



The Marlborough  
Science Academy



New Year 7 Parent

Handbook

2022/23

# **Welcome to our School**

**2022/2023**

Dear Parents and Carers,

This booklet is designed to answer many of the questions you may have about transition and starting your child's new school. It should help to explain the different aspects of Marlborough life that staff sometimes take for granted, but which are unfamiliar to most parents. We hope you will find it useful, not just in preparing for your child's start at Marlborough, but also to refer to in the ensuing years. Your help is crucial in ensuring success for your sons/daughters at every level and we expect your 100% support in forging a positive way forward towards success.

As part of our commitment to a partnership between home and school we always welcome your participation, we would also value your comments on this booklet and we would be particularly interested to know if we have missed something out that you feel is important. We look forward to working with you and your child in the years to come.

## **Our Ethos**

### **Dignity, Kindness, Compassion, Courage, Endeavour**

Here at Marlborough, we hold these values with great esteem and keep these as the underpinning of our ethos as well as launching well rounded, good young people into society ready to cope with and excel in all that they do.

Our values ensure and secure a vibrant community in which to flourish. Central also to all we do, is the encouragement and promotion of aspiration for staff, students and parents.

If we all believe we can be the absolute best we can, within and outside our capabilities, then the learning process can't go wrong.

Dear Parents/Carers

It is with great excitement that we welcome our New Year 7 to the Marlborough family. We understand that as well as being a time full of anticipation and promise it can also be a challenging and anxious time for students and parents/carers.

We all know that there have been some challenges over the last few years but we are all determined to move forward in a really positive way using all the skills we have learnt together in response to a crisis.

I am confident once the students are under our care we will provide them with the individual support they may need to ensure their confidence and resilience will flourish. I know we will provide a holistic approach that will benefit the whole child as they begin their journey to secondary school.

The form tutors, Mrs Bailey, myself and all our colleagues are here to help and will be delighted to do so in the Key Stage 3 Suite. No problem is too small and no challenge too great. I am privileged to be your Director of Learning, charged with overseeing this transition process, and am looking forward to getting to know you all as you start out on your exciting journey with us over the coming years

Best wishes,

Miss Myrian Pounnas

Associate Leader

Director of Learning and Transition KS3

## The First Day

The first day this year is **Monday 5th September**. Please drop your child off to school before 8.40 am on **Monday 5th September**. They will be met by one of the staff from the Year 7 team and your child will be taken into assembly. School will finish at 3.10 pm and we ask that students are collected on their first day, if possible.

There are no facilities for parents to bring cars onto site to pick up students at the end of the day due to health and safety implications. Should your child have a mobility difficulty, it is possible to request a permit by contacting the Headteacher directly at [head@marlborough.herts.sch.uk](mailto:head@marlborough.herts.sch.uk)

### Lunch and Break Times

Please ensure your child has money on their catering account or they have a packed lunch. If your child is in receipt of FSM this information should have transferred across from their primary school. FSM can only be used at lunchtime and not during breaktime.

### Week of the 5<sup>th</sup> September

All the Year 7 students will follow a bespoke timetable for the first month, this entails them all going to their lessons as a form group. They will also complete their MidYIS tests with us during the first week and we will then streamline them into groups based on their abilities for core subjects with mix ability groups for all foundation subjects, after the Induction timetable month. Within these lessons - time will be given over to support team-building and wellbeing activities too. School day begins at 8.40 am. They will need their school bag, pencil case, reading book and Chromebook as part of their daily equipment. The students will not need their PE kits on their first day. A paper copy of their timetable will be provided on the first day and will also be visible on the Arbor Parent Portal and the student's Arbor account.

Students may be apprehensive on their first day, but as one of our year 7 students recently commented:

*"I was really nervous, but when I got to school I realised it was great because all of the teachers were really kind and reassuring and I soon settled in and made lots of new friends."*

*Evie Year 7*

# The Marlborough Team

**Marlborough is led by the Headteacher Ms Thomson, supported by:**

Senior Deputy Headteacher – Mr Fitzgibbon  
Deputy Headteacher - Mr Stanton (Data and Timetables)  
Deputy Headteacher - Mr Eve (SEN and Behaviour)  
Senior Assistant Headteacher – Mr Griggs (Safeguarding)  
Senior Assistant Headteacher – Mr Atterton (Head of Sixth Form)  
Assistant Headteacher – Mrs Redfern (Literacy and Oracy)  
Assistant Headteacher – Miss Smith (Exams and HOF Maths)  
Director of Finances and Resources - Mrs Dean  
PA to Headteacher - Mrs Soulby

The Chair of Governors is Mrs Walker-Smith and she can be contacted directly via the school.

