



NATIONAL  
CHURCH OF ENGLAND  
ACADEMY

# 2023/24 WELCOME BOOKLET

Your guide to starting Year 7



@NatCofEAcademy



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[www.nationalacademy.org.uk](http://www.nationalacademy.org.uk)

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# HEADTEACHER'S WELCOME



**Congratulations on gaining a place at National Church of England Academy. We believe that not only do all students deserve the highest standard of education possible, but also that every student should work hard, support our community and make the most of the opportunities which come their way. This is something we insist upon here.**

We have extremely high expectations of all our students and for the entirety of your education here you will be supported and challenged to do your very best. In Year 7, you will have the opportunity to build on what you have already achieved in key stage 2.

Education at National is not only about striving for academic excellence, it is also about developing you as a whole person. We are interested in who you are and will support you to grow and develop.

Our vision is to ensure that all members of the community experience **'life in all its fullness' (John 10:10)**. As a Church of England academy, we believe that everyone is a child of God, created in his image and with the potential to grow into his likeness.

#### **Our role as an academy is to create a place of learning where:**

- You are engaged on a joyful lifetime of learning.
- You are uniquely valued.
- Your gifts, the potential you have and your spirituality are nurtured and developed.
- The academy community is welcoming for those of all faiths and none.

We believe in providing opportunities for all of the children here to develop as children of God – to deepen their learning, develop their sense of identity and become active members of the wider community.

National Church of England Academy was graded as 'Good' in the last OFSTED inspection and our SIAMS inspection, which inspects the Christian aspects of the academy, was judged to be 'Good'. In 2021 we achieved a Gold quality mark for our commitment to students. Solid, Moral, Spiritual and Cultural Development, and we act as a beacon school to share our good practice with others. Whilst these are great achievements and the reports will tell you quite a lot about your new academy, you will quickly come to understand that there is so much more to National than reports and we hope you see and feel why it is such a popular choice with so many students and parents.

We are all looking forward to working with you but in the meantime try to relax over the summer. Remember that when you arrive you will be supported to settle in, get organised, meet the staff who are there for you and start learning.

Mr M Brailsford  
Headteacher

#### **ARCH VALUES**

ACHIEVEMENT • RESPECT • CHARITY • HUMILITY • WISDOM • SERVICE



# YOUR CHILD'S FIRST EXPERIENCE OF NATIONAL

## Transition days

This year we will be hosting a two day transition experience to support our new students as they become acclimatised to a secondary education environment. On **Wednesday 12th July and Thursday 13th July 2023**, we plan to invite students to attend the academy. During this time, students will participate in teaching and learning through taster lessons, join their Tutor Group and, on the second day, follow a timetable and navigate the site independently. Parents would usually be invited into the academy community with a welcome evening before the end of summer term.

## First day at National

On **Wednesday 6th September 2023** the academy re-opens to **Year 7 students only** for the start of the academic year. Students should arrive at the academy by 8.40am and make their way straight to the Canon Williams Hall. Tutors will collect and guide them to the correct rooms. During the morning there will be a variety of induction activities – timetables and planners will be distributed, together with information about their first day at National.



# TIMINGS OF THE SCHOOL DAY

All students are expected to be on site by 8.40am - learning starts at 8.45am with lesson 1. During the day there are 6, 50 minute lessons with a morning break and a lunchtime break. The formal academy day currently ends at 3.10pm, although there are a wide range of activities to get involved in after lessons finish.

START	END	KS3	KS4
8.00	8.40	Pre-school zone supervision & breakfast club	
8.40	Warning bell-students should be on site. Late gate begins		
8.45	9.35	Period 1	
9.36	10.26	Period 2	
		9.35	9.35 Break 10.27 10.50 Tutor
		10.47	11.10 Tutor 10.50 11.10 Break
11.11	12.01	Period 3	
		10.02	12.42 Lunch 12.02 12.52 Period 4a
		12.43	1.33 Period 4b 12.53 1.33 Lunch
1.34	2.24	Period 5	
2.25	3.10	Period 6	
3.10	4.15	Homework support and extended sessions	

# TERM DATES 2023-24

Our holiday and term dates are shown below. Good attendance is important. Students who regularly attend achieve better outcomes. Please do everything you can to ensure your child attends school.

TERMS	START	END
AUTUMN 1	06/09/23	20/10/23
AUTUMN 2	06/11/23	22/12/23
SPRING 1	08/01/24	09/02/24
SPRING 2	20/02/24	28/03/24
SUMMER 1	15/04/24	24/05/24
SUMMER 2	03/06/24	26/07/24

STUDENT HOLIDAYS	START	END
AUTUMN HALF TERM	23/10/23	03/11/23
CHRISTMAS	25/12/23	05/01/24
SPRING HALF TERM	12/02/24	19/02/24
EASTER	29/03/24	12/04/24
SUMMER HALF TERM	27/05/24	31/05/24
SUMMER	29/07/24	TBC



### AUGUST 2023

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 2023

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	

### OCTOBER 2023

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					

### NOVEMBER 2023

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			

### DECEMBER 2023

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

### JANUARY 2024

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### FEBRUARY 2024

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			

### MARCH 2024

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

### APRIL 2024

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				

### MAY 2024

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		

### JUNE 2024

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

### JULY 2024

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				

- Public holiday
- School holiday
- Administration day
- Professional learning day

- Year 7 ONLY
- All year groups

# TRAVELLING TO & FROM THE ACADEMY

## Bus passes

School bus timetables and a bus pass form can be downloaded from the Nottinghamshire County Council website: [www.nottinghamshire.gov.uk/education/travel-to-schools](http://www.nottinghamshire.gov.uk/education/travel-to-schools) or alternatively telephone their Transport line (0300 500 80 80). Your child's primary school may also be able to provide an application form.

## Car parking

For the safety of our students, if you wish to bring or collect your child by car, please do not park, drop off or pick up within the academy grounds. Please do not park near the ambulance station as this restricts emergency access. Please be aware that the areas immediately to the right and left of the academy gates are used by buses. **Therefore, please drop off between Tesco Express and the pedestrian crossing. Please note, should you require your child to leave before 3.10pm, they will need to be collected from the academy main reception. In this scenario, visitor parking is available.**

## Travel by bicycle

Students are encouraged to cycle and there are areas set aside for bicycle storage. Parents should check that students wear a helmet, that they wear reflective clothing and that the bicycle is in full working order, including lights for the winter months. Students should ensure that their bicycle is locked up securely each day; we advise that it is also security marked. Students should not share padlocks, as this causes a problem when one student needs their bicycle urgently and the other person has the key.





# VISION

*All members of our community experience 'life in all its fullness' (John 10:10)*

Our academy vision is to ensure that all members of our community experience 'life in all its fullness' and live life through our six core values.

At the National Church of England Academy, we strive to develop understanding of our six core values, set within a Christian framework, so students may move on in life to contribute positively to the common good of the wider community and the environment.

### Our academy should be a place where:

- Young people and adults alike are engaged on a joyful lifetime of learning.
- Each person is uniquely valued.
- The gifts, potential and spirituality of everyone in our community are nurtured and developed.
- The academy community is a welcoming place for those of all faiths and none. Spiritual, Moral, Social and Cultural development (SMSC), including the promotion of British values, is embedded throughout all aspects of academy life.

In Pentecost term of 2021, we achieved the **SMSC Gold quality mark** which recognises our commitment to SMSC throughout the academy.

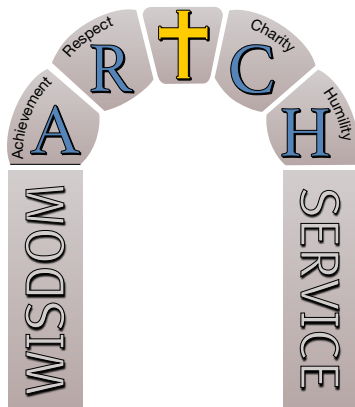


*"The National Church of England Academy has a strong sense of community and togetherness. It is a family, where leaders proudly place the interests of their pupils and the Christian vision at the centre of their work".*  
(SIAMS Inspection 2022)



# ARCH VALUES

Our academy values are Achievement, Respect, Charity and Humility: an ARCH, underpinned by the two pillars of Wisdom and Service and held together by the Keystone, placing God at the centre of our academy.



## Achievement

We believe we have each been given unique talents and abilities and we want everyone in our community to use these as fully as possible: academically, and also in the arts, music and sport. 'I can do all things through Christ who strengthens me'  
*(Philippians 4:13)*

## Respect

By respecting others, the environment and ourselves, we can help to create a better society. 'Show respect for everyone'.  
*(1 Peter 2:17)*

## Charity

This means generosity of spirit: giving our time and energy to others and seeing the potential for good in others. 'Do not forget to do good and to share with those in need'.  
*(Hebrews 13:16)*

## Humility

True humility is about greater self-awareness. We admit our limitations and recognise the strengths and talent of others. 'In humility value others above yourselves'.  
*(Philippians 2:3)*



### Wisdom

Wisdom is a way of understanding things which enables us to see what is true or right, using what we learn unselfishly. 'Blessed are those who find wisdom, those who gain understanding'.

*(Proverbs 3:13 NIV)*

### Service

For Christians, everything we do is in service to God. Whether Christians or not, the idea of service should be central to everything we do. 'Never be lazy, but work hard and serve the Lord enthusiastically'.

*(Romans 12:11)*

### Keystone

At the National Church of England Academy, it is God as seen in the life of Jesus and as experienced today through the working of the Holy Spirit who is the keystone holding our community together. 'Anyone who listens to my teaching and follows it is wise like a person who builds a house on solid rock'.

*(Matthew 7:24)*



*"Pupils articulate the vision and are proud of how the ARCH values encourage them to strive for academic excellence and live well together in the school community".*

*(SIAMS Inspection 2022)*

# PAYMENT INFORMATION

## Online payments

The academy does not accept cash payments for items such as trips, revisions guides, etc. This is to remove the need for students to bring cash into the academy.

Log on to [www.squidcard.com/support/parents](http://www.squidcard.com/support/parents) for information about this method of payment. Your Squid account will become active from mid-September 2023, and all students will be issued with log in details automatically. We will send you details of your 16 digit sQuid registration number and 3 digit security code. You will be able to 'load' money via sQuid for meals at the academy, together with trips and activities. Please ensure that all funds are allocated into the correct 'wallet'.

By prior agreement, you can send monies by bank transfer or cheque for trips and revision guides. Please note, this facility is not available for catering.

Cash will **ONLY** be accepted for donations on non-uniform days and in other ad-hoc instances where the academy instructs that this is an option.



## Dining room cashless system

Please note no cash can be accepted in Archie's. We use a biometrics payment system in Archie's to ensure efficiency at the till point. All students and staff have a biometric fingerprint image taken. When scanned, their fingerprint is matched with the unique digital signature held in the database. Students' fingerprint images will be taken on their first day in September and they will be given training on how to use the system.

**Students are currently not able to load up their SQUID accounts with cash in school, and online top-up is the only available option.**



# CURRICULUM

Our purpose is to provide an education that supports and enables all students to have 'life in all its fullness' (John 10:10) Students will study a broad and balanced curriculum which is academically challenging and taught by specialist subject teachers. The timetable is made up of 6, 50 minute lessons.

## In year 7 you will study

SUBJECT	No. OF LESSONS PER WEEK	SUBJECT	No. OF LESSONS PER WEEK
Art	1	Mathematics	4
Drama	1	Music	1
English	4	Numeracy	1
Geography	2	Personal Development	1
German	3	Religious Studies	1
History	2	Science	4
Literacy	1	PE	2
		Technology	2

At the end of key stage 3, year 9 students are guided to make informed Option choices of subjects to study at key stage 4.

# IN THE CLASSROOM

## In the classroom

We have routines so that good behaviour looks the same in every classroom and enables purposeful learning.

- We line up outside the classroom in silence.
- We sit in a seating plan.
- On entry we stay silent and unpack our equipment quietly.
- We stand behind our chairs until our teacher tells us to sit down.
- We sit facing the front.
- We listen in silence and are respectful of others learning.
- When we have a question, we raise our hands and wait to be asked.
- We are proud of our presentation.
- We pack away quietly and calmly without turning around.
- We wait behind our chairs until our teacher says it is time to leave.



# UNIFORM

*Dress code, technology and personal possessions*

## Uniform suppliers and stockists:

To enable families to have a wide choice of where to buy uniform items from, with fairness and cost in mind, we work with two suppliers: Schoolwear Solutions in Mapperley ([available online at www.schoolwearsolutions.com](http://www.schoolwearsolutions.com)) together with Hucknall Sports, who are based in Hucknall.

## Uniform:

*Any items that are not on this list are not permitted in the academy.*

- Navy blue blazer with academy badge. **Jumpers underneath the academy blazer are not permitted.**
- Pale blue shirt (long or short sleeves) tucked in at all times.
- Clip-on academy tie.
- Branded black skirt or branded black trousers.
- Plain, low heeled polishable shoes (not plimsolls, canvas trainers or boots).

## Outerwear:

- Must be worn over the academy blazer.
- High visibility clothing for safety, in winter, or on bikes is actively encouraged.
- Hooded / tracksuit tops are not permitted and **will not** be acknowledged as a coat.

## Jewellery, hair, make up and nails:

- Rings are **NOT** permitted at all.
- One small earring per ear (stud), worn in the ear lobe only, which must be removed for PE.
- Other piercings including nose studs are not allowed and will be asked to be removed.
- One wrist watch is permitted (not a smart watch). Watches must be removed for PE.
- Hairstyles must not attract undue attention to an individual and must only be natural colours and mainstream styles e.g. adding colours such as blue, red and green. Staff discretion will apply.
- Lightly applied natural looking make up only and single colour nail polish only. **FALSE EYELASHES WILL NOT BE PERMITTED.**

- Artificial nail coverings of any length or type are not permitted. There are health and safety concerns associated with these, especially regarding physical activity. They will require removal.
- Please be aware before buying non-permitted items that these are not allowed and forms part of our policy.





At National Academy we believe our school uniform provides the best balance between cost and quality when considering value for money for parents.

### Personal possessions:

- To prevent loss, please avoid bringing valuables.
- Make sure you keep purses, keys, etc. with you at all times.
- Name/label all personal items.
- Any form of aerosol deodorant is prohibited. Students who wish to apply deodorant after PE must ensure they bring only roll-on deodorants.

### Technology

- All forms of mobile technology, including smart watches, are **NOT PERMITTED.**

### PE Uniform:

Parents are advised not to purchase items that are not permitted for students use in school.

- Navy/sky reversible rugby shirt with academy logo OR navy/sky/white hoodie shirt with academy logo.
- Navy jogging bottoms with academy logo OR plain unbranded navy jogging bottoms. Joggers must be plain Navy (with no branding) or school badged joggers. (Students arriving with branded (Nike, adidas etc. bottoms, will be issued with an after-school detention)
- Navy/sky sports socks must be worn.
- Navy shorts or skirt with academy logo.
- Navy/sky/white polo shirt with academy logo.
- Trainers and football boots.
- Students can wear plain black or navy skins/ thermal **BUT** these must be under their PE shorts or t-shirt.

### Important health and safety equipment:

- Students must have shin pads and gum shields.



# PASTORAL

## The pastoral system

Students at National are divided into approximately 7 tutor groups per year group. Each student has their own dedicated tutor who they will see each day, and a Head of Year. Your child's tutor should be the first point of contact for any issue including curriculum based queries.

Students spend 20 minutes each day in tutor time where they complete a variety of activities such as Thought for the Day and a leadership and resilience programme, known as LORIC. There are leadership opportunities for students, most notably through the year group and academy councils where all students are able to discuss whatever matters are of concern to them.

Our pastoral team is supported by our student support area 'Student Reception' where students can access help and guidance each day before school and during social periods. They will help out and with any and every matter - assistance is never too far away.

## Tootoot

We are partnered with Tootoot – the student e-service. It is a safe and secure web-based safeguarding tool, which allows our students to report any issues, incidents or concerns in an anonymous, confidential and discrete manner. These individual cases are monitored, managed and resolved by your child's head of year within the academy who are notified immediately by email. Tootoot reduces the friction and stigma attached to the reporting of such incidents, and ultimately provides us with the tools required to track, monitor and resolve cases efficiently.

The academy has a comprehensive safeguarding policy and takes all disclosures made by students with the utmost seriousness. Ofsted have stated that *"pupils feel safe in our school and are taught how to keep themselves safe in the wider community"*. Students regularly comment that they feel safe in the academy and incidents/concerns are dealt with swiftly.



**tootoot<sup>)))</sup>**  
**Giving a voice**  
To children and young people



# SEND

The academy aims to support all students with SEND (Special Educational Needs and Disabilities) through provision that provides reasonable adjustments to cater for individual learning needs. This support is further enhanced by the delivery of a range of training opportunities for all staff relating to a variety of SEND. We offer a graduated response to ensure needs of learners are met in class through small groups.

Any support or provision that is additional to and/or different to our standard provision, is supported with SEN S (SEN Support) provision or Education and Healthcare Plan where appropriate and close and effective relationships with outside agencies are maintained and nurtured.

Our inclusion faculty are focused on developing self-confidence, independence and self-esteem to enable all students to overcome any potential barriers to learning.

Our team of highly trained learning support assistants work with the needs of students in mind, ensuring the curriculum can be accessed by all.

*“Pastoral support for pupils with special educational needs and/or disabilities (SEND) is a pocket of excellence”.*

(SIAMS Inspection 2022)



## In-school pastoral support package

We are proud that we have a range of support packages to assist students with any pastoral concerns they might have.

### These include:

- Personal tutor/ co-tutor.
- Head of Year and Assistant Head of Year.
- ‘Listening Service’ scheme including the academy chaplaincy team and academy counsellor.

Please speak to your child’s tutor should they want to access any further support.



# SAFEGUARDING



The designated safeguarding lead within the National Church of England Academy is **Mr Llewellyn**.

At the National Church of England Academy we take safeguarding very seriously and ensure that all students are safe at the academy - this is everybody's responsibility. Together with providing exceptional pastoral care, we are proactive in ensuring all students have information and knowledge to keep them safe at the academy and online. We provide a range of methods for communicating with us if students have any concerns. Students are briefed on who the safeguarding team are, and the fact that they can approach any adult. All staff have extensive training on all safeguarding aspects, including the Prevent Duty.

## Useful websites:

[www.nspcc.org.uk](http://www.nspcc.org.uk) - contains a very useful online safety section

[www.thinkuknow.co.uk/parents](http://www.thinkuknow.co.uk/parents)

[www.safeinternet.org.uk](http://www.safeinternet.org.uk)

[www.notalone.org.uk](http://www.notalone.org.uk)

[www.casy.org.uk](http://www.casy.org.uk)

# MENTAL HEALTH & WELLBEING

Transitioning from primary to secondary school is a particularly significant change for children. It is important that we acknowledge how they feel and help them gain skills to find solutions or strategies to manage these feelings.

Learning about change and how to cope with it will help children with this particular transition as well as prepare them for many other changes and challenges they will face in life. Helping children build resilience and allowing them to have a chance to try out different coping skills and methods and find the ones that work for them is a really good starting point.

At the National Church of England Academy, we strive to nurture student's mental health and wellbeing, by providing them with the tools to cope and deal with the continuum that is mental wellbeing. Students at the academy will receive this through their PD lessons, through tutor sessions and through the pastoral enhancement day sessions. Mrs Jones is our student wellbeing lead and many members of staff, both teaching and support, are trained mental health first aiders.

## Counselling service

The academy also offers a confidential counselling service for students which is delivered by a qualified counsellor and is separate to other counselling agencies. Students may need support with various relationships, friendships, family issues, bereavement, loss and many other conditions such as anxiety and stress – this service can support them through such issues. Students can access this service through their personal tutor, the head of year or by attending one of the numerous 'drop in' sessions that are available each week.



Academy sensory room

# ANTI-BULLYING COMMITMENT

The Department of Education defines bullying as: ‘...behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages, social media or gaming, which can include the use of images and video) and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, special educational needs or disabilities, or because the child is adopted, in care or has caring responsibilities. It might be motivated by actual differences between children or perceived differences.’

Students report that there is very little bullying at the academy, but there is the potential that this can happen. Most incidents start with teasing, name calling and when friends fall out with each other. Social media is often a cause of this - therefore it is essential that parents and carers ensure their children use social media responsibly outside of the academy. There are lower age limits on most social media channels - help support your children to stay safe by being aware of these limits and monitoring their usage. Though we educate children on social media responsibility and safety, it is not our responsibility to manage how students use this in their own time - if it is used to cause harm to a student outside of the academy day, we suggest contacting the police for advice. We recommend limiting your child’s exposure to social media at this age.

## What should I do if my child says they are being bullied?

- Stay calm. Listen carefully to what your child has to say. Please consider there may well be other points of view.
- Ask them the question - ‘does your tutor know’?
- Ask them to record the incident on Tootoot.
- Encourage them to have a conversation with their tutor the following day.
- The tutor (or Head/Assistant Head of Year) will contact you to keep you informed.

A variety of strategies are used to combat such issues. There is also advice and information about bullying during personal development lessons, and students may also speak with the academy counsellor if they need further support.

If you ever have any concerns, please ensure that you contact the tutor as soon as possible. We take every allegation seriously and want our academy to be as safe, welcoming and comfortable as possible for all students.

**Please see our policies on our website:**

[www.nationalacademy.org.uk](http://www.nationalacademy.org.uk)



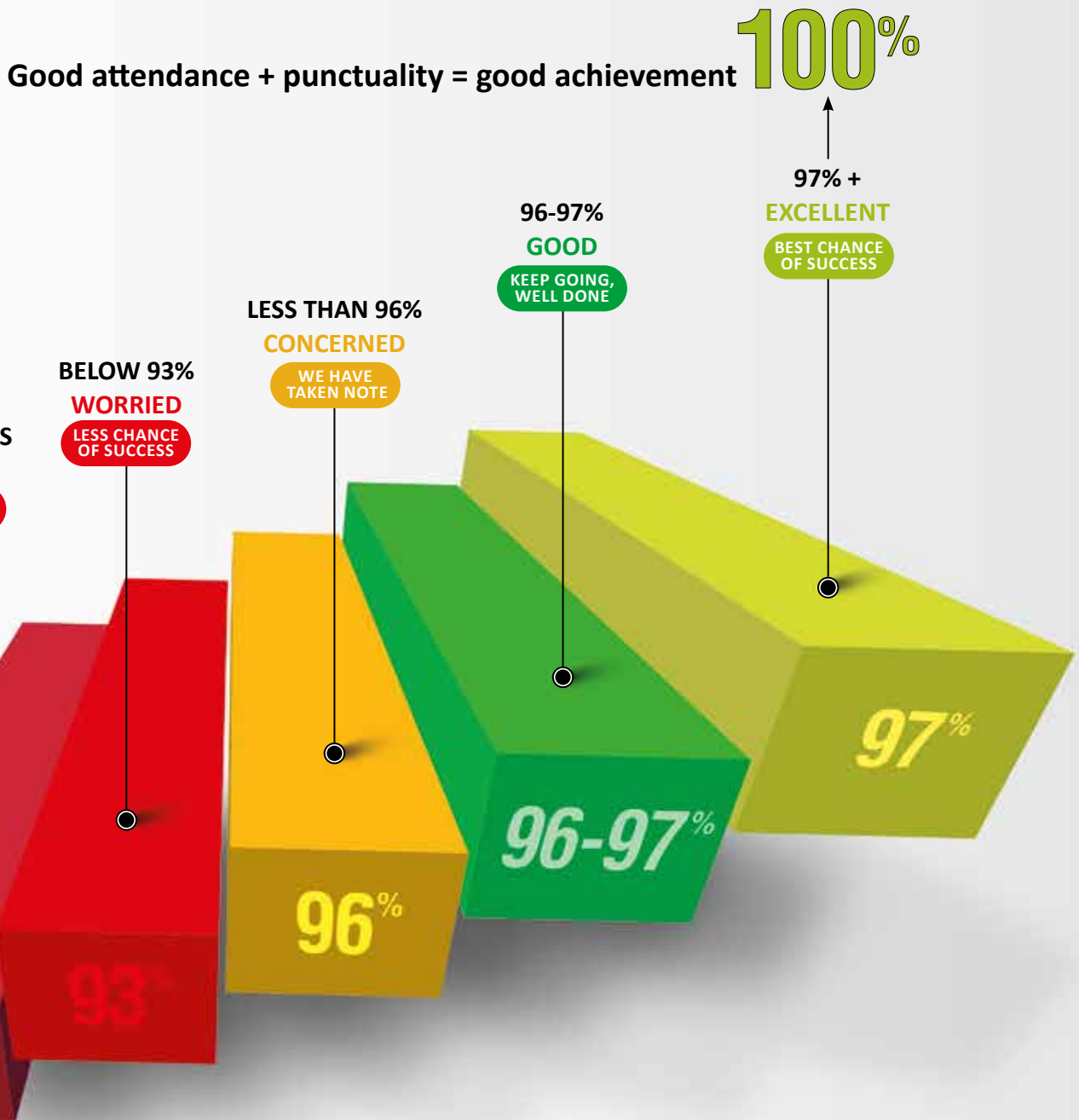
# ATTENDANCE & PUNCTUALITY

## Attendance

We expect the highest levels of **attendance** possible - better attendance means better learning, and higher achievement for our students. Our academy expectation is a minimum of 97% attendance and ultimately aim for 100% attendance and punctuality. Evidence may be required to support days off due to illness for these to be authorised. We do not authorise absence due to holiday in term time.

