



# The Marlborough Science Academy

*'shaping futures'*



## Transition Handbook for Parents and Students 2024-2025





## OUR ETHOS

- DIGNITY
- ENDEAVOUR
- KINDNESS
- COURAGE
- COMPASSION

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.

## Welcome to our School 2024/2025

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.



**Monday 2<sup>nd</sup> & Tuesday 3<sup>rd</sup> September 2024**

Over these two days we will invite half the year group on each day, split these 4 forms in school on the Monday and then the other 4 forms the following day. Parents/carers will be sent communication so they know which day their child is expected in school, all students will need a packed lunch/snacks will be provided at break-time. This will be a short day arriving at 8:50am – 1:10pm. On the day your child is in school they will complete Midyis Testing/Logging on to the school computers, network and creating passwords. Straight after lunch they will collect their new Chromebook if purchased through Freedom Tech – ready to take home.

**First Official day for all the Year Group**

**Wednesday 4<sup>th</sup> September 2024.** Please drop your child off to school before 8.40 am. 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.

**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.

**Week of the 3rd September**

All the Year 7 students will follow a timetable as a form group for the remainder of the first week. Then the following week using their MidYIS tests results (secondary school assessments) we will streamline them into groups based on their abilities for core subjects with mix ability groups for all foundation subjects. Within these lessons - time will be given over the course of the first term 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 Edulink App and the student’s Edulink account.

**Dear Parents and Carers**

It is with great excitement that we welcome our New Year 7 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



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)

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

## The Marlborough Team



Deputy Headteacher  
Mr A Stanton (Progress  
& Assessment)



Senior Deputy Headteacher  
Mr M Fitzgibbon (Learning  
& Technology)



Deputy Headteacher  
Mr D Eve (SEN & Behaviour)



Senior Assistant  
Headteacher  
Mr J Griggs  
(Safeguarding)



Senior Assistant Headteacher  
Mr R Atterton (Head of 6th form )



Assistant Headteacher  
Mrs H Redfern  
(Post 16 & Oracy)



Assistant Headteacher KS3 & Transition  
Miss M Pounnas

**Marlborough is led by  
the Headteacher  
Ms Thomson**



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



Mrs D Dean  
Director of Finances & Resources

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)

## The Marlborough Team

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

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

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.

***For more serious concerns or worries contact:***

Miss Pounnas Assistant Headteacher

Tel: 01727 731386

[m.pounnas@marlborough.herts.sch.uk](mailto:m.pounnas@marlborough.herts.sch.uk)

Mrs S Bailey Pastoral/Admin Assistant KS3

Tel: 01727 731335

[s.bailey@marlborough.herts.sch.uk](mailto:s.bailey@marlborough.herts.sch.uk)

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.

## Contact List 2024/2025

**IF YOU HAVE ANY CONCERNS ABOUT YOUR CHILD, THE FIRST PERSON YOU SHOULD CONTACT IS YOUR CHILDS FORM TUTOR**

### *Year 7 Form Tutors:*

Charlotte Curtis	<a href="mailto:C.Curtis@marlborough.herts.sch.uk">C.Curtis@marlborough.herts.sch.uk</a>
Claire French	<a href="mailto:C.French@marlborough.herts.sch.uk">C.French@marlborough.herts.sch.uk</a>
Elaine Metson	<a href="mailto:E.Metson@marlborough.herts.sch.uk">E.Metson@marlborough.herts.sch.uk</a>
Kojo Takyi-Amuah	<a href="mailto:K.Takyi-Amuah@marlborough.herts.sch.uk">K.Takyi-Amuah@marlborough.herts.sch.uk</a>
Kate Fonte-Castro	<a href="mailto:K.Fonte-Castro@marlborough.herts.sch.uk">K.Fonte-Castro@marlborough.herts.sch.uk</a>
Katherine Ryan	<a href="mailto:K.Ryan@marlborough.herts.sch.uk">K.Ryan@marlborough.herts.sch.uk</a>
Ria Lepley	<a href="mailto:R.Lepley@marlborough.herts.sch.uk">R.Lepley@marlborough.herts.sch.uk</a>
Rob Vivian	<a href="mailto:R.Vivian@marlborough.herts.sch.uk">R.Vivian@marlborough.herts.sch.uk</a>

