



Chellaston Academy

Learning

Excellence

Integrity

Year 7 Students' Handbook 2018 - 2019

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Mr K Gaiderman

HEADTEACHER

July 2018

I hope that you are looking forward to your new start and that you arrive for the new academic year aiming to succeed in every aspect of school life. This includes getting involved in all that Chellaston Academy has to offer and of course achieve your very best in all your examinations.

In order to be successful, I want you all to meet my three major expectations of all students at this school.

First of all, I want you to attend school every day with a positive attitude and a desire to want to learn something new for the first time. Those that attend school regularly always achieve the best results.

Secondly I want you to work hard in every lesson, every day whilst you are here. Teachers here work hard every lesson, every day and you should do exactly the same.

Thirdly, your behaviour has to be excellent every lesson, every day. You cannot work hard unless you behave well. If you decide to stop others from working there will be consequences as in all schools.

If you attend every day, work hard and behave, the chances of you being happy and successful in the future will be much stronger. My job is to make sure that you meet your potential.

If you do as much as you are told and put in maximum effort, you will leave school well prepared for your adult life.

I look forward to meeting and working alongside you.

Yours faithfully

Kevin Gaiderman
Headteacher



School Aims

We have aims which relate to our school and our community. These are to help you focus on your personal and academic achievement.

Our three academy aims are as follows:

1. To maximize pupil progress and attainment.
2. To be outstanding in all that we do.
3. To use new technologies.

We aim as a community to:

1. Develop good attitudes, good behaviour and good attendance.
2. Develop spiritual, moral, social and cultural awareness.
3. Help you be healthy and safe.
4. Develop skills which will help you to become a good worker.

Our Academy Expectations

We have simple expectations for all pupils to follow. These are based on respect and consideration for others.

WE MUST:

1. All behave sensibly and is considerate to each other and understand our anti-bullying code.
2. Treat the school buildings and the property of others with care and respect.
3. Work hard and complete homework.
4. Wear school uniform.
5. Use the Learning Platform to support learning

WE MUST NOT:

1. Bully.
2. Drop litter.
3. Chew gum in school.
4. Smoke, drink alcohol or bring drugs of any kind into school.
5. Leave the school grounds without permission.

Introductions

If you have any questions or problems, your form tutor is the person to see. Your tutor will see you at the start of every morning session. If they are unavailable you can see Mrs Grimwood for help.

In September you will meet many members of staff but you will quickly get to know them and their expectations. Your aim is to know the names of your form tutor and teachers by the end of September.

Here are some of the members of staff whose names you should try to remember:-



Mrs Rumsey, Miss Stavri and Miss Walker are our three Vice Principles.

Mrs Rumsey's role is Daily Operational Leader of the Academy supported by Miss Stavri, who is also the Head of Sixth Form, and Miss Walker, who is also the Director of Special Educational Needs and Inclusion.



Mrs Grimwood is the Student Progress Leader for Year 7. She is responsible for the progress and welfare of the year group. She expects you to do your best in all things.

Our Assistant Vice-Principles



Mr Moore is our Assistant Vice-Principle with the Raising Standards Leadership role. He is responsible for ensuring each student is given the opportunity to make maximum progress on their journey through the Academy.



Mrs Holdgate has responsibility for the strategic development of the curriculum and for directing the Pathway transition from Key Stage three into four.



Miss Nelson is Director of the Teaching School aspect of the Academy.



Mr Walker has responsibility for the Teaching and Learning across the Academy.



Mr Jordison is an Assistant Vice-Principle who has responsibility for developing international links, the House System and developing aspects of the wider community.

Mrs Horvath has the role of Designated Safeguarding Lead and leads the work done to promote student and staff well-being.



Miss Sutton leads on all aspects of Assessment, Recording and Reporting within the Academy and also has responsibility for the Initial Teacher Training (ITT) Programme.

Mr Clarke has responsibility for the Performance Management of all staff, the oversight of communications and our website.



Getting to School

School begins at **8:30** each day. Make sure you arrive at school in good time. If you arrive late you will have to sign in at the reception desk. Being punctual is very important.

School Buses - If you live in Aston, Weston, Melbourne, Stanton, Swarkestone, Ticknall or Barrow you will be told the bus on which you will come to school. Bus times are subject to review when contracts are renewed. As a guide the buses are running to the following timetable during the summer term:



205	Melbourne, Pack Horse Road	0755
	Melbourne, Market Place	0800
	Derby Road, Quaker Place	0805
	Chellaston Academy	0820
206	Ingleby	0740
	Ticknall, Triangle	0750
	Melbourne, Market Place	0803
	Stanton by Bridge	0810
	Chellaston Academy	0825
207	Kings Newton	0755
	Melbourne Market Place	0805
	Chellaston Academy	0820
208	Melbourne, Packhorse Road	0755
	Melbourne, Market Place	0800
	Derby Road / Quaker Place	0805
	Chellaston Academy	0820
242	Weston on Trent – Main Street	0755
	Aston on Trent, Weston Road	0758
	Derby Road	0800
	Chellaston Academy	0815

243	Shardlow, Dog & Duck PH	0756
	Aston on Trent – Shardlow Road	0758
	Derby Road	0800
	Chellaston Academy	0815
247	Chellaston East Junction	0750
	Weston on Trent – Main Street	0755
	Aston on Trent – Weston Road	0758
	Derby Road	0800
	Chellaston Academy	0815
306	Barrow on Trent	0800
	Chellaston Academy	0808

In the afternoon all school buses depart at **3.10pm**. It is very important that you arrive in the turning circle as soon as possible after 3.00pm so that you do not miss your bus.

Bus Passes

If you qualify for a bus pass it will allow you to travel free on your school bus. You must look after your pass, never lend it to anyone or try to use it on any other bus. If you lose your pass you must report to the Main Office who will explain how to apply for a new pass. The new pass will cost you £5.00 and a Temporary pass can then be issued until your new pass arrives. You must always carry your identity card and bus pass. The company makes the rule 'No Pass, No Travel'.

Under 14 Identity Cards – B-Line Card

B-line is a travel, discount and library card scheme for all young people aged 11 up to their 19th birthday living in Derbyshire and Derby City. They will be issued to you in school in Year 7.

There are two types of card:

1. *b_line1 – an orange card which proves you qualify for the bus or Rail Company's under 16 discounts.*
2. *b_line2 – a purple card which proves you qualify for 25% off full adult fares.*

Both cards give you discounts at around 600 local shops and businesses and library membership.

Our Anti-Bullying Code

This code was made by pupils at Chellaston Academy because we know how upsetting it can be for people when they are bullied.

When you join us in September you will be asked to read and understand our Anti-bullying Code, and then sign it.

OUR ANTI-BULLYING CODE

A CODE FOR PUPILS BY PUPILS

1. Every pupil has the right to enjoy his/her learning free from intimidation, both in school and in the surrounding community.
2. The Academy will not tolerate unkind actions or remarks; even if they were not intended to hurt.
3. Any unkind action or comment will be called bullying.
4. Pupils should support each other by reporting all instances of bullying.
5. Bullying will be dealt with seriously.
6. Bullying is too important not to report.
7. It is the responsibility of everyone to report all instances of bullying, whether you are being bullied yourself or you know of anyone else being bullied.

The Students of Chellaston Academy

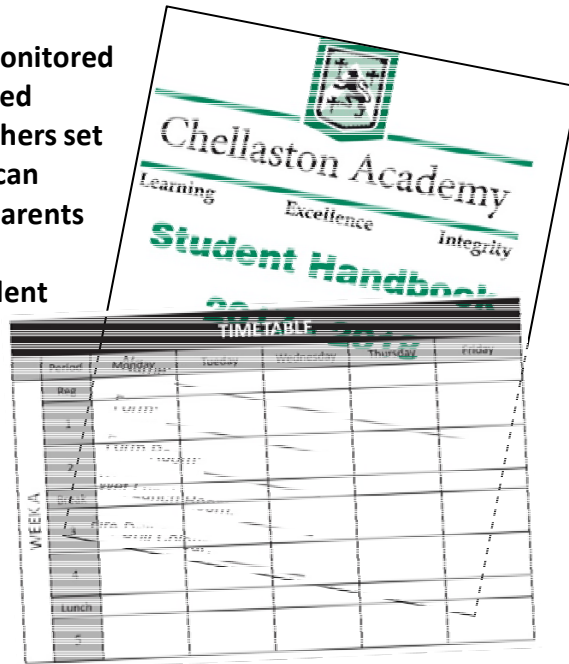
What shall I take to school?

1. A school bag
2. A pencil case containing: pens, pencils, a rubber, a pencil sharpener, a ruler, crayons or felt tips.
3. A small dictionary and calculator would also be useful.
4. A bag containing your P.E. kit when you have games.
5. A bag or basket for when you cook in Technology.

What will I be given?

Homework will be set and monitored using the online package called 'Show My Homework'. Teachers set homework online, students can check and download it and parents can check it too.