## Punctuality

We expect all students to be **punctual** for the start of the day and for all lessons. Apart from very occasional circumstances, there is no reason for students to be late for school. If a bus does not run on time, students will not be penalised. Our academy day begins at 8.40am with the first lesson starting at 8.45am. Our attendance team monitors student arrivals via the late gate system to help us to monitor punctuality and to reinforce good habits.



# ATTENDANCE EXPECTATIONS

## All parents/guardians should:

- provide up to date contact details;
- ensure their child attends the academy regularly and punctually, as is their legal duty as parents;
- contact the academy on the first and each subsequent day of absence, unless a definite date of return is known;
- arrange medical appointments before/after the academy day, or after period 5 where possible;
- contact the academy whenever any problems occur that may affect their child's attendance or performance;
- access their child's record via Talaxy and contact the academy attendance line on 0115 963 5667 ext. 3001 with any queries.

## We require all students to:

- achieve the academy attendance target of 97%;
- arrive on site by 8.40am and to be punctual to all lessons;
- inform their tutor of any problem or reason that is known in advance and may prevent their attendance;
- inform a member of staff if they need to leave the academy grounds for any reason during the academy day - sign out at student reception if leaving early and being collected by a parent or guardian.

# ABSENCE & HOLIDAYS

## Reporting an absence

If a student is unwell or has to stay at home for another reason, on each day of absence please telephone the academy on **0115 963 5667 ext. 3001** at the earliest opportunity.

If your child has an appointment (i.e. dental) on a specific date, please make a note in your child's planner with the details, including who will be collecting your child from main reception, and supply a copy of the appointment letter/ card. Though again, please try and arrange this for before or after the academy day, or after period five.

If your child is not at the academy by the start of lesson two, parents will receive an automated text message unless we have been contacted to inform us of their absence.

## Holidays

Parents and guardians are not entitled to remove children from the academy for holidays as a right. The academy will not authorise absence during term time unless there are exceptional circumstances.

## These circumstances are:

- where families are service personnel;
- where family needs to spend time together to support each other during/after a crisis;
- other compassionate circumstances confidentially shared with the academy.

Parents/guardians may apply for exceptional leave of absence by writing to the Headteacher at least four weeks before the planned absence (including before the planned holiday is booked). Holidays will not be granted retrospectively, based on an existing booking. The application letter must outline precisely what the exceptional circumstances are. However, the academy will not authorise holidays in term-time based solely on a parent/carer being unable to book holiday time to correspond with the academy holidays.

The Local Authority Code of Conduct for issuing of Fixed Penalty Notices will be followed in cases of holidays taken without prior authorisation. Nottinghamshire County Council now require all unauthorised absences of three days or more in a six week period to be issued with a penalty notice.

The academy's policy on attendance is available through our website and is aligned with Nottinghamshire County Council's guidelines.

# PROGRESS

The review of the progress of every student at the National Church of England Academy is an integral part of the teaching and learning process. It is through this review that we can gauge the current progress of each student towards aspirational outcomes.

Where progress is below expected levels, we will work with students and their parents/guardians to take action to ensure this is improved.

## During each academic year, for all students, in every subject we will:

*Review and report on progress, engagement with learning, behaviour for learning and homework at least twice per year (more for some year groups) this will include targets to drive improvement.*

*Share with students targets for the end of year 11 in year 10 and 11.*

*Provide opportunities to meet staff to discuss student progress, whether face to face or via Teams. The timings of these meetings vary for each year group, and we will publish the dates at the start of each academic year. These are known as **AMP** (Achieving My Potential) evenings.*



# ACHIEVING MY POTENTIAL



**KS4 - Year 10 and 11**  
What does this mean?

- 1** You are performing at a level which indicates that you will **EXCEED** your minimum expected grade.
- 2** You are performing at a level which indicates that you will **MEET** your minimum expected grade.
- 3** You are performing at a level which indicates that you will **NOT MEET** your minimum expected grade.
- 4** You are performing at a level which indicates that you will **PERFORM WELL BELOW** your minimum expected grade.

**Engagement with Learning**  
What does this mean?

- 1** Engagement with learning in lessons is excellent, the student **DRIVES THEIR OWN LEARNING**, they have a **POSITIVE IMPACT** on others and are aspirational in their approach.
- 2** Engagement with learning in lessons shows the student is **HARD WORKING** and fully **ENGAGED**. They demonstrate a **DESIRE TO DO WELL**, taking some responsibility for their own learning.
- 3** Engagement with learning in lessons shows the student **DO WHAT IS ASKED TO A MINIMUM STANDARD**. They do not take responsibility for their own learning and show **INSUFFICIENT DESIRE TO FULFIL THEIR OWN POTENTIAL**.
- 4** Engagement with learning in lessons shows the student **AVOIDS WORK** and **NEEDS REMINDERS** to be brought back on task regularly. They make poor choices and can have a **NEGATIVE IMPACT** on others.