## Heads of Faculty

English	Miss S Fogarty Email: <a href="mailto:s.fogarty@marlborough.herts.sch.uk">s.fogarty@marlborough.herts.sch.uk</a> Tel: 01727 731409
Mathematics	Mrs J Greenwood Email: <a href="mailto:j.greenwood@marlborough.herts.sch.uk">j.greenwood@marlborough.herts.sch.uk</a> Tel: 01727 731354
Science	Mr G Spiller Email: <a href="mailto:g.spiller@marlborough.herts.sch.uk">g.spiller@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	Marie Moynihan Email: <a href="mailto:m.moynihan@marlborough.herts.sch.uk">m.moynihan@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 J. Gray Email: <a href="mailto:attendance@marlborough.herts.sch.uk">attendance@marlborough.herts.sch.uk</a> Tel: 01727 731386
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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.

## Heads of student leadership team

From left to right....

Hi, I'm Tegan and I study Geography, Politics and French here at Marlborough. I love sports, summer, having a good time with friends and am delighted to be part of our student leadership team this year.

Hi, I am Alice. I take Psychology, Sociology and Health & Social Care. I am passionate about working as a team to provide opportunities for students in school.

Hi I'm Holly. I take Biology, Geography and Business which I really enjoy. I am so excited to work with you to help and support your journey here at Marlborough

Hi my name's Gabriella, I'm delighted to be part of the leadership team and bring my creative passion forwards. I study sociology, English literature and Art which I hope



## **Our New School Day**

8:40—8:50	Form Period/Registration
8:50—8:55	<i>Transition</i>
8:55—9:55	Period 1
9:55—10:00	<i>Transition</i>
10:00—11:00	Period 2
11:00—11:20	BREAK
11:20—12:20	Period 3
12:20—12:25	<i>Transition</i>
12:25—13:25	Period 4
13:25—14:10	LUNCH
14:10—15:10	Period 5

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.

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.

## The Marlborough School Academy Uniform

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

### General Requirements

#### GENERAL

- No jewellery is permitted to be worn in PE. Students will be expected to remove them for all PE lessons. The single set permitted, must be removable.
- No socks over tights are to be worn
- No hoodies may be worn on the school site
- Hats should be of a 'beanie' style, in black
- Scarves and gloves should be plain and in black
- Gilets - plain black and hoodless are permitted
- Without clear medical evidence supporting the wearing of alternative footwear ,you may be required to change into footwear provided by the school.
- Bags must be suitable for carrying books and equipment
- All items brought to the school must be clearly marked with your name
- The school reserves the right to confiscate an items not deemed to be school uniform

All items not deemed to be school uniform will be confiscated.

The Headteacher's decision will be final.

#### HAIR

- Hair should be well groomed, smart, clean and of natural colour
- We ask that if hair bands or other hair accessories are worn, they are black or in the school colours

#### JEWELLERY

- 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
- The school reserves the right to confiscate any inappropriate jewellery

#### MAKE UP

- Make up should be subtle. False eyelashes are not allowed. Nail varnish should be clear; and should not be acrylic, French or gel
- Tattoos are not allowed
- PE uniform must be worn to PE lessons

[Link to website school uniform information](#)

[The Marlborough Science Academy - School Uniform](#)

## Specific School Uniform



- Black pleated skirt - no more than 10cm above the knee. *The skirt should not be rolled up, modesty is expected.* - 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 not required to be worn.*
- Black trousers - no jean-style; no lycra; no skinnies; no leggings and no fashion belts.
- Socks should be black 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 and tip of tie meeting the waistband.
- School blazer with school badge *which students are expected to wear at all times unless otherwise directed.*
- School black jumper with trim (optional, but if you choose to wear a jumper it must be this style).
- Black coat - no denim or leather - with no logos.
- Headscarf - black or school colours.
- School shoes – please refer to the school shoe checker guide. *Students should have another pair of shoes for use in PE lessons.*

## How to Measure for School Blazer/Uniform

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 [here](#)



