



The Marlborough
Science Academy



New Year 7 Parent

Handbook

2018

Welcome to our School

2018/2019

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.



The **Marlborough**
Science Academy
'shaping futures'

Welcome to Marlborough, a learning community that I am immensely proud of and one that continues to flourish through a combination of dedicated staff, strong leadership at all levels and a student body who endeavour to embrace their learning opportunities with relish.

So much has changed here at Marlborough over the years in terms of improvements and innovation that it is hard to know where to start. Our Ofsted grading of 'Good' across the board, which we were awarded in February 2018 just reinforces everything that we are about and I was of course particularly pleased to read that our unique spirit and ethos is apparent to all. Our focus is always on raising aspirations through excellent teaching and learning based firmly on positive student relationships. A happy child will learn and with pathways designed to inspire every learner, we do all that we can to ensure that your child feels motivated, inspired and cared for. I meet with Year 7 students every Friday morning to talk to them about school life and to hear from them how they are progressing and enjoying their learning. I am always pleased to hear them describe their school as being like family.

School life should be all about developing talents, skills and maturity and we believe very firmly that this needs to happen inside and outside of the classroom. All of our students have access to wonderful trips such as China, India, France and Italy, extra-curricular clubs such as chess, cheerleading, Mandarin, Latin, reading club and of course all the sports.

Our results continue to improve and look set to keep up this trend. All our students who leave post 16 education achieve their desired destinations including the Russell Group Universities and in some areas given personal choice and ambition, full time employment. We have also developed strong links with the local business community and many of our students have gone on to study apprenticeships at every level.

Our Gifted and Talented students are identified at an early age and encouraged to aim for the best they can possibly do using ACES days, visits to Oxford and Cambridge and external mentors to support the application processes.

To extend provision for students at Post 16, we are now working within the Alban Learning Partners consortium including schools such as Loreto, STAGS, Townsend and Samuel Ryder. Smart business dress has been introduced Post 16 and we continue to be proud of our track record regarding Post 16 results, which continue to put us in the top 3 schools within St. Albans. Our apprenticeship programme is also significantly developed and offers alternative routes to students for whom university life is not their chosen route. Our newly introduced Cadets Force in partnership with St. Albans Boys is also proving to be immensely popular!

The role of the parents is crucial in helping us get it right for you and your child. I hold a Headteacher's surgery every Tuesday and I am happy to meet with parents, should they wish to discuss any issues or concerns. Getting involved with our amazing PTA is also a good way of immersing yourself in school life and there are also a number of opportunities arising throughout the year to become a school governor. We know your involvement in your child's learning makes a massive difference in so many ways and your engagement with the school and staff is encouraged and appreciated.

To conclude, as I wrote earlier, I could go on and on about the qualities that I think makes our school unique, but hopefully now that you are part of our community or considering being part of our community, you will see and experience the Marlborough factor for yourselves. Your child comes first and that will always be the case until we bid them farewell as they embark on the next step of their life journey.

Best Wishes

MS A THOMSON

Headteacher

A Taste of Marlborough Life



Golf Pro Visit

Year 8 Visit to
Paris



Prize Giving
at
St. Alban's
Abbey



Trip to China



School Production Beauty and the Beast



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. The form tutors, myself and all our colleagues are here to help and will be delighted to do so. 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

Kind regards

Miss Myrian Pounnas
Director of Learning and Transition KS3

The First Day

The first day this year is Wednesday 5th September. Please bring your child to outside the Reception at 8.40 am on Wednesday 5th September. You 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.

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

All the Year 7 students will follow an induction programme for the first 3 days. School will start at 8.40 am. They will need their school bag and pencil case. They will receive their student planner and their individual timetable which they will begin on Monday 10th September – beginning with Week 2.

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.”