**KS3 - Year 7, 8 and 9**  
What does this mean?

- 1** You are performing at a level which is **ABOVE** the expected level for your ability.
- 2** You are performing at a level which is **AT** the expected level for your ability.
- 3** You are performing at a level which is **BELOW** the expected level for your ability.

**Homework**  
What does this mean?

- 1** Homework is **ALWAYS COMPLETED** and **GOES THE EXTRA MILE** by consistently displaying **CURIOSITY** and a **LOVE OF LEARNING**.
- 2** Homework is always **COMPLETED** and clear **EFFORT** put into work relative to ability.
- 3** Homework activities are **SOMETIMES COMPLETED** but fall **SHORT OF FULL POTENTIAL**.
- 4** Homework **LACKS COMPLETION** and the standard is **POOR**.

**Behaviour for Learning**  
What does this mean?

- 1** Students demonstrate Arch values **OVERTLY** in all lessons, role modelling **EXEMPLARY** behaviour.
- 2** Students are always **POLITE, RESPECTFUL** and **PREPARED TO WORK** in all lessons.
- 3** Students are **NOT** always **POLITE, RESPECTFUL** and **PREPARED TO WORK** in all lessons
- 4** Students are **RARELY POLITE, RESPECTFUL** and **PREPARED TO WORK** in all lessons.

# BEHAVIOUR & REWARDS

## Behaviour

If student behaviour falls below our expectations, sanctions and further education are used to signal that this is unacceptable and to encourage students to make better choices in the future. Our behaviour policy clearly outlines what we require from students in order to allow teaching and learning to take place smoothly.

### We expect all students at the academy to:

- arrive promptly and participate fully in all sessions/lessons;
- arrive with all required equipment;
- avoid any examples of low-level disruption that hampers teaching and learning;
- complete all homework on time and to the best of their ability.

There is a **Behaviour for Learning** ladder in operation in each classroom, which is clearly explained to students.

For more serious disruption to the teaching and learning process, students may be placed in the Removal and Reflection room away from their peers in order for them to reflect on their action and to complete a piece of reflective work outlining how such incidents can be avoided in the future. Parents may be expected to attend a meeting with the Head of Year or a member of the Senior Leadership Team to discuss the matter.

Occasionally a student may be required to attend a sanction after lessons have ended. This is considered an extension to the school day, by the Department for Education. We will always inform parents/guardians when we do this and it is an expectation this is fully supported.

## Rewards

Teachers take many opportunities to reward students, including for high standards of achievement, excellent effort, significant improvements in attendance, effort or work, modelling our ARCH values such as caring for others, contributing to the ethos of the academy, or taking part in worship or charity events.

### Rewards come in many forms, such as:

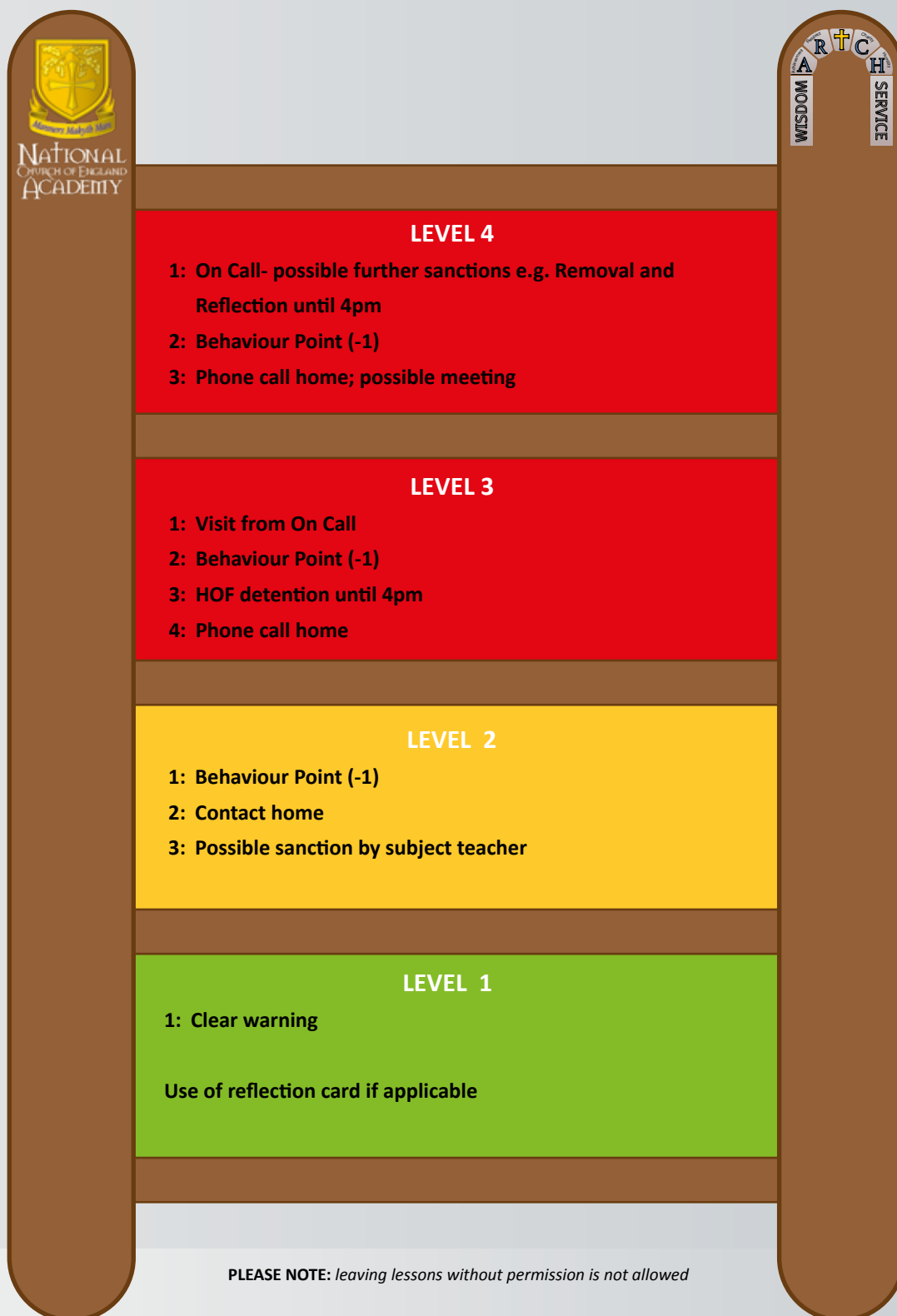
- praise;
- feedback written by the teacher on a piece of work;
- postcard or letter home;
- achievement points and certificates;
- nomination for Achievement Evening.

