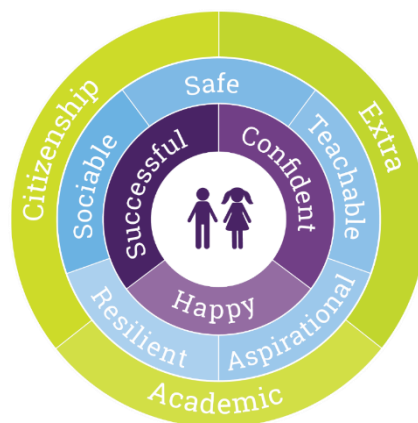


Important Information



Our Belief

We believe in a caring and nurturing environment, encouraging lifelong learning and producing a **happy, successful and confident** community'



“Happy, Successful, and Confident”

Dear Parent and Carers

At this time of year, I would normally be writing to you to share and celebrate our students' achievements throughout the summer term. I will instead try to assure you how we are going to help our students feel happy, safe, secure and hopefully excited to return or join us for the first time in September.

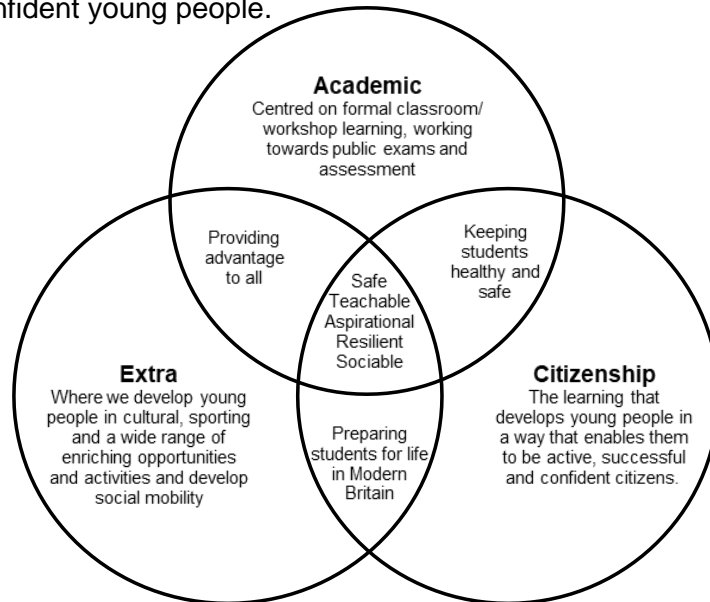


This is a rather lengthy update because there is a lot of information to impart. Also, some of it is year specific and doesn't apply to all families, however, rather than sending different versions, I thought that it may be useful to have everything in one place (especially for families with children of different ages).

Further to our Chief Executive Officer, Wayne Norrie's letter to you dated 3 July, our staff are working through guidance from the Government, completing planning and risk assessments. There are some important aspects of this planning, which we have addressed below, but firstly, I am excited to share with you our curriculum, ethos and values, which underpin our motto and mission for the young people of Stanground Academy to be '**Happy, Successful and Confident**'.

The Stanground Curriculum

Our curriculum is based upon three clear but connected pillars which will deliver the learning to develop happy, successful and confident young people.



At the heart of our curriculum are the values and personal attributes we are deliberately aiming to encourage and instil in our young people during their time with us:

These are: **STARS** – Safe, Teachable, Aspirational, Resilient, Sociable (described fully on page three).

I passionately believe that promoting and developing these values and attributes is pivotal in preparing our young people for the next stage in their learning journey and later life. Equally, I appreciate that by promoting **STARS** within our wider community, it will help us to embed the positive and forward-thinking culture which we strive for.

We hope to shape our students into citizens of the future who are impressive and employable by helping them to be happy, successful and confident.

Yours faithfully
Gary Carlile, Principal

Values (STARS)