Rebecca Year 7

The Marlborough Science Academy
Contact List – 2018/2019

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:

7AD	Ms A Day	Email: a.day@marlborough.herts.sch.uk
7AT	Ms A Tozevo	Email: a.tozevo@marlborough.herts.sch.uk
7CG	Mrs C Griggs	Email: c.griggs@marlborough.herts.sch.uk
7EF	Ms E Frost	Email: e.frost@marlborough.herts.sch.uk
7FD	Miss F Duncan	Email: f.duncan@marlborough.herts.sch.uk
7TR	Mr T Robertson	Email: t.robertson@marlborough.herts.sch.uk
7ZK	Mrs Z Khan	Email: z.khan@marlborough.herts.sch.uk

For more serious concerns or worries contact

Director of Learning and Transition – KS3 Miss M Pounnas
Email: m.pounnas@marlborough.herts.sch.uk / Tel: 01727 731386

Pastoral/Admin Assistant Year 7 Mrs S Milton
Email: s.milton@marlborough.herts.sch.uk / Tel: 01727 731375

Deputy Headteacher Miss D Crook
Email: d.crook@marlborough.herts.sch.uk / Tel: 01727 731334

Deputy Headteacher Mr M Fitzgibbon
Email: m.fitzgibbon@marlborough.herts.sch.uk / Tel: 01727 731381

Assistant Headteacher In charge of student Well-being, Behaviour and Standards Mr J Griggs
Email: j.griggs@marlborough.herts.sch.uk / Tel: 01727 731333

Heads of Faculty For all matters relating to specific subjects

English Mrs E Blount
Email: e.blount@marlborough.herts.sch.uk / Tel: 01727 731348

Mathematics Miss G Smith
Email: g.smith@marlborough.herts.sch.uk / Tel: 01727 731354

Science Mr D Eve
Email: d.eve@marlborough.herts.sch.uk / Tel: 01727 731355

Humanities (Geography, History, RS) Mr D Samsami
Email: d.samsami@marlborough.herts.sch.uk / Tel: 01727 731344

Head of Art and Technology	Mr S Salih Email: s.salih@marlborough.herts.sch.uk / Tel: 01727 731336
Languages	Mr K Henshall Email: k.henshall@marlborough.herts.sch.uk / Tel: 01727 731351
ICT	Mr J Rutherford Email: j.rutherford@marlborough.herts.sch.uk / Tel: 01727 731370
Specialised Learning	Mrs S Robinson Email: s.robinson@marlborough.herts.sch.uk / Tel: 01727 731347
Physical Education	Mr C Packard Email: c.packard@marlborough.herts.sch.uk / Tel: 01727.731340
Reception	Email: reception@marlborough.herts.sch.uk /Tel: 01727 856874
Headteacher's P.A	Mrs J Salvietto Email: j.salvietto@marlborough.herts.sch.uk / Tel: 01727 731324
Director of Finances And Resources	Mrs Dean (financial enquiries) Email: d.dean@marlborough.herts.sch.uk / Tel: 01727 731332

To report your child's absence:

Home Attendance Improvement Officer	Miss A Cripps Email: a.cripps@marlborough.herts.sch.uk / Tel: 01727 731367
Attendance Officer	Miss K Freeman Email: k.freeman@marlborough.herts.sch.uk / Tel: 01727 731382

Please note: We will always try to deal with 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 2018/2019

SUMMER TERM 2018

Monday 16th April to Friday 20th July

AUTUMN TERM 2018

Wednesday 5th September to Friday 21st December 2018

Autumn Half Term Monday 29th October to Friday 2nd November 2018

SPRING TERM 2019

Monday 7th January to Friday 5th April 2019

Spring Half Term Monday 18th to Friday 22nd February 2019

Friday 15th February—Inset Day

SUMMER TERM 2019

Tuesday 23rd April to Friday 19th July 2019

Half Term Monday 27th to Friday 31st May 2019

Our Day 2018/2019

Students should arrive at our school by 8.35 am in time for registration or assembly 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 each of 60 minutes. There is an assembly or registration time at the end of each day by rota with the afternoon session finishing at 3.10 pm.

The pattern for the day is as follows:

Registration and Assembly	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 hydrated and are ready for learning.

The LRC is open for one hour for Home Learning Club every day after school, from 3.10 pm and any student can attend.

Students should not be on site after the end of the school day unless they are taking part in a supervised activity but we would expect all students to be involved in at least one club.

The Marlborough Science Academy Uniform

A high standard of personal appearance is expected of **all** students

- ❖ Hair colour and style must be appropriate for school; extreme dyed hair is not acceptable, neither are unnatural hair colours or obvious hair extensions.
- ❖ Boys and girls hair length must have a grade 2 cut or higher. Tramlines or 'Mohican' like hairstyles are not acceptable. The Headteacher's decision will be final.
- ❖ We would ask that if hair bands are worn, they must be plain black – other hair accessories are not acceptable.
- ❖ PE uniform must be worn to PE lessons.
- ❖ No piercings are permitted to be worn in P.E. Students will be expected to remove them for all PE lessons. The single set of piercings permitted must be removable.
- ❖ Uniform infringements will result in the student losing their free time that day if it cannot be rectified.

