



Welcome Booklet



Be NICE, Work HARD

Contents

SECTION A: STARTING AT THE ACADEMY

- Academy Dates
- Starting Arrangements for September
- Quick Reference: Key Staff, Important Names
- Some Important Questions Answered

SECTION B: ACADEMY LIFE

- The Pastoral System
- Academy Rules
- Academy Uniform

SECTION C: BEHAVIOUR

- Behaviour TOGETHER
- House System

SECTION D: THE ACADEMY CURRICULUM

- Teaching Organisation
- Personal and Social Development
- Homework Policy
- Assessment and Reports
- Extra-Curricular Opportunities
- INSPIRE
- Additional Needs

SECTION E: PARENTS AND THE ACADEMY

- Attendance
- Term-time Holidays
- Meeting with Parents
- Essential Academy Equipment
- Recommended Books and Equipment
- Academy Lunch Arrangements
- Biometrics
- Charging for Academy Activities
- Privacy Notice – Data Protection Act 1998
- Safeguarding

Be NICE, Work HARD



Dear Parent/Carer,

On behalf of Thornhill Community Academy I would like to welcome you and your child to the Academy.

Effective communication between home and the Academy plays a vital part in ensuring your child makes excellent progress, both academically and socially, throughout their time with us.

I know you will want to take an active interest in all aspects of your child's education including academic progress, homework, uniform, attendance and behaviour. I also know that you will encourage your child to play a full part in the life of the Academy, both during and outside normal Academy hours in order to take advantage of the full range of provision on offer.

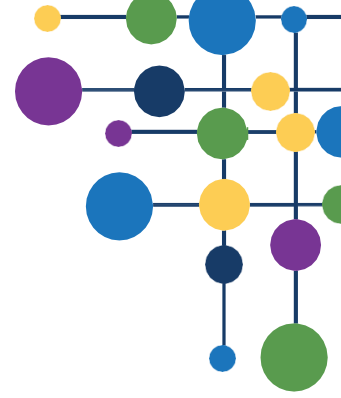
Your support is crucial to us, and we want to share everything - whether it is positive or negative - with you. We will share the highs and the lows of the next five years together, and every decision will be made in the best interest of your child. Every member of staff at the Academy will work tirelessly to ensure your child gets a world-class education, a fantastic set of exam outcomes, and - more important than anything - leaves us as at 16 as a outstanding young adult who will make a positive impact on society.

In short, from every single person who steps into the TCA building, we ask the same two things: work hard, and be nice. I look forward to us sharing the success of your child working hard and being nice for the next five years, and into their early adulthood.

Yours sincerely

A handwritten signature in black ink, appearing to read 'MCB', is positioned above the typed name of the headteacher.

Mr M Burton
Headteacher



Our vision and values

Our vision

We want to transform education for the better, raising aspirations in our diverse communities, increasing knowledge and developing the skills our children and young people need to make their lives rewarding and successful.

Our schools will be the first choice for parents because we provide a safe, nurturing environment, excellent academic standards, a rich curriculum, first class support and a wealth of opportunities to learn and grow.

Our mission

We seek for **every one** of our students and members of staff to **enjoy coming to our schools** and for all of us to **try our very best in everything we do**.

We help **everybody** gain the knowledge, skills and habits that can lead to a **happy and successful life**, both now and in the future.

We summarise this mission as:

“Valuing People, Supporting Personal Best”.

We believe that helping **people feel valued** increases the chances of them achieving their **personal best**, which is the **highest standard we can expect anybody to achieve**.

Our values

Discover

- Our **pupils** should:
 - Discover the interests and talents that will help them be successful now and in the future;
 - Never stop learning about themselves and the world around them.
- Our **staff** should:
 - Continuously seek and test out best practice, always seeking to improve the education and support we can offer all our pupils.

Commit

- We **all** should:
 - Try our best in every activity and keep trying until we cannot reasonably do any more;
 - Accept responsibility for our actions and efforts;
 - Provide moral leadership and act when we can change something for the better.

Care

- We **all** should:
 - Respect and care about ourselves, our environment, our future and our personal wellbeing;
 - Care about the wellbeing of others;
 - Live by the shared values that are necessary for a healthy community;
 - Provide a safe and caring environment for learning and work;
 - Be respectful of different cultures, beliefs or personal characteristics.



Our strategic objectives

Our children & young people	Our people (workforce)
<ul style="list-style-type: none"> • EVERY pupil will be well cared for, grow in confidence and feel valued; • ALL our pupils will make exceptional academic progress, regardless of starting points; • EVERY pupil will access a broad and rich curriculum; • Our pupils will leave us equipped with the skills and knowledge they need to be successful in the next stage of their learning or employment. 	<ul style="list-style-type: none"> • Our staff will live by and drive our values; • Our staff will feel they are valued partners in our trust’s success; • We will invest in our staff by providing the best professional and career development programmes available in schools; • We will recruit and retain the best staff; • Our staff will be experts in researching and applying best practice.
Our parents and community	Our environment & resources
<ul style="list-style-type: none"> • All our schools will be oversubscribed, reflecting their popularity with parents; • A significant number of parents will participate in consultations and play an active role in local governance; • Our schools will support their local communities, helping to deliver local priorities. 	<ul style="list-style-type: none"> • We will provide a safe, attractive and stimulating learning environment for every learner; • Each school will be financially robust, able to withstand future funding pressures; • Our pupils will have access to the best learning resources available.

SECTION A

STARTING ARRANGEMENTS FOR SEPTEMBER 2021

On the first day – **Tuesday 7th September 2021** - Year 7 students should arrive at the Academy at **8.40am**. They will assemble in the Academy Hall and meet their new Form Tutors.

Students may enter the building if they arrive early, particularly if the weather is bad. They should go to the dining hall.

TERM AND HOLIDAY DATES 2021-2022	
AUTUMN TERM	
Student Holiday (Academy closed to students)	Monday 6th Sept 2021
Academy Opens	Tuesday 7th Sept 2021
Half Term 1 Dates	Tuesday 7th Sept – Friday 22nd Oct 2021
Student Holiday (Academy closed to students)	Friday 1st Oct 2021
Student Holiday	Monday 25th Oct - Friday 29th Oct 2021
Academy Opens	Monday 1st Nov 2021
Half Term 2 Dates	Monday 1st Nov – Friday 17th Dec 2021
Student Holiday (Academy closed to students)	Friday 3rd Dec 2021
Student Holiday	Monday 20th Dec – Monday 3rd Jan 2022
SPRING TERM	
Academy Opens	Tuesday 4th Jan 2022
Half Term 3 Dates	Tuesday 4th Jan – Friday 18th Feb 2022
Student Holiday	Monday 21st Feb - Friday 25th Feb 2022
Academy Opens	Monday 28th Feb 2022
Half Term 4 Dates	Monday 28th Feb – Friday 8th April 2022
Student Holiday	Monday 11th April – Friday 22nd April 2022
SUMMER TERM	
Academy Opens	Monday 25th April 2022
Half Term 5 Dates	Monday 25th April – Friday 27th May 2022
Student Holiday (May Day Bank Holiday)	Monday 2nd May 2022
Student Holiday	Monday 30th May until Friday 3rd June 2022
Academy Opens	Monday 6th June 2022
Half Term 6 Dates	Monday 6th June – Friday 22nd July 2022
Student Holiday	Monday 25th July 2022 and Tuesday 26th July 2022 – TBC Sept 2022

School Calendar 2021-2022

August 2021							
No.	M	T	W	T	F	S	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

September 2021							
No.	M	T	W	T	F	S	S
			1	2	3	4	5
1	6	7	8	9	10	11	12
2	13	14	15	16	17	18	19
3	20	21	22	23	24	25	26
4	27	28	29	30			

October 2021							
No.	M	T	W	T	F	S	S
					1	2	3
5	4	5	6	7	8	9	10
6	11	12	13	14	15	16	17
7	18	19	20	21	22	23	24
8	25	26	27	28	29	30	31

November 2021							
No.	M	T	W	T	F	S	S
9	1	2	3	4	5	6	7
10	8	9	10	11	12	13	14
11	15	16	17	18	19	20	21
12	22	23	24	25	26	27	28
13	29	30					

December 2021							
No.	M	T	W	T	F	S	S
			1	2	3	4	5
14	6	7	8	9	10	11	12
15	13	14	15	16	17	18	19
16	20	21	22	23	24	25	26
17	27	28	29	30	31	1	2

January 2022							
No.	M	T	W	T	F	S	S
18	3	4	5	6	7	8	9
19	10	11	12	13	14	15	16
20	17	18	19	20	21	22	23
21	24	25	26	27	28	29	30
22	31						

February 2022							
No.	M	T	W	T	F	S	S
			1	2	3	4	5
23	7	8	9	10	11	12	13
24	14	15	16	17	18	19	20
25	21	22	23	24	25	26	27
26	28						

March 2022							
No.	M	T	W	T	F	S	S
			1	2	3	4	5
27	7	8	9	10	11	12	13
28	14	15	16	17	18	19	20
29	15	22	23	24	25	26	27
30	28	29	30	31			

