



Welcome to

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CHURCH OF ENGLAND ACADEMY
Abbey
GRANGE



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Academic Year 2017/2018

Dear Parent/Carer

On behalf of the Governors and Staff of Abbey Grange I should like to thank you for choosing our Academy for your son/daughter's secondary education.

I hope this will be a long and successful partnership between home and the Academy. By working together we will be able to ensure that your son/daughter reaches his/her full potential. Please read our partnership document in conjunction with this booklet.

As a Church of England Academy, collective worship plays an important part in the life of the school. Each day has an act of worship either in assembly or with the form. At certain times of the year we also hold communion services which all students attend.

When students join us in Year 7 we will use the information passed on to us from feeder primary schools to divide the year group into ability based teaching groups for most subjects taught in Year 7. Friendship requests will be considered, but we will act on advice and information from the primary schools.

Students will also be placed in vertical tutor groups made up of mixed ability and mixed ages. Each tutor group will belong to a house, which we name after Yorkshire Abbeys, with an Abbey Manager. There are also three Achievement Directors for Student Development who will each be responsible for tracking the progress of students in two Abbeys. The Head of Pastoral Care is Mrs Walker. The Form Tutor will be the central person in your son's/daughter's school life. It is to the Form Tutor that letters concerning absence and other matters should be sent; it is to the Form Tutor initially that your son/daughter should turn for help, advice or guidance. Each day there will be a 20 minute tutor period at 10.30am which will be spent with the tutor group and the Form Tutor.

The Form Tutor monitors overall academic progress and behaviour and will set and review targets with individual students. They will also alert the Abbey Managers when problems arise. The Abbey Managers or Achievement Directors will arrange interviews with parents/carers when necessary. The Head of Pastoral Care is the link with outside support agencies.

Parents are always welcome at Abbey Grange. Should you wish to come into the Academy to talk to staff, it is always advisable to telephone in advance for an appointment since most staff have teaching commitments. In this way you can be sure the relevant member of staff is available.

We hope your child will fully engage with the range of opportunities available at Abbey Grange both in curriculum time and through extra-curricular activities. There are all sorts of exciting and interesting possibilities available and it is through their participation and engagement that they will have a more enjoyable and rounded experience of school life.

I wish your son/daughter every success in his/her future school career and look forward to working in partnership with you.

Yours faithfully



J Norden
Principal

1 Personnel Information

Abbey MAT CEO:	Mrs C Kitson
Principal:	Mr J Norden
Vice Principal:	Mrs J Thornton
Director of Academy Effectiveness Abbey MAT:	Mr D Whieldon
Assistant Principals:	Mrs C Clarke, Mr G Watson, Miss S Hanbridge, Mr P Golding
School Chaplain:	Mrs K Brown
Chair of Governors:	Mr S Simkins
Vice Chair of Governors:	Mrs C Pyrah and Mrs J Waterhouse
Clerk to the Governors:	Mrs C Owen
Chair of Parent's Association:	Mrs M Kemp

2 The School Day

8.25 - 9.30	AM registration (students will be marked late after 8.25am) and Period 1
9.30 - 10.30	Period 2
10.30 - 10.50	Tutorial and Assembly time
10.50 - 11.10	Break
11.10 - 12.10	Period 3
12.10 - 1.10	Period 4
1.10 - 1.55	Lunch
1.55 - 3.00	PM Registration (Students will be marked late after 2.00pm) and Period 5

3 Homework

In KS3 homework will be set on a departmental basis and will be available for parents to view on the Milk Planner.

4 Absence from the Academy

On the first day of any absence please telephone the Academy before 10.00am giving the student's name, form, the reason for the absence and, where possible, the probable date of return. The telephone message will suffice as evidence of absence in most cases, but if the absence continues beyond the given date or you are unable to contact the Academy please send a letter or email to info@abbeygrangeacademy.co.uk for the attention of Miss Wood. You may also send in a letter or email to info@abbeygrangeacademy.co.uk to inform the Academy of any absence for which you have previous knowledge e.g. medical appointments. Please remember that if we have not heard from you, you may well receive an automated telephone call to check the reason for absence. A message can be left on the Academy answer phone from Monday to Friday between the hours of 7.30am and 4.00pm.