**Please be aware that only the school tracksuit will be accepted during PE lessons.**

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

### **Girls PE**

- Polo Shirt - Maroon/black with school badge
- Shirts - 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.
- Shinpads



### **Boys PE**

- Polo Shirt - Maroon/black with school badge
- Footwear - Training shoes and football boots
- Rugby/Football Shirt - Maroon/black - reversible
- Socks - Black with white stripe
- Football Shorts - Black with school badge
- 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 tracksuit trousers, it has to be this version)
- Mouth Guard
- Shinpads

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)

School Outfitters SWI SCHOOLWEAR      Tel: 01928 7582610  
[www.SWIschoolwear.co.uk](http://www.SWIschoolwear.co.uk)      [Customerservice@swi.co.uk](mailto:Customerservice@swi.co.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 Marlborough Science Academy

## 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, we have produced this document to support you in buying a pair of shoes that is 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.



## 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 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 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>



## 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.

As a New Year 7 student, your child is given priority when it comes to allocating lockers.

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, after the 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 at a cost of £5.00.

If a new padlock is required due to loss or damage then 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 for the academic years 2024-2025 and 2025-2026, then please go online to our school payments system:

[www.schoolgateway.com](http://www.schoolgateway.com) – Year 7 lockers

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

## Equipment

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

Green pen

1 set of coloured pencils

Highlighter pen

Glue stick

## 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



## Equipment

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.

## **Mobile Phone Procedure**

*Throughout this document mobile devices refers to, but not exclusively, mobile phones, headphones, earphones, air pods and portable speakers.*

The Marlborough Science Academy recognises that mobile devices have become an essential means in communication, making purchases and the safe-guarding of young people. With these considerations in mind students are allowed to bring mobile devices onto the school site.

### **Procedures inside the classroom**

Mobile devices are only allowed to be used in class under the direct instructions of the teacher and then only for educational purposes.

It should be assumed that mobile devices are not normally allowed to be used in the classroom.

The following procedures will be followed in the classroom.

- The teacher will use a red sign and green sign in the classroom
- The red sign is a clear indication that mobile devices should not be used
- The green sign indicates the mobile devices can be used but only under the direct instructions of the teacher
- If a student has their mobile device out of their bag when a red sign is shown, they will be confiscated. A behaviour incident will be logged, and an after-school detention will be issued
- If a student is required to leave the classroom for a short period of time e.g., going to the toilet, the mobile phone must be left with the teacher for the duration of the time the student is absent from the classroom.

*If a student fails to hand over their phone the teacher will call Callout and the behaviour recorded as defiance.*

## **Mobile Phones**

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.



### **Mobile Phone Agreement**

For you to be granted permission to bring your mobile device to school you must agree to the terms laid out within this agreement and successfully complete the online safety modules.

Where no contract exists, a confiscated phone will be returned to parents when a fully signed mobile phone agreement and the school's online safety modules are completed.

### **For my own personal safety:**

- I am aware that the school will look at the way I use my mobile device within The Marlborough Science Academy and its community.
- I should not share my username / password or use any other students or teacher's username / password or give out any personal information about myself or others when I am communicating.
- I should tell a member of staff straight away if I see or hear any rude or inappropriate material or messages when I am online or using technology.
- I will not charge any of my mobile devices using the schools' facilities.
- I agree not to contact members of my family during school hours unless given permission to do so by a member of staff.
- I will use only my school email address for all school-related communications.

### **I will act as I expect others to act toward me:**

- I will be polite and responsible when I communicate with others, I will not use, aggressive or rude language.
- I will not take, show, or post images or videos of anyone without their permission, even if they are only in the background.
- I will fully respect a member of staff's decision to not allow mobile devices to be used in a lesson.

### **I know that the school has a responsibility to keep the security and upkeep of the ICT it offers me:**

- I will only use my own devices before school starts, at break or lunchtime, after school or when given clear permission by a member of staff.
- I understand that, if I do use my own device in school, I will follow the rules set out in this document, and if I break these, I know what the sanctions will be.
- I am aware that the school will take no responsibility if I lose or have my mobile device stolen in school or while travelling to and from school. I know the school accepts no responsibility for replacing lost, stolen, or damaged mobile devices.
- I will not attempt to bypass the internet filtering systems.

### **I understand that I am responsible for my actions, both in and out of school:**

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour that are in this agreement, when I am out of school and where they involve me within the school community (e.g., online bullying, use of images or personal information).
- I understand that my actions using my device must not bring the school into disrepute and if they do, I will face sanctions.
- I understand that these rules are designed to keep me safe and if they are not followed, school sanctions will be applied, and my parent/carer will be contacted.
- I am aware that I must not take any mobile device, including 'smart watches', into an examination venue and should I be caught with a device on me I will face disciplinary action as sanctioned by the Headteacher and Examinations Officer. As a result, the exam board may cancel my paper.
- I am aware that if I engage in personal attacks, harass another person, or post private information about another person or use mobile technology to bully / threaten other students, whether in school or out of school, I may face suspension and my actions may constitute criminal behaviour and as such the police could be informed.
- I am aware that if I engage in personal attacks, harass another person, or post private information about another person or use mobile technology to bully / threaten other students, whether in school or out of school, I may face suspension and my actions may constitute criminal behaviour and as such the police could be informed.
- I will not browse, download, upload, forward or receive material that could be considered inappropriate, offensive, or illegal. If I accidentally come across such material, I will report it to a member of staff.
- I agree to follow Marlborough values and those of British Values whilst using mobile devices which are in my possession.

## Procedures Outside of the Classroom

Outside of lessons student mobile devices should not be seen or used. All devices should be turned off and kept in bags.

The following procedures will be applied if students do use their mobile phones incorrectly.

**1<sup>st</sup> offence and 2<sup>nd</sup> offence** – Mobile phone confiscated by member of staff for the remainder of the day. Students collect mobile device from Student Services/Da Vinci Hall at the end of the day. Behaviour incident logged. Parents informed.

**3<sup>rd</sup> offence** – Mobile phone confiscated by member of staff for the remainder of the day. Students collect mobile device from Student Services/Da Vinci Hall at the end of the day. Behaviour incident logged. Middle Leaders Detention issued. Parents informed.

**4<sup>th</sup> offence** - Mobile phone confiscated by member of staff for the remainder of the day. Students collect mobile device from Student Services/Da Vinci Hall at the end of the day. Behaviour incident logged. Afterschool detention issued. Parents informed.

**5<sup>th</sup> offence** – DoL discusses behaviour with parents. Students are required to hand their phone into student services as they arrive at school each day for the rest of the term.

In the event of a student failing to hand their phone to the teacher when requested this behaviour will be recorded as defiance and a senior member of staff will confiscate the phone and remove the student from the lesson. If a student fails to hand over a mobile device when asked, they may be sanctioned with a two-day suspension from school for defiance

### **Use of a mobile device inappropriately to share inappropriate images, hurtful messages of material.**

If the school becomes aware that any student has engaged in personal attacks, harassed another person, or posted private information about another person or used mobile technology to bully / threaten other students, whether in school or out of school, that student may face suspension and their actions may constitute criminal behaviour and as such the police could be informed.

## Reasonable Adjustments

### **1) Medical and Special Educational Needs**

Students who require their phones for medical or special educational needs will be issued with a pass to allow them to use their mobile devices. These passes will be issued by the DoL or SENCo. These passes will only provide permission to use the devices for the specific reason.

### **2) Year 12 and 13 students.**

In recognition of their seniority in the school Year 12 and 13 students will be able to use their mobile devices around the school site including the LRC if they are wearing their lanyards. The school reserves the right to revoke permission to individuals who use their mobile devices inappropriately.

### **3) Educational out of class use on school site.**

On occasions students might be required to use their mobile devices outside of the classroom around the school site. This will be under the direction of the teacher and when required students will be issued passes to make this clear.

### **4) Educational visits off site**

For students on a day visit or residential visit the acceptable use of mobile devices will be clearly communicated to students and parents/carers before the visit.

### **5) Mobile Phone Areas**

If a student is required to use their mobile phone for a legitimate reason during school hours they should go to either the KS3 or KS4 pastoral suite and seek permission to do so. This should only happen before registration, and during break, lunchtimes and immediately after school and not between lesson changeovers i.e. between Form and Period 1, Periods 1 and 2 or Period 3 and 4.