Achievement Points go towards a variety of incentives such as certificates, lunchtime passes and prize draws. Staff also award 'Star of the Lesson' at the end of each lesson where positive texts are sent to parents/guardians.





# BEHAVIOUR FOR LEARNING LADDER



# COMMUNICATION

## ParentMail

ParentMail is the sole method the academy uses to communicate with parents and guardians. It is a digital resource that has replaced traditional communication such as letters, allowing staff to contact individuals or groups of parents/guardians effectively and economically.

There is a free mobile app, available to download on iOS and Android which allows you to pick up messages and notification instantly. Through this app, there is the ability to complete forms for trips, give consent and permissions, book slots for AMP parents' evenings and more besides.

**It is vital that you supply us with an accurate email address.**

## Other ways to stay informed

Our academy website and social media channels are great sources of information and well worth keeping an eye on. Our website contains a huge amount of information and access to academy resources such as policies, our academic year calendar and details of curriculum and enrichment. Parents can also access a range of information and updates on their children through Talaxy, for which they will receive log-in details.

For more informal news updates that help to give an overview of life and achievements at National, our **Facebook and Twitter** pages are regularly updated with features that we know parents, guardians, students, staff and wider community love to see.

To like our Facebook page or follow us on Twitter, visit:

[www.facebook.com/NatCofEAcademy](http://www.facebook.com/NatCofEAcademy)

[www.twitter.com/NatCofEAcademy](http://www.twitter.com/NatCofEAcademy)



# USEFUL CONTACTS

Main switchboard number	0115 963 5667
Absence line	0115 963 5667 ext. 3001
Website	www.nationalacademy.org.uk
General email	adminoffice@nationalacademy.org.uk
Headteacher	Mr M Brailsford
Chair of Governors	Mrs K Cowley
Designated Safeguarding Lead	Mr D Llewellyn
Business Manager	Mrs R Richardson
Transition Lead	Mrs K Soltysik
SENCO	Mrs C Stones
Admissions Officer	Mrs L Heath

	Head of Year	Assistant Head of Year
Year 7	Mr J Beaver	Mrs K Soltysik
Year 8	Mrs E Hopkin	Mrs L Newns
Year 9	Mr J Gilham	Mr A Richardson
Year 10	Mr K Mistry	Mr K Barnett
Year 11	Ms S Craven	Mr C Crossland

To contact any member of staff, use the format [initialsurname@nationalacademy.org.uk](mailto:initialsurname@nationalacademy.org.uk) e.g.

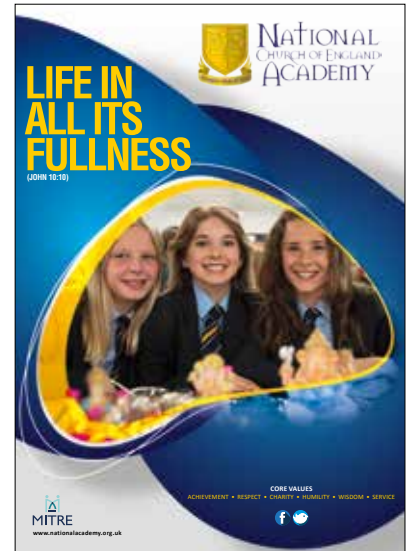
Mrs K Soltysik – [ksoltysik@nationalacademy.org.uk](mailto:ksoltysik@nationalacademy.org.uk)

If you would like to contact the Hucknall Sixth Form Centre, please contact Mrs Cliffman, Head of Hucknall Sixth Form Centre on [info@hsfc-ac.org.uk](mailto:info@hsfc-ac.org.uk) or (0115) 9681657





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**Have you got a copy of our School Prospectus?**

**‘Life in all its fullness’ (John 10:10)**



**NATIONAL  
CHURCH OF ENGLAND  
ACADEMY**

**National Church of England Academy**  
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