<i>Academy Values and personal characteristics</i>	<i>Attributes</i>
Safe <i>Everybody feels safe</i>	<ol style="list-style-type: none">1. Acts safely at all times2. Protects self and others by seeking help3. Being a good friend / influence on others4. Look after own and others well-being
Teachable <i>Eager to know and learn</i>	<ol style="list-style-type: none">1. Ready to learn2. Actively listens3. Asks questions4. Takes advantage of opportunities5. Exhibits a thirst for knowledge and learning
Aspirational <i>A hope or ambition of achieving something</i>	<ol style="list-style-type: none">1. Displaying a positive outlook2. Taking responsibility for own learning3. Embraces challenge in their learning / in life4. Working towards a personal goal5. Exceptional performance in representing our community
Resilient <i>The capacity to recover quickly from difficulties; toughness</i>	<ol style="list-style-type: none">1. Using initiative / being a self-starter2. Responds well to, and learns from mistakes3. Being creative and thinking creatively4. Being a problem solver5. Being adaptable6. Showing perseverance
Sociable <i>Willing and able to engage in activities and others; friendly</i>	<ol style="list-style-type: none">1. Being truthful and honest2. Being accepting of others and their views3. Valuing equality4. Being kind and caring5. Treating others the way that they want to be treated themselves; 'The Golden Rule'

Start Dates and Times

Updated government guidelines require students to return to the Academy in year group 'bubbles' to prevent the risk of infection across year groups. In order to ensure students are as safe as possible in the Academy we are going to use the first week (w/c 7 Sep) to explain the operating procedures to all students. If you do need to escort your child to the Academy, we would ask that you leave your child at or near the gate, to socially distance and not congregate as a group.

Year 7

Arrive 9 September at 8:30am through the 'top' gate (the one nearest the building), where they will be greeted at the gate by Stanground staff and directed to their meeting point before entering the Academy building for a welcome assembly. From the 10 September students will continue to arrive at 8:30am and congregate in the front yard (we will show them where this is) before entering through their designated entrance. During this period we are staggering our start times, end times and break / lunch times to support social distancing. **Year 7 will finish school at 2:50pm** and will be escorted off site to make their way home or to be collected.

Year 8

Arrive on 11 September at 10am through the gate nearest the sports centre and wait on the yard space outside the entrance to the activity studio. We will be starting at 10am with a 30 minute welcome back assembly before moving to tutor groups for 30 minutes. After this hour, students will be escorted off site to return home. They will then return to the Academy on **14 September at 8:30am** to begin a full timetable. They will enter the Academy through the doors from the back of the building (staff will be there to escort them). During this period, we are staggering our start times, end times and break / lunch times. **Year 8 will finish school at 2:50pm** and will be escorted off site to make their way home or to be collected.

Year 9

Arrive on 10 September at 11am through the gate nearest the sports centre and wait on the yard space outside the entrance to the activity studio. We will be starting with a 30 minute welcome back assembly before moving to tutor groups for 30 minutes. After this hour students, will be escorted off site to return home. They will then return to the Academy on **14 September at 8:40am** to begin a full timetable. They will enter the Academy through the canteen doors from the main yard (staff will be there to escort them). During this period, we are staggering our start times, end times and break / lunch times. **Year 9 will finish school at 3:00pm** and will be escorted off site to make their way home or to be collected.

Year 10

Arrive on 11 September at 12pm students should arrive through the gate nearest the sports centre and wait on the yard space outside the entrance to the activity studio. We will be starting with a 30 minute welcome back assembly before moving students to tutor groups for 30 minutes. After this hour, students will be escorted off site to return home. They will then return to the Academy on **14 September at 8:40am** to begin a full timetable. They will enter the Academy through the doors at the back of the English corridor and go through the yellow stairwell (there will be staff to escort them). During this period, we are staggering our start times, end times and break / lunch times. **Year 10 will finish school at 3:00pm** and will be escorted off site to make their way home or to be collected.

Year 11

Arrive on 10 September at 1pm arrive through the gate nearest the sports centre and wait on the yard space outside the entrance to the activity studio. We will be starting with a 30 minute welcome back assembly before moving to tutor groups for 30 minutes. After this hour they will be escorted off site to return home. They will then return to the Academy on **14 September at 8:50am** to begin a full timetable. They will enter the Academy through the English doors from the sports yard (staff will be there to escort them). During this period, we are staggering our start times, end times and break / lunch times. **Year 11 will finish school at 3:10pm** and will be escorted off site to make their way home or to be collected.

Year 12

Students that have applied to follow a course in the Sixth Form at Stanground Academy will have received an appointment to come in to discuss the best course in light of their examination results.

Appointments are on **Wednesday 9 September 2020** at the following times:

Surnames starting with the letters A - I	9:00 am
Surnames starting with the letters J - Q	11:00am
Surnames starting with the letters R - Z	1:00pm

A reminder that as students will be having their photograph taken for student ID badges on this day they will need to be in business dress. The dress code has been sent alongside the first letter and is also on the website.

Lessons start on **Monday 14 September 2020 at 8.35 am.**

Year 13

In order for students to continue their studies in the Sixth Form at Stanground Academy they need to come in to discuss their timetable prior to lessons starting.

Year 13 will need to come into the Academy on **Thursday 10 September 2020 at 8.35am** to finalise timetables.

Lessons start on **Monday 14 September 2020 at 8.35am.**

		Wed 9 Sep		Thurs 10 Sep		Fri 11 Sep		Monday 14 Sep		
Yr Group	Entry Point	Start	End	Start	End	Start	End	Start	End	Entry Point
7	Top Gate - the one nearest the building (First day only) From the 10 September - Front yard (staff will show students where this is)	8.30am	2.50pm	8.30am	2.50pm	8.30am	2.50pm	8.30am	2.50pm	From the 10 September: Front yard (we will show them where this is)
8	Gate nearest the sports centre					10.00am	11.00am	8.30am	2.50pm	Doors from the back of the building
9	Gate nearest the sports centre			11.00am	12.00pm			8.40am	3.00pm	Canteen doors from the main yard
10	Gate nearest the sports centre					12.00pm	1.00pm	8.40am	3.00pm	Doors at the back of the English corridor (Yellow stairwell)
11	Gate nearest the sports centre			1.00pm	2.00pm			8.50am	3.10pm	English doors from the Sports yard
12	Main reception	Interview times as above						8.35am	3.10pm	Main reception
13	Main reception			8.35am				8.35am	3.10pm	Main reception

Hand washing – all students and staff must wash and sanitise hands regularly. The Academy has purchased extra hand sanitisation and students will be encouraged to wash their hands regularly, especially before and after meal times and or after using public or school transport.

Face coverings – students who cannot walk or cycle to school and must use public transport, are required by law in England, to wear a face covering on the public and school bus. Students will be provided with a zip-lock bag to store their face covering (mask) in, which must be placed in the locker until the end of the day. The face covering must only be touched by the student. All students should follow government guidelines when travelling:

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport>

Prevention:

- minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- clean hands thoroughly more often than usual
- ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- minimise contact between individuals and maintain social distancing wherever possible
- where necessary, wear appropriate personal protective equipment (PPE)

Houses

Following the recent Government announcement, we have had to review our plans for the pastoral changes due to take place at Stanground Academy from September 2020. Students will still be placed in their new Houses and receive their new House tie on the first morning of school in September (this does not include year 6). You will receive this information on the key information sheet which will be enclosed in this booklet. However, during this re-opening phase of the Academy, students will remain in their tutor groups from this academic year. This will reduce the need for any additional changes and provide a source of consistency in this unsettled time.

Whilst students are working in year group bubbles, each year group will be temporarily assigned a Head of House to have oversight of the year group. Where possible, Heads of House that previously worked directly with a specific year group will be the same as the previous academic year, however, due to staff changes, there will be two new Heads of House who will link to a year group. Once the current guidelines are lifted, the Academy will move to the vertical tutoring system, ensuring only one set of changes to reduce disruption as much as possible. Below is the table of which members of staff will oversee each of the year groups during this re-opening phase.

Year Group	Head of House	Deputy Head of House	Assistant Principal
7	Miss Henderson / Mrs Lowe	Mrs Goodale	Mrs Paine
8	Mr Hayes	Mrs Wragg	Mrs Copland
9	Mr Phillips	Miss O'Donnell	Mr Stocks
10	Miss Petrie	Mrs Catton	Mrs Walsh
11	Miss Walton	Mrs Brown	Mr Langridge

Class Charts

We are also re-issuing all parents, carers and guardians with the access codes for Class Charts (see attached Key Information). Class Charts is the key communication tool which shares live information with parents on how students are performing in and out of lessons. It is a great opportunity to celebrate the success and work of students in all areas of Academy-life, especially any area they are finding challenging. We are actively encouraging all parents, carers and guardians to download the app to have access to this information.

We have also enabled the link so that parents, carers and guardians can respond in the app to teachers and interact with them to celebrate success or address any concerns. To improve communication, we are also issuing the students access codes for them to be able to track their progress. The student app does have different restrictions to the parent app but will still show the students how they are doing.

Student Timetables

Students will all receive their own timetable, which will follow the timings below, unless otherwise informed. As soon as we can revert to our normal school day of five one-hour lessons, one break and lunch, identical start and end times, we will. For now, these are our timings for the school day from **Monday 14 September 2020**.

Time	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12/13
08:30	Arrive	Arrive				
08:40	Tutor	Tutor	Arrive	Arrive		
08:50					Arrive	Arrive
09:00			Tutor	Tutor	Tutor	Tutor
09:10						
Staff Changeover (10 Mins)						
09:20	1	1	1	1	1	1
09:30						
09:40						
09:50						
10:00						
Staff Changeover (10 Mins)						
10:10	2	2	2	2	2	2
10:20						
10:30						
10:40						
10:50						
11:00	Break	Break	Break			
11:10						
Staff Changeover (10 Mins)						
11:20	3	3	3	Break	Break	Break
11:30						
11:40						
11:50						
12:00						
12:10						
12:20						
Staff Changeover (10 Mins)						
12:30	Lunch	Lunch	Lunch	4	4	4
12:40						
12:50						
13:00						
13:10						
Staff Changeover (10 Mins)						
13:20	4	4	4	Lunch	Lunch	Lunch
13:30						
13:40						
13:50						
14:00						
Staff Changeover (10 Mins)						
14:10	5	5	5	5	5	5
14:20						
14:30						
14:40						
14:50						
15:00	Exit Duties	Exit Duties	End of Day	End of Day		
15:10			Exit Duties	Exit Duties	End of Day	End of Day
15:20					Exit Duties	Exit Duties
15:30	revision, catch up sessions and extra curricula opportunities					
15:40	revision, catch up sessions and extra curricula opportunities					

Attendance expectations

Guidelines from the Department for Education document related to guidance for full school opening July 2020:

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

The Academy will therefore resume its normal attendance process as per the directive from the Department for Education.

Behaviour expectations

Our Academy is a calm, orderly and purposeful environment where students enjoy their learning, make good progress and feel safe. We aim to support students in becoming responsible, independent and resilient individuals who have a range of skills which will serve them well in their future lives. In light of the current situation, we have reviewed the Academy's behaviour policy and made amendments in line with updates needed for COVID-19.

We are aware of the difficulties and changes in routines for students, but we must be consistent in our expectations of student's attitudes and behaviour in and around the Academy. With students working in year group bubbles, it is essential that students follow the rules around the areas of the Academy they can access. If students fail to follow these rules it can put the safety of other students and staff at risk. Any students failing to follow the rules are at risk of exclusion from the Academy. The Academy also has the powers to direct students to work from home on home-learning activities should they consistently fail to follow the rules of the Academy. This is not something the Academy will seek to do regularly, however, the safety of students and staff must remain paramount.

The Academy continues to celebrate student success through the use of Character points and follows a three-tier warning system for students not following instructions. We would again encourage all parents, carers and guardians to download the Class Charts app to keep up to date with student performance. The Academy will continue to run its afterschool detentions for students that are removed from lessons and these will be completed in the year base. Staff will make contact with parents, carers or guardians following a lesson removal. The Academy will always provide 24 hours' notice prior to any after school detention, again all details on the Academy's processes can be found on the behaviour policy which is available on the Academy's website. www.stangroundacademy.org.

Support at the Academy

We have worked hard to provide many avenues of support for our students and we are able to access many agencies to provide the right services. We have trained behaviour mentors in our team and the services of a dedicated school nurse that visits the Academy to offer additional support. We also work with students to offer support with self-esteem and confidence. The Academy also links with the Young People's counselling service to ensure that students' needs can be met. This service ensures that we can significantly reduce the waiting time for students to access a trained counsellor. The Academy has also appointed an Inclusion Coordinator who oversees the Early Help Assessment process and this member of staff also helps to run the Positive Parenting Programme to provide further support for students and their families. The Academy strongly believes in the triangulation of school, home and student to ensure successful outcomes.

Uniform expectations

We will continue to enforce our uniform policy rigorously. We believe that wearing our distinctive uniform gives our students a sense of belonging, helps foster pride in the Academy and stops students coming to school in inappropriate clothing or footwear. Our students are our ambassadors in the community. Therefore, we expect students to wear full uniform when travelling to and from the Academy, at all Academy functions, on extra-curricular visits and when taking part in sports events.

New House ties will be issued to all students on the first day in their tutor group (not including year 6). For full details of our uniform expectations please go to our website www.stangroundacademy.org.

Chroma Sports, our new uniform provider, is open and available to assist with all your uniform requirements.