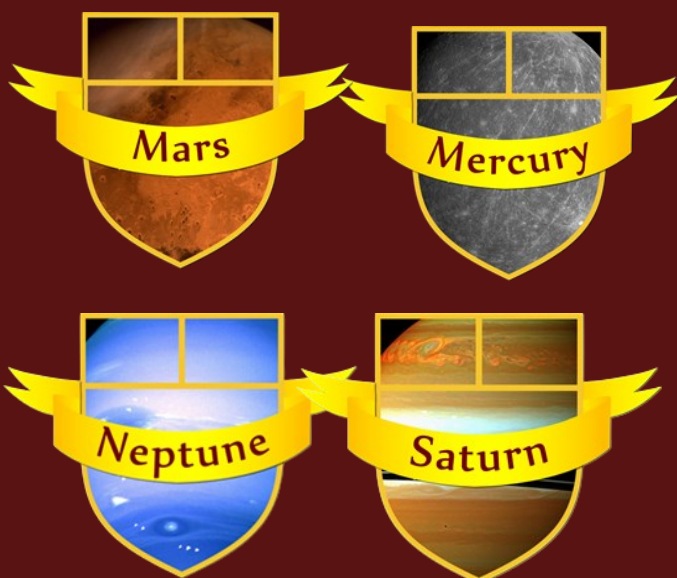
## Behaviour

### *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.



The Behaviour policy can be viewed [here](#)

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.

## 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.

### 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](mailto: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](mailto: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.

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



Appendix 2



Revised July 2023

ATTENDANCE LINE 01727 731368

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

### Late to School Procedure

- Senior staff will be on the front gate meeting students arriving after 08.35. Any student that is late will have their mobile phone confiscated for the day. This will be returned at the end of the day.
- If a student is late on more than one occasion in the week, their mobile phone will be confiscated until the end of the week or until a parent/carers is able to come into school to collect it.
- Where students are late on more than three occasions in a week, then parents/ carers will be asked to come in to school to meet with a member of the attendance team to discuss reasons for poor punctuality and to agree strategies that will support an improvement.

### 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.

On occasion, lateness to school is unavoidable. If this is the case, then the reason needs to be communicated to the attendance team so that any sanctions can be avoided.

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

### **Lateness**

Student late to morning registration twice in a week or pattern of lateness identified tutor makes phone call directly to parents or refers to pastoral admin



Lateness monitored by tutor. No improvement referral to Pastoral, Safeguarding and Inclusion team



Punctuality letter sent to parent/carers

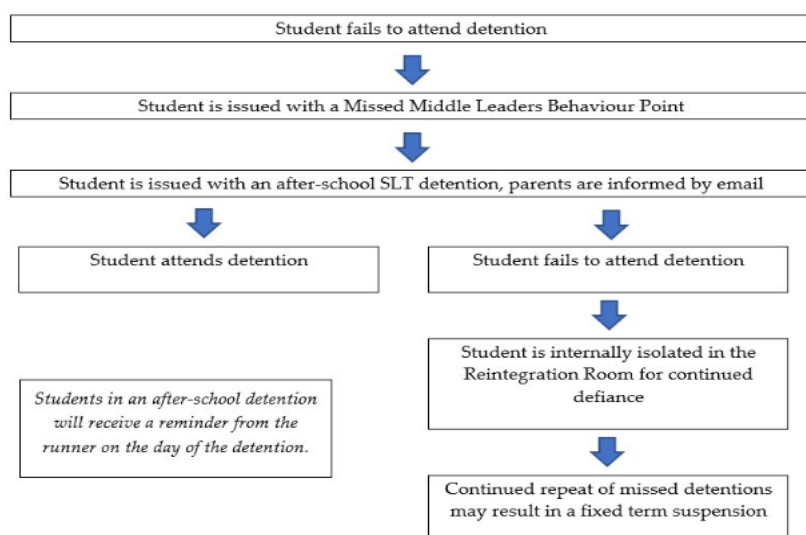


15 and 25 lates. Punctuality meeting scheduled with the Pastoral, Safeguarding and Inclusion team and parent/carers



Action plan produced and punctuality monitored. If no improvement further action taken

### **Missed Detention Procedures from January 2024**



## 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.

### **At 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.

## 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.**

## 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



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.

## How home learning is rewarded

High quality home learning and a good work ethos should be recognised inside and outside 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 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.

Fixed Penalty Notice (FPN)
Circumstances for Issuing a Penalty Notice - Irregular Attendance
<p>A penalty notice can only be issued in cases of unauthorised absence. Penalty notices may be issued in the following circumstances (this list is not exhaustive):</p> <ul style="list-style-type: none"><li>• Truancy</li><li>• Parentally condoned absences</li><li>• Holidays taken in term-time without the agreement of the head teacher</li><li>• Delay in returning from extended holidays without the agreement of the head teacher</li><li>• Persistent late arrival at school after the register has closed</li></ul> <p>A Penalty Notice may be issued if:</p> <ul style="list-style-type: none"><li>• A student has been absent for 15 half day sessions in the current and / or previous term.</li><li>• The school, academy, police or attendance improvement officer considers that issuing a penalty notice could stop any more absences.</li></ul> <p>And</p> <ul style="list-style-type: none"><li>• The school have marked the absences as unauthorised in the school's registers</li></ul> <p>And</p> <ul style="list-style-type: none"><li>• The Local Authority is satisfied that there is sufficient evidence to show the parent has committed an offence under s444(1) of the Education Act 1996</li></ul> <p>Or</p> <ul style="list-style-type: none"><li>• A formal warning of the possibility of a penalty notice being issued has been served giving a maximum of 15 school days to effect an improvement</li></ul> <p>Or</p> <ul style="list-style-type: none"><li>• The parent has been warned that unauthorised holiday in term-time may result in a penalty notice being issued</li></ul> <p>And</p> <ul style="list-style-type: none"><li>• No more than two penalty notices have been issued in the past 12 months in respect of the child in question (if so alternative processes are available).</li></ul> <p>And issuing a penalty notice does not conflict with any legal action being taken</p>

## 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.

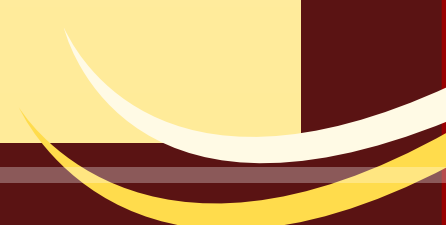
## **AUTUMN TERM 2024**

- **INSET DAY** - Monday 2<sup>nd</sup> September (year 7 students –specific forms)
- **Years 7 & 12 only** - Tuesday 3<sup>rd</sup> September
- **First day back for ALL Students** - Wednesday 4<sup>th</sup> September  
*(photographs being taken for years 7, 9, 11 & 12)*
- **Half term** - Monday 28<sup>th</sup> October to Friday 1<sup>st</sup> November
- **Occasional Day**—Friday 25<sup>th</sup> November
- **End of Term** - Friday 20<sup>th</sup> December

## **SPRING TERM 2025**

- **First day of term** - Monday 6<sup>th</sup> January
- **Spring Half Term** - Monday 17<sup>th</sup> to Friday 21<sup>st</sup> February
- **End of term** - Friday 4<sup>th</sup> April
- **Easter Break:** Monday 7<sup>th</sup> April to Monday 21<sup>st</sup> April

## **SUMMER TERM 2025**

- **First day of term** - Tuesday 22<sup>nd</sup> April
  - **Bank Holiday (Early May):** - Monday 5<sup>th</sup> May
  - **Half Term** - Monday 26<sup>th</sup> to Friday 30<sup>th</sup> May
- 

## 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

Most policies are accessible via the school website:

<https://www.themarlboroughscienceacademy.co.uk/policies#>

**IF YOU WOULD LIKE TO SEE A POLICY NOT LISTED ON THE SCHOOL WEBSITE, PLEASE CONTACT**  
[admin@Marlborough.herts.sch.uk](mailto: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](mailto:J.Griggs@marlborough.herts.sch.uk)