**Associate Leaders are:**

Miss Pounnas  
Ms Jones  
Mr Rutherford  
Mr Salih  
Miss Walker

**Lead Practitioners are:**

Ms Rutherford  
Ms Bustin

Working alongside myself is a Pastoral Assistant, Mrs Bailey, who works closely with our year group. Both myself and Mrs Bailey are available to assist you with any problems or issues you may have.

**Heads of School who lead Student Leadership Team:**

- Ash Kirwan
- Elliot Tulloch
- Erin Burke
- Lola Tisdall
- Mathra Kapugama-Geeganage
- Matthew Ward

The key to a successful school and a productive learning partnership is communication between students, staff and parents/carers. Should you have any concerns at all, please do not hesitate to get in touch and we will acknowledge your call/e-mail within 24 hours.

The Headteacher also holds 'Open Door' for parents/carers and students every Tuesday, should you wish to see her personally about anything. Appointments can be arranged via the Headteacher's PA, Mrs Soulby 01727 731 324.

**The Marlborough Science Academy**  
Contact List – 2021/2022

**IF YOU HAVE ANY CONCERNS OR QUERIES ABOUT YOUR CHILD, THE FIRST PERSON YOU SHOULD CONTACT IS YOUR CHILD'S FORM TUTOR.**

*Year 7 Form Tutors:*

7AS	Mr A. Simonelli Email: <a href="mailto:a.simonelli@marlborough.herts.sch.uk">a.simonelli@marlborough.herts.sch.uk</a> Room P7
7EM	Ms E. Mitchell Email: <a href="mailto:e.mitchell@marlborough.herts.sch.uk">e.mitchell@marlborough.herts.sch.uk</a> Room S6
7HF	Miss H. Fox Email: <a href="mailto:h.fox@marlborough.herts.sch.uk">h.fox@marlborough.herts.sch.uk</a> Room A2
7KS	Miss K. Shaw Email: <a href="mailto:k.shaw@marlborough.herts.sch.uk">k.shaw@marlborough.herts.sch.uk</a> Room A8
7LL	Mrs L. Leggatt Email: <a href="mailto:l.leggatt@marlborough.herts.sch.uk">l.leggatt@marlborough.herts.sch.uk</a> Room D4
7LG	Miss L. George Email: <a href="mailto:l.george@marlborough.herts.sch.uk">l.george@marlborough.herts.sch.uk</a> Room P11
7MT	Ms M. Thompson Email: <a href="mailto:m.thompson@marlborough.herts.sch.uk">m.thompson@marlborough.herts.sch.uk</a> Room P4
7PA	Mr P Agbanyo Email: <a href="mailto:p.agbanyo@marlborough.herts.sch.uk">p.agbanyo@marlborough.herts.sch.uk</a> Room B3

*For more serious concerns or worries contact*

Associate Leader

Director of Learning &  
Transition – KS3

Miss M Pounnas

Email: [m.pounnas@marlborough.herts.sch.uk](mailto:m.pounnas@marlborough.herts.sch.uk) / Tel: 01727731386

Pastoral/Admin Assistant  
KS3

Mrs S Bailey

Email: [s.bailey@marlborough.herts.sch.uk](mailto:s.bailey@marlborough.herts.sch.uk) / Tel: 01727 731335