April 2022							
No.	M	T	W	T	F	S	S
					1	2	3
31	4	5	6	7	8	9	10
32	11	12	13	14	15	16	17
33	18	19	20	21	22	23	24
34	25	26	27	28	29	30	

May 2022							
No.	M	T	W	T	F	S	S
							1
35	2	3	4	5	6	7	8
36	9	10	11	12	13	14	15
37	16	17	18	19	20	21	22
38	17	24	25	26	27	28	29
39	30	31					

June 2022							
No.	M	T	W	T	F	S	S
			1	2	3	4	5
40	6	7	8	9	10	11	12
41	13	14	15	16	17	18	19
42	20	21	22	23	24	25	26
43	27	28	29	30			

July 2022							
No.	M	T	W	T	F	S	S
					1	2	3
44	4	5	6	7	8	9	10
45	11	12	13	14	15	16	17
46	18	19	20	21	22	23	24
47	25	26	27	28	29	30	31



School Holidays



Training Day (school closed to students)



Bank Holiday (school closed)

TIMING OF SCHOOL DAY 2021-2022

THE ACADEMY DAY

8am	Breakfast Club	
8.40-9.40	P1 / Registration	
9.40-10.40	P2	
10.40-11.15	P3 Assembly / Study Skills / Break	<u>Years 7, 8 & 10</u> Break 10.40-10.55 Study Skills 10.55-11.15 <u>Years 9 & 11</u> Study Skills 10.40-11.00 Break 11.00-11.15
11.15-12.15	P4	
12.15-13.45	P5 / Lunch	<u>Year 7</u> P5 12.15-12.45 then 13.15-13.45 Lunch 12.45-13.15 <u>Years 8 & 10</u> Lunch 12.15-12.45 P5 12.45-13.45 <u>Years 9 & 11</u> P5 12.15-13.15 Lunch 13.15-13.45
13.45-14.45	P6 / Registration	
14.45	Academy Day Ends / Students Depart	
14.45-15.45	P7 Intervention	

QUICK REFERENCE – KEY STAFF

Role	Name
Headteacher	Mr M Burton
Senior Deputy Headteacher	Mr J O’Hara
Deputy Headteachers	Mr S Pitcher, Mr Collins
Assistant Headteachers	Mrs Stylianou, Mrs Rudd
Associate Assistant Headteachers	Mr Furzer, Mrs Delaney-Hudson
SENDCo	Mr D Goodwin, Mrs J Chadwick
Designated Safeguarding Lead	Miss N Holmes

Year 7 Team	
Head of Year 7	Mrs Crowther
Year 7 Form Tutors:	Mrs Ryder/Mrs Spencer
	Mr Ditta
	Mr Hoodlass
	Miss Booth
	Mrs Waldron
	Mrs Shires-Haigh
	Mr Hazi

Governing Body

You may contact the Governors in writing, by care of the Academy.

Thornhill Community Academy is an independent school, incorporated as a Charitable Trust.

Department for Education
2 St Paul’s Place
125 Norfolk Street
Sheffield, S1 2FJ

The full postal address of the Academy is:

Thornhill Community Academy
Valley Drive
Thornhill,
Dewsbury, WF12 OHE

☎ 01924 324890

Email: office@thornhillcommunityacademy.co.uk

SOME IMPORTANT QUESTIONS ANSWERED

How do I find out about my child's welfare or progress?

If you have any concerns or queries please telephone 01924 324890 and ask to speak to your child's Head of Year in the first instance.

What should my child do if (s)he is late?

If your child arrives after 8.40am your child will be marked as late. They will need to sign in at Reception before going to lessons (this is a legal requirement for the safety of everyone in the event of fire or other emergency evacuation).

What happens if my child is taken ill during the day?

Students are looked after in the Medical Room by our First Aiders until parents can be contacted. Please make sure we have up to date contact numbers for at least 2 people.

What do I do if my child is ill?

Ring school as soon as possible, preferably by 8.30am or use the Academy App, MyEd to send a message. You must call school on every day of your child's absence. Our Attendance Team may make a home visit to an absent student. If your child is being looked after elsewhere during their absence then please make school aware.

What should I do if my child has a medical appointment?

Please inform your child's Head of Year. All students must sign out at Reception before leaving and sign in again on their return. Proof of appointments must be provided.

What happens to lost property?

Your child should ask their Head of Year whether the property has been handed in. Please mark all possessions. Please do not let your child bring valuable items with them.

Can I take my child on holiday during term time?

We strongly recommend there are no holidays taken during term time because any absence **WILL** affect your child's progress as vital assessments or coursework may be missed.

Can my child be kept after the Academy day?

We can detain your child at the end of the school day for a same day detention. Same day detentions are used for lateness (30 minutes) and accumulation of negative behaviour points during a day (30 minutes). Therefore, your child could be kept for up to one hour per day in detention. You will be informed of this throughout the day via text message or email.

What extra-curricular clubs are there?

There are a number of extra-curricular clubs and activities available to your child, including Guitar Club, Minecraft Club, Science Club, Homework Club

and a wide range of sports. Some of these run before school, during lunch and from 2.45pm – 3.45pm. Please make sure you know which clubs your child is attending. Library facilities, including computers, are available until 4pm every day.

A daily Breakfast Club also runs in the dining room from 8.00am – 8.30am.

What lunchtime arrangements should I make?

Your child will stay in the Academy and eat in the dining area. We do not allow students to leave the Academy site for lunchtime. The kitchen serves a traditional hot meal at £2.50 and also offers a wide range of other healthy options. Please note that we have 3 lunchtimes: Year 7 have lunch alone at 12.45pm – 1.15pm.

My child tells me that they do not have any homework.

Homework is set regularly by teachers and should be written by your child into his or her planner. Please check the planner for homework details. If you have any concerns regarding homework please contact the Academy.

What should I do if my child has been unable to do their homework?

Write a brief note in the planner to your child's subject teacher explaining the problem and encourage them to seek help. Your child should also attempt to see the teacher at the earliest opportunity. Students normally have approximately 1 week to complete homework and therefore have plenty of opportunities to ask for extra help if needed. Not completing homework will result in the students attending an after school homework support session.

Does my child need a bag?

A bag, big enough for an A4 folder, pencil case and PE kit, are essentials. In winter, your child may have to carry their coat in the bag as well so it should be big enough to do this.

What basic equipment do I need to provide?

A black/blue pen, pencil, rubber and ruler. A small set of pencil crayons (not felt tips) is also very useful, as are spare pens, pencils a sharpener , a dictionary and a calculator. Your child will be issued with a student planner and this will be required in all lessons. The planner is paid for by the Academy and your child should not deface it. If your child defaces the planner or loses it they will be expected to purchase a new one costing £2.00 Mathematical equipment would also be useful.

What do I do if my child is not well enough to do PE?

Write a brief note in the planner to your child's PE teacher explaining the problem. If the problem is more long-term, then a letter should be written to your child's PE teacher. Regardless of the medical complaint students are still expected to change in to their PE kit even if they do not physically take part in the lesson.

You are bound to have other questions please ask us.

SECTION B

ACADEMY LIFE

THE PASTORAL SYSTEM

Every student is placed in a Tutor Group with children of all abilities. We try to place each child carefully so that all children feel as comfortable as possible from the start. We have listened carefully to advice from our feeder primary schools to help us keep friendship groups together where this is considered a positive thing to do.

Students meet with their Form Tutors daily for Study Skills and have regular opportunities for discussion during SMSC - Social, Moral, Spiritual and Cultural curriculum time. As a result, the tutor becomes a friendly and familiar place. Form Tutors are also fully involved in monitoring the progress of students. They are therefore ideally placed to give help and advice to any members of their forms.

Year 7 Team	
Head of Year 7	Mrs Crowther
Year 7 Form Tutors:	Mrs Ryder/Mrs Spencer
	Mr Ditta
	Mr Hoodlass
	Miss Booth
	Mrs Waldron
	Mrs Shires-Haigh
	Mr Hazi

ACADEMY RULES

Students must remain on the Academy site throughout the day. They are **not** allowed to leave the Academy site at break or lunchtimes.

If a student leaves the Academy for a short time - for example to go to a Doctor's appointment - they must sign out, using the electronic system in Reception. This is a health and safety requirement and must **always** be obeyed. Students must gain written permission in their planner from their Head of Year to indicate to Reception staff that they have permission to leave the site.

Parents should note that students will not be allowed out of the Academy under any circumstances unless a request is made either

- in writing by a parent/ carer, or
- in person by a parent/ carer.

We will not release students into the care of anyone other than the student's parent or carer. Parents/ Carers should note that a telephone call requesting us to do this is not acceptable.

We are sure that parents/ carers recognise that these rules are there for the safety and protection of their children. We therefore rely on all parents/ carers to co-operate with the Academy by supporting them.

Personal Property

Students must carry money and personal belongings with them at all times. Sums of money or valuable articles brought to the Academy for a particular reason will be looked after temporarily by the Head of Year, if handed in.

Any property found should be handed in to Heads of Year. Students seeking lost property should enquire with their Head of Year at break time, lunchtime and 2.45pm only.

