable on your portfolio, books or diary. You will be asked to buy replacement items if you deface them. You should also ensure that you always have your student planner with you to record your homework and other key events and deadlines.

### Mobile Phones / Personal Music Players

Mobile phones should be switched off when on the Academy site. Any student who needs to use a telephone urgently during the Academy day should ask a member of staff who will be able to organise an outside line for them.

If the phone is seen to be switched on, makes a noise, or is being used in any way during a session or around the Academy, students will be asked to switch the phone off and hand it to the member of staff who will then take the phone to student reception at their earliest convenience. Student reception will then record this event on Bromcom, checking whether this is first or second time of offence.

- If it is the first offence, a warning will be issued by the teacher and the student informed they can collect their phone from reception at the end of the day.
- If it is the second time of offence, reception will telephone home to inform parents that the phone needs to be collected by them, in person, from reception.
- Should there be a third occasion, parents will be asked to make an appointment with the student's Personal Tutor and during this meeting guarantees of future use will need to be agreed.

Personal Music Players should also be switched off when on the Academy site and headphones removed. Sixth Form may, however, use these when in certain lessons where it is deemed constructive to learn independently by the Deputy Head e.g. Art (see separate ICT and Music Policy).

### School Nurse

Students are not allowed to visit the Nurse unless they have the permission of a member of staff. If a student needs to see the Nurse then their teacher will phone the Nurse to check that it is convenient. If the student is given permission then they will be given a signed movement slip before they leave the venue.

Students must not present themselves at the Nurse's room at either breakfast or lunch unless it is a medical emergency.

### Lost Property

Lost property should be handed in to a member of staff without delay. If you lose something, please go to Student Reception to see if the item has been handed in. If it is not there you will be asked to fill in a lost property slip and we will attempt to locate the item.

## Restrictions

### Smoking

Sandwell Academy operates a no smoking or vaping policy everywhere on the Academy site.

### Use of the lifts

Lifts are not for general student use with the exception of disabled access.

### Outside areas

All outside areas are out of bounds unless accompanied by a member of staff. Lunchtime supervisors will be on the Hard Play Areas during lunch. Under no circumstances should any student attempt to gain access to the Northern Site without a member of staff. The path leading to the Bridge is out of bounds during lunch.

### Transport and travel

When travelling to and from the Academy, students are expected to behave properly and be in correct uniform. Students are expected to uphold the Academy's reputation at all times.

### Valuables

Do not bring expensive items or large sums of money into the Academy. You are responsible for any personal item brought into the Academy.

### Food

Food and drink should only be eaten in the Restaurant Area. Chewing gum is forbidden and not allowed anywhere on the Academy site.

## Academy Restaurant

### Restaurant Meals

The Academy adopts a healthy lifestyle approach to the provision of food and provides breakfast and lunch in the Restaurant. Breakfast costs range between £0.45 and £2.50. Lunch menus will offer variety, including Halal and a vegetarian alternative. Lunch costs range between £2.80 and £4.00. All food is prepared each day on the Academy site. A 'special' is offered daily and costs £3.00 excluding a drink.

A selection of fresh fruit, cakes and yoghurts are also available. The Academy suggests £3.50 for lunch and an optional £2.00 for breakfast as a suitable daily allowance.

The Academy always aims to keep the price of 'healthy option' items, i.e. vegetables, salad and fruit, as low as possible to encourage students to eat a balanced diet.

The Academy operates a cashless system for Restaurant purchases. Parents are asked to ensure that their child's account always has sufficient funds to enable them to purchase appropriate food and drink. This should be done online in advance via ParentPay or PayPoint. Please allow at least 24 hours if paid via ParentPay or 48 hours via PayPoint for the money to reach your child's account.

The hot drinks vending machines are operated by the cashless system and students will be able to use the biometric system to purchase drinks. Water is available free of charge.

## Packed Lunches

All students are welcome to bring their own packed lunches to Sandwell Academy and will join the other students in the Restaurant.