Senior Deputy Headteacher	Mr M Fitzgibbon Email: <a href="mailto:m.fitzgibbon@marlborough.herts.sch.uk">m.fitzgibbon@marlborough.herts.sch.uk</a> / Tel: 01727 731381
Deputy Headteacher	Mr. A. Stanton Email: <a href="mailto:a.stanton@marlborough.herts.sch.uk">a.stanton@marlborough.herts.sch.uk</a> / Tel: 01727 731325
Deputy Headteacher (SEN and Behaviour)	Mr D. Eve Email: <a href="mailto:d.eve@marlborough.herts.sch.uk">d.eve@marlborough.herts.sch.uk</a> / Tel: 01727 731335
Snr. Assistant Headteacher Safeguarding	Mr J Griggs Email: <a href="mailto:j.griggs@marlborough.herts.sch.uk">j.griggs@marlborough.herts.sch.uk</a> / Tel: 01727 731333
<i>Heads of Faculty</i>	For all matters relating to specific subjects
English	Ms E Jones Email: <a href="mailto:e.jones@marllborough.herts.sch.uk">e.jones@marllborough.herts.sch.uk</a> / Tel: 01727 731348
Mathematics	Miss G Smith Email: <a href="mailto:g.smith@marlborough.herts.sch.uk">g.smith@marlborough.herts.sch.uk</a> / Tel: 01727 731354
Science	Mr D Eve Email: <a href="mailto:d.eve@marlborough.herts.sch.uk">d.eve@marlborough.herts.sch.uk</a> / Tel: 01727 731355
Humanities (Geography, History, RS)	Mr D Samsami Email: <a href="mailto:d.samsami@marlborough.herts.sch.uk">d.samsami@marlborough.herts.sch.uk</a> / Tel: 01727 731344
Head of Art and Technology	Mr S Salih Email: <a href="mailto:s.salih@marlborough.herts.sch.uk">s.salih@marlborough.herts.sch.uk</a> / Tel: 01727 731336
Languages	Mr K Henshall Email: <a href="mailto:k.henshall@marlborough.herts.sch.uk">k.henshall@marlborough.herts.sch.uk</a> / Tel: 01727 731351
ICT	Mr J Rutherford Email: <a href="mailto:j.rutherford@marlborough.herts.sch.uk">j.rutherford@marlborough.herts.sch.uk</a> /Tel: 01727 731370
Specialised Learning SENCO	Mrs S Robinson Email: <a href="mailto:s.robinson@marlborough.herts.sch.uk">s.robinson@marlborough.herts.sch.uk</a> /Tel: 01727 731347
Physical Education	Mr C Packard Email: <a href="mailto:c.packard@marlborough.herts.sch.uk">c.packard@marlborough.herts.sch.uk</a> / Tel: 01727 731340
Reception	Email: <a href="mailto:reception@marlborough.herts.sch.uk">reception@marlborough.herts.sch.uk</a> /Tel: 01727 856874
Headteacher's P.A	Mrs S Soulby Email: <a href="mailto:s.soulby@marlborough.herts.sch.uk">s.soulby@marlborough.herts.sch.uk</a> / Tel: 01727 731324
Director of Finances And Resources	Mrs Dean (financial enquiries) Email: <a href="mailto:d.dean@marlborough.herts.sch.uk">d.dean@marlborough.herts.sch.uk</a> / Tel: 01727 731332

To report your child's absence:

Attendance Officer Mrs A. Bryan

Email: [attendance@marlborough.herts.sch.uk](mailto:attendance@marlborough.herts.sch.uk) / Tel: 01727 731386 absence line no.

Please note: We will always try to deal with or at least acknowledge your concerns on the day you contact us. If however, you need to see a member of staff, it is best to make an appointment.

## **School Term and Holiday Dates 2022/2023**

### **AUTUMN TERM 2022**

**Monday 5th September to Tuesday 20th December 2022**

*Autumn Half Term Monday 24th October to Friday 28th October 2022*

*Occasional Day: Friday 25th November 2022*

*Inset Days Thursday 1st and Friday 2nd September*

### **SPRING TERM 2023**

**Thursday 5th January to Friday 31st March 2023**

*Spring Half Term Monday 13th to Friday 17th February 2023*

*Easter Break: Monday 3rd April – Friday 14th April 2023*

*Inset Day: Friday 31st March 2023*

### **SUMMER TERM 2023**

**Monday 17th April to Friday 21st July 2023**

*Bank Holiday (Early May): Monday 1st May 2023*

*Half Term Monday 29th May to Friday 2nd June 202*



## Our Day 2022/2023

Students should arrive at our school by 8.30 am in time for registration at 8.40 am and in the right rooms at the right time throughout the day. Punctuality is very important.

There are 5 teaching periods in a day and each session is for 60 minutes.

The pattern for the day is as follows:

Registration	8.40 - 9.00
Period 1	9.00 - 10.00
Period 2	10.00 - 11.00
Break	11.00 - 11.20
Period 3	11.20 - 12.20
Period 4	12.20 - 1.20
Lunch	1.20 - 2.10
Period 5	2.10 - 3.10

We recommend that all students have a bottle of water with them, so they do not become dehydrated and are ready for learning.