You will also be given a Student Handbook, which contains information and has spaces to record information.



Make sure your name is put on your belongings!

What happens on the first day?

1. Year 7 will meet on the Netball Courts and assemble into Tutor Groups. Lists will be on display by 8.25am and staff will be available to help.
2. There will be an assembly. Mr Gaiderman will tell you about what the school expects of you.
3. You will go to your new form room with your form tutor. Your form tutor will then:
 - Give you your timetable,
 - Issue you with your show my homework book and explain how to use it
 - Help you to know how to get to your lessons
 - Explain the school's expectations to you
4. You will start your timetabled lessons during the morning
5. Lunch 13.10 - 13.55
6. Lessons in the afternoon
7. School ends at 3.00 pm

You will have a 2 week timetable, with week A and week B. You need to have your timetable with you because there are differences between the two weeks.

School begins on Monday 10th September

In winter and during periods poor weather the school fields are out of bounds at break and at lunchtime.

In summer you may use the half of the school field which is nearest to the school building.

What happens on the first day?

8.25 am – 3.00 pm

08.30-08.55 Registration and
Tutorial or Assembly

08.55-09.55 Period 1

09.55-10.55 Period 2

10.55-11.10 Break

11.10-12.10 Period 3

12.10-13.10 Period 4



13.10 - 14.00 Lunch

14.00 - 15.00 Period 5



**School finishes at 3.00.
Make sure you are on time for the school buses**

What happens on the first day?

Lessons

You will have fifty periods every two weeks and your lessons will include:-

Year 7 sets 1-5

English	Maths	Science	PE	IT	PSHE	MFL	Geog	History	Philos	Drama	Music	Art	Tech
8	7	6	4	2	1	6	2	2	2	2	2	2	4

Year 7 set 6

English	Maths	Science	PE	IT	PSHE	MFL	Geog	History	Philos	Drama	Music	Art	Tech
10	7	6	4	2	1	4	2	2	2	2	2	2	4

You will also usually have eight morning Tutor Periods and two assemblies a fortnight.

Homework

You will be set homework regularly using an app called 'Show my Homework'.

You and your parents or carers will all be able to download the app, and use it to see what homework you have to do each week. They will also be able to see if you have done the homework. You need to make sure that your homework is done on time and to the correct standard. Your form tutor and teachers will show you how the app works when you get here.



Firefly

Your parents will be able to create an account which will give them access to our secure Learning Platform. Here they will find information about you and a range of materials to support your learning in each subject.

What happens on the first day?

Always let your teachers know if you are finding work difficult and **ask for help**.

1. Sometimes you may need help from staff in the Learning Support Department. They may come and help you while you are having your lessons or teach you in a small group for a short period of time in the Learning Support Department.
2. If you need additional help with your homework, spelling, handwriting and reading, extra lessons are available during **assembly** or **tutorial time** in Learning Support. You need to be invited to these sessions by staff.
3. **Anyone** may use the Learning Support rooms at **lunch times** to read, play quiet games, and do homework or to get extra help. There are members of staff on duty every day to help.
4. Learning Support is also open daily, **before school** from 8.00 – 8.30 am and **after school** from 3.00-3.30 pm to support pupils in their **Homework**. No passes needed, just come along!

Extra help is always available if you make the effort!

Mobile Phones

You can bring mobile phones to school but they should be kept out of sight and switched off. They are for emergency only. Keep them with you in your pocket at all times. Never leave valuables unattended. We cannot take responsibility for them.

Internet/Social Networking

We ask parents to regularly monitor usage by their son/daughter to ensure personal safety and appropriate use.

What happens on the first day?

Achievement Points

Achievement Points will be issued by staff for outstanding effort. These will be logged on SIMs by your teacher or tutor.

On obtaining 50 Achievement Points a *Bronze award* is presented

Further Achievement Points may result in a *Silver, Gold* and *Platinum* award.

Achievement Assemblies

There are regular Year Group assemblies linked to achievement. These assemblies are to celebrate your success both in and out of the class room. Your name may be mentioned or you could even win a prize.

Commendations

If your attendance is outstanding you may be chosen for a special prize. A certificate is always awarded for 100% attendance.

Competitions

There will be a range of House-based competitions and activities during the year in which you can get involved. They are organised on an individual/form group/half year group/year group basis. Activities include sport, spelling, fund raising and quizzes.

What happens on the first day?