A good packed lunch contains:

- A starchy food, such as bread, rolls, pitta bread, naan bread, potatoes, rice, noodles. These foods are good for children to fill up on.
- A good source of protein, iron and zinc such as meat, fish, beans or eggs.
- A good source of calcium such as milk, cheese, yoghurt or fromage frais.
- One portion of fruit and one portion of vegetables or salad to provide all the other vitamins and minerals. A piece of fruit could be a 100% juice or piece of fresh fruit, dried fruit or tinned fruit in fruit juice. A vegetable could be a fresh vegetable such as carrot sticks, salad or a vegetable dish.
- **Nuts are not to be brought on the Academy site.**

**In line with the Academy's Healthy Option stance, please remember that sweets and fizzy, high sugar or high caffeine drinks (including energy drinks) are not allowed in the Academy.**

## Financial Support

Families qualifying for Free School Meals will receive £3.75 per day to purchase lunch. The cashless system ensures that confidentiality is maintained. Parents of students who require breakfast should ensure their ParentPay account has sufficient funds.

## Meals for School Trips

When Academy trips and visits are to take place parents will receive appropriate information concerning meals prior to the date of the visit or trip.

## Appendix 1 - First Day Timetable

**Wednesday 7 September 2022**

### Session 1a – Extended PT

All students will begin their day with an extended PT session.

After visiting their designated cloakroom:

- **Year 7 should go straight the theatre**
- All other year groups should go to PT venues as outlined below.

### PT (Personal Tutor) Venues

#### Key Stage 3

	Year 7		Year 8		Year 9	
	PT	Venue	PT	Venue	PT	Venue
<b>Archer</b>	Mr C Boyd	Lab10	TKV	MLB3	RMD	EngLB1
<b>Astle</b>	Miss N Rai	Study24	WWS	Art2	SMF	EngLB2
<b>Cadbury</b>	Mr M Bilal	Study25	ARH	Study5	KXR	EngLB3
<b>Fraser</b>	Miss A Leach	Study26	APB	Lab3	LAS	Study1
<b>Hadley</b>	Miss F Reema	Lab5	SBB	MLB1	CLF	Study2
<b>Regis</b>	Mr J Jenkins	Lab4	AMO	MLB2	PKB	Lab1
<b>Tolkien</b>	Mr L Backhouse	Lab7	ASA	Art1	ALO	Study3
<b>Walters</b>	Miss J Shafiq	Lab9	AXD	Study4	AJJ	Lab2
<b>Cloakroom</b>	<b>C</b>		<b>C</b>		<b>B</b>	

#### Key Stage 4

	Year 10		11	
	PT	Venue	Venue	Venue
<b>Archer</b>	VVT	Study9	TLR	Study17
<b>Astle</b>	DLG	Study10	GLM	Study16
<b>Cadbury</b>	MJP	Art4	TWC	Study15
<b>Fraser</b>	NNS	Study6	CMA	Study14
<b>Hadley</b>	MJC	Study7	NNB	ILC5
<b>Regis</b>	NJT	Lab8	TKC	Study13
<b>Tolkien</b>	NCP	Study8	RAH	Study12
<b>Walters</b>	ALP	Lab6	MSW	Study11
<b>Cloakroom</b>	<b>B</b>		<b>A</b>	

#### Post 16

	6.1		6.2	
	PT	Venue	Venue	Venue
<b>Archer</b>	MTS	BLB1	MSR	Mus2
<b>Astle</b>	FKW	PD2	LJH	HumLB2
<b>Cadbury</b>	KKN	PD4	AGB	HumLB1
<b>Fraser</b>	NJB	BLB2	PKS	EDC
<b>Hadley</b>	NKB	BLB3	JJH	Study22
<b>Regis</b>	DMK	Study18	RRK	Study21
<b>Tolkien</b>	SEM	ILC1	AJK	Study20
<b>Walters</b>	DXX	ILC2	SVR	Study19
<b>Cloakroom</b>	<b>A</b>		<b>A</b>	

## Remainder of First Day

Following the extended PT session, students will move to their **Session 1b venues** and the remainder of the day will be as follows:

### Year 7

Group	Session 1b	Venue	Session 2a	Venue	Session 2b	Venue
7 Archer	Spanish	Study14	English	ELB1	Art	Art2
7 Astle	Spanish	Study17	English	Study1	RE	Study13
7 Cadbury	Spanish	Study16	English	ELB2	Performing Arts	Drama
7 Fraser	Spanish	Study15	English	ELB3	Music	Mus2
7 Hadley	Computer Science	EDC	Maths	MLB3	Spanish	Study14
7 Regis	Computer Science	ILC6	Maths	MLB2	Spanish	Study17
7 Tolkien	Computer Science	ILC4	Maths	MLB1	Spanish	Study16
7 Walters	Computer Science	ILC6	Maths	Study6	Spanish	Study15

### Year 8

Group	Session 1b	Venue	Session 2a	Venue	Session 2b	Venue
8 Archer	Art	Art1	Science	Lab9	Science	Lab1
8 Astle	DT	PD2	Science	Lab1	Science	Lab6
8 Cadbury	Art	Art2	Science	Lab4	Science	Lab8
8 Fraser	DT	PD3	Science	Lab2	Science	Lab2
8 Hadley	RE	Study19	Science	Lab7	Science	Lab9
8 Regis	RE	Study18	Science	Lab6	Science	Lab7
8 Tolkien	Performing Arts	Dance	Science	Lab3	Science	Lab4
8 Walters	Music	Music2	Science	Lab8	Science	Lab3

### Year 9

Group	Session 1b	Venue	Session 2a	Venue	Session 2b	Venue
9 Archer	Geog	HLB1	Music	Music 2	Maths	MLB3
9 Astle	Geog	Study20	Performing Arts	Music 1	Maths	MLB2
9 Cadbury	Geog	HLB2	RE	Study12	Maths	MLB1
9 Fraser	Geog	HLB3	RE	Study13	Maths	Study10
9 Hadley	Sport	Sports hall	Spanish	Study16	Maths	Study9
9 Regis	Sport	Sports hall	Spanish	Study14	Maths	Study6
9 Tolkien	Sport	Sports hall	Spanish	study15	Maths	Study7
9 Walters	Sport	Sports hall	Spanish	Study17	Maths	Study4

### Year 10

Group	Session 1b	Venue	Session 2 Option	Venue
10.1	English	ELB1	Art	Art1
10.2	English	ELB2	Business GCSE	Study11
10.3	English	ELB3	DT	PD2
10.4	English	Study1	Food & Nutrition	Kitchen & EDC
10.5	English	Study2	HSC	Study8
10.6	English	Study3	ICT	ILC1
10.7	English	Study4	PE GCSE	PE3
10.8	English	Study5	BTEC PA	Dance Studio
10.9	English	Study7	RE	Study5

### Year 11

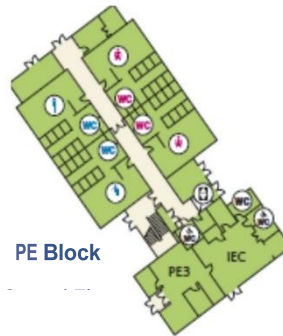
Group	Session 1b	Venue	Session 2 Option	Venue
11.1	Science	Lab1	History	Study22
11.2	Science	Lab8	History	Study20
11.3	Science	Lab6	History	Study21
11.4	Science	Lab4	History	Study19
11.5	Science	Lab3	History	Study18
11.6	Science	Study10	Geog	HLB1
11.7	Science	Lab7	Geog	HLB2
11.8	Science	Lab9	Geog	HLB3

