



The Marlborough  
Science Academy



New Year 7 Parent  
Handbook  
2020

# **Welcome to our School**

**2020/2021**

Dear Parents and Carers,

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

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

## **Our Ethos**

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

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

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

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

Dear Parents/Carers

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

I do understand the exceptional challenges the students have had to face this year, and indeed the impact this may have caused to their wellbeing and academic progress. I am confident once the students are under our care we will provide them with the individual support they may need to ensure their confidence and resilience will flourish and whilst there have been obstacles for them and some changes to their lives over the last few months. I know we will provide a holistic approach that will benefit the whole child as they begin their journey to secondary school.

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

Best wishes,

Miss Myrian Pounnas  
Director of Learning and Transition KS3

## **COVID-19 UPDATES**

Whilst we are in an ever changing world – I am sure you can appreciate there are ongoing changes to the running of our school on a daily basis due to Covid-19. We will amend and adapt to any changes required in Educational settings, to ensure we are keeping up to date with all the Health & Safety procedures for our students & our staff.

Please be reassured you will be informed of any developments as they occur and we are grateful for your patience and understanding.

This handbook has been produced with the caveat of Covid-19 with regards to some of the information.

## The First Day

Given the recent challenges we have all faced in schools, I am delighted to announce Ms Thomson & the Leadership team have secured the first two days of school to the New Year 7 cohort to be the only year group in school. To ensure our Transition & Induction programme will be delivered in a manner that will give all the students time to begin to familiarise themselves with the school site/procedures/peers and their teachers. This will also be a wonderful opportunity to help settle any worries or anxieties they may have.

The first day this year is Thursday 3rd September. Please drop your child off to school at 8.40 am on Thursday 3rd September. They will be met by one of the staff from the Year 7 team and your child will be taken into assembly. School will finish at 3.10 pm and we ask that students are collected on their first day, if possible.

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

### Lunch and Break Times

For now we will have await to nearer the school start date to see if the school canteen will be up and running for the students in September due to Covid-19. Once we can confirm this information we will update you.

**If the Marlborough Brassiere is still to remain closed in September all students must be provided with a packed-lunch for school.**

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

### Week of the 7<sup>th</sup> September

All the Year 7 students will follow a timetable that will be set as a form group, until they have completed their Midiys tests with us and we will then streamline them into groups based on their abilities. Within these lessons time will be given over to support team building and wellbeing. School will start at 8.40 am. They will need their school bag and pencil case.

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

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

*Rebecca Year 7*

# The Marlborough Team

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

Deputy Headteachers - Miss Crook and Mr Fitzgibbon

Head of Sixth form - Mr Atterton

Head of Data for Learning - Mr Stanton

Head of Safeguarding, Behaviour and Standards - Mr Griggs

Associate Leader - Ms Redfern - Head of KS3 English and Student Voice

Associate Leader - Miss Smith - Head of Mathematics and Year 10 mentoring

Assistant Headteacher with responsibility for Science - Mr Eve

Director of Finances and Resources - Mrs Dean

PA to Headteacher - Mrs Soulby

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

In the current climate, Mr Paice, our Estates Manger is operating as Pandemic Co-ordinator.

**Associate Leaders are:**

Ms Jones

Mr Rutherford

Mr Salih

**Lead Practitioners are:**

Ms Bustin

Mrs Rutherford

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

Gemma Vincent

Joe McCarthy

Tom Vincent

Sophie Brown

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

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

**Miss Pounnas is the Director of Learning & Transition KS3 (DoL)** and assigned to the DoL there is an Admin Pastoral Assistant Mrs Bailey who works closely with your year group. They are available to assist you with any problems or issues you may have.

**The Marlborough Science Academy**  
Contact List – 2020/2021

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

*Year 7 Form Tutors:*

7AP	Mr A Pressland Email: <a href="mailto:a.pressland@marlborough.herts.sch.uk">a.pressland@marlborough.herts.sch.uk</a>
7AR	Ms A Rickman Email: <a href="mailto:a.rickman@marlborough.herts.sch.uk">a.rickman@marlborough.herts.sch.uk</a>
7DB	Mr D Brennan Email: <a href="mailto:d.brennan@marlborough.herts.sch.uk">d.brennan@marlborough.herts.sch.uk</a>
7EM	Miss E McLaughlin Email: <a href="mailto:e.mclaughlin@marlborough.herts.sch.uk">e.mclaughlin@marlborough.herts.sch.uk</a>
7MM	Mrs M Morrissey Email: <a href="mailto:m.morrissey@marlborough.herts.sch.uk">m.morrissey@marlborough.herts.sch.uk</a>
7RT	Mr R Thievamanoharan Email: <a href="mailto:r.thievamanoharan@marlborough.herts.sch.uk">r.thievamanoharan@marlborough.herts.sch.uk</a>
7SL	Mrs S Laing Email: <a href="mailto:s.laing@marlborough.herts.sch.uk">s.laing@marlborough.herts.sch.uk</a>
7VL	Mrs V Leinster Email: <a href="mailto:v.leinster@marlborough.herts.sch.uk">v.leinster@marlborough.herts.sch.uk</a>

*For more serious concerns or worries contact*

Director of Learning & Transition – KS3	Miss M Pounnas Email: <a href="mailto:m.pounnas@marlborough.herts.sch.uk">m.pounnas@marlborough.herts.sch.uk</a> / Tel: 01727731386
Pastoral/Admin Assistant KS3	Mrs S Bailey Email: <a href="mailto:s.bailey@marlborough.herