



# The Marlborough Science Academy

*'shaping futures'*



## Transition Handbook for Parents and Students



# Welcome to our School

## 2026-2027



### OUR ETHOS

- DIGNITY
- ENDEAVOUR
- COURAGE
- COMPASSION
- KINDNESS

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 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 child 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.

Dear Parents and Carers,

It is with great excitement that we welcome our New Year 7s to the Marlborough community. 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.

I am confident once the students are under our care we will provide them with the transferable skills they need to ensure their confidence and resilience will continue to flourish. An holistic and nurturing approach that will benefit the whole child.

The form tutors, Mrs Bailey, I and all our colleagues are here to help. No problem is too small and no challenge too great. I am privileged to be the Assistant Headteacher KS3 & Transition, 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  
Assistant Headteacher KS3 & Transition



**Working with me is Mrs Bailey. She works closely with our year group. Mrs Bailey and I are available to assist you with any problems or issues you may have.**

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.

# DATES FOR YOUR DIARY

## Further info to be sent nearer time

May/June 2026	Primary School Visits	Miss Pounnas or a member of Marlborough staff, will visit your child's Primary school to say hello and provide them with some information about their new school.
Monday 15 <sup>th</sup> June 2026	New Year 7 group event 5pm - 6.30pm	An opportunity to meet Mrs Legg (Headteacher), Miss Pounnas (Assistant Headteacher KS3) & the form tutor, along with the peers from your child's form group.
Monday 22 <sup>nd</sup> June & Tuesday 23 <sup>rd</sup> June 2026	Values & Taster Lessons 9.30am - 2.30pm	Students will experience a school day at Marlborough. Each day, half the yeargroup will be invited to attend. Further details will be provided nearer the time.
Thursday 9 <sup>th</sup> July 2026	Taster Day 9am - 2.30pm	Students to arrive at Marlborough reception in their Primary School uniform at 9am and be collected at 2.30pm. Students will need a packed lunch and a pen.
Wednesday 2 <sup>nd</sup> September 2026	First day of school for Year 7 8:40am – 11:40am 12:10pm – 3:10pm	Students will be invited in two groups. AM/PM. This is a bespoke day to support with our Testing procedures. Students will also collect their Chromebooks ordered from our suppliers..
Thursday 3 <sup>rd</sup> September 2026	Start of the New Term at The Marlborough Science Academy 8:40am – 3:10pm	School starts at 8.40am and finishes at 3:10 pm – All students to arrive and be met by the tutors on the field behind Da Vinci Hall. Please do not drive onto the school site.
Friday 9 <sup>th</sup> October - Sunday 11 <sup>th</sup> October 2026	PGL Weekend Away (Further details will be sent in the summer term)	An opportunity for your child to attend a 3-day weekend away with their Form Tutor and peers to aid the transition process and support their friendships and teambuilding experiences.
Monday 19 <sup>th</sup> October 2026	Year 7 Parents Learning Evening 6:00pm - 7:30pm	An opportunity for our new Year 7 Parents/Carers to find out more about our systems and policies and how these affect their children's learning. For example: Grade Cards, systems, teaching and learning etc. Da Vinci Hall.
Monday 7 <sup>th</sup> December 2026	Mince Pie & Mocktails Evening 6:00pm – 7:30pm	An opportunity to meet with the Form tutors/Assistant Headteacher KS3/Pastoral Administrator for a festive drink & to see how the students have settled in their first term.

# MEET OUR SENIOR LEADERSHIP TEAM

Marlborough is led by the Headteacher Mrs Legg



Senior Deputy Headteacher  
Mr M Fitzgibbon (Learning & Technology)



Deputy Headteacher  
Mr A Stanton (Progress & Assessment)

Mrs Caroline Legg  
HEADTEACHER  
Starting Sept. 26



Deputy Headteacher  
Mr D Eve (SEN & Behaviour)



Senior Assistant Headteacher  
Mr J Griggs (Safeguarding)



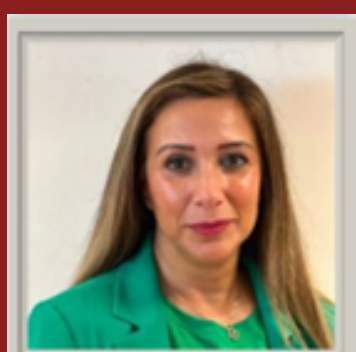
Senior Assistant Headteacher  
Mr R Atterton (Head of 6<sup>th</sup> Form)



Assistant Headteacher  
Mrs H Redfern (Post 16 & Oracy)



Assistant Headteacher  
Mrs N Golds (Personal Development & Careers)



Assistant Headteacher  
Miss M Pounnas (KS3 & Transition)



Director of Finances & Resources  
Mrs D Dean

To contact a member of staff by email please use this format:  
[A.surname@marlborough.herts.sch.uk](mailto:A.surname@marlborough.herts.sch.uk)

# HEADS OF FACULTY

For all matters relating to specific subjects

**English** Miss S Fogarty

Email [s.fogarty@marlborough.herts.sch.uk](mailto:s.fogarty@marlborough.herts.sch.uk)/ Tel: 01727 731409

**Mathematics** Mrs J Greenwood

Email: [j.greenwood@marlborough.herts.sch.uk](mailto:j.greenwood@marlborough.herts.sch.uk)/ Tel: 01727 731354

**Science** Mr G Spiller

Email: [g.spiller@marlborough.herts.sch.uk](mailto:g.spiller@marlborough.herts.sch.uk)/ Tel: 01727 731355

**Humanities** Mr D Samsami

(Geography, History, RS) Email: [d.samsami@marlborough.herts.sch.uk](mailto:d.samsami@marlborough.herts.sch.uk)/  
Tel: 01727 731344

**Head of Art & Technology** Mr S Salih

Email: [s.salih@marlborough.herts.sch.uk](mailto:s.salih@marlborough.herts.sch.uk)/ Tel: 01727 731336

**Languages** Mr K Henshall

Email: [k.henshall@marlborough.herts.sch.uk](mailto:k.henshall@marlborough.herts.sch.uk)/ Tel: 01727 731351

**ICT** Mrs J Hale

Email: [j.hale@marlborough.herts.sch.uk](mailto:j.hale@marlborough.herts.sch.uk)/ Tel: 01727 731370

**Specialised Learning/SENCO** Mrs S Robinson

Email: [s.robinson@marlborough.herts.sch.uk](mailto:s.robinson@marlborough.herts.sch.uk)/ Tel: 01727 731347

**Physical Education** Mr C Packard

Email: [c.packard@marlborough.herts.sch.uk](mailto:c.packard@marlborough.herts.sch.uk)/ Tel: 01727 731340

**Reception** Email: [reception@marlborough.herts.sch.uk](mailto:reception@marlborough.herts.sch.uk)/ Tel: 01727 856874

Headteacher's P.A. Marie Moynihan

Email: [m.moynihan@marlborough.herts.sch.uk](mailto:m.moynihan@marlborough.herts.sch.uk)/ Tel: 01727 731324

Director of Finances and resources Mrs Dean (Financial enquiries)

Email: [d.dean@marlborough.herts.sch.uk](mailto:d.dean@marlborough.herts.sch.uk)/ Tel: 01727 731332

# Heads of Student Leadership Team



*Left to right Alex, Rose, Freddie, Lilac*

Hi- my name is Alex and I'm delighted to be part of the student leadership team. I study Psychology, Politics and Sciology. I love spending time with friends and family, and I love anything music or food related!

Hi, my name is Rose Parker and I'm a student leader here at Marlborough. I take History, Business Studies and Drama for my A-levels, all of which I very much enjoy! I have a very keen interest in drama and performing, participating in the school play every year. Aside from drama I also like to bake in my free time and play board games!

My name is Freddie Law and I am a student leader at Marlborough. I am studying Maths, Further Maths, Physics and Biology at A level. I love playing tennis, I have been playing for nearly 12 years and have recently become a qualified coach. I also enjoy cooking and going on runs to relax in my free time.

My name is Lilac and I am a year 12 student leader here at Marlborough. I am studying A level photography and product design in our 6th form, two very creative and inspiring subjects. I love doing anything creative, playing the guitar and singing, listening to and writing music, drawing, and reading.

# OUR SCHOOL DAY

## Schedule

## Timings

Schedule	Timings
Registration / Assembly	08:40 - 08:50
Transition	8:50 - 8:55
Period 1	8:55 - 9:55
Transition	9:55 - 10:00
Period 2	10:00 - 11:00
Morning Break	11:00 - 11:20
Period 3	11:20 - 12:20
Transition	12:20 - 12:25
Period 4	12:25 - 13:25
Lunch Break	13:25 - 14:10
Period 5	14:10 - 15:10

Students should arrive at our school by 8.30am in time for registration at 8.40am 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.