Lockers

We try to provide all students with a locker and a one-off **non-returnable** fee of £3 is charged at the start of Year 7 for rental. Students will be charged if we have to replace lost locker keys.

Coats or hoodies must not be worn around the Academy and should be left in lockers or carried in a bag.

Medical Matters

If a student feels ill during the day they should tell a member of staff, who will take or direct the student to the Medical Room to be assessed by a First-Aider.

It is vital that the Academy has relevant medical information about your child's health and any special medical treatment. Please ensure the your child's Head of Year is contacted to establish if a healthcare plan is required and to ensure all relevant paperwork has been completed. (As per DoFE Supporting Pupils with Medical Conditions in School Policy) Students are requested not to bring medication to the Academy. However, in exceptional circumstances, and at the written request of parents, medicine prescribed by a doctor or bought over the counter may be taken. You will also be required to sign the Academy's medication form before any medications are dispensed. Please contact your child's Head of Year to discuss any particular medical concerns about your child.

Medicine stored by the Academy must be supplied in a container labelled with the name and dose of the drug and the frequency of administration. The medicine should be handed in at the Welfare Office. Please note that the Academy is unable to dispense any other medication to students, including paracetamol unless this has been provided by the parent/carer and we have consent.

Students who need an inhaler for asthma are required to keep an inhaler with them in the Academy at all times, this will need to be discussed with your child's Head of Year as all students with Asthma need to have a healthcare plan in place whilst in the Academy.

- **Unwell Children:** Minor injuries or accidents can be treated in the Academy by qualified First-Aiders and children should report to the First Aider on call for help. Unwell children are looked after in an emergency, but are sent home. Please be assured, however, that children are **NOT** sent home unless contact with a parent/ carer has been made.

So that we can get in touch quickly, all parents/ carers are asked to provide home, work, mobile and emergency telephone numbers. This is vital because it might be necessary to send a child for hospital treatment.

- **Personal Accident:** The Academy wishes to make it clear that it cannot provide insurance for accidents to students.
- **Medical and Dental Appointments:** We ask parents/ carers to make appointments outside Academy hours whenever possible so that students do not miss important lessons. If this really is not possible, parents/ carers are asked to write to the Head of Year via the student's planner or to send an appointment card confirming an appointment. Students must then inform Reception staff before they leave and when they return.
- **Physical Education and Games:** All students are expected to take part in Physical Education and Games. A child may be excused if ill and parents/ carers should inform staff through the student planner. If a student has a long-term injury parents/ carers may need to provide a medical certificate

and may be contacted by the Academy to ensure correct measures are in place.

Academy Closure

During the winter months the Academy can be closed due to adverse weather, although closure could occur at any time in the year due to other circumstances.

The decision whether or not to close the Academy rests with the Headteacher, acting on appropriate advice.

The Academy operates a text messaging service via the Academy App MyEd, therefore please ensure the Academy has up-to-date mobile telephone numbers for parents/carers and the App is downloaded.

Announcements will also be made on local radio stations as well as on the home page of the Academy website if the Academy is closed.

The Academy Uniform

The Academy uniform must be worn by all students at all times. The majority of the uniform can be bought at shops of your choice. However, certain items (marked R) can only be bought at Rawcliffes in Dewsbury. (please note – we have a new logo and ALL Year 7 will be required to have the new logo on their blazer) The uniform is essentially grey, with the Academy logo prominent on all branded items and our full uniform is as follows:

Boys' and Girls' Uniform - compulsory items
Academy Blazer with logo (R) (please note – we have a new logo and ALL Year 7 will be required to have the new logo on their blazer) Academy House clip-on Tie (R) Plain black trousers – Leggings or Jeans are not allowed Plain white shirt with collar Plain black school shoes – Preferably leather -Trainers are not allowed
Girls' Uniform only
Plain black knee length tailored school skirt – Tube skirts or above the knee skirts are not allowed – see website for information Plain black tights Dark blue or black shalwar kameez to be worn with Academy Blazer Dark blue or black headscarf (<i>cultural grounds</i>) – If the collar is visible then a shirt and tie must be worn

Optional branded items which can be purchased from Rawcliffes
Academy jumper (girls or boys) – worn under blazer
Please note that the Academy-branded knitwear (jumper) is to be worn as well as the Academy blazer and not instead of . All students will be expected to wear a blazer throughout the academic year, with or without the relevant knitwear. Alternative jumpers (eg. Hoody) or cardigans underneath the blazer are not allowed.

All students must wear sensible black school shoes. The wearing of any other type of shoe (e.g. trainers, Vans, Converse or any heeled shoe) throughout the Academy day is inappropriate and not allowed. Any students wearing trainers and unable to provide proper shoes will have to wear Academy pumps which will be provided. Refusal to do so will result in Internal Exclusion. Jeans and leggings are **NOT** permitted.

Hairstyles

Students are expected to have an appropriate hairstyle which is neither extreme or offensive. This includes any unnatural colours. Any students failing to comply will be placed into Internal Exclusion. Please check with your child's Head of Year if you have any doubt of what is acceptable **before** your child has the haircut. No shaved patterns are permitted in eyebrows. Students failing to comply will be placed in Internal Exclusion.

Jewellery and Make-up

The Academy has a strict policy on jewellery and make-up. Students may wear only the following items of jewellery:

- One small stud or sleeper type earring in each ear lobe
- One small nose stud/ring (this must be removed for PE and all practical lessons. Students will be required to remove their piercings for these subjects regardless of whether the hole will seal up.)
- One small ring
- A wristwatch
- Discreet makeup permitted
- No nail varnish or false nails

Students failing to comply will receive a 30 minute detention or be placed in Internal Exclusion.

Any other jewellery that is worn by a student will be confiscated and can be collected at the end of the week. No other body piercings are allowed. Large belts should also not be worn.

All items of jewellery must be removed during Physical Education lessons.

If any jewellery worn in the Academy is lost or stolen, the Academy cannot accept any responsibility for the loss.

The Academy reserves the right to remove any items of jewellery that are felt to be inappropriate or dangerous. Eyebrow rings and any other form of body, face or tongue piercing is not acceptable and students will be asked to remove them, even if they have been recently pierced. We strongly advise that ears/ noses are not pierced in any holiday. These will be confiscated and can be collected at the end of the day. A 30 minute detention will be issued as a consequence for failing to comply.

Tattoos

Tattoos are illegal for children under the age of 18 and are therefore not allowed them in the Academy.

Other

Students **must not** bring large sums of money or other expensive property such as MP3 Players to the Academy as we cannot accept liability for any losses. Wrist watches, purses and wallets should be handed in to a member of staff for safe keeping during PE lessons.

ACADEMY UNIFORM

PE Kit

Boys' and Girls' Uniform – compulsory items
Academy PE top (R) Plain dark blue/ black shorts (preferable) or plain dark blue/ black tracksuit bottoms – good quality, thick dark blue/ black sports leggings are allowed Plain dark blue/ black football socks Football boots (outdoor PE) Training shoes (indoor PE) – non-marking soles Shin Pads
Optional branded items which can be purchased from Rawcliffes
Academy PE shorts or tracksuit bottoms Academy Hoodie

Showers are available; however students must bring their own towel and be changed in time within the PE Department lesson timings.

It is also advised that students wear shin pads and gum shields for football, hockey and rugby.

Students are also required to bring PE kit even when they are excused with a note. Students will still be involved in the lesson in some capacity, e.g. to umpire, recording scores etc. The only exception to this is when students have difficulty changing e.g with a broken arm.

Spare PE kit will be provided for students to borrow but a 30 minute detention will be issued if a student has forgotten their kit.

Please Keep Us Informed

If you are unable to send your child to school in the correct uniform and with the correct equipment then please inform the Head of Year via the text service or by using the parental messages section in the planner, prior to the school day.

EQUIPMENT FOR LEARNING

To learn effectively students will need some essential items of equipment.

Essential equipment

A pen (blue or black)

A pencil

A ruler

A rubber

A purple pen

A calculator

A Planner (provided by the Academy)

A Knowledge Pack (provided by the Academy)

Years 7,8 & 9 ERIC Reading Book (borrowed from the Academy Library)

Additional equipment

A set of coloured pencil crayons (not felt tips)

A pencil case

Dictionary

A glue stick

A pencil sharpener

Mathematical equipment :
compass/ protractor

Geometry Set

Thesaurus (Collins Gem)

Very importantly, **A SUITABLE STRONG BAG**, big enough to fit an A4 folder, (no plastic carrier bags, man bags or 'pouches' are allowed). This will help protect Academy books and equipment.

Wherever possible please ensure that all belongings have suitable identifying marks or are named. Students will have to complete a 30 minute same day detention if they do not bring the correct equipment to school.

The Academy operates a NO fizzy drink/ energy- sports drink policy. If found these will be confiscated and not returned to the student and a 30 minute detention will be issued. Students are only allowed to drink water in lessons (not juice) if they are in a subject where this is permitted.

SECTION C

BEHAVIOUR AT THORNHILL COMMUNITY ACADEMY

This section of our Welcome Booklet is intended to help parents to understand the principles and key details behind the Academy's behaviour policy – Behaviour TOGETHER. As parents/carers you will play a key role in ensuring the success of this system.

