

Student Handbook 2020-21

Secondary



Millbay
Academy

Student Handbook 2020-21

Secondary

Dear Students,

We look forward to welcoming you back to Millbay Academy.

Our values will underpin all that we do. At Millbay Academy we will provide a stimulating learning environment where children will feel safe, happy and consequently thrive.

Our vision is clear: challenging academic and personal goals will be set for every member of the Millbay Academy community, and we will provide the support and encouragement required to reach them. We will do whatever it takes.

Our new and exciting curriculum will be relevant to our pupils' current needs and future aspirations. It will focus on the core subjects, on the humanities and languages, and on developing a competence in and love of the arts. Fostering independence, problem-solving and creative thinking underpins our pedagogical approach.

Wider curriculum opportunities are equally important and this includes our vision for all children to explore and be curious about themselves and the world around them.

We are passionate advocates of all-through education. Through this, we will be able to serve our community and families, ensuring an excellent educational experience with continuity and progression. All-through education offers many unique opportunities, including shared experiences, powerful role models and the in-depth knowledge of subject specialists.

This handbook describes what you can expect to experience at our school, and the culture we promote and share. It also gives you some practical information about being a part of the Millbay Academy community.

We will make memories at Millbay Academy – and they will be happy ones.

Happy pupils, make good learners!

Polly Lovell and the Secondary Team

Induction for New Students

We would like to express a special welcome to all students who are joining us for the first time, including those students new to Year 7.

Starting in a new school can be daunting and full of questions yet to be answered. We want to emphasise that these feelings are very normal and always there as part of any transition or change. But remember this, those nervous feelings are rooted in you wanting to get things right and to do things well. This is a great quality, showing a high level responsibility.

So there you go. If you are worried, it shows you are already demonstrating one of our values - **responsibility**. We now ask you to show **courage** to overcome these feelings and join us on our journey with you through secondary school.

If you are joining in Y7, your first day will be only your year group and Y11. This gives you the time and space to get to know your way around the building without it being full. The Y11s are also great role models and will be there to help you with any questions you might have. You will also spend an extended time with your new tutor on that first day.

Over time, our aim is to get to know the young person you are and help you map your own way forward to be successful and **respectful** young adults with **curious, creative** minds.

Welcome to Millbay Academy.

Millbay Academy Vision and Values

Our vision is clear: challenging academic and personal goals will be set for every member of the Millbay Academy community, and we will provide the support and encouragement required to reach them.

We will do whatever it takes - *Learning Together, Achieving Excellence.*

At Millbay Academy, everybody matters and every moment counts.
We have a relentless drive for improvement, excellence and equality.
We believe in an excellent education for all; we do whatever it takes for all children to achieve their full potential.

School Values

Our School Values are at the heart of what we do every day.

Respect - to ensure that all our students and staff feel welcome, we communicate with each other in a calm and positive manner

Responsibility - is something you are expected to do. An example is that your teacher expects you to finish your homework on time and to do your best work.

Courage - is the ability to do something difficult even when there's risk. Sometimes it's when you are doing something in lessons that you find difficult and you don't give up.

Curiosity - Recognising curiosity is about valuing and rewarding the valuable. Questioning, investigating, and imagining is what happens along the learning journey.

Creativity - ideas emerge in many situations; careers, hobbies, and work. Creative ability depends on creative thinking which is in part hard work but largely creative problem-solving.

Student Handbook 2020-21

Secondary

Code of Conduct

Our simple rules are, be **Ready, Respectful and Safe.**

Ready to learn

- Be on time and ready to get started
- Wear correct uniform
- Always have the correct equipment for learning
- Work with effort and focus

Respectful of everyone

- Treat all staff, students and visitors with respect at all times
- Treat the school building and school property with respect at all times
- Take time to listen to each other
- Accept advice or instruction from staff when given.

Safe in your behaviour

- Move around the school calmly, quietly and on the left
- Behave in a safe and kind way in and out of school
- Stay within your allocated safe space (Covid)

Student Handbook 2020-21

Secondary

Equipment and Being Ready for the Day

Below is a list of the minimum basic equipment that students are required to bring with them every day.

In a pencil case:

- *2 x black writing pens (one for best and one for spare!)*
1 x green writing pen for responding to feedback from staff
- *A pencil*
- *A ruler*
- *A small selection of highlighters*

In a bag:

Planner (to be supplied)
Subject workbooks (to be supplied)
Timetable
Login details for your online accounts (provided by school)
A water bottle
PE kit when needed.

We ask that students are ready to learn when they come into the Academy. This means that:

You have had a good night's sleep and are not hungry. If you are struggling with either of these things, please talk to your tutor or someone in our pastoral team who can offer some advice and support.

You have everything you need for your lessons that day.

You are wearing clothes that fit within the Academy uniform, and which are suitable for the weather

Your lunch has been organised

If you or your parents are worried about anything (e.g. physical or emotional wellbeing) please let your tutor know at the start of the day.

Student Handbook 2020-21

Secondary

Timetables

Years 7, 8, 10 and 11 - Start 8:30am, finish 3:20pm.

Year 9 - Start 8:40am, finish 3:20pm.

Timings Secondary (staggered for Year 9)	Focus Area
8.30 - 8.40 a.m.	Years 7, 8,10,11 Entry to zones
8.40 - 9:00 a.m.	Years 7, 8,10,11 Tutor/ Registration
8:40 - 8:50 a.m.	Year 9 entry to zones
8:50 - 9:00 a.m.	Year 9 tutor/registration
09:05 - 10.05 a.m	Session 1
10.10 - 11.10 a.m.	Session 2
11.10 - 11.40 a.m.	Break 30 mins
11.40 - 12.40 p.m.	Session 3
12.45 - 1.45 p.m.	Session 4
1.45 - 2.20 p.m.	Lunch 35 mins
2.20 - 3.20 p.m.	Session 5
3.30 - 4.30 p.m.	Extra curricular provision and additional lesson for Year 11

There is 5 minute movement for session 1, 2 and 4 to allow teachers to move to their next lesson.

Student Handbook 2020-21

Secondary

Break and Lunch

We are fortunate enough to have an incredible team of catering staff, who produce healthy, freshly made meals every day. If you want to have a school lunch then a Parent Pay account will need to be set up. Ask your tutor if you are not sure how to do this.

Break and lunch food:

Break and lunch are staggered for primary and secondary.

Food can be ordered online from the kitchen for both break and lunch. This will be delivered directly to the year group breakout areas where the on-duty staff member will be responsible for ensuring its distribution.

Break - selection of cold food only:

- Selection of sandwiches
- Selection of snacks
- Fruit and yoghurt
- Selection of drinks

Lunch - selection of hot and cold food: (primary cold packed lunches to begin)

- Take-out meal of the day
- Filled jacket potatoes
- Hot pasties or sausage rolls
- Selection of sandwiches
- Selection of snacks
- Fruit and yoghurt
- Selection of drinks

All food will be automatically charged for at the time of ordering.

We expect everyone to be treated with kindness and respect and this includes our catering staff and Meal Time assistants, who look forward to sharing their menus with you.

Please remember we do not allow fast food, fizzy drinks or other similar foods to be brought into school. We also have a strict No Nuts policy due to serious allergies among students in our school.

School Dress Code



Uniform Expectations - ALL Students from September 2020

The following are permitted:

- One plain stud in each ear (other visible facial piercings are not permitted, eg nose / lip).
- A watch may be worn.
- One small ring, one small necklace (no other jewellery).
- Make up should be discreet.
- Clear nail varnish (no false or acrylic nails).
- Natural hair colour (no extreme styles/colours).

We cannot take responsibility for the security of any mobile devices or jewellery.
Revealing clothing and ripped jeans are not acceptable.

Uniform from September 2020 until 2nd November 2020 (transition period)

Uniform - Sensible and appropriate clothing may be worn until half term.

PE kit for existing students - Pupils should continue to wear their PACA PE kit.

If pupils require a new PE kit please purchase the new branded kit.