We recommend that all students have a bottle of water with them, so they do not become dehydrated and are ready for learning. Students should not be on site after the end of the school day unless they are taking part in a supervised activity.



### 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 free school meals, this information should have transferred across from their primary school. FSM can only be used at lunchtime and not during breaktime.



# TUTOR CONTACT LIST



Tutor list details to follow

# Uniform and Equipment

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

## **GENERAL UNIFORM REQUIREMENTS**

- Hair should be well-groomed, smart, clean and of natural colour.
- We ask that hairbands or other hair accessories, if worn, are black or in school colours.
- 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.
- No other types of facial or body piercings are allowed. This is to prevent any injuries that might occur.
- Makeup should be subtle. False eyelashes are not allowed; students will be expected to remove them. Nail varnish should be clear and should not be acrylic, French or gel.
- Tattoos are not allowed.
- Socks are not to be worn over tights.
- Hoodies must not be worn on the school site.
- Hats should be of a 'beanie' style, in black.
- Scarves and gloves should be plain, in black.
- Gilets - plain black and hoodless are permitted.
- Students can only wear alternative footwear if medical evidence has been provided. Without this, students may be required to change into footwear provided by the school.
- Bags must be suitable for carrying books and equipment.
- All items brought to school must be clearly marked with students' names.

The school reserves the right to confiscate any inappropriate jewellery OR any items not deemed to be school uniform. Items may be confiscated for a period of 3 weeks and the Headteachers decision is final.

# Uniform and Equipment

A high standard of personal appearance is expected of all students

## SPECIFIC SCHOOL UNIFORM



- School standard black pleated skirt with TMSA embroidered waist band. The skirt should not be rolled up and the embroidered TMSA badge should be visible. If wearing a skirt, legs should not be bare; black opaque tights should be worn (no knee-length socks, no leg warmers, no leggings, no footless tights, no socks over tights).

***During the summer term, tights are optional.***

- Black straight-leg trousers; no flared trousers, no jean-style, no Lycra, no skinnies, no leggings, and no fashion belts.
- Socks should be black or white in colour.
- White shirt – short-sleeved shirts are acceptable - tucked into the trousers or skirt.
- School tie - top button fastened, tie knot up to the top button. The Year 11 tie should have the Marlborough badge visible.
- School blazer with school badge. Students are expected to always wear unless otherwise directed.
- School black jumper with trim (optional, but if you choose to wear a jumper it must be this style) - it should be noted that the jumper is not an alternative to the blazer. If worn, the school jumper is in addition to the blazer.
- Black coat - no denim or leather - with no logos.
- Headscarf – black or school colours.
- School shoes – please refer to the school shoe checker guide below. Students should have another pair of shoes for use in PE lessons.

# Uniform and Equipment

A high standard of personal appearance is expected of all students

## How to Measure for School Blazer

1. Before measuring your child, please ensure they are wearing thin clothes and are standing in bare feet.
2. Children are quite squashy! If you pull the tape-measure tight the dimensions will get smaller, but when the garment arrives it will be too tight. The tape measure should feel a little loose, and it should be possible to slip 2 fingers under the tape easily.
3. Our garments leave room for movement - they are sized "to fit" not "as the garment". The actual amount varies by garment, and fashion. Likewise, our recommendations will err on the larger size. We expect every garment to be wearable for a full year.
4. Please be aware of the units you are measuring in. We have lots of examples each year of customers mixing up inches and cm.

### Blazer Sizing

All blazers are ordered using chest measurements, and to measure your child ensure your child's arms are down by their side, measure the chest at the fullest part placing the tape measure close up under their arms and keeping it level. Please ensure that the tape is not pulled too tight, you should be able to easily place a finger underneath. Blazer sizing guide available on the uniform page of our website.

## Second Hand Uniform

Quality second-hand 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)

## Confiscated Items

The school reserves the right to confiscate items that do not meet school regulations. These items will be stored securely and returned to the student or parent/carer at the school's discretion. Parents/carers may be contacted if the item is not suitable for return to the student.

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

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

# Uniform and Equipment

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

## PE KIT

No jewellery is permitted to be worn in PE. Students will be expected to remove jewellery for **all** PE lessons. The permitted single set of earrings must be removable.

### Girls

- Polo Shirt/Performance Training Top - Maroon with school badge
- Shorts - Black with school badge
- Footwear - Training shoes and football boots
- Socks - Black with 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 trousers it has to be this version)
- Black sports leggings (optional) – If you choose to wear these they must be purchased from the school supplier.
- Shin pads



### Boys

- Polo Shirt/Performance Training Top - Maroon with school badge
- Shorts - Black with school badge
- Footwear - Training shoes and football boots
- Rugby/Football Shirt - Maroon/black reversible
- Socks - Black with white stripe
- Swimming Trunks - Black swim shorts
- 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 trousers it has to be this version)
- Mouth Guard
- Shin pads



# Uniform and Equipment

A high standard of personal appearance is expected of all students

## Suitable Footwear

As part of our uniform policy, we expect all students to be wearing the correct footwear. We understand that buying shoes is difficult as there are many different types of product that are marketed as school shoes. Before purchasing any new shoes, please see below for shoes that are acceptable and are compliant with our uniform policy.



These shoes are perfectly acceptable for school use. Although some are trainer like shoes, they are black leather, and the logos and sides of the sole are also black.

Plain black leather or patent leather type shoes that can be polished in a sensible style, with heels no higher than 3cm. Black leather shoes that resemble trainers are acceptable if all logos and the side of the sole are also black. No boots are allowed.

Students should have another pair of shoes to change into for use in PE lessons.

These shoes are NOT acceptable for school use. They are shoes that are made completely or partly out of canvas material..



These shoes are NOT acceptable for school use. They are trainers where the logos or side of soles are not black..



These shoes are NOT acceptable for school use. These are ankle boots and high tops.



# Lockers

As a New Year 7 student, your child is given priority when it comes to allocating lockers and then the remaining lockers are offered to other students on a “first come first served basis”.

The cost of a locker is £10.00 for a year 7 student and this will provide them with a locker until they reach the end of year 8. All their lockers at that time will then revert back to being available for re-allocation and keys should be handed back to the site team. If, following the new Year 7 student intake, there are still lockers available then they will be offered to the students in years 9, 10 and 11 for that academic year only at a cost of £5.00.

In the event that a student should lose or damage all of their allocated locker keys, then a new padlock will be required and the student will need to pay £3.50 to the Finance Office to cover the cost of replacing it. A receipt will be issued for them to show a member of the site team so that the new padlock / keys can be issued.

If you would like your child to be allocated a school locker, then please go on-line to our school payments system:

Log onto: [www.schoolgateway.com](http://www.schoolgateway.com)

Select: Make a payment - year 7 lockers 2026

Your child's locker will be allocated during the first week of term.

# Compulsory Equipment

- Chromebook
- 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



**Desirable equipment includes:  
Green Pen, Colouring pencils,  
Highlighter, Glue stick**

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. If your child has a BYOD, a polite reminder if there is a technical issue, you must repair this asap. To avoid your child's learning being disrupted as we will not be able to source a loan chromebook in school. 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.

Equipment can be bought from the Finance Office.

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

# 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 affectively.

## Will I be welcome at 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. Miss Pounnas will also hold a parent's surgery on a Thursday from 3.30-4.30 pm and appointments can be booked by phoning Mrs Bailey on 01727 731335.

### **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.themarlbroughscienceacademy.co.uk/  
parents-studentattendance](https://www.themarlbroughscienceacademy.co.uk/parents-studentattendance)

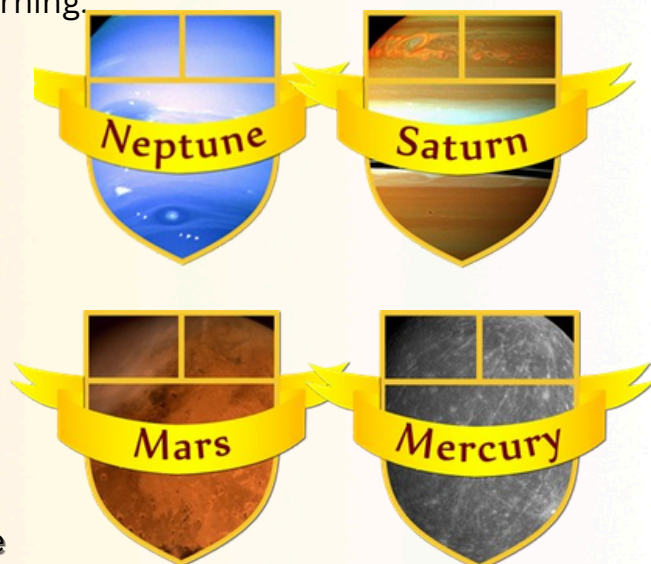
# BEHAVIOUR

## ***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. House points are offered for a host of reasons. 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.