Behaviour TOGETHER – THE PHILOSOPHY

Behaviour TOGETHER

Behaviour TOGETHER is founded around the simple principles of:

Be Nice - Every member of the Academy community should respect one another. This includes respecting the right to learn, the right to teach the right to feel safe, and the right for freedom of expression.

Work Hard - Every member of the Academy community should try their utmost to be the very best that they can be, at all times, in all activities.

Behaviour TOGETHER is a bespoke behaviour policy which has been designed with only Thornhill Community Academy in mind. and relies heavily on reward. It also has very clearly defined sanctions for poor behaviour, and students can rely on the behaviour system being transparent and consistent across the Academy.

THE STUDENT PLANNER

Central to the success of the behaviour systems is the Student Planner, which will form the centre of communication between the Academy and parents. No graffiti/ personalising of the Student Planner will be permitted and lost or damaged planners will need to be replaced at a cost of £2.00. The Planner **MUST** be brought to the Academy each day and be placed on student desk in all lessons. Students who forget or lose their Planner will be issued with a Planner sheet and will complete the appropriate sanction.

Rewards

At the Academy we always tell students when they are doing well. Teachers will praise and reward by issuing them reward tokens and bespoke award ceremonies. Students have the opportunity to achieve numerous certificates as they progress through the year groups at TCA. These certificates play a fundamental part of their Record of Achievement.

Staff will give reward tokens during lessons for effort/achievement and any positive contribution to the Academy. Tokens will be used towards a half termly reward chosen by the students. Students have 3 rewards per half term from which to make their choice. The token boxes are located in Reception.

Each student will be assigned a House for the duration of their Academy career which will enable them to gain points through a number of activities.

House Groups

House
Dickens (Red)
Shakespeare (Yellow)
Bronte (Pink)
Austen (Purple)

Each House will consist of a Head of House, Deputy Head of House, male and female House Captain (Y11 group) and 1 x Charity Ambassador. Each tutor group will have an even mix of all 4 Houses.

Points will be awarded for the following:

Attendance

- 100% attendance/week
- 100% attendance/half term
- 100% attendance/term

Achievement

After each half term each students' attitude to learning will be assessed and reported in their STAR report.

Friday Form Quiz

Every week a Form Quiz containing 10 questions will take place. Tutor groups will split into their 4 House teams.

Points will be awarded for:

- 1st place
- 2nd place
- 3rd place
- 4th place

Sports Challenge

Every half term a Sports Challenge will take place. Sports Day will also enable students to win points for their House.

Positive student performance will also be rewarded in other ways:

- Phone calls home from members of the Academy staff and the Senior Leadership Team
- Letters home from the Academy praising students' effort or work
- Meetings with key staff to reward excellent behaviour or effort
- Lapel badges with the Academy's values on when students have clearly been seen to be working towards these

SANCTIONS

At times, of course, we have to recognise and accept that students will not behave or work in a manner which is acceptable. Where misdemeanours are minor or are a result of carelessness it is likely that only a clear 'verbal warning' will be issued. It is expected that this will be a sufficient prompt for most students to return to working acceptably.

Our expectations of behaviour around the Academy are exactly the same as our expectations in lessons. We expect students to be courteous, polite, respectful members of the community. Failing to meet these expectations throughout the Academy day through minor misdemeanours – such as dropping litter, uniform issues, or not having necessary key equipment - will result in a member of staff expecting the student to complete the appropriate sanction, which is usually a same day detention.

Where poor behaviour is more serious or students are persistently failing to meet the Academy's high expectations, then students will be given their next B comment to denote poor behaviour. For a B1, this means the student will need to complete a five minute detention in the department area, and a B2 denotes a ten minute detention. These will be held at the end of the academy day.

Academy Detention

Where a student refuses to comply with the expectations of the Academy past the B2 level, they are given a B3 Academy detention. This is a **same day, 30 minute** sanction, and parents/carers will be informed via text message or email on a daily basis. Any student purposefully choosing to miss a detention will spend the following day in Internal Exclusion. Even though these detentions can come at an inconvenience to parents/carers, we ask them to support the Academy and ensure the sanction takes place on that same day.

Academy Detentions take place daily from 2.45 pm to 3.45 pm and are supervised by numerous members of staff. A student may be given an Academy Detention for numerous reasons. Among the reasons could be: disruptive or unacceptable behaviour, lateness, truancy, or a lack of equipment.

Where student behaviour is particularly disruptive, a period of Internal Exclusion will automatically be given.

CLASSROOM BEHAVIOUR

Classroom Behaviour

All teachers need to be able to teach and all students need to be able to learn. To minimise low level classroom disruption, Behaviour TOGETHER supports students in modifying their behaviour, whilst also not allowing other students learning to be disrupted. The following sanctions are given out for each incident of poor behaviour in the classroom:

First behavioural issue	Verbal warning (not recorded) No sanction given
Second issue	B1 warning/sanction issued (and electronically recorded) 5 minute detention at the end of the school day
Third issue	B2 warning/sanction issued and electronically recorded) Movement in the classroom (teacher's discretion) Classroom based intervention (teacher's discretion) 10 minute detention at the end of the school day
Fourth issue	B3 warning/sanction issued (and electronically recorded)) Removed to another classroom B3 30 minute detention at the end of the school day Disruption of the lesson they have been moved to will result in removal to the Referral Room

Although not a legal requirement to do so, the Head of Year will send a text message, as soon as possible informing you of your child's detention. If your child receives a detention late on in that day then the text message will again be sent but they will still be expected to attend the detention.

All detentions issued will be carried out on that day to ensure there is a 'fresh start' for the following day. Only exceptional circumstances would postpone same day detentions (eg medical appointment – proof would be required in these circumstances). Please support us regarding these as they have a huge impact in maintaining the high standard of behaviour at TCA.

THE REFERRAL ROOM & INTERNAL EXCLUSION

Internal Exclusion and the Referral Room are two very serious sanctions.

The Referral Room is staffed by members of the Academy's Senior Leadership Team and is a sanction used when students who have already been given a B3, continues to persistently misbehave for Heads of Department and as a result are preventing others from learning.

Internal Exclusion is a sanction used when very inappropriate behaviour has occurred or when the student has not fulfilled the Academy Detention from the previous day.

Students booked into Internal Exclusion for the following day will receive notice and must inform parents/carers that they will be in Internal Exclusion. Internal Exclusion is an extremely serious sanction. The Internal Exclusion room has a functional and purposeful environment with an electronic bank of work, which covers every curriculum area.

Students will be 'isolated' in the fullest sense of the word. They will hand over their mobile phones, and their bag and coat will be safely stored for the day. Lunch will be eaten in the Internal Exclusion room and at no time will the isolated student be allowed to socialise with other students. The room will be fully supervised at all times.

The duration of the day in Internal Exclusion will be from 8.40 am – 3.15 pm. All students who are booked in must bring their set books and equipment for that day.

It may also be worth noting once again that this sanction, as with any sanction, can be reached through a gradual process of continued unacceptable behaviour or through the committing of a misdemeanour which is considered sufficiently serious to warrant such an immediate sanction.

If a student is placed in Internal Exclusion during the day, SLT will decide the duration of their stay.

In extreme circumstances of persistently disruptive behaviour the Headteacher may consider the option of fixed term exclusion.

IT IS ESSENTIAL TO POINT OUT, HOWEVER, THAT WE EXPECT VERY FEW STUDENTS TO BE DOING ANYTHING OTHER THAN WORKING HARD AT THE ACADEMY AND RECEIVING THE REWARDS AND BENEFITS THAT GO WITH SUCH AN APPROACH.

As Parents/ Carers, you will best support us by reviewing and signing your child's Student Planner weekly, by encouraging positive performance, by regularly checking the App and by challenging under-performance as you feel appropriate. Furthermore, please do all in your power to ensure that your son/daughter is in correct uniform at the start of the Academy day.

Behaviour TOGETHER

Behaviour	Sanctions
Detention	
Late to the Academy	30 minute same day detention
Missing Equipment	30 minute same day detention
Three comments and removal from lesson	B3 detention (and departmental work)
Vandalism	Minimum of a 30 minute detention
Dangerous behaviour	Minimum of a 30 minute detention
Refusing to follow a member of staff's request	Minimum of a 30 minute detention
Smoking	One 30 minute detention per incident (with the offer of a smoking cessation support package)
Uniform/appearance	30 minute same day detention
Observed dropping litter	30 minute same day detention
Pushing in canteen/corridors	30 minute same day detention
Inappropriate corridor behaviour	30 minute same day detention
Internal Exclusion	
Failure to turn up for detention	One day of Internal Exclusion
Truancy	One day of Internal Exclusion
Reported/observed bullying (online or physical)	Minimum of one day in Internal Exclusion
Missing B3 detention	One day of Internal Exclusion
Theft	Minimum of one day of Internal Exclusion
Swearing at/in front of a member of staff	Minimum of one day of Internal Exclusion/ or a Fixed Term Exclusion
Fixed Term Exclusion	
Refusal to go in Internal Exclusion/walking out of Internal Exclusion at any point during your day	Minimum of a one day exclusion (and repeating the day in Internal Exclusion)
Racism/sexism/homophobic abuse	Minimum of one day exclusion (and support)
Assault on another student/member of staff	Minimum of a three day exclusion
Fighting(equally to blame)	Minimum of one day Exclusion
Fighting(to blame)	Minimum of two days Exclusion
Further Action	
Persistent refusal to engage with the Academy's rules	Alternative Provision examined

SANCTIONS

Rule Reminder

<p>Verbal Warning</p>	<p>Every student in every lesson gets a chance to improve their behaviour with a verbal warning.</p> <p>This may be for:</p> <ul style="list-style-type: none"> • Low level disruption in lessons • Not following basic classroom expectations • Not paying attention • Not making 100% effort • Not respecting other people in the room
<p>B1 5 minute department detention</p>	<ul style="list-style-type: none"> - Ignoring the verbal warning will result in you being given a 5 minute detention. This will be completed as quickly as possible, in the department the behaviour happened in. - Your teacher will tell you when and where to attend. - You must attend when you have been told, or further sanctions will follow. <p>This may be for:</p> <ul style="list-style-type: none"> • Continued poor behaviour and low level disruption in a lesson • Showing a lack of respect toward a member of staff • A lack of effort throughout the lesson • Lack of work completed • Uniform, littering, chewing • Electronic devices out
<p>B2 10 minute department detention</p>	<ul style="list-style-type: none"> - Ignoring the B1 will result in you being given a 10 minute detention. This will be completed as quickly as possible, in the department the behaviour happened in. - Your teacher will tell you when and where to attend. - You must attend when you have been told, or further sanctions will follow. <p>This may be for:</p> <ul style="list-style-type: none"> • Persistent and repeated poor behaviour in a lesson. • Showing a lack of respect for a member of staff. • A lack of effort throughout the lesson. • A lack of work completed in the lesson. • Inappropriate comments. • Lateness to school or lessons. • Defiance, insolence. • Littering. • Failure to attend B1 detention.
<p>B3 30 minute same day Academy detention</p>	<ul style="list-style-type: none"> - Ignoring the B2 will result in you being given a B3 sanction. At this point you will be removed from the classroom and sent to another classroom to complete the lesson. - You will also need to attend a 30 minute same day Academy detention. - This is a serious sanction. - At this point you will know you will have at least a same day B3 detention after school. - You must attend when you have been told, or further sanctions will follow. - Your Head of Year and your parents/carers will be informed by text at this stage. - Students who receive more than one B3 in one day will be removed from lessons and will spend the rest of the day in Internal Exclusion. - Students who get given a B3 directly from a VW is solely done at the discretion of the Headteacher (e.g. during a supply lesson). <p>This may be for:</p> <ul style="list-style-type: none"> • Continued and persistent poor behaviour in a lesson. • Serious lack of respect for a member of staff • Serious lack of effort in lessons. • Extremely poor behaviour around the Academy. • Health & safety risk. • Failure to attend B2 detention. • Smoking. • Lateness to school. • Persistent lateness to lessons. • Missing equipment.

<p>B4 Referral Room 60 minute same day Academy detention</p>	<ul style="list-style-type: none"> - Disrupting the learning of others in the classroom in to which you have been removed to following a B3 will result in you being sent to the Referral Room for the remainder of the lesson. - You will also need to attend a 60 minute same day Academy detention. - This is a serious sanction. - Students who do not meet the expectations of the Referral Room will be removed from lesson to Internal Exclusion for the rest of the school day.
<p>B5 Internal Exclusion</p>	<ul style="list-style-type: none"> - Internal Exclusion is a very serious sanction . - It runs at the same time as a normal day, but you will isolated away from the whole Academy community. - You will work in a booth, be brought your lunch, and will need to hand over your bag, your mobile phone, and your coat as you arrive. - Poor behaviour or lack of work completed in Internal Exclusion will result in a fixed term exclusion. <p>This may be for:</p> <ul style="list-style-type: none"> • Swearing at or about a member of staff. • Verbal abuse of others. • Persistent lack of respect for staff & students • Persistent lack of effort and poor behaviour in lessons. • Persistently poor behaviour around the Academy. • Bullying (online or offline). • Graffiti around the Academy. • Truancy. • Exam disruption. • Persistent smoking. • Persistent lateness. • Persistent uniform issues. • Serious health & safety risk. • Failure to attend B3 detention. • Receiving 5 warning cards
<p>B6 Fixed Term Exclusion</p>	<ul style="list-style-type: none"> - A fixed term exclusion is the most serious sanction that can be given, before permanent exclusion. - You will be banned from Academy grounds for the length of your exclusion, and will be given work which must be completed at home. <p>This may be for:</p> <ul style="list-style-type: none"> • Fighting • Premeditated assault. • Ongoing bullying (online or offline). • Anything covered by previous sanctions, which is either repeated, not learned from, or the previous sanction has not been completed satisfactorily. • Poor behaviour in exams. • Swearing at staff • Lack of effort and failure of interal exclusion. • Racist, sexist or homophobic abuse. • Vandalism. • Repeated graffiti. • Anti-social behaviour. • Sexual misconduct. • Refusal to complete Internal Exclusion.
<p>B7 Permanent Exclusion</p>	<ul style="list-style-type: none"> - A permanent exclusion is the Academy's last resort and is exceptionally rare. - It means you will never be allowed to return to the Academy after the exclusion has been decided upon. <p>This may be for:</p> <p>Persistent and repeated breaches of the behaviour policy or any seious incident which threatens the safety of others to include:</p> <ul style="list-style-type: none"> • A combination of behaviour which shows no sign of changing. • Illegal drugs/alcohol/weapons being brought into the Academy. • Behaviour which poses a risk to other members of the Academy community.

SECTION D

THE ACADEMY CURRICULUM

TEACHING ORGANISATION

Students entering the Academy are arranged in mixed ability tutor groups, which should provide a supportive social group for the next five years of Academy life. For teaching purposes, students are placed in ability sets in most subjects during or by the end of Year 7. This helps teachers more closely match their lessons to the ability level of the students.

Provision is made for students of all abilities. Those with additional or special educational needs may be provided with additional support as part of normal lessons as per their Education Health Care Plan (EHCP). Extra staff are provided for this purpose.

In Year 7, all students follow the same broadly-based curriculum, which is fully in line with the requirements of the current National Curriculum. Students will study English, Maths, Science, ICT, History, Geography, SMSC, Languages, Design and Technology, PE and Art.

PERSONAL & SOCIAL DEVELOPMENT

A Social, Moral, Spiritual and Cultural programme is provided in all years covering topics as diverse as study skills, careers, sex education, thinking skills and Religious Studies. The work also includes aspects of economic awareness, Enterprise Education and preparing young people for life in modern Britain. We regard this work as extremely important and of direct benefit to students. A copy of the Relationship and Sexual Education Policy is available on request.

One of the main areas of work is in careers guidance where structured and personal advice is provided during lessons and in readiness for course selection at the end of Year 8, and prior to leaving the Academy. We have close liaison with the careers service through our Careers Personal Advisor.

HOMEWORK POLICY

Homework is set regularly according to the demands of each subject or course being studied. It is a vital part of Academy work in all year groups and is essential preparation for important examination work in Years 10 and 11. It is designed to:

- Reinforce and extend work done in class;
- Allow students to follow their own lines of enquiry;
- Give students the opportunity to prepare work for upcoming lessons;
- Encourage students to work independently and organise their time effectively. Your child will be set a wide variety of tasks, all of which are important. We hope you will support us by encouraging your child to work conscientiously and by providing a calm and quiet area where tasks can be completed.

Students not completing homework without a good reason will be expected to attend after-school homework support sessions or, if persistent, may be placed in an Academy Detention.

So that you can be fully aware of what your child has been asked to do, we provide all students with an Academy Planner into which they should enter details of all tasks set. The Planner also enables staff, students and parents to make comments on progress or any concerns that may arise. Details of typical homework schedules for different subjects will also be published on the Academy website.

ASSESSMENTS AND REPORTS

All students in the Academy are assessed regularly. This results in a report home once per term.

Our aim is to monitor closely the progress and understanding of students. Assessment will vary from subject to subject. This is because different subjects may be looking for different qualities and abilities.

Parents' Consultation meetings are held when Parents/ Carers are invited to discuss their child's progress in detail with subject staff and Form Tutors. It is possible however, for you to contact your child's Form Tutor or Head of Year at **ANY** time for information about your child's progress.

Your child will complete regular assessments in order to track their progress. All Year 7 students will sit an end of year exam in July which will test them on all the skills and knowledge they have gained throughout the year.

EXTRA CURRICULAR OPPORTUNITIES AND RESIDENTIAL VISITS

A wide range of activities are currently on offer throughout the week on a morning, lunchtime and after the academy day.

Some examples include: Guitar Club, Minecraft Club, Science Club and a wide range of sports

A daily **BREAKFAST CLUB** takes place in the Dining Room from 8am where students may purchase breakfast and have a calm, supervised area where they may read, play games, or simply chat with friends.