Of paramount importance to the Academy is the safety of the students and effective communication with parents/carers. The system we currently use at Abbey Grange is RS Connect Ed.

If your son/daughter is absent and you do not notify the Academy, you will receive a text to your mobile phone or voice message to your landline number and email informing you of the absence and requesting that you either text or call the Academy to explain the reason for his/her absence. By sending messages directly to you we can all ensure that if your son/daughter is absent you can reply quickly and easily to inform us of any reason for an absence thus ensuring his/her safety.

You can contact the Academy directly to inform of your son's/daughter's absence or contact the Academy via the RS Connect Ed system using the following numbers:

Mobile 07624 813508 (text only)

Voicemail 0844 2393394 (call charges are charged at local rate, calls from mobile phones may vary).

All students are included in the system, however, if you would prefer not to be notified that your son/daughter is absent or there are any numbers you would prefer the system not to ring (e.g. work/switchboard) please contact the Academy to discuss this further.

5 Lates

Students who are late without good reason on more than 2 occasions per week will be set an afterschool detention. This detention will be for 30 minutes on Tuesdays after school. If there is a valid reason please either telephone or put a note in the student planner and the mark will be altered.

Parents/Carers will be given at least 24 hours' notice of the detention. Failure to attend the detention will result in a follow up after school detention of 60 minutes on Thursday after school.

6 Lunchtime

All students are expected to remain on site during lunchtime unless students live locally and we receive written notification that they will be going home for lunch.

Students may bring a packed lunch or eat in the Academy canteen. The canteen operates a cashless system. Additional information about how this system operates accompanies this booklet.

7 Illness at School / Parent Contact Numbers

If your son/daughter is taken ill at the Academy we **must** be able to contact you. It is essential, therefore, that our data checking form is checked, amended if necessary and returned as soon as possible. **Should your telephone or mobile number or place of work change please let us know**, so that we can alter our records. No student will be sent home without contact being made with parents/carers. We have very limited medical facilities in the Academy, but we can arrange for a student to receive first aid and, if necessary, to sit quietly or to lie down.

8 Punctuality

Whilst appreciating that many students have a long journey to school, **it is stressed that the Academy starting time is 8.25 am**. It is the responsibility of each student to check bus timetables and ensure they arrive on time. Students who arrive late more than once a week in any half term, without good reason, will normally be placed in an after school detention.

9 Smoking

Smoking is forbidden anywhere in the Academy buildings and grounds and on school buses. You will be notified if your son/daughter is caught smoking or carrying smoker requisites, including e-cigarettes, and we hope that you will support us in our condemnation of this habit.

10 Curriculum

The KS3 curriculum (Years 7 and 8) follows National Curriculum guidelines as follows: English, Mathematics, Science, Geography, History, RS, Modern Foreign Language, ICT, Technology, Art, Music, PE, Drama. PSHCE is taught on 5 'drop down' days each year. The timetable is based on tutorial time plus a 50 period fortnight.

Since September 2014 we have been following the International Middle Years Curriculum (IMYC) with our Year 7 intake and year 8 students.

The IMYC is a creative curriculum that looks to link learning across the different subject areas whilst retaining the integrity of subject specific learning. The IMYC is designed to engage the specific developmental needs of students to work towards understanding through a personal and global perspective. Students will make connections by linking all subjects together through a BIG IDEA.

To enhance the impact of this exciting new curriculum we have worked hard to ensure that every Year 7 and Year 8 students will have access to their own Academy iPad to support their learning. Students will also be expected to complete reflective journals on their iPads throughout the academic year as extended homework projects. Information about this will be shared at the Moving on Evening. The iPads are leased directly from Apple on a two year lease, at the end of which they will be upgraded to the latest model. We are keen for this provision to expand and hope to reach full coverage across all year groups during the 2018/2019 academic year.