The LRC is open for one hour for Home Learning Club every day after school, from 3.20 pm and any student may attend.

Students should not be on site after the end of the school day unless they are taking part in a supervised activity.

## The Marlborough Science Academy Uniform

Our uniform policy is agreed with parents and the school parliament. As a school, we believe that uniform promotes a sense of pride and belonging. All students are to wear uniform throughout the day from when they leave home to when they return. Students will also normally be expected to wear their uniform on any day trips unless indicated otherwise by the Headteacher. Uniform is not a fashion item. It is designed to be both formal and comfortable. If there are any concerns, please contact the school. The overall impression should be that of a well-groomed individual who takes pride in their appearance. In the case of extreme weather, the Headteacher has discretion to relax the uniform policy. This will be communicated to students as they arrive at the school. Students should assume that, unless directed otherwise, they should wear their usual uniform each day. A high standard of personal appearance is expected of **all** students

### General requirements

- ❖ Hair: Hair should be well groomed and hairstyles should be conventional and of a natural colour. A cut shorter than a grade 2 is unlikely to be acceptable.
- ❖ Headwear: Hats are allowed only in extreme weather conditions or there is medical evidence to support wearing one. Teachers will give permission to students to wear them. Head covering must be school colours black gold maroon with no other visible colours, adornments, or logos.
- ❖ Jewellery: Jewellery should be discreet and safe. Large earrings are not permitted but a single pair of studs is allowed. No spacers, bar or dangling earrings.
- ❖ Make up: Make up should be very subtle. Coloured nail varnish and acrylic nails are not permitted.
- ❖ Piercing: No other visible piercings are permitted. They will have to be removed.

### School Uniform

- ❖ Blazer to be worn at all times around the school; permission may be granted within classrooms to remove but students will be expected to place back on when leaving the classroom.
- ❖ Optional school V-neck jumper.
- ❖ Year appropriate school tie to be worn with top button fastened to the neck.
- ❖ PE kit (Sport top, shorts).

### Detail

- ❖ Blazer: Black with gold lining and school logo, either classic or fitted.
- ❖ Black trousers: A formal style with either shaped leg or standard fit. Tight fitting trousers are not permissible. Trousers should be worn fastened at the waist. Jean material is not allowed.
- ❖ Belts: Formal, black and plain.
- ❖ School skirt: Black pleated skirt.
- ❖ Shirt: Standard white or fitted shirt with collar, to be worn with the school tie. Shirts must be worn tucked into trousers or skirt and have a top button that allows the school tie to be worn correctly.
- ❖ Shoes: Should be smart black and polishable (natural or synthetic leather) and worn at all times. No other materials are allowed. Students are not permitted to wear trainers, trainer style, or open toe footwear. Shoes should be of a sensible design and height covering the entire foot. At lunchtime and breaktime students may wear trainers when taking part in sporting activities, however, these should not be worn inside the main school building.
- ❖ Socks: Black or white and plain, ankle length or longer. Plain black or natural tights are also acceptable for students wearing a skirt.
- ❖ Jumper: School black V-neck with gold piping.
- ❖ Dark coat – no denim or leather – with no logos.

## **Sports Kit**

- ❖ PE top, School specific maroon with school logo.
- ❖ Black shorts with school logo.
- ❖ Knee length school black games socks or white or black socks.
- ❖ Maroon/Black reversible Games jersey (optional garment).
- ❖ Black base layer (optional).
- ❖ Tracksuit Jacket (optional), black with school badge.
- ❖ Tracksuit Trousers (optional), black with school badge.
- ❖ Shin pads are required for football.
- ❖ Football boots.
- ❖ Swimwear: Black swim shorts or a black swimsuit; bikinis and tankinis are not acceptable.
- ❖ White swim hat

## **Sanctions**

If a student is not conforming to the uniform policy:

- ❖ they will be required to correct the issue.
- ❖ they will be given a verbal warning and a date to correct it by.
- ❖ a letter and/or phone call home will be made.
- ❖ he/she will be required to work in isolation in the Reintegration Room or sent home to address the issue.

Please note these are not sequential; any may be applied depending on the circumstances. Incidents will be logged using our behaviour management system.

**We expect parents to support us on all issues regarding uniform.**

**High quality secondhand uniform is available to purchase, and the school reserves the right to make reasonable adjustments for students on individual circumstances.**

**If the purchasing of uniform is a concern, please contact Mr. Griggs, Senior Assistant Headteacher - [j.griggs@marlborough.herts.sch.uk](mailto:j.griggs@marlborough.herts.sch.uk)**

**The Headteacher reserves the right to make the final decision on uniform.**

School Outfitters  
SWI Schoolwear  
F.R.Monkhouse  
Swift Court  
6 Scott Drive  
Altrincham  
WA15 8AB

Tel: 01928 752610

Email: [customerservice@swi.co.uk](mailto:customerservice@swi.co.uk)

Website: [www.swischoolwear.co.uk](http://www.swischoolwear.co.uk)

## Equipment

Every student is expected to come to school fully equipped for the day's work. A bag that will keep textbooks in good condition, is waterproof and closed securely is vital.

Every student is expected to have a:

- Black or blue pen for neat work
- Spare pen or spare cartridges
- 2 lead pencils
- 1 ruler - 30 cm
- 1 eraser
- 1 compass
- 1 scientific calculator
- 1 protractor
- A school bag - at least A4 size
- A reading book from home/loaned for our LRC

Your Chromebook will be required to be brought to school each day. Please ensure that the chromebook is charged at home so it is ready for the day ahead.

In addition, the appropriate text and exercise books, or folders, plus any special kit or requirements (e.g. for Technology, Maths or PE) should be brought to each lesson.

Textbooks and specialised equipment will be issued on loan, and you are expected to look after school property and return it in good condition when asked. You may have a locker for your personal use on payment of a deposit for the key that must be returned when required.

It is **desirable** to have the following items:

- Green pen
- 1 set of coloured pencils
- Highlighter pen
- Glue stick

We would recommend you consider purchasing a:

- French/English and/or Spanish/English dictionary
- A good English dictionary
- Collins English Mini-Thesaurus would be a useful home reference book.

Equipment can be bought from the Finance Office.

Please contact Miss Roberts/Mrs Warren in the Finance Office if you are unable to provide the essential items and we can support with this.

## **Lockers**

If your child needs to bring small amounts of money to school this should be kept at all times in a wallet or purse. Any other items can be locked in their school locker if they have purchased one.

If your child needs to bring larger amounts of money or valuable objects to school, they should be handed in to the reception or KS3 Suite for safekeeping.

## **Mobile Phones**

New technologies play an integral part in the lives of young people in today's society, both within and outside school. The internet and other digital information communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and can promote effective learning. We believe young people should have an entitlement to safe access to new technologies.

We are intent on developing a culture of responsible use of mobile phones (and other digital devices) by our students and as such we will permit students to have mobile devices with them in school under the conditions outlined in our Acceptable Use contract. The Acceptable Use contract is intended to ensure that students at The Marlborough Science Academy will be responsible users and stay safe while using their communications technologies for educational, personal and recreational use.

To help us to achieve our aim the following requirements are crucial:

- We need parents to read and sign up to the school agreement, preferably with your child.
- We need your support if a sanction has been in place due to our policy not being followed.

## Punctuality and Attendance

Punctuality is an important part of self-discipline, good training for the future and essential to good organisation.

We appreciate the support of parents and carers in encouraging their children to attend regularly. If there are any school or medical issues that may impact on this we have a number of support options and strategies within the school to help overcome these. Attendance is vital if you are to reach your potential in school.

If you are frequently late without a genuine reason from your parent/carer, the Attendance team may contact home and your parent/carer may be issued with a Fixed Penalty notice fine.

If you are absent, you must have an acceptable reason and your parent/carer must contact the school absence line on 01727 731368 or email [attendance@marlborough.herts.sch.uk](mailto:attendance@marlborough.herts.sch.uk) by 8.30am explaining why you are absent.

Parents/carers are requested not to arrange family holidays during term time. In line with the Government's amendments to the 2006 regulations, holidays during term time will NOT be authorised. The Headteacher and Governors have determined that: In exceptional circumstances permission may be granted for a maximum of ten days of holiday. Exceptional circumstances are limited to unavoidable situations /events which cannot reasonably be scheduled at another time and recommendations of a health professional regarding life expectancy. Where leave of absence in term time is due to exceptional circumstances, a letter outlining the reasons must be submitted for consideration by the Headteacher. Documentary evidence may be required to support an application. If leave is taken without prior authorisation by the school it will be recorded as an unauthorised absence and Education Welfare will be notified. Letters received retrospectively will not be considered. We will also look at various factors such as:

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Fixed Penalty Notice.

A Fixed Penalty Notice may be issued to parents/carers who are failing to secure their child's regular school attendance and are not engaging with supportive measures to improve attendance proposed by the school or Education Welfare Officer. Before a Penalty notice is issued, parents will be warned of their liability to receive such a notice.

It will be necessary if it is a request related to a sporting activity or otherwise that you provide safeguarding details.

## **Penalty Notices**

Penalty Notices falls under Sections 444a and 444b of the Education Act 1996. The Education (Penalty Notices: England) Regulations 2007 set the framework for the operation of the Penalty Notice Scheme. Circumstances in which a penalty notice might be issued are: Overt truancy, parentally-condoned absences, unauthorised leave of absence/holidays in term-time, excessive delayed return from authorised holidays without prior school agreement, persistent late arrival at school (after the Register has closed)

The amount payable on issue of a Penalty Notice is £60 (per parent and per child) if paid within 21 days of receipt of the notice, rising to £120 when paid within 28 days. If the Penalty Notice is not paid within 28 days the local authority is then obliged to prosecute for failing to ensure regular school attendance or withdraw the penalty notice.

A strong link exists between a student's attendance at school and their academic achievement. An analysis of our students' examination results shows quite clearly that those students who have the best school attendance are the students who achieve the best GCSE and A Level Grades. A student who misses 17 school days a year is likely to drop a whole GCSE grade. Please see page at the back of the planner.

Student attendance target is 96%.

## **Medical Appointments during the School Day**

Parents/carers are requested not to arrange medical appointments during the school day. Where this is unavoidable please can you notify the school absence line and provide evidence of that appointment.

A student can come into school first and then sign out for an appointment and still get their attendance mark as long as they are back in school for the afternoon registration period. In order to authorise medical/dental appointments we will need to see documentary evidence to confirm the appointment.

Medical notes will also be required if your child is absent due to illness for more than one week.

More information relating to attendance can be found on the schools website link <https://www.themarlboroughscienceacademy.co.uk/parents-studentattendance>

## Enrichment Learning

Enrichment Learning (formerly 'Home learning') is designed to develop valuable independent learning skills that will equip you for your future. It is therefore important that you make every effort to complete your home learning to your highest standard and hand it in on time.

You should regularly check Arbor to see details of your enrichment learning tasks and the deadlines to complete them.

You should be completing around 60 minutes of enrichment learning each day, with subjects setting tasks of around 20 minutes designed to support and reinforce the learning you do in your lessons. There will also be opportunities to undertake optional extension tasks in areas where you want to improve your understanding or in projects and competitions you find interesting.

Subjects are divided into different bands based on how regularly you have the lesson and how much enrichment learning they will set:

Band One: Weekly enrichment learning tasks

- English
- Mathematics
- Science

Band Two: Enrichment learning set every two weeks

- Design Technology
- Modern Foreign Languages (will set two weeks' worth of enrichment learning for you to work through)

Band Three: Enrichment learning set every twice per half term

- Information Technology / Computer Science
- History \*
- Geography \*

Band Four: Enrichment learning set half-termly

- Drama
- Music

\*: Students in the Rapid Progress group will have enrichment learning set by combined Humanities rather than History and Geography.



### **Parental Access to Enrichment Learning**

Arbor Parent Portal: Parents /carers can then see the enrichment learning activities that their son / daughter are currently working on and deadlines for work completion.

Enrichment Learning Club is available after school each day in the LRC for students who need support with accessing or completing activities.

### ***What help will my child have with learning?***

All students require extra assistance at some time. We aim to provide relevant and appropriate support for the individual needs of each student. Our excellent LRC with a full time LRC Manager is a valuable resource for all to use. ICT resources are available in each Faculty area. We also have a highly skilled team of professional support teachers who work with students with Specialised Learning Needs, led by Mrs Robinson. They and other staff support students in lessons and Sixth Form students give up some of their time to help younger students in lessons whenever this is appropriate.