GIRLS' UNIFORM

Black Pleated Skirt – *No more than 10cm above the knee.*

Black Tailored Trousers - *No jean-style; no lycra; no skinnies; no fashion belts.*

White Shirt. - *Tucked into the trousers or skirt.*

School Tie – *Top button fastened and tie knot up to the top button and tip of tie to touch tip of waistband.*

School Black Jumper with Trim - *Optional, but if a student chooses to wear a jumper it must be this style.*

School Blazer with School Badge - *Students are expected to wear at all times unless otherwise directed.*

Black or White Ankle Socks/Black Opaque Tights (plain)/Natural tights - *No knee length socks; no leg warmers; no leggings; no footless tights.*

Black Coat – *With no logos - No denim or leather.*

Formal Black Smart Shoes – Which can be polished – *Not made by a sports brand, No logos or sports brand motifs. No trainers or trainer-like footwear.*

No Socks Over Tights.

Head Scarf – Black only.

BOYS' UNIFORM

Black Trousers – *No jean-style trousers, no pin-stripes no skinnies.*

White shirt. – *Tucked into the trousers*

School Tie – *Top button fastened and tie knot up to the top button and tip of tie to touch tip of waistband*

School Black Jumper with Trim - *Optional, but if a student chooses to wear a jumper it must be this style.*

School Blazer with School Badge - *Students are expected to wear at all times unless otherwise directed.*

Black socks

Formal Black Smart Shoes – Which can be polished – *Not made by a sports brand, No logos or sports brand motifs. No trainers or trainer-like footwear.*

Black coat - *With no logos - No denim or leather.*

- ❖ No hoodies may be worn on the school site
- ❖ Hats should be of a 'beanie' style, in black
- ❖ Trainers may only be worn at break and lunchtime or in PE lessons.
- ❖ Students in training shoes when they should be in school shoes will be expected to wear the plimsolls we provide them

- ❖ Jewellery is not permitted, except a watch and 1 pair of plain metal stud earrings for students with pierced ears – *Students are not permitted to cover piercings with plasters or wear any jewellery during PE lessons*
- ❖ Visible Piercings or those that endanger health and safety not allowed. These include dermal piercings also known as micro-dermal piercings
- ❖ No ear stretchers or bars will be permitted (including safety studs and bars). Any inappropriate jewellery will be confiscated
- ❖ Students are allowed minimum make up. *No false eye lashes, eye shadow or bright lipstick is allowed.*
- ❖ Coloured nail varnish, acrylic nails or gels are not allowed. Clear nail polish is allowed
- ❖ Obvious tattoos are not allowed
- ❖ Gilets – plain black and hoodless are permitted
- ❖ Scarves and gloves should be plain and in black
- ❖ Bags must be suitable for carrying books and equipment
- ❖ All items brought to the school must be clearly marked with your name
- ❖ All items not deemed to be school uniform will be confiscated

Confiscated items

- ❖ Items that do not meet school regulations will be confiscated
- ❖ They will be stored securely
- ❖ They will be returned at the school's discretion
- ❖ Parents may be contacted if the item is not suitable for return to the student

If a student is not in full school uniform alternative clothing will be provided, or students will be sent to the Reintegration Room or home to change. We expect parents to support us on all issues regarding uniform.

PE KIT – GIRLS

Polo Shirt	Maroon/Black with school badge.
Shorts	Black with school badge.
Footwear	Training shoes and football boots.
Socks	Black white stripe.
Swimsuit	Plain black.
Swim hats	Plain white.
Training Top (optional)	Black/White with School Badge. (If you choose to wear a top it has to be this version).
Tracksuit trousers (optional)	Black/White with School Badge. (If you choose to wear Tracksuit Trousers they have to be this style).
Shin pads	
Black leggings (optional)	

PE KIT – BOYS

Polo Shirt	Maroon/Black with school badge.
Footwear	Training shoes and football boots.
Rugby/Football shirt	Maroon/Black reversible.
Football socks	Black with white stripe
Football shorts	Black with school badge.