PE kit for new Year 7 - Students who are new to the school should wear a sensible alternative kit until the new uniform is available to purchase mid-September.

Uniform from 2nd November 2020

Year 7 - Year 10 - Please see uniform requirements on previous pages.

Year 11 Uniform - General uniform for Year 11 students will not change from previous years.

PE Kit - We only require Year 7 parents to purchase this. Our supplier will have stock for families who wish to upgrade for older year groups.

- Branded V Neck PE top or branded polo PE top
- Skort or shorts
- Optional jogging bottoms
- Trainers

Uniform available from:
The Schoolwear Shop, 105 Mayflower Street, Plymouth,
PL1 1SD Tel: 01752 252025

Student Handbook 2020-21

Secondary



UNIFORM



Uniform from 2nd November 2020

The following items should be bought from the Plymouth Schoolwear shop
(on site from mid September)

Navy Blazer - branded
School clip-on tie

The following items can be bought from other outlets
but **must** conform to Academy requirements:

White shirt (with button-up collar) - suitable to wear with a clip-on tie - long or short sleeved
Mid-grey trousers of traditional design & material - not gender specific.

(No Denim, cord, lycra trousers, leggings, skinny trousers, slim ankle-fit or chinos).
Polishable black school shoes, plain black trainers (no colour/white logo/ashes)

White or grey socks

Suggested item - school coat (removed inside the building) - hoodies are not permitted

Uniform available from:
The Schoolwear Shop, 105 Mayflower Street, Plymouth,
PL1 1SD Tel: 01752 252025

Student Handbook 2020-21

Secondary



UNIFORM



Uniform from 2nd November 2020

The following items should be bought from The Plymouth Schoolwear shop
(on site from mid September)

Navy Blazer - branded
School clip-on tie

The following items can be bought from other outlets
but **must** conform to Academy requirements:

White shirt (with button-up collar) - suitable to wear with a clip-on tie - long or short sleeved

Mid-grey skirt (knee length) or mid-grey trousers of traditional design & material

(No Denim, cord, lycra trousers, leggings, skinny trousers, slim ankle-fit or chinos).

Polished black school shoes, plain black trainers (no colour/white logo/ashes)

White or grey socks or flesh/grey/black tights (no patterned tights)

Suggested item - school coat (removed inside the building) - hoodies are not permitted.

Uniform available from:
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Student Handbook 2020-21

Secondary

Mobile Phones and Other Personal Devices

Mobile phones and devices must be switched off and put away in bags whilst on the Academy site, including during break and lunchtimes.

We cannot take responsibility for the security of any mobile devices, watches, jewellery etc.

If Parents and Carers need to contact you urgently, they should contact reception. A message will then be passed on.



Prohibited Items

Any items that are illegal or prohibited outside of school are banned on school property. These include but are not limited to:

- Alcohol/Cigarettes, tobacco, rolling papers
- Drugs and any kind of psychoactive substances
- Prescription medicines unless stored in the medical cabinet
- Weapons or offensive items
- Laser pens
- Any products containing nuts
- Fizzy drinks and junk food

Start and End of the School Day

	Entrance/Exit	Lessons	Breaks
Year 7	Rear gate to playground (near bikeshed)	Performance spaces	Theatre and half of Playground
Year 8	Phoenix Street entrance (Culinary Arts)	Floor 2	Floor 2 and Sports Hall, Playground
Year 9	Martin Street Entrance (Drama)	Floor 1	Playground
Year 10	Martin Street Entrance (Drama)	Floor 3	Large Atrium & Playground
Year 11	Location TBC September	Location TBC September	Location TBC September

Please note that **no year groups will be allowed off site at Lunchtimes.**

Year 11 - will be provided with a supervised break off site - further details to follow.

Moving about our school

One-way systems and self-protection

We have introduced a corridor system in school which must be strictly adhered to, helping keep each other safe when walking through the building.

All classrooms have been arranged so that students will be front facing and sitting shoulder to shoulder if they cannot be 1m apart.

We have removed any unnecessary furniture so that teachers can have a 2m distance from students as they face them to teach.