A wide range of **EDUCATIONAL VISITS, FIELD WORK OPPORTUNITIES AND RESIDENTIAL TRIPS** will usually be organised, and you will be notified of these well in advance. Many Departments use educational visits as an important part of extending normal curriculum work. They frequently take place in subjects such as Science, Humanities and Design and Technology. Fieldwork is an essential part of both History and Geography.

ADDITIONAL NEEDS

Specialist Literacy Support

We will put in place personalised programmes for students who find spelling, comprehension or handwriting difficult. Supporting the achievement of those young people who find literacy and numeracy difficult, we can screen dyslexia and dyscalculia. We have highly sophisticated software proven to raise skills in reading, spelling, comprehension and number. We have recently invested in this area by employing a primary trained teacher who provides a bespoke literacy and numeracy curriculum pathway for identified students and have a growing range of impressive resources with which to help children.

Children with English as an Additional Language

Children who speak little or no English are supported by our Ethnic Minority Achievement team who work with children both in school, within classrooms and with parents during home visits. They provide support for students at lunchtimes and break times, giving students the chance to make friends and develop their language at the same time.

Supporting Learning

We have a skilled team of Educational Teaching Assistants who implement targeted support to enable our students to achieve to their full potential paying due regard to their individual needs. The team will meet students on

the Year 7 Transition day, work with them and get to know them as part of the transition process.

Autistic Spectrum Disorder Provision

Thornhill Community Academy has a resourced provision, The Thorn Centre, for pupils with an Autistic Spectrum Disorder or with a Social and Communication Disorder. We offer bespoke inclusion opportunities with specialist intervention and teaching for students in the North Kirklees area.

SECTION E

PARENTS AND THE ACADEMY

ATTENDANCE

What should I do if my child is off sick?

You must call us on 01924 324890 as soon as possible to let us know that your child will not be in school. You need to call us every day that your child is off school.

If your child is off sick for more than a few days, or has had a number of separate days off sick, we may ask you to provide us with a doctor's note. We may also do an unannounced home visit. We have trained first aiders at school who can provide support with managing medical conditions and looking after your child's medication. If you do not provide a doctor's note your child's absence may be marked as unauthorised.

If you do not call school when your child is absent we will attempt to contact you by phone and text. We may also visit your home. If we are unable to contact you and determine whether or not your child is safe at home we are obliged to call the police to report your child as missing.

What if my child has a medical or dental appointment?

Please let us know as soon as possible if your child is going to be absent for a medical or dental appointment. You can do this by sending the appointment letter in to school with your child so we can take a copy for our records. You can also write a note in their planner or ring their Head of Year. Please try as much as possible to book appointments outside of school time as medical appointments are counted as an absence from school.

Where possible, please allow your child to come to school in the morning prior to their appointment and return them to school afterwards.

What is good or poor attendance?

The government consider good attendance to be 95% or above. A student whose attendance is 90% or below is classed as persistently absent. This is classed as poor attendance.

There are 190 days in the school year. For your child to achieve good attendance they need to miss no more than 9.5 days in the whole year. If they miss 19 or more days in the school year they are classed as persistently absent.

The school day is divided into two sessions, the start of each session counts towards your child's overall attendance. These are Period 1 (8.40-9.40am) and Period 5 (12.15-1.45pm).

What will happen if my child's attendance is poor?

If your child's attendance drops below 95% then we will offer you support to improve their attendance. This may include:

- Phone calls and texts
- Visits to your home
- Meetings in school
- Parental contracts
- Meetings with governors
- Rewards when your child meets their targets

If your child's attendance drops to 90% or below then it becomes necessary for us to contact Kirklees Local Authority to start the penalty notice and prosecution process. Penalty notices start at £60 per parent per child, but may increase to a maximum of £2,500. There is also a chance that a community order could be put in place (for you to carry out community service) and you may face a 3 month jail sentence.

We will do everything that we can to help you and your child to improve their attendance before contacting Kirklees Local Authority.

Will my child be rewarded for good attendance?

There will be prize draws every term for children with 100% and most improved attendance where they can win rewards. At the end of the school year there will be an additional prize draw with the chance to win a special reward.

Can I take my child out of school for a holiday?

The Academy urges parents to avoid booking family holidays during term time. The law says that parents do not have the right to take their child on holiday during term time. We strongly disapprove of students being taken on holiday in term time as this can seriously affect their education.

If you intend to take your child on holiday during term time there is a form that can be collected from school or downloaded from our website. Please fill this in and return in to school as far in advance as possible.

If you take your child on a holiday which hasn't been authorised by the Academy then you could incur a fixed penalty notice from Kirklees Local Authority. This is £60 for each parent of each child if paid within 28 days.

As part of our safeguarding responsibility we may ask to see booking documentation for your trip. This will not affect the decision to authorise or decline your request.

If your child is absent from school on holiday for 20 school days or more they will be removed from roll and you will have to reapply for their place.

Can I take my child out of school for other things, such as special occasions or funerals?

Please notify us in advance if you wish to take your child out of school, even for part of a day. For safeguarding reasons we will not allow your child to leave school during the day without receiving prior notification from parents or carers.

If the absence is for a wedding, funeral or family illness away from home and you are likely to be away for a number of days then the absence will be treated in the same way as a term time holiday.

Who should I speak to regarding my child's attendance?

You should contact your child's Head of Year.

MEETINGS WITH PARENTS/ CARERS

The Academy welcomes contact with individual Parents/ Carers. Often we will request a meeting between Parents/ Carers and particular members of staff. In these cases we will either write to you or send a letter home with a student, with a date and time suggested for the meeting in the letter.

If you would like to see a member of staff, we ask that you either write or ring the Academy to make an appointment before you visit us. This saves a great deal of time and trouble since it is not the policy of the Academy to withdraw a teacher from a classroom if parents come to see them unannounced. Parents/ Carers who turn up without an appointment may not be seen.

There will always be the exceptional circumstances when an emergency situation arises and, on these occasions, parents will be seen either by the Headteacher or by the most senior member of staff available.

If you do write or telephone the Academy to make a specific appointment, it is of great help if you can indicate what it is you would like to discuss.

PLEASE REMEMBER
*IT IS A LEGAL REQUIREMENT THAT YOUR CHILD ATTENDS THE
ACADEMY*

Please help us and your child by ensuring that they attend regularly and punctually

Let us know if your child is ill

FOR FEWER THAN 3
DAYS

Telephone us on the first day of absence

FOR MORE THAN 3
DAYS

Telephone us or send a dated letter to the Head of Year

When your child returns to the Academy

Give your child a dated note in their planner to show to their Head of Year

Attendance Matters



Attendance Matters because **Every Second Counts.**

Good attendance = more learning opportunities = more qualifications = more choice.

Make it count for you!



EQUIPMENT FOR LEARNING

To learn effectively students will need some essential items of equipment.

Essential equipment

A pen (blue or black)

A pencil

A ruler

A rubber

A purple pen

A calculator

A Planner (provided by the Academy)
Years 7,8 & 9 ERIC Reading Book (borrowed from the Academy Library)

A Knowledge Pack (provided by the Academy)

Additional equipment

A set of coloured pencil crayons (not felt tips)

A pencil case

Dictionary

A glue stick

A pencil sharpener

Mathematical equipment :
compass/ protractor
Thesaurus

Geometry Set

Very importantly, **A SUITABLE STRONG BAG**, big enough to fit an A4 folder, (no plastic carrier bags, man bags or 'pouches' are allowed). This will help protect Academy books and equipment.

Wherever possible please ensure that all belongings have suitable identifying marks or are named. Students will have to complete a 30 minute same day detention if they do not bring the correct equipment to school.

The Academy operates a NO fizzy drink/ energy- sports drink policy. If found these will be confiscated and not returned to the student and a 30 minute detention will be issued. Students are only allowed to drink water in lessons (not juice) if they are in a subject where this is permitted.

ACADEMY LUNCH ARRANGEMENTS

The Academy offers a wide range of fresh food that is all cooked on site. There are four service bars:

- 1) Chef's Choice – a traditional hot meal with a dessert. Priced at £2.50
- 2) "Foods from around the World" – curries, chilli etc.
- 3) Sandwich Bar – offering a variety of different breads and fillings.
- 4) Hot Snack selection – hot baguettes, paninis, jacket potatoes, pasta etc.
- 5) Street food menu

Any student requiring a special menu, for reasons of health or principle, should inform their Form Tutor. A vegetarian or halal meat option is available every day.

The canteen is also open between 8am and 8.30am and at break time offering a selection of breakfast and healthy snack foods as well as hot and cold drinks. Please note that this is at an additional cost and is not included in the £2.45 for lunch or the free school meal benefit.

The Academy also offers a completely free breakfast for every student which is funded by Huddersfield Town Foundation. This will comprise of toast, cereal, juice and fresh fruit. This will run alongside our usual breakfast club.

Any student entitled to a free Academy meal is also entitled to a free packed lunch if they are taking part in an educational visit or activity off site.

BIOMETRICS

Cashless Catering Payment System

What is a Cashless System?