Students in Year 7 will use their iPad in lessons and we will monitor the effectiveness and the impact on learning regularly throughout the year. Students, staff and parents will be invited to drop in sessions to discuss the impact of the iPads on learning and to get any support they might need.

During Year 7 induction week parents will be able to attend one of a series of information meetings, during which we will hand out the allocated iPads and parents/carers will need to sign the Acceptable Use Policy before taking the device home.

Once students leave at the end of Year 11 they must return the iPad in near perfect condition to avoid being charged. Any student leaving Abbey Grange before this must also ensure the device is returned in line with the conditions set out in the policy. All iPads remain the property of Abbey Grange and are lent to students for the time they are here. The iPads are theirs to use within the terms of the policy, but the Academy will have management of all iPads and will be pushing out settings, restrictions, apps, books etc. through a Mobile Device Management solution.

GCSE options are chosen during Year 8 and GCSE courses begin in Year 9. **Details of the Key Stage 4 Curriculum and Post 16 courses are readily available to parents/carers as needed.**

11 Reward System

Staff will reward students with positive points for good work, behaviour, attendance and other positive achievements. Students will be able to accumulate points and spend them in the Academy shop.

12 The Learning Platform

Students at Abbey Grange benefit from access to a state of the art learning platform. 'The Learning Platform' is a central hub in which students can find out information as well as access lesson materials and revision software. The majority of students will login to the learning platform every day to access work set by their teachers, complete homework or improve their Numeracy and Literacy Skills.

To access the school learning platform from home, please visit the Academy website (www.abbeygrangeacademy.co.uk), and select the 'Learning Platform' link on the right hand side of the page. All new students will be issued with a username and password for the learning platform when they arrive in September.

13 School Dress

All students in Year 7 to 11 are required to wear the approved Academy dress. We expect high standards of work and behaviour from our students, and believe that these are helped by high standards of dress and appearance. We expect all parents/carers to support our simple and practical requirements.

1. Navy blue blazer with Abbey Grange crest.
2. Plain white school style shirt with top button fastened and of sufficient length to be worn inside trousers or skirts.
3. School tie to be worn clipped at the neck.
4. Plain **Mid grey** trousers (boys/girls), or **mid grey** skirt with Abbey Grange logo (girls).
5. Plain grey, navy or white socks or plain tights.
6. **Plain** Black shoes with no logo's and not of a trainer style (see booklet)
7. Optional grey pullover with Abbey Grange crest to be worn under the blazer.

13.1 Summer Uniform (Optional)

Pale blue polo shirt with school crest in lieu of white shirt/tie, to be worn tucked in to skirt or trousers.

Please note the following

- (a) Blazers are to be worn throughout the school day unless permission from a member of staff has been given to remove them.
- (b) Jean, cord, tracksuit and other high fashion style trousers including combat trousers, leggings, hipsters and ski pants are not permitted.
- (c) Patterned, sports and polo style shirts are not acceptable.
- (d) The only items of jewellery/adornments a student may wear are a wrist watch and a simple cross and chain. Earrings may not be worn or covered. Other piercings and adornments are not permitted.
- (e) Students in Year 10 and 11 may wear discreet make-up.
- (f) Extremes of hairstyle including patterns, designs, lines cut into hair, unnaturally dyed hair colours and closely shaved hair are not permitted.
- (g) Belts if worn must be plain black.
- (h) Fashion badges not to be worn in school.
- (i) Shoes should not be 'trainer style' and/or have flashes, logos, patterns or with coloured soles (examples of suitable shoes can be found in the separate booklet).

- (j) Parents/carers who wish to vary the stated guidelines regarding headwear on religious grounds are asked to seek advice from the Principal, Mr J Norden. Please note that no variation will be allowed until this discussion has taken place.