The Whole School Behaviour policy can be viewed here

[https://www.themarlboroughscienceacademy.co.uk/\\_site/data/files/policies/BehaviourPolicySept2025.pdf](https://www.themarlboroughscienceacademy.co.uk/_site/data/files/policies/BehaviourPolicySept2025.pdf)

Postcards are sent home to acknowledge a more significant success, or 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, encouraging students instead of 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 or students who are close to permanent suspension. 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.

# PUNCTUALITY & 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**.

**See link below for details.**

<https://www.themarlboroughscienceacademy.co.uk/parents-studentattendance#>



ATTENDANCE LINE 01727 731368

EMAIL: [attendance@marlborough.herts.sch.uk](mailto:attendance@marlborough.herts.sch.uk)



For further information on school policies and procedures regarding lateness and detentions, please see our website

<https://www.themarlboroughscienceacademy.co.uk/parents-studentattendance#>



# LATE TO SCHOOL & DETENTIONS

## Parental Procedure for Informing School of Absence

### Student Illness

Parent/carer to contact the school by 8.20am on the morning of each absence.

Contact can be made in either of the following methods

1. By phone to the attendance line on 01727 731368
2. By email at attendance@marlborough.herts.sch.uk

Please provide your child's name, form and reason for absence and expected date of return

### Medical Appointments

Parent/carer to inform the school in advance of the medical appointment

Contact can be made in either of the following methods

1. By phone to the attendance line on 01727 731368
2. By email at attendance@marlborough.herts.sch.uk

Please provide your child's name, form and reason for absence and expected date of return

### Other Exceptional Circumstances

For reasons including absence due to funerals, weddings, sporting trips etc. parents/carers must write directly to the headteacher for consideration. This must be done 20 days in advance.

By law, only the head teacher can authorise your child's absence and will therefore make a decision whether the exceptional circumstance can be authorised.

If your child is frequently absent due to illness and/or medical appointments the school may request permission to contact your GP for confirmation that they are too ill to attend school. Medical evidence maybe requested for each absence

<https://www.themarlboroughscienceacademy.co.uk/parents-studentattendance#>

Morning registration begins at 8.40am every morning so students should aim to arrive on the school site by 8.35am.

Learning begins during registration. This is where form tutors meet and greet the students and can ensure that they are ready for the day. Our ten minute form period is designed to help teach our character education programme, highlight important events in school and around the world and enables students to develop literacy and oracy skills.

Lateness to school quickly adds up to lost learning time – over the course of the year 15 minutes of lateness each day adds up to two school weeks of lost learning time.

Lateness will be monitored alongside attendance and if punctuality is a concern parents will be contacted. If no improvement is forthcoming, then parents will be asked to come into to school to discuss what action will be taken.

# HOME LEARNING

To enhance student achievement all students will be set regular, challenging and relevant home learning. The home learning should be a natural extension of the work carried out in school hours. We will provide opportunities to support students who do not have an appropriate working environment at home. Research says that home learning is most effective when it involves practice or rehearsal of subject matter already taught. Parental support regarding the completion of home learning is crucial in ensuring success and accomplishment.

There is an umbrella policy for Home Learning, however Curriculum Leaders have established systems in setting home learning in their areas which enable students to make the best possible progress in their subjects.

There are some patterns which you would expect to see. Firstly, home learning will be set frequently. In many subjects it is likely to be on a weekly basis, although this will vary due to the fact students have more lessons per week in some subjects than others. Secondly, the quantity of home learning will increase as students' progress through the school.

We try not to set home learning across holiday periods for Key Stage 3 students and only the minimum needed for Key Stage 4. We recognise that family time is precious, and we want our students to rest and enjoy creative, cultural and sporting activities during the holidays.

## Key Stage 3

Home learning for Years 7 & 8 per subject should take approximately 20 - 40 minutes to complete.

## Key Stage 4

Home learning should be set weekly for all examination courses/subjects.

Home learning pieces should take approximately 30- 40 minutes to complete.

When students are nearing exams the two weeks before, home learning will be based on revision tasks/retrieval techniques to prepare them for their exams. To support feedback on exams the following two weeks either self-marked home learning or no home learning will be set for that year group.

## How you will know what has been set

All home learning will be signposted via Edulink under the home learning icon. Here you will see what has been set, when it was set and when it is expected to be submitted. You will also be informed of where you can access the home learning, as this may be accessible through Google classroom or another virtual platform. If you have the Edulink app you will receive a push notification informing you that a new piece of home learning has been set and you will also receive a reminder two days before the home learning deadline.

# HOME LEARNING

## Support with home learning

The Marlborough Science Academy dedicates the Learning and Research Centre (LRC) to home learning at the end of the school day for students from all year groups to complete home learning. Students can also use the LRC at break and lunch times. The sessions at the end of the school day are supervised by the staff from the LRC and Specialised Learning Faculty who are able to support all students. It is also resourced with online access, printing and other materials to support students who may not have access to such resources at home.

The setting and marking of home learning are regularly monitored by Heads of Faculty and SLT through internal reviews and the faculty monitoring programme.

**Should you have any concerns about the setting of home learning, please contact the member of staff in the faculty structure, copying the Head of Faculty in.**



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

## What we would like you to do to support learning

- discuss, support and check the presentation and quality of the home learning returned to school
- provide the school with information about any problems with home learning
- encourage your son/daughter to attend home learning club
- contact the school if they have any questions or concerns

## How home learning is rewarded

High quality home learning and a good work ethos should be recognised inside and out- side the classroom. Where appropriate, home learning will be included in displays, both in the classroom and around the school, and used as exemplars.

As a further incentive the following rewards can be issued:

- House point
- Pinkie
- Postcard home

# HOLIDAYS

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 attendance proposed by the school Attendance Improvement Office 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 Notice Fines for School Attendance are changing!



With the introduction of the new Department of Education (DfE) National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued after 19th August 2024.

### Per Parent, Per Child

Penalty Notice Fines are issued to each parent, for each child that was absent. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

Parent refers to anyone with parental responsibility and may include carers, step-parents, grandparents or any other adult with parental responsibility.

### National Threshold

There will be a single consistent national threshold for when a penalty notice **must** be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The 10-school week period can span different terms or school years.

### First Offence

The first time a Penalty Notice is issued for term time leave of absence or unauthorised absence the amount will be:

- £160 per parent, per child paid within 28 days
- Reduced to £80 per parent, per child if paid within 21 days

### Second Offence (within 3 years)

The Second time a Penalty Notice is issued for unauthorised absence the amount will be:

- £160 per parent, per child within 28 days

### Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed a Penalty Notice will not be issued and the case will be presented straight to the Magistrate's Court.

- Prosecution can result in criminal records and fines up to £2,500
- Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'

# TERM DATES

## Autumn 2026

- **INSET DAY** - Tuesday 1<sup>st</sup> September
- **Years 7 & 12 students only** - Wednesday 2<sup>nd</sup> September
- **First day back for ALL Students** - Thursday 3<sup>rd</sup> September
- **Half Term** – Monday 26<sup>th</sup> October – Friday 30<sup>th</sup> October
- **Occasional Day** - Friday 27<sup>th</sup> November
- **INSET DAY** - Monday 30<sup>th</sup> November
- **End of Term** - Friday 18<sup>th</sup> December

## Spring Term 2027

- **INSET DAY** – Monday 4<sup>th</sup> January
- **First day back for ALL Students** - Tuesday 5<sup>th</sup> January
- **Half Term** – Monday 15<sup>th</sup> February – Friday 19<sup>th</sup> February
- **End of Term** – Thursday 25<sup>th</sup> March
- **Easter Break** – Tuesday 30<sup>th</sup> March – Friday 9<sup>th</sup> April

## Summer Term 2027

- **First day back for ALL Students** - Monday 12<sup>th</sup> April
- **Half Term** - Tuesday 1<sup>st</sup> June - Friday 4<sup>th</sup> June

Further dates to follow

## 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.

**IF YOU WOULD LIKE TO SEE A POLICY NOT LISTED ON THE SCHOOL WEBSITE, PLEASE CONTACT ADMIN@Marlborough.Herts.sch.uk**

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.

J. Griggs@marlborough.herts.sch.uk