After each group of students leave any classroom, the surfaces in every class will be disinfected by the teacher.

Hand sanitiser will also be available at key points around the school.

Students must bring their own stationery equipment to school. There can be no sharing of equipment amongst students. Please see attached booklet for more details.

If we need to use specific school equipment or specialist areas such as in Art, PE, Technology or Science it will be thoroughly cleaned between uses.

Personal Protective Equipment (PPE) is not required within the school unless a student or member of staff shows symptoms. Then our processes include use of PPE.

Bullying

We want everyone to feel safe and supported at our school, and will not tolerate bullying or prejudice of any kind. Please speak to your tutor, or a member of the Pastoral Support team if you are worried by anything you hear or see. If you find yourself involved in bullying and would like help to stop, please speak to a member of this team, who will meet you without judgement. Further information is available in the student planner.

Extra Support

While you are at the Academy you may need some support with your learning, or your mental or physical health. Any adult in the school should be able to help, but we have specialist teams you can turn to.

Pastoral Team

This team provides support around wellbeing and developing positive behaviour for learning. They can be found in the Pastoral office.

Student Handbook 2020-21

Secondary

Wellbeing Support

Kooth.com is a free online service which offers safe and anonymous support. They have secure chat forums and online counsellors to offer support when you need it.

Young Devon provide counselling sessions to key stage 3 and 4 students. They are in school on a regular basis. This service can be accessed by speaking to your tutor or another member of staff who may refer you.

The School Nursing Team operates a confidential drop-in. The sessions take place during lunchtime for students to drop in and chat about anything that might be concerning them, this could include: bullying, eating, self-harm, sexual health, self-esteem, etc.

Young Carers are students who may have to provide unpaid help and support on a regular basis to a family member. The person who needs support may do so because of their age, physical or mental ill health, disability or other issues such as alcohol or substance misuse. School can help young people and families access appropriate support from the Young Carers services called Time 4 U. Please speak to your tutor in the first instance.

Special Educational Needs Team (SEND)

The SEND team provides additional learning support for students. They will help with timetables, monitor progress and work with students and families where extra help with learning is needed. You can meet this team in the Supported Learning Space (SLS).

Health and First Aid. We need to be made aware of any medical needs you may have, no matter how big or small. If you require support with your physical health, please get your parents to let us know by emailing the Academy. We may need to develop a Health Care plan or an Asthma plan to ensure we provide the support you need.

If you use a wheelchair or have access needs, there is an accessible toilet in the entrance and a wet room with a bed and hoist on floor 2.

Red Box. Originally a community-based initiative to support young women during their period by providing a red box with free sanitary products. This is now funded by the Government. If you need sanitary products at any time during school then go to the Safeguarding Office and ask for the Red Box.

Safeguarding

If you are worried about your own safety or you are worried about a friend, you should tell a member of staff straight away. They will help you work out how to support and who would be the best person to speak to. If you are worried about someone, it is important not to keep it to yourself, even if someone makes you promise. Your friend's safety is the most important thing.

Rewards and Sanctions

We have made updates to both our rewards and positive behaviour systems. We believe this will support excellent outcomes for all our young people. We are keen to maintain and further develop a positive ethos across the school founded upon high expectations for all.

Millbay Academy has many exemplary students that deserve recognition and praise. We believe in celebrating success, recognising and rewarding students who demonstrate the Academy values of Respect, Responsibility, Courage, Curiosity and Creativity. Students will receive merits for positive actions within lessons, attending extracurricular activities, having exceptional attendance as well as demonstrating excellent behaviour and outstanding contributions to the school community. Celebration assemblies will see students receive a full range of rewards on a regular basis. This will be further developed with the student voice.

As an Academy, it is also vital that we provide a safe, calm and orderly environment where all students are ready to learn, are successful, and no individual impacts on the learning of others.

It is important that all students and parents, as well as our staff, are clear on what is acceptable behaviour and the consequences of negative behaviours. Our positive behaviour systems have been further developed following feedback from students, staff and evaluation, in order to address some concerns and ensure learning experiences are not impacted upon by a minority of students.