Our official uniform supplier is Rawcliffes, 617-619 Roundhay Road, Leeds, LS8 4AR, telephone 0113 249 4025.

Good quality second-hand uniform is also available from the PTA. Please contact the General Office if you are interested.

13.2 Outdoor Coats

Whilst we do not wish to be too prescriptive about outdoor clothing, we would request that students wear plain, dark coloured, practical coats which offer good protection in bad weather. **The term 'coat' does not include sweatshirts, cardigan, hooded top, logo/stripped jackets etc. worn instead of outdoor coats.**

Outdoor coats must not be worn in class.

The wearing of any item of denim clothing is not acceptable.

Caps or hoods must not be worn on the Academy site. Hats may be worn outside in inclement weather. The Principal reserves the right to send home any student whom she considers to be inappropriately dressed, **whether in terms of the stated Academy guidelines, or of safety, decency or practicality.**

14 Equipment

14.1 Essentials

Below is a list of essential equipment that you **MUST** bring to every lesson plus some items that are desirable. In addition you will find a number of special items of equipment that **MUST** be brought to particular lessons.

Essentials for ALL lessons

ID Badge
Black pen (+ a spare)
Green pen
Pencil
Ruler
Planner
Charged iPad (for Year 7,8,9, 10 students) No graffiti is allowed on the iPad cover

Specialist equipment

Scientific calculator,
compasses and
protractor for ALL
Maths lessons
PE Kit for ALL PE
lessons
Apron and Ingredients
for DT Food as
required
Art Shirt for ALL Art
lessons

Desirable items

Rubber
Sharpener
Pencil crayons
Coloured pen
Highlighter pen

An apron will be required in Design Technology Food practical lessons and an old shirt for Art to protect uniform from paint splashes.

14.2 PE Kit

Students in Year 7 are required to wear the approved PE kit detailed below.

	Indoor Kit	Outdoor Kit	Optional Items
Girls	Falcon Polo Shirt in Navy girls fit Plain Navy Shorts Plain Navy Socks	Falcon Reversible Navy Multi Sports Top Plain Navy Shorts Plain Navy Socks	Falcon Navy Sports Leggings or Falcon Slimfit Navy Tracksuit Bottoms
Boys	Falcon Polo Shirt in Navy Plain Navy Shorts Plain Navy Socks	Falcon Reversible Navy Multi Sports Top Plain Navy Shorts Plain Navy Socks Football Boots Shin Pads	Falcon Slimfit Tracksuit Bottoms in Navy

Please note:

- Students should be in correct kit at all times.
- If students are injured, they are still expected to be in full kit unless their injury prevents them from doing so, e.g. a broken leg.
- Pumps are not appropriate footwear for PE lessons. Trainers must be worn.

Students joining the Academy in older year groups will be given information about PE kit by their teacher.

14.3 Calculators

The Mathematics Department can recommend suitable models and these may be ordered, at an economical price, through the Academy via ParentPay.

14.4 UNACCEPTABLE ITEMS

These items should not be brought into the Academy:

Aerosols of any type.

Bottles of Eraser fluid (e.g. Tippex). (Eraser PENS are acceptable).

Chewing Gum.

Electronic Games.

Personal music equipment such as i-pod, MP3 players etc.

Smokers' Requisites, including 'e-cigarettes'.

Energy/high caffeine and any fizzy drinks

***Weapons of any type (e.g. Catapults, BB Guns etc, including replicas).**

***Knives of any type (including replicas).**

***Illegal drugs**

***Please note that bringing such items into the Academy, or carrying them to and from the Academy, may result in permanent exclusion.**

15 Attendance

Our Attendance Officer, Miss T Wood, promotes the pastoral care of the Academy by providing support and guidance for students who may be experiencing some difficulty within the home/school situation, which may be preventing their attendance at the Academy and therefore progress in their education. She works closely with the Abbey Managers to monitor attendance and to encourage and reward good attendance. The attendance target for each student at Abbey Grange is 97% and above.