Swimming trunks (Black)	Black swim shorts.
Swim hats	Plain white.
Tracksuit Top (optional)	Black/White with School Badge. (If you choose to wear a top it has to be this version)
Tracksuit Trousers (optional)	Black/White with School Badge. (If you choose to wear Tracksuit Trousers they have to be this style).
Shin pads	
Mouth Guard	

Please be aware that only the school tracksuit will be accepted during PE lessons. No jewellery is allowed to be worn during lessons. All students will change for every PE lesson even if they are physically unable to take part

ALL ITEMS OF CLOTHING BROUGHT TO SCHOOL MUST BE CLEARLY MARKED WITH THE STUDENT'S NAME.

OUTFITTERS: Blazers will only be able to be purchased from the school.

SWI SCHOOLWEAR, FAIROAK LANE, WHITE IND ESTATE, RUNCORN WA7 3DU

schoolwear@swi.co.uk

0845 519 0099

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 closes 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

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.

Students are expected to be in possession of a reading book at all times.

You must also carry your student planner with you at all times to record your home learning and any special arrangements for particular events in school.

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 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 skirt or trouser pocket or in a purse belt. 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 Year 7 office 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, your Director of Learning will keep you in detention after school and your parent/carer may be issued with a Fixed Penalty Fine notice.

If you are absent, you must have an acceptable reason and your parent/carer must contact the school absence line on 01727 731368 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:

The timing of the request; students should not be absent both immediately before and during assessment periods e.g. GCSE or any other public examinations.

Where a student's attendance rate is already below 96% or will fall to or below that level as a result of taking leave.

Other periods of leave which the student may have had, either during the current or previous academic year.

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 Penalty Notice.

A 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.

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) 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 what they attain. 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.

Learning and Home Learning

What will be expected of my child?

Marlborough has high expectations of students. We want all to achieve to their maximum potential. Please help us in this by encouraging them to set themselves a high standard and praise them when they do well. If you feel that your child's strengths and abilities are not being used to the full, you should contact the form tutor.

Each year group will be thoroughly assessed in all subjects at the end of the school year and you will be informed of their progress through a grade card every term, a consultation meeting and an end of year report.

The home learning timetable at Marlborough has changed from a traditional timetable to a predominantly project based home learning programme in KS3.

The exceptions are English, Maths, Modern Foreign Languages and Design Technology. Project allocation is based on lesson allocation.

Home learning at Marlborough is intended to have five main effects:

- To stimulate the learning and enthusiasm of Marlborough students
- To ensure that students complete home learning to a high standard
- To ensure that home learning is handed in on time
- To ensure that teachers set quality, worthwhile home learning
- To develop independent learning skills

Outline of Projects (This will also be available for you to see on our VLE – Virtual Learning environment).

Year 7 and Year 8

- Each home learning project lasts three weeks
- Two home learning projects run concurrently and therefore there are four home learning projects per half term
- English, Maths, Design Technology and Modern Foreign Languages are not part of the project rota and will allocate home learning to a separate timetable
- English, Maths and Modern Foreign Languages allocate home learning once a week
- Linguists receive one home learning per week
- Design Technology allocate home learning set to a specific timetable according to the module being studied (approximately one per fortnight)

Parental Access to Home Learning Projects

All projects will be accessible on our website www.themarlbroughscienceacademy.co.uk . Parents /carers can then see the project that their son / daughter are currently working on. The project start and completion dates will also be published. Hopefully this will enable parents / carers to provide greater support to their children.

Students will be issued with a timetable and there will be one displayed in their form rooms. Parents will also be able to access the timetable on our website.

Our projects at KS3 are highly interactive and contain a range of sound and video content. As such they are designed to be accessed electronically through the school Virtual Learning Environment. Homework club is available after school each day in the LRC for students who need support with accessing or completing the projects.

Home learning at KS4 and KS5 follows a traditional timetable due to the constraints of coursework and delivery of the syllabus.

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 additional 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. The SEND Information Report 2017/18 is on the school website.

Learning and Research Centre (LRC)

When can my child use the LRC?

The LRC is open from 8.30 am until 4.10 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.

How does the LRC help with home learning?

Home Learning Club takes place in the LRC from 3.10 pm every day. The LRC Manager along with members of the support 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 4.10 pm and students should be collected promptly at or before this time.

How can my child use the LRC?