Blazers

The Academy blazer is compulsory for years 7, 8 and 9 in September 2020. The blazer will provide a source of pride for our students and enable them to display the various badges of their achievements. The blazer will be optional for students in years 10 and 11, but they will need to wear the Academy black jumper along with all current expectations.

The Academy makes every effort to safeguard the possessions of students on site. Following feedback from students, the Academy is delighted to announce that every student will be provided with a locker with a padlock at the Academy. Lockers should be used to ensure that all outdoor clothing is stored and not brought into the Academy whilst also providing them with a safe space to keep their possessions. Students and parents should be aware that personal items brought into the Academy are at the owner's risk and that the Academy accepts no responsibility or liability for any loss. This includes, but is not restricted to, jewellery and mobile phones. The Academy has recently reviewed its policy in relation to mobile phone use and students will now be permitted to use mobile phones at break and lunch times outside of the building. If students use their phones at any other time or inside the Academy they will be confiscated and handed back at the end of the day. Students also have a social responsibility to use their mobile phones appropriately. Any student found not to be using their phone appropriately will lose the privilege of bringing it to school.

Vericool

Stanground Academy uses this cashless system for all purchases in the dining hall. Our Academy site will become completely cashless from September and students will not be able to load cash onto their accounts on site. The money machines will be out of use and or removed in line with COVID-19 guidelines.

Vericool offers you the freedom to make payments whenever you like through a secure online account using your credit or debit card. Making a payment is straightforward and Vericool holds an electronic record of your deposits for you to view along with details of your child's meal purchase history. No card details are stored in any part of the system. If you are not already using the system an individual authentication code for you to access this system is attached in a separate document, along with Vericool guidelines. The Vericool manual is available on our website. Please ensure that your child has enough money deposited on their account if you wish them to have food from the dining hall. We have enclosed login information with this letter if you do not already have these. Please also be aware we will be operating a reduced menu in the canteen. Please ensure your child has adequate bottled water with them as the Academy fountains will be out of use. If you have not yet activated your Vericool account your login details are included on the key information document enclosed with this booklet.

Updating your contact information

Communication is very important to us and we have various methods that we use to contact you. Our main form of communication is via Groupcall and this will be a text message or email. If you have moved or changed your contact information recently and have not already informed us via our Microsoft form, please follow the link below to complete the online form:

https://forms.office.com/Pages/ResponsePage.aspx?id=WnSRoNi3ek2yphNZBT1FEEivR_JnzvhDjI5TbeRu6P9UQzZSUDY3TKY4WDk4Qk9IUUpCR0VUNU1JWS4u

Term dates

Half-term 1

Wednesday	9 September 2020	Year 7 and year 12 for interviews
Thursday	10 September 2020	Year 7, 9, 11 and 13 (see grid above)
Friday	11 September 2020	Year 7, 8 10 (see grid above)
Monday	14 September 2020	All years (see grid for start times)
Friday	23 October 2020	Last day of term

Half-term 2

Monday	2 November 2020	Back to school
Friday	18 December 2019	Last day of term

Half-term 3

Tuesday	5 January 2021	Back to school
Friday	12 February 2021	Last day of term

Half-term 4

Monday	22 February 2021	Back to school
Friday	26 March 2020	Last day of term

Half-term 5

Monday	12 April 2021	Back to school
Monday	3 May 2021	May Bank holiday
Friday	28 May 2021	Last day of term

Half-term 6

Monday	7 June 2021	Back to school
Thursday	22 July 2021	Last day of term

If you require any further information please do not hesitate to contact us by email enquiries@stangroundacademy.org and we will try to respond as soon as possible. Please be mindful that an instant response is not possible during the summer break. Our site is closed over the summer break, please do not come onto the Academy site. When we return, any visits to the Academy premises requires a booked appointment in advance, in line with our operating procedures.

For the Academy's full operating procedures and risk assessments please go to our website: www.stangroundacademy.org.

House	 <i>Bronte</i>	 TURING	 CURIE	 ATTENBOROUGH	 HOLMES
	Communications	Maths & Business	Science & DT	Hums and Social Science	Expressive Arts & PE
Head of House	Jessica Petrie	Sara Lowe / Chenade Henderson	Andy Philips	Laura Walton	John Hayes
WSR	Stanground Pride	Anti Bullying	House Cup	PSHE	Transition
DHOH	Jodie Catton	Sue Goodale	Tina O'Donnell	Lisa Brown	Laura Wragg
SLT Link	Gillian Walsh	Alex Paine	Andy Stocks	Tom Langridge	Amy Copland