## **Learning and Research Centre (LRC)**

### *When can my child use the LRC?*

The LRC is open from 8.30 am until 4.15 pm each day and students are welcome to use the facilities at these times. During lesson times students may be in the LRC for a reading lesson, research for their subjects, or using the computers to word process their work. At lunch, students may choose to study or research for their own interest or work needs. There are always board games, jigsaws and colouring sheets available for students and there are regular craft activities and clubs, including Lego Lab, Book Club and Feel-Good Friday.

### *How does the LRC help with home learning?*

**Personalised Learning Club** takes place in the LRC from 3.15 pm every day. The LRC Manager along with members of the Specialised Learning staff are happy to help find resources and support students in completing home learning tasks. The LRC is a working environment and students are required to sign in at the beginning and out at the end of the session. In the event of no home learning being set, students must read quietly, so as not to disturb others. The session finishes at 4.15 pm and students should be collected promptly at or before this time.

### *How can my child use the LRC?*

The LRC has a fully computerised catalogue which can also be accessed outside of school. Students log in using their school email address and password. A charge is made for the replacement of lost or damaged books. During Key Stage 3 students may borrow two books for two weeks and as they get older, they may increase their loans as appropriate. Students are expected to return books promptly. If a student has an overdue book on their record, they will not usually be able to take out another book until it has been returned.

### *What facilities does the LRC have?*

In addition to a comprehensive collection of books, there are 16 network computers that have internet access, plus one dedicated computer catalogue database and an A3 colour printer. The students may make a booking to use any of these at lunch times. We encourage students to word process their work and the LRC staff are always willing to assist where they can. Students may have their work laminated, spiral bound and photocopied for a small charge or produced in colour if they want to enhance the presentation of their work. Students are allocated a printing allowance at the beginning of each term. If students use up their allowance, a charge may be incurred for additional printing. The LRC also has a book covering machine and will cover student's textbooks for a small charge of 50 pence per book.

### *How can my child learn to use the LRC?*

During Year 7 all students have an introductory session to the working of the LRC, as well as a timetabled reading lesson once a fortnight. As students go up through the school the subject teachers work with the LRC Manager to incorporate research skills into the curriculum. All students in Year 7 are enrolled on the Accelerated Reader programme to encourage them to read and develop their skills. Information about this initiative will be sent home to parents during the first term.

## Cultural Capital

We have developed this exciting new area on cultural capital for students to access and get involved in to expand their interests, knowledge and cultural experiences including virtual tours and exhibitions, films, research opportunities and enrichment activities. There is a different section for each year group.

Students who take part in the activities will develop key competencies including resilience, independence, creativity, research skills and critical thinking skills. They will also expand their knowledge and cultural awareness enabling them to develop their interests and widen future opportunities available to them.

Marlborough believes in shaping futures and developing the whole student. We pride ourselves on doing this well through a wide range of extra-curricular activities, trips and visiting speakers and whilst these are limited at the moment we will be continuing with these as soon as we are safely able to. The Cultural Capital activities are designed to complement these.

Further information may be found on our school website under the Learning tab or click on the link here: <https://www.themarlbroughscienceacademy.co.uk/students/cultural-capital#>

## Behaviour

### *How do we expect our Students to behave?*

Our fundamental requirement is that **students respect each other, the environment and themselves**. We will challenge, advise and if necessary sanction any student whose behaviour stops others in the class from getting on with their learning.

### *What systems of rewards do we use?*

Every student will be allocated a house from Year 7.

**Mars**

**Mercury**

**Neptune**

**Saturn**

Whenever it is possible we praise and encourage students both formally and informally. There are rewards for attendance, effort, attainment, improvement, voluntary activities and high standards in home learning and class learning. House points are awarded for a host of good reasons, including good work in a lesson. Pink letters are sent home to acknowledge a more significant success, consistent good work over half a term. These house points and "Pinkies" are recorded on the Academy database; these in turn can be traded in or saved for more extensive rewards, such as iPods, digital cameras etc. At the end of each term, a Celebration Assembly is held to celebrate students' success over the term/year. A Headteacher's postcard is sent to students for excellent work, effort or contributions made towards the Academy community.

### *What sanctions we use?*

All staff have a responsibility to administer sanctions in this way. Parents must be informed and consulted whenever possible so that the student understands that we are all working together in a partnership. Wherever possible we try to maintain a high standard of behaviour by encouraging students rather than by sanctioning them.