Our aim is to achieve high levels of attendance in every year group and raise student performance through regular attendance. We intend to achieve these aims by:

- Rigorously monitoring attendance levels, publishing them in the Academy prospectus and reporting termly to Governors.
- Implementing procedures, which are understood by, parents/carers, students and staff.

16 Absence During Term Time

The Academy has agreed to follow the North West Area Inclusion Partnership policy, along with other schools in North West Leeds, for family requesting absence from school. The policy is founded on the following:

- Children must attend school regularly to achieve their potential
- Children who miss out on school can feel vulnerable and left behind
- Family requested absence in term-time is very disruptive and can seriously affect a child's education
- On average, children who miss 17 or more days in a school year lose one full grade in their GCSEs
- Unauthorised absence can lead to prosecution

Parents do **not** have the right to remove their children from the Academy in term time for a holiday. The Principal will decide whether or not the absence should be authorised and will only authorise absence in term time when there are exceptional reasons for a child to miss school.

Holidays in term time will only be authorised if parents or carers make a request to the school in advance on the Application For Absence In Term Time form and can show that there are exceptional reasons why the absence has to be in term time. **The cost, convenience or availability of a particular holiday will not be taken into consideration.**

In September 2013, the Department for Education (DfE) announced important changes to legislation with regard to holidays during school time. Schools are no longer allowed to authorise any request for children to be taken out of school for a holiday during term time.

Absence in term-time will not be authorised under the following circumstances:

- During national or school tests or examinations
- When a child's attendance is below 90%, or lower than their previously agreed individual target
- During the month of September; and
- For more than 10 days during term-time in any school year

If an absence has not been authorised by the Principal and parents or carers remove their child from the Academy, their child's absence will be recorded as unauthorised in the class register.

By law, you must ask permission for your child to miss school. If you don't, you risk a £100 penalty notice. When a school doesn't give permission, absence is unauthorised and counted as truancy.

As a parent/carer you do not have the right to take your child out of school during term time. By law you must ask permission for your child to miss school. If you fail to gain the school's permission you risk receiving a fixed penalty notice. The cost of these notices will be £60, payable within 21 days; if unpaid the penalty increases to £120 with a further 7 days to make the payment. The penalty applies to each child for which permission has been refused.

We appreciate the challenges that some parents face when booking holidays, particularly during the school holidays. However, it is important to understand and recognise that good attendance significantly improves learning and progress for all children.

17 Behaviour Policy

The behaviour policy is available on the Academy website. We would recommend all parents/carers read this policy as it clearly explains the rewards and sanctions policy which our students are expected to follow while on academy premises. Please note that students will receive negative behaviour points for failure to comply with behaviour policy expectations.

18 Mobile Phone Policy

Mobile telephones are allowed in the Academy but must be kept out of sight and switched off during the school day. If mobile phones are seen or heard during the school day they will be confiscated. All parents/carers and students are asked to sign and return the Academy's mobile phone policy which gives very specific guidelines on their use. The Academy does not accept any liability for the loss of or damage to mobile phones.

Students who wish to make use of a mobile phone on the way to and from the Academy must abide by the following rules:

- Mobile phones must not be seen at any time during the school day and must remain switched off whilst on the Academy premises. If students need to contact parents for any reason during the school day, then they must ask for permission to make a landline call from the Pastoral or General Office.
- If a phone is seen or heard during the school day it will be confiscated and returned at the end of the school day. A record of the confiscation will be kept in the General Office and parents/carers informed by letter.
- If a phone is confiscated for a second time the phone will not be returned to the student at the end of the day. It will instead be locked away and parents/carers informed by letter that they will need to collect it in person from the General Office at a time to be arranged with the administrative staff.
- If a phone is confiscated again, then the student will be banned from bringing a phone into the Academy for a period to be determined by the Principal.
- Phones may not be used in lessons as calculators.