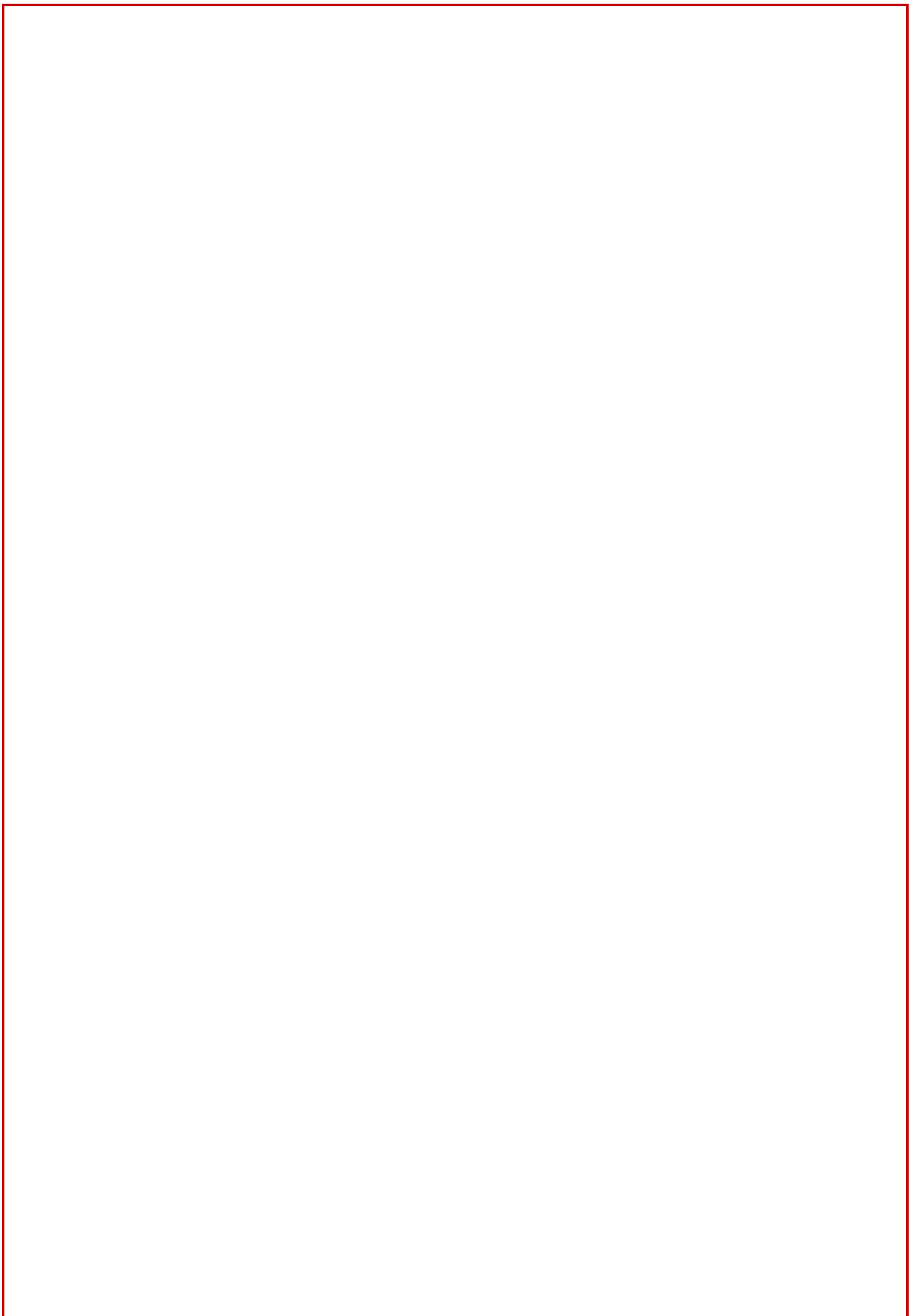
The LRC has a fully computerised system and students register using the same biometric system as the canteen. A charge is made for the replacement of lost or damaged books. During the lower years students may borrow two books for two weeks, but as they get older they may increase their loans as appropriate. Students are expected to return books promptly. If a student has an overdue book on their record, they will not 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. 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 text books 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 week of term.