Students may receive a break or lunchtime detention for a first offence. These include forgetting books, not doing home learning, chatting in lessons, misuse of equipment etc. When an individual's behaviour gives cause for concern Report Cards are used to check the learning of the student, to monitor attendance and to minimise and control disruption. White reports are to Form Tutors, green to Directors of Learning, and red to a member of the Senior Leadership Team. Red reports are for groups of students or students who are close to permanent exclusion. In all cases the report cards make it clear what is expected of the student and students who do not meet these requirements will be detained. We do appreciate your support in taking this action.

### **Detentions**

Teacher detention: student to see the member of staff to discuss the choices they have made

Middle Leader detention: To occur at lunchtime for 30 minutes

Leadership detention: To occur after school for 45 minutes

Headteacher detention: At the discretion of the Headteacher

Students who find it difficult to take on board any concerns about their behaviour or are repeatedly discourteous to staff, may be required to spend some time in our Reintegration Room. Work is provided and students are supervised.

In very serious and rare cases we exclude students for a temporary period. Permanent exclusion is clearly the final sanction; it is applied very infrequently: in cases of violence towards other children, serious disobedience towards members of staff or sustained disruption to the learning of others.

The full behaviour policy and its procedures are available on request and both are available to download from the website as is the Child Protection Policy. Parental support is crucial in helping us maintain high standards and we know is highly valued by your son/daughter as a means of inspiring them to want to do their best.

## The Role of Parents

### *How can I help my child?*

The Home School Agreement, which you and your child sign when your child joins us, shows how we would like you to help. Your support and encouragement will play a vital role in your child's success. It is also important that you support our code. If you feel aggrieved about anything we have done please contact us rather than show your child that you disagree. We would also ask that our parents avoid using social networking sites to air any grievances about the school, we can resolve anything should you come and talk to us, we are always keen to work with you and ensure we are getting it right for your children. We would also encourage you to inform us if there is any change in your home circumstances. This often has a bearing on behaviour and learning patterns.

We would welcome your help in making sure that your child comes to school on time in full uniform and well turned out. We try to ensure that students arrive and leave the site looking tidy. Please make sure all items of clothing and equipment are properly labelled. Lost property can be collected from Reception.

It is also important that your child has the proper equipment for lessons, sport, music and other activities. Please help with the organisation of school bags until your child has settled into a positive routine.

We would also ask that as parents you take a proactive role in overseeing your child's use of social media and regulate effectively.

### *Will I be welcome at the Marlborough?*

There are regular opportunities for you to visit us to discuss progress, but we also welcome parents making appointments to see us on particular issues. **We would advise you not to turn up without an appointment** because you may well not be able to see the appropriate member of staff. Our receptionists will always help you on your arrival. The Headteacher holds a parents' surgery on Tuesday from 3.30pm – 4.30pm and appointments can be booked by phoning her P.A. on 01727 731324. Miss Pounnas will also hold a parent's surgery on a Wednesday from 3.30-4.30 pm and appointments can be booked by phoning Mrs Bailey on 01727 731335.

## School Policies

There are a number of sensitive subjects on which the Academy is obliged to publish a policy. These Policies are available from the Academy Office and they have been formulated by staff and Governors and agreed by the Governing Body. The Academy has also published Policies on other important areas of Academy life.

These are just a few examples of some of our policies:

- Collective Act of Reflection
- Assessment, Recording and Reporting
- Mobile Phone - eSafety
- Health and Safety
- Bullying
- Behaviour
- Child Protection
- Special Educational Needs
- Drug Education

All schools have a clear responsibility placed on them by the Children Act 1989 and by guidance from the Department for Education and Skills to safeguard the welfare of all their students. In doing so, schools are expected to consult with Children's Services if they believe there is a possibility that a child may be suffering from abuse or neglect.

A referral to Children's Services is not intended to be an accusation of any particular action or against any particular person. It is the reporting of concerns which have come to the school's attention. This is in accordance with Hertfordshire Child Protection Procedures.

Marlborough Academy has a Child Protection Policy and a copy of Hertfordshire Child Protection Procedures, both of which are available for parents/carers to see.

The Designated Teacher for Child Protection is Mr Griggs. He will be happy to discuss any questions or concerns parents/carers may have about Child Protection.

All policies are accessible via the school website:

<https://www.themarlbroughscienceacademy.co.uk/#>