- Phones are not allowed in examination rooms.
- Phones may not be used for music playing or as cameras.
- Other functions on phones, such as internet access, may not be used.
- Students placed in the isolation room will be asked to hand over their mobile phone for safekeeping. This will not count as a confiscation on their record and the phone will be returned to them at the end of the day. Refusal to hand over the phone to a member of staff will be treated as defiance, according to the deterrent guidelines/incident scale.
- Students found to be abusing the use of a phone (e.g. threatening calls /messages/cyber bullying) will be banned from bringing a phone into the Academy as well as facing the appropriate sanction according to the Academy's discipline policy.
- The Principal's decision on all matters of mobile phone protocol is final.

19 iPad Policy

The iPad Policy is available as a separate document and is available on the academy website.

20 Code of Conduct

We have one basic rule for all of us at Abbey Grange: treat everyone in the Academy community in the way in which you yourself would wish to be treated i.e. with courtesy, consideration and respect. This means complying with all aspects of the Academy's Positive Behaviour Policy, including our stance on anti-bullying and anti-racism.

This means:

1. Take a pride in your work; good work will be recognised and that which is below standard is not acceptable and will have to be repeated.
2. In class, make it as easy as possible for everyone to learn and respect the right of the teacher to teach. This includes arriving on time with everything you need for the lesson, beginning and ending the lesson in a courteous and orderly way, listening carefully, following instructions, helping each other when appropriate and being quiet and sensible at all times.
3. You move sensibly and quietly around the Academy, keeping to the left-hand side when walking down the corridors and the stairs and complying with the one-way system. This involves being ready to help by opening doors, standing back to let others pass and helping to carry things.
4. You should always speak quietly and politely to everyone and be silent when you are required to be.
5. You keep the Academy clean and tidy so that it is a welcoming place of which we can all be proud. This means putting litter in bins, treating the buildings and furniture with respect and taking great care of displays of other people's work.
6. Food and drink must be eaten only in the designated areas (hall and courtyard). Chewing gum is forbidden in Academy and on the buses to and from school.

7. When you are out of school, walking locally or with a school group, always remember that the Academy's reputation depends on the way you behave.
8. Good behaviour when you are travelling to and from the Academy on buses is extremely important. If you misbehave on school or public service vehicles you can expect the matter to be dealt with very severely.
9. Smoking (including en-route to and from Academy and /or on school transport) will be treated as a very serious breach of school discipline and will be dealt with accordingly. Cigarettes, lighters, matches, knives or any other dangerous articles or substance, plus radios and personal audio equipment are **forbidden on the Academy premises**. Neither the Academy nor individual staff can take responsibility for students' mobile phones.
10. Students who stay on the Academy site for the midday meal are not allowed to leave the premises except after a specific parental request or under instructions of a member of staff (with the exception of post 16 students). Students should never invite or encourage unauthorised visitors onto the site under any circumstances.

21 Classroom Expectations

Classrooms are your places of work. Just as in offices and other places of work, there needs to be clearly understood rules and expectations to enable everyone to work successfully, safely and comfortably.

21.1 Start of Lessons

Enter the room sensibly and go straight to your workplace.

Remove any outdoor clothing.

Take out your planner, books, pens and other equipment and put your bags out of the way.

21.2 During Lessons

When your teacher is talking to the whole class, remain silent and concentrate on what is being said.

If the class is asked a question, put your hand up if you think you know the answer. Do not call out.

You are expected to work sensibly with other students in your class. Do not distract them. If you arrive late without an acceptable reason, you will be given a written comment in your planner and you must expect to be detained for the amount of time you have missed in order to make up the work. You will be given 24 hours notice of an after school detention.

Homework must be checked on the Milk Planner each day.

Eating, drinking and chewing are not allowed. If you are caught you will have to empty your mouth and hand in any other food or drink and accept a punishment from your teacher.

Personal music equipment, radios, magazines or other distractions are not allowed and will be confiscated and will be returned on receipt of a letter from parents/carers. We welcome parents'/carers' support in this matter.

You are not allowed to leave a lesson without a note from your teacher.

21.3 End of Lessons

The bell is not a signal for you; it is information for your teacher.

You should not begin to clear away until your teacher tells you to do so.

You may not leave the classroom without permission from your teacher.

21.4 Finally

Remember that teachers are in the position of parent/carer whilst you are in the Academy. This means that:

There is no excuse for rudeness, disrespect or insolence.

Requests from teachers and all other Academy staff must be carried out at once and without argument.

Breaking any of these rules will be treated as a very serious matter.

22 Travel on School buses

Please take the time to read and discuss this section with your child; it is important that they understand the rules and safety advice when traveling on school transport.

Abbey Grange is not involved in the operation of school service buses. Metro are responsible for the operation of services. Metro award the contracts to independent bus companies who run the bus services. For information or queries regarding bus journeys, bus passes or fares please contact 0113 3481122 or www.generationm.co.uk

In order to travel on the school buses, students must have a Metro boarding card which is available by application to Metro. You are respectfully reminded that registering to use the bus service you undertake to accept the terms and conditions as stated on the reverse of the Secondary School Bus Application Form. The boarding cards were introduced for two main reasons:

- a. To prevent overcrowding on some buses so that students have a more pleasant journey.
- b. To help with good order and behaviour on the bus to and from the Academy.

The Academy is determined that travel to and from the Academy is safe, secure and comfortable for all students. No students should have their journey spoiled by the poor behaviour of a small minority; likewise the Academy's reputation should not suffer.

Items 7 & 8 of the school code of conduct refer specifically to behaviour out of school:

7. When you are out of school, walking locally or with a school group, always remember that the Academy's reputation depends on the way you behave.

8. Good behaviour when you are travelling to and from the Academy on buses is extremely important. If you misbehave on school or public service vehicles, you can expect to be dealt with very severely.

Any complaints about poor behaviour or not complying with school requirements and procedures for boarding the bus will be investigated thoroughly and appropriate action taken.

This may include a letter home to parents to indicate a formal warning has been given which means that any further poor behaviour would result in the boarding card being withdrawn. This would mean that the student would have to find an alternative method of travelling to and from the Academy.

The following points have been agreed between Abbey Grange and Metro.

1. Always queue for the bus sensibly, keeping away from the road. Indicate clearly that you would like the bus to stop.
2. Do not push or rush towards the bus when it arrives. This is dangerous, as you may push someone in to the path of the moving bus.
3. Bus passes must be carried at all times and shown to the driver. The driver is not allowed to let you travel unless you have a valid pass.
4. If you pay a daily fare on the bus always make sure you have enough money with you and your Young Persons or Scholars Metro Permit. The driver is not allowed to let you travel unless you pay the fare and will charge you full fare if you forget your permit.
5. Show respect for the driver and follow instructions. Do not speak to the driver while the bus is moving unless there is an emergency. Remember that lots of noise can disturb the driver and could cause an accident.
6. Find a seat quickly without pushing and stay seated for the journey. If there are no seats, make sure you can hold onto a rail. Do not stand next to the driver, near the doors, on stairs or on the top deck. Do not stand or kneel on your seat.
7. Never open emergency exits unless in a real emergency. This can be very dangerous.
8. Make sure that your bags do not block the gangway.
9. Do not smoke, eat or drink on the bus.
10. Do not damage the bus, graffiti, spit or leave litter on the bus.
11. Always consider the needs of other passengers, whether they are students at Abbey Grange or members of the public.
12. When approaching your stop ring the bell once, if it has already been rung do not ring it again. Wait until the bus has stopped before moving to the front to get off.
13. If you have to cross the road after you leave the bus wait until the bus has moved off and you can see the road is clear both ways. Even better, go to the nearest available crossing.
14. Always report any incidents of dangerous behaviour or bullying to the Pastoral Office or Mrs Thornton.

The bus timetables are a guide; to avoid missing the bus we recommend that you are at the bus stop 10 minutes before the bus is due.