Cashless Catering The purchase of food in school is done through a cashless system. Parents can pay in advance 'on-line' or you can pay money into the machines in school. You will be registered for this on your second visit to the school. Your parents have received a username and password. The cost of food obtained at break or lunchtime is deducted from your own '**Wise pay**' account.

(Payments for all school trips, materials for Art and Technology and other sales can also be made through Wise pay).

Break Time You will be expected to go outside if the weather is fine. Food will be served at various venues around the site.

Lunch Time You may buy school lunch or bring your own packed lunch. Entry to the dining halls will be by year groups. You must never go out of school at any time without permission.

Extra-curricular Activities You will be able to attend clubs and activities that are run during lunch time or after school. E.g. Choir, Orchestra, Sports, Art, Technology, Drama and IT.

General Information

- You will eat lunch in the Main Hall, Refectory or a Sandwich room.
 - There is a good choice of food at reasonable prices.
 - When you go for lunch the cost of the food will be deducted from your account. Most students allow around £2.50 per day for lunch
- If you prefer to bring a packed lunch from home, you must eat your sandwiches in the sandwich room.

Healthy Eating The Academy is working hard to ensure school meals are not only nourishing but support a healthy lifestyle.

Water We are aware how important it is to drink water throughout the day. There are drinking water fountains in the school and bottled water is on sale at break and lunchtime.

School Uniform



BOYS

Black school blazer with school badge
Black trousers worn to the waist
White shirt with buttons up to a firm collar suited to the wearing of a tie
School tie worn to the collar
Black V-neck pullover made of wool or a similar manufactured fibre
Black shoes (no trainers or boots)
Plain black/grey socks
Plain dark coloured outer garment/coat

GIRLS

Black school blazer (not a fitted jacket) with school badge
Traditional black knee length (or just above) school skirt, of an appropriate style and material for practical work rather than fashion or recreation as available from our uniform suppliers. (See website for further details)
Black tailored trousers (no hipsters, jeans or leggings, etc.)
White shirt with buttons up to a firm collar suited to the wearing of a tie
School tie worn to the collar
Black V-neck pullover made of wool or a similar manufactured fibre
Flat black shoes (no boots, trainers or high heels)
Plain black/white socks or black coloured tights
Plain dark coloured outer garment/coat

JEWELLERY

One pair of stud earrings or small sleepers and one signet ring.
No other jewellery or piercings, including facial, are permitted.
All students require a backpack/sports bag of an appropriate size for books/equipment.
Please ensure your name is marked inside your bag and clothes.
Fashion belts and leather jackets are not part of school uniform.
The wearing of baseball caps, other hats and hoodies is not permitted

HAIR STYLE/COLOUR Hair styles should be fitting for a 'work environment' and not extreme. Colour should be natural.

MAKE UP Students are allowed to wear makeup. This should be subtle, excessive amounts will not be tolerated.

Physical Education



The following P.E. kit will be required by Boys and Girls

Green games shirt (with school logo),
Black shorts, black and green-hooped socks,
Football boots and training shoes,
White polo shirts (with school logo),
White ankle socks.

Gum shield for rugby and shin pads for football (compulsory)

A **BLACK** tracksuit can be worn in the winter months

School Uniform and PE kit suppliers:

- **Clothing4Schools, 22a High Street, Chellaston, DE73 6TD**
- **Pupils' Schoolwear, 35 West Street, Swadlincote, DE11 9DN, Tel: (01283) 224512**
- **Uniformity, Borrowash, DE72 3JU, Tel: (01332) 677498**

What if I feel ill or need support?

If you feel ill, tell the person who is teaching you. They will send you to the school First Aider, **Mrs O'Shea** who will be in the First Aid Room.

If you need to go home, she will 'phone home' so that someone can collect you.

If you have to bring medicine into the Academy, you must leave it in the Medical Room.

The Academy cannot give aspirin, paracetamol or other medication to students without written consent from parents.



Mrs Burdis is our Student Inclusion Manager. She will be based in the Hub, which is our central point for support in the Academy for all students.

The hub offers mentoring, referral to other sources of supports and wellbeing workshops.

Mr Barker is our Learning Support Manager and SENCO at Chellaston Academy.



... and finally

I hope you have enjoyed your visits to us and have had all your questions answered. If you were too shy to ask questions or your parents want to know a little more, I am sure this booklet will be of use. Please let me know if I have forgotten to include anything that is important to you; I will put it right for next time!

If you are unsure about anything, your Form Tutor will be able to help you on the first day of school.

Try not to worry too much, you will find everybody helpful and friendly. Good luck!

Mrs Grimwood

(Year 7 Student Progress Leader)



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