## Sixth Form: 6.1

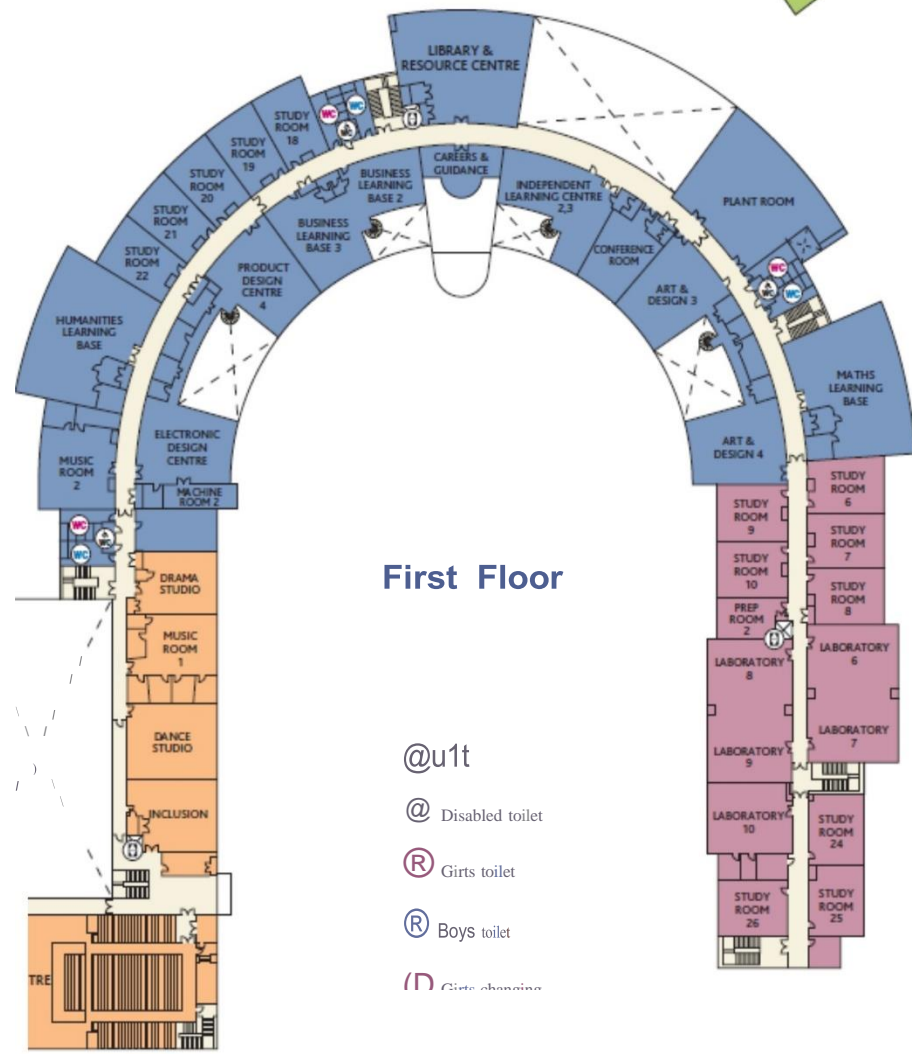
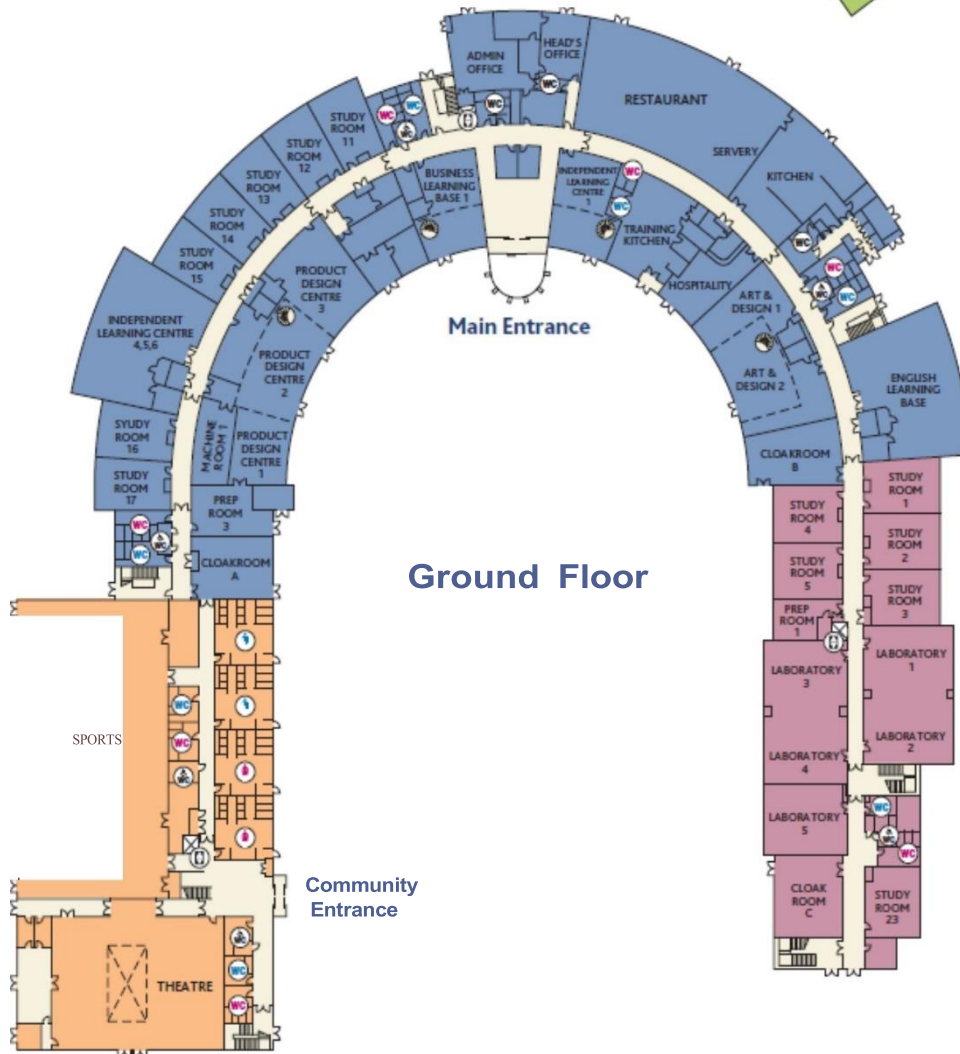
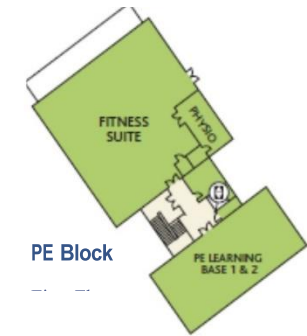
Session 1b	Venue	Session 2	Venue
Maths	Study25	6th form Recreation	Sports hall / PE block
Physics	Lab10	6th form Recreation	Sports hall / PE block
English Literature	Study23	6th form Recreation	Sports hall / PE block
Psychology	Study24	6th form Recreation	Sports hall / PE block
BTEC ICT	ILC1	6th form Recreation	Sports hall / PE block
BTEC Science	Study8	6th form Recreation	Sports hall / PE block
Sociology	Study22	6th form Recreation	Sports hall / PE block
BTEC Business	BLB1	6th form Recreation	Sports hall / PE block

## Sixth Form: 6.2

Session 1b	Venue	Session 2	Venue
Maths	Study26	English Literature (blocks 3 & 4)	Study24
Biology	Lab 5	Chemistry (block 3)	Lab5
English Language	Study12	6 <sup>th</sup> form Recreation	Sports hall / PE block
History	Study21	6 <sup>th</sup> form Recreation	Sports hall / PE block
H&SC	Library	6 <sup>th</sup> form Recreation	Sports hall / PE block
BTEC Business Double	BLB2	6 <sup>th</sup> form Recreation	Sports hall / PE block
BTEC ICT	ILC2	6 <sup>th</sup> form Recreation	Sports hall / PE block
BTEC Business	BLB3	6 <sup>th</sup> form Recreation	Sports hall / PE block



On arrival at the Academy please report to the Gatehouse. You will be advised where to park, please then proceed to Reception via the Main Entrance.



- @u1t  
 @ Disabled toilet  
 (R) Girts toilet  
 (R) Boys toilet  
 (D) Girts changing

Sandwell Academy telephone number: 0121 525 1700