Any student who displays *persistent disruptive behaviour* in lessons or during break-times and fails to respond to a verbal warning, followed by a 1-point warning, will be collected to study in the Removal Room. In this room they will stay and work for a *full school day*. For example, if a student is extracted during period 2, they will be in the Removal Room for periods 3,4 and 5, followed by period 1 and 2 the following day. They will return to lessons at the start of period 3.

Any student displaying a "Red Card" behaviour will also be extracted immediately to the Removal Room or excluded. These 'red card' behaviours include:

- Persistent disruptive behaviour
- Refusal to follow reasonable requests
- Persistent lateness
- Truancy - leaving lesson/school site without permission
- Swearing at, aggressive behaviour or intimidation towards staff/students
- Anti-social behaviour and unsafe behaviour (to include Covid safety advice)
- Failure to comply with school uniform policy
- Failure to attend 2-point (lunchtime detention) or 3-point (after school detention)
- PE kit 3rd offence
- Confiscation of mobile phone or device 3rd offence

*Please note - Mobile phones must be switched off and put away in bags whilst on the Academy site, including during break and lunchtimes. If Parents and Carers need to contact urgently, they should contact reception. A message will then be passed on.

Student Handbook 2020-21

Secondary

The expectations to study within the Removal Room will be simple and are an opportunity for pupils to demonstrate that they can follow expectations. Any pupil who fails to follow basic rules within the Removal Room will also risk exclusion and upon return, will be required to complete another full day in the Removal Room.

We want to be able to work closely with Parents and Carers and will inform via text if your child has been placed in the Removal Room. Teachers, Faculty Leads or Senior Leaders who have placed a student in the Removal Room will aim to phone parents/carers within 24 hours to explain the reason for extraction and how a restorative conversation will take place with the student.

Further sanctions will be used as required- See Rewards and Behaviour Policies for further details

We hope you understand the reasons and importance of maintaining a safe environment conducive to high quality learning, where behaviour is managed consistently, fairly and with mutual respect. Thank you for supporting us in the measures we have taken so that every student can benefit from high quality learning, at all times.

Attendance

Regular and punctual Academy attendance is important. Pupils need to attend the Academy regularly if they are to take full advantage of the educational opportunities available to them by law. Millbay Academy recognises its responsibilities to ensure students are in school and on time, therefore having access to learning for the maximum number of days and hours.

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations.

Millbay Academy has high expectations for all students with regard to attendance. Pupils should aim for 100% attendance and achieve a minimum of 97% attendance

Student Handbook 2020-21

Secondary

Extra Curricular Clubs. Lunch time, Pre School, After School

We are committed to continuing with as many extra-curricular clubs as possible, but we won't begin these until we are sure we can run each of them safely, so they will not resume immediately.

There are a number of clubs before and after school. Clubs for the year are run on a half termly basis and cover a wide range of opportunities, including such things as sports, music, Duke of Edinburgh, performing arts and STEAM.

Have your Say- Youth Parliament

We really value the input and feedback from students, and have a number of regular Youth Parliament groups who meet in school. We also link with Plymouth Youth Parliament to provide opportunity for our young people to have their voices heard across the city. Students who participate have the chance to gain additional qualifications, experience and shape the future of our school.

If you would like to join the Youth Parliament please let your tutor know and they will put you in touch.

Student Handbook 2020-21

Secondary

Key People

Head of Secondary - Polly Lovell

Deputy Head - Andy Carpenter

Deputy Head - Jason Trevarthen

Assistant Head - Matthew Bisco

Head of KS3 - Alex Boyce

Head of KS4 - Stacey Tonkin

Safeguarding Lead - Joanne Anning

Attendance Officer - Stevie Harris

And, **YOUR TUTOR!** Make sure you arrive at tutor sessions on time every day. This time is really important to get the most out of your time at Millbay Academy.

Home School Agreement

Please see over the page for a copy of the home school agreement that we all sign up to, taking responsibility for our roles within the school community at Millbay Academy.