At The Marlborough Science Academy we are all working towards "Shaping Futures"

By:

- Insisting on excellence both inside and outside the classroom
- Working in partnership with parents and carers to promote kindness, dignity, co-operation, respect and enjoyment within the school and local community
- Providing opportunities for independent learning, creative thinking, emotional well-being through a curriculum designed to suit the individual
- Ensuring that all our learners are guided and supported towards fulfilling their long term goals, ambitions, hopes and dreams
- Operating within a sustainable, responsible and eco-aware community
- Always aiming for the best we can do

The Home School Learning Partnership document was developed in consultation with members of the School Parliament, staff and parents



The Marlborough Science Academy
'shaping futures'

Our Learning Charter 2018-2019

"Embracing British Values"

By working in partnership we aspire to be outstanding and always aim for the highest standards in everything we do

Student:

Signature:.....

Parent/Carer

Signature.....

Headteacher

Anne Thomson

All members of staff have agreed to:

- Plan and deliver challenging lessons that will enthuse and motivate students
- Make sure students know how well they are doing and what they could do to improve further
- Communicate regularly and accurately with parents and students
- Be consistent in their approach
- Treat all students as individuals and equally
- Form positive relationships with students
- Follow the rewards and sanctions policy
- Keep up-to-date with local and national initiatives to ensure successful learning opportunities for all



Signed by: Ms A F Thomson on behalf of the staff

All students have agreed to:

- Represent the school positively in the local community
- Come to the Academy in the correct uniform fully equipped for their learning
- Complete home learning on time and meet deadlines
- Work to best potential
- Treat all members of our community with kindness and respect and forge positive relationships with staff
- Look after our school environment
- Accept that it is okay to make mistakes as long as you learn from them
- Operate in school respecting our non-contact policy
- Follow the rewards and sanctions policy
- Respect social media policy and complete online module



Signed by: The Heads of School on behalf of the Student Body

All parents/guardians have agreed to:

- Support the Academy in ensuring students are in correct Academy uniform and equipped for their learning
- Take an interest in their child's learning and completion of home learning assignments
- Attend necessary consultation evenings
- Maintain expected level of attendance (96% or better)
- Monitor their children's use of social networking sites and mobile use
- Respect our behaviour policy and all members of our school community in their communications
- Refrain from using social media sites for all complaints about the school and use the school's 'open door' policy to raise any concerns



Signed by: PTA Chair

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?

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.

We hold one Prize Giving ceremony every year at the Abbey. This is a lovely occasion whereby the whole school are taken to the Abbey to celebrate achievement in a wonderful environment. .

What sanctions we use?

We believe that effective sanctions must be:

Appropriate Immediate Consistent Understood Just

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 are administered by Faculties for such matters as failing to complete home learning. We also run a weekly Headteacher's detention on a Friday when students are detained for two hours. Parents will be given at least 24 hours' notice of detentions.

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 strongly advise that you attend our initial meeting with a member of the Senior Leadership Team (usually in June/early July), as this will be helpful in answering any queries you or your child may have.

We would also ask that as parents you take a proactive role in overseeing your child's use of social media and regulate effectively. Please click [here](#) for advice and guidance.

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 Milton on 01727 731375.

Assemblies

What happens during Assemblies?

At Marlborough most of our collective worship is in the form of assemblies. Assemblies are valued as occasions when we can meet together as a community. They are a time for celebrating excellence, explaining and sharing things of value and widening horizons beyond local or even national issues.

Assemblies are usually conducted by senior members of staff although students, outside speakers and staff volunteers also contribute on occasions. Music and drama presentations are sometimes included.

Each week there is a published theme for assemblies. These themes include religious festivals, topical themes, moral and social issues. The aim is to cover as varied and appropriate a list of topics as possible. In form periods, which take place when there is no formal assembly, students are encouraged to reflect upon the theme of the week. In this way all students have an opportunity for a daily period of reflection and contemplation on a religious, spiritual or moral theme. Students also contribute in the delivery of the assemblies and in the generating of ideas for our reflection booklet.

We are conscious that ours is a community where many faiths are represented. We value and celebrate that diversity and acknowledge that reflection is in essence an inward spiritual experience. We also acknowledge the Christian traditions of Great Britain so the majority of the acts of reflection over a term will be wholly or mainly of a broadly Christian character.

Should parents wish to withdraw their child from any collective act of reflection they should write to the Headteacher.

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 to view on the school website. 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 pupils. 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.