A cashless system is used for the payment of academy meals, where no cash is taken at the point of sale. Each student and member of staff using the system will be allocated an account, much like a bank account. This information is held on a secure server and stores details of individual cash balances, records cash spent and cash received, records where money has been spent, on what food and the exact date and time the money was spent.

How are students recognised by the system?

Each student has a finger scan which is converted into a number and stored on the system against that individual. Once the finger scan has been taken it is automatically converted to numeric form. No register of fingerprints is kept and it is impossible to reconstitute a fingerprint from the numeric reference. For individuals not wishing to use the biometric aspect of the system, a PIN number will be allocated.

Biometric information will not be collected until permission has been given by parents.

How is the Biometric Recognition System used to obtain a meal?

When the student wishes to pay for the meal they simply place their thumb / finger on the scanner at the till point or enter their PIN; this will bring up that individual's account. A display will show the terminal operator the cardholder's photo, name, tutor group and current cash balance held within the system. The selected food items will be entered into the system from the touch screen terminal while the product values and the total balance will show on the display.

How is money entered into the system?

We are a cashless school and use ParentPay – a secure online payment service. ParentPay accounts will be set up for students in September.

What if the student does not hold a sufficient cash balance one day to pay for an Academy dinner?

The student should notify the Canteen Manager who at their discretion will loan the individual sufficient money to take their account balance up to the value of a meal. It is then the responsibility of the individual to repay any monies owed and credit the system the next day.

How does the system deal with students entitled to Free Meal Benefit?

The system works exactly the same for all students whether they pay or have a free Academy meal entitlement. The amount allocated for the free Academy meal will be entered into the system by the software daily and will only be accessible at dinner break.

The system will then allow on a daily basis the required cash amount for each individual student to be allotted to their current cash balance. However, any under spend or missed dinner will be identified by the system and will not be added to the next day's balance.

The student can also add extra cash on to his or her balance in the system by using the ParentPay service to enable a greater daily spend on the Academy dinner than allocated by their free meal allowance. As this allowance can only be spent on an Academy dinner, extra cash added into the system can also be used for breakfast or break time snacks.

All students in receipt of this benefit will retain complete anonymity.

Reports

Reports can be obtained from the system, giving comprehensive information on all aspects of use for each individual student as well as each day's service. These reports can be for a specific day or between any two dates you wish, they will be dated and timed to the minute and can be obtained via your child's Head of Year. Some of the reports available are,

- a) To show every item of food sold to that account and the cost of each serving.
- b) To show all individual payments made directly to the Academy by cheque or cash and manually entered onto the system.
- c) Each payment made at the Revaluation Unit by the student including the number of individual coins and their denomination.
- d) Every transaction including all sales and credits itemised.

In an attempt to remove all cash and cheques from the Academy we are asking all parents to only use our e-payment method to pay for **dinner money**. This can be done online using a very secure website called ParentPay or in cash at local stores where you see the PayPoint logo.

Already have a ParentPay account?

If you already have a ParentPay account with another ParentPay school, you can simply login to that account and add your other children via the **Add a child** tab on your home page. You will need the below activation username and password to do this.

New to ParentPay?

You have a secure online account, activated using a unique activation username and password; you will be prompted to change these and to keep them safe and secure as your Username and Password for future logins.

If you have two or more children at a ParentPay school, you only need to activate one account to create your 'main account' and then add your other children via the **Add a child tab** on your home page.

Please visit www.parentpay.com and activate your account via the **Account login** area on the home page of the site.

Once your child has had their account registered you will be issued with a Username and Password.

Example:

Username: ABCDEFGH Password: 12345678

ParentPay holds an electronic record of your payments to view at a later date. Once you have activated your account you can make online payments straight away.

Those parents wishing to pay cash should contact the Academy to request the option of paying via PayPoint.

Please do not hesitate to contact the Academy if you need assistance. Your support in using ParentPay will help the Academy enormously, thank you.

The Academy policy on charging for activities aims to ensure that no child is excluded from an activity because of the inability or unwillingness to pay on the part of the parent/carer.

Education provided wholly or mainly during Academy hours (not including break times) is free of charge.

Parents may be asked to make a voluntary financial contribution to activities and visits that take place wholly or mainly during Academy hours. Correspondence to parents/carers will clearly state that the contribution is not compulsory and the children of parents/carers who do not contribute will not be discriminated against.

The Academy will usually charge for optional activities:

- taking place wholly or mainly outside of Academy hours
- not forming part of the National Curriculum
- not forming part of a syllabus towards a prescribed public examination.

Examples:

- the cost of board and lodgings on residential visits
- private instrumental tuition
- optional extra-curricular activities

Academy Trips Abroad

Educational trips abroad are always voluntary and parents/ carers will be expected to meet the full cost. However, parents/ carers who are in receipt of Income Support may be entitled to a grant towards the cost from the Local Authority (LA).

Day Outings

Parents/carers may be asked for a voluntary contribution to cover day visits arranged for individual classes. However no child will be prevented from taking part in the outing because parents/carers are unwilling or unable to pay. However, without sufficient contributions the activity may have to be cancelled.

Clothing

It is the responsibility of the parents/carers to pay for the Academy uniform and to apply for LA clothing grants if applicable.

The Academy will supply essential protective clothing when necessary e.g. safety goggles.

Ingredients/Materials for practical subjects

Normally all ingredients and materials will be provided by the Academy. However in cases where a student or parent has indicated a desire to own the finished product, a small charge may be made.

Field Courses

The Academy will charge for board and lodging for those students involved in field trips. In addition, voluntary contributions may be requested to cover the cost of travel.

Damage/Loss of Equipment

A charge may be made for damage or loss caused by a student. This will be at the Headteacher's discretion.

Examination Fees

Students are not charged for exams for which they are prepared in the Academy although the right is reserved to charge parents if a student is withdrawn or fails to attend an examination without good reason.

Thornhill Community Academy is a “data controller” for the purposes of the General Data Protection Regulation (GDPR). We collect information from you, and may receive information from a previous school and the Learning Records Service.

We hold this personal data and use it to:

- support teaching and learning;
- monitor and report on progress;
- provide appropriate pastoral care, and
- assess how well the Academy is doing.

This information includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We will not give any of this information to anyone outside of the Academy without your consent or unless the law and our rules allow us to. If you want to see a copy of the information about you that we hold and/or share, please contact the Data Protection Officer at the Academy on 01924 324890 or by email at thornhill.office@sharemat.co.uk

We are required by law to pass some of your information to the Department for Education (DfE), and, in turn, this will be available for the use(s) of the Local Authority. Some information may be passed directly to the Local Authority in line with data sharing agreements.

The DfE may also share student level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the General Data Protection Regulation 2018.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to student level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) student level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you would like to get in touch with either Kirklees Council and / or the Department for Education please contact:

- Kirklees Council Information Access Officer
telephone: 01484 221744
email: data.protection@kirklees.gov.uk
- Public Communications Unit
Department for Education
Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
telephone: 0370 000 2288
website: www.education.gov.uk
email: www.education.gov.uk/help/contactus

Students aged 13 years and over (Youth Support Services – formerly Connexions)

Once you are aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the address of you and your parents (and your date of birth) and any further information relevant to the support services' role.

However, until you are aged 16 or old, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16th birthday. Please inform the Assessment and Data Manager at the Academy if this is what you or your parents wish.

For more information about young peoples' services, please go to the Director of Young People page at www.direct.gov.uk or the LA website above.

Our Safeguarding Team help students who are suffering from, or at risk of, abuse, neglect or harm. Safeguarding covers issues such as online safety, preventing radicalisation, domestic violence and child sexual exploitation. The team ensure that the Academy environment is a safe and secure place for students to learn. They also have links with external services for children and families who require extra support at home.

Miss Holmes, Designated Safeguarding Lead, is a non-teaching member of staff who is always available to deal with any safeguarding concerns that students, parents/carers and staff might have. There are a number of other staff members who are trained in safeguarding.

Our safeguarding policy is available via the Academy's website [Thornhill Community Academy, A SHARE Academy - Safeguarding](#) or by contacting the Academy.

Information for parents on keeping children safe can be found at www.kirkleessafeguardingchildren.co.uk
<<http://www.kirkleessafeguardingchildren.co.uk/>>;
www.nspcc.org.uk<<http://www.nspcc.org.uk/>>;
www.ceop.police.uk<<http://www.ceop.police.uk/>>

We are committed to working with parents and carers positively, openly and honestly. We respect parents' and carers' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child. Thornhill Community Academy will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.

Please contact Miss Holmes if you have concerns about your child's safety.

Safeguarding and Wellbeing Information For Students

If you are worried or concerned about yourself or another person then please speak to someone. If you are being harmed or are at risk of harm, either by a family member, a friend, a stranger, an adult or a child, then there are people who can help you.

In School

You can speak with any member of staff about anything that's worrying you. If they are unable to deal with the issue themselves they will support you to speak with an appropriate person.

At school there are a number of staff members who are specially trained to deal with safeguarding concerns. Please refer to the Academy website or notice boards around school for an up-to-date list of the current safeguarding team. The Designated Safeguarding Lead is Miss Holmes.

Out of School

Childline 0800 11 11 – if you are being harmed or are worried or concerned about anything at all.

Police 999 (emergency) or 111 (non-emergency) – if you are being harmed or are in danger.

Kirklees Children's Social Care 01484 456848 – if you are being harmed or are at risk of harm.

Thriving Kirklees 0300 304 5555 – for 24/7 mental health support.

Papyrus 0800 068 4141 - if you are feeling low or suicidal and need someone to talk to.

Kooth.com – for mental health support via text.

Chat Health text 07520 618866 – for confidential information about your health.

NHS 111 – if you have an urgent medical problem and don't know what to do.

Online Safety

If you are being bullied or threatened online – either by text, phone call, email or via social media and instant messaging:

- Tell your parent/carer or an adult that you trust.
- Take screenshots as evidence if appropriate.
- Block the person's number/account so they can't contact you.
- Report anything abusive or threatening to the site/app (Snapchat, Instagram, Facebook etc) if appropriate.
- If someone is harassing or threatening you, report this to the police.
- You can make an online report to the police via <http://ceop.police.uk/safety-centre/> or by Googling CEOP.

Don't accept friend requests from people that you don't know in real life. Even if they are a friend of a friend. They may not be who they appear to be and by allowing them to see your online profile they could find out personal things about you.

Taking, sending, showing or storing naked or sexualised photos of people under the age of 18 years old is illegal. Even if you take a naked or sexualised photo of yourself you are committing a crime. Once you have sent a photo, even if it's to a person you trust, you have no way of controlling what happens to it. If someone is pressuring you into doing this then please speak to an adult that you trust. You can also tell CEOP.

For more information on safeguarding and wellbeing please see Key Information on the Academy website, www.thornhillcommunityacademy.co.uk or by scanning the QR codes below:

Safeguarding



Wellbeing



Anti-Bullying

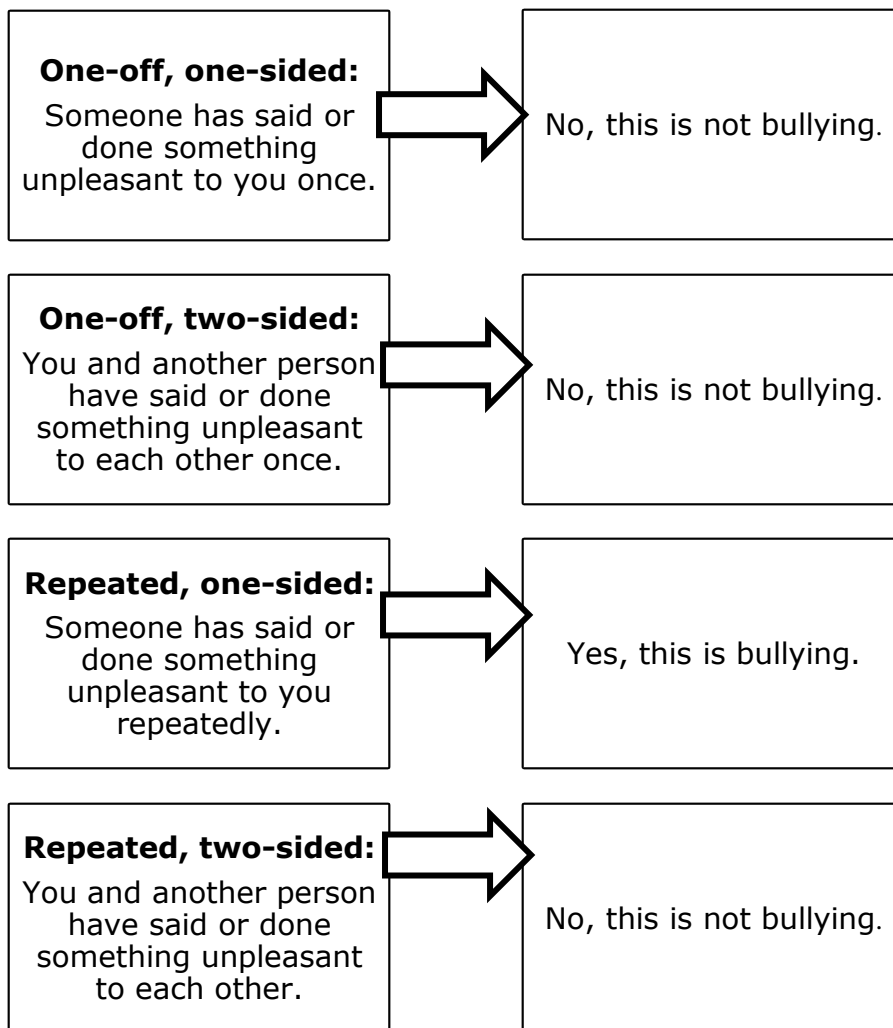
Introduction

Thornhill Community Academy promotes a safe learning environment where everyone feels able to enjoy and achieve and where success is recognised and rewarded. Everyone is treated with respect in an atmosphere free from bullying and intimidation.

It is the responsibility of EVERYONE in the academy to ensure students are protected from harm.

Is it bullying?

- Bullying is **repeated** negative behaviour that is intended to make others feel upset, uncomfortable or unsafe.
- Bullying can be done **by** a group or an individual **to** a group or an individual.



Types of bullying

- **Verbal** - The repeated negative use of speech, sign language, or verbal gestures to intentionally hurt others, hurtful words, offensive language, swearing.
- **Indirect** - The repeated negative use of actions, which are neither physical nor verbal, to intentionally hurt others. Isolating someone, rumours, sharing someone’s secrets, damaging/taking someone’s property and physical intimidation.

- **Physical** - The repeated negative use of body contact to intentionally hurt others. Hurting someone intentionally, kicking, punching, pinching, spitting, slapping.
- **Discriminatory** – The use of discriminatory (homophobic, racist etc) language.
- **Cyberbullying** – The use of social media or messaging platforms to intentionally hurt others.

What should I do about bullying?

I am being bullied...

- Tell your Head of Year or any member of staff that you feel comfortable with.

I have witnessed someone being bullied...

- Tell your Head of Year or any member of staff that you feel comfortable with.

I told my Head of Year and they spoke with the bully, but I am still being bullied...

- Tell your Head of Year again. They only know the bullying is continuing if you let them know.

I don't want to speak to someone in school...

- You can email thornhill.office@sharemat.co.uk to let school know.
- You could call Childline on 0800 1111.
- The Diana Award Crisis Messenger provides free, 24/7 crisis support across the UK. If you are a young person in crisis, you can text DA to 85258.

Doing something is better than doing nothing!

KEEPING YOU INVOLVED

We recognise how important it is to establish good communications with parents. We offer a wide range of opportunities for you to communicate with us, keeping you involved at all times. Latest technologies enable us to offer a number of simple, effective channels of communication to help us keep you up to date regarding all our exciting events, trips and achievements that our students and staff have been involved in and all the important forthcoming events:

The website

At www.thornhillcommunityacademy.co.uk you can find all the latest news and events, our latest magazine publication, letters home, school calendar, exam information and a wealth of useful information about all aspects of school life.

Let's get social

We now have over 2100 followers on Facebook and over 2200 followers on Twitter so why not join us and be social with Thornhill Community Academy!

Twitter: Thornhillca

Facebook: [Facebook.com/thornhillca](https://www.facebook.com/thornhillca)

Improving School Communications with MyEd

At the Academy we feel that the importance of communication with parents is vital in providing a first class education to your child.

We use a communications system called MyEd, In September when your child starts at the Academy, you will be asked to download the App from your Apple or Android App store. Provided all your mobile phone and email details are fully up to date within the Academy, once downloaded your child can be linked to your account. My Ed is the free parent app that gives you a multitude of communication and information features to stay in touch with what is going on at the Academy. Through the app you will be able to gain direct access to your child's attendance, timetable, absence records, achievements, behaviour and much, much more. You will also see that we update and change the information in the app during the course of the academic year.

We are able to send you messages directly to the My Ed app relating to important information about your child's education and to remind you of events that are taking place at the Academy. Also, you will receive a notification if we send you a message and there is no charge for the messages you send to us.

Installing the My Ed app is easy. It is available for both Apple iOS and Android devices. Just follow the instructions below or click on the relevant image to the right of the screen to go directly to your app store.

Step 1 - Go to your App Store

Step 2 - Search for My Ed

Step 3 - Download the Free app and search for Thornhill Community Academy, WF12 0HE

The image features the MyEd logo, which consists of the word "MY" in a bold, blue, sans-serif font, followed by "Ed" in a white, bold, sans-serif font inside a blue speech bubble shape. Below the logo is a blue banner with the text "Connecting parents, students and schools" in white. To the right of this banner is a smartphone displaying the MyEd app interface. Below the smartphone is a large blue button with the text "Download our school app" in white. At the bottom of the banner, there are three numbered steps: "1 Step 1: Go to your app store" with icons for the App Store and Google Play; "2 Step 2: Search for My Ed" with a magnifying glass icon; and "3 Step 3: Download the app" with the text "FREE Download". At the very bottom of the banner is a blue bar with the text "Find out more" and the website address "www.myedschoolapp.com".



Be NICE, Work HARD