23 Useful Telephone Numbers

Abbey Grange C of E Academy	0113 275 7877 (Fax: 0113 275 4794)
Email address	info@abbeygrangeacademy.co.uk
Diocesan Education Office	0113 248 7487
School Transport	0113 348 1122 (Bus Passes)

24 Student Academic Year 2017/2018

Autumn Term	04/09/17	to	15/12/17
(Half Term)	23/10/17	to	27/10/17
Spring Term	02/01/18	to	29/03/18
(Half Term)	12/02/18	to	16/02/18
Summer Term	16/04/18	to	25/07/18
(Half Term)	28/05/18	to	01/06/18

25 Staff Training Days - Students should not attend the Academy.

Monday 4 September 2017
Tuesday 14 November 2017
Monday 23 July 2018
Tuesday 24 July 2018
Wednesday 25 July 2018

Term begins for Year 7 students on Tuesday 5th September at 10.30am.

26 Policy Statements

There are a number of significant policy statements concerning aspects of Academy life of which parents/carers need to be particularly aware. A summary of these important policies is given below. In all cases a copy of the full document can be obtained from the Academy on request or found on the Academy's website.

26.1 Discipline

We work on the principle that teachers have the right to teach and students the right to learn in a classroom free from disruptive behaviour. It is our aim that every classroom should reflect the teacher's behavioural expectations with an atmosphere in which students' self-esteem can flourish. The environment is based on a partnership to learn, where the whole Academy community recognises and values mutual respect. We intend to achieve these outcomes by:

- Having a clear statement of each student's responsibilities in the classroom.

- Creating a system of rewards that is accessible and integral to classroom management.
- Employing appropriate strategies to combat disruptive behaviour.
- Creating a hierarchy of consequences that are seen as natural outcomes of inappropriate behaviour.

26.2 Anti-Bullying

Our aim is to achieve a situation where bullying is recognised as unacceptable behaviour by every member of the Academy community. We aim to achieve this outcome by:

- Obtaining the full support of parents/carers in supporting our policy.
- Educating students against bullying throughout the curriculum.
- Encouraging all students to report incidents of bullying to their Form Tutor, Abbey Manager or to an Anti-Bullying Ambassador.
- Treating seriously and thoroughly investigating all reports and allegations of bullying.
- Using the Academy's disciplinary code to sanction bullying behaviour.

26.3 Detention

Parents/carers need to be aware that it is sometimes necessary to use the sanction of detention as part of our Discipline Policy. This may be in the form of lunchtime detention, but after school detention is also used. In this case, parents/carers will be given at least 24 hours' notice of the arrangements for the detention. Afterschool detentions on Tuesdays will last for 30 minutes. Afterschool detentions on Thursdays will last for 60 minutes.

26.4 Equal Opportunities

We will continuously strive to ensure that everyone in the Academy is treated with respect and dignity. Each person in our Academy will be given fair and equal opportunities to develop their full potential with positive regard to gender, ethnicity, cultural and religious background, sexuality or disability. We have prepared a race equality policy, which enables us to meet our statutory obligations under the Race Relations Amendment Act 2000. Through this policy the Academy is working in line with the Commission for Race Equality Standards "Learning for All" (2000). The Academy will actively promote race equality and oppose racism in all its forms and foster positive attitudes and commitment to an education for equality.

26.5 Religious Observance

In line with the North West Area Inclusion Partnership absence for religious observance may be agreed by the Principal but will NOT exceed two days in any school year. Requests for absence must be applied for prior to the event.

Applications for absence in term time can be collected from the General Office.

26.6 Child Protection

The Academy has 7 designated members of staff plus the Principal with specific responsibility for co-ordinating action in the Academy and for liaising with Social Services Departments and other agencies.

26.7 Safeguarding

Please ensure that when visiting the Academy during normal school hours you report to reception to sign in/out and read our welcome booklet, which identifies our designated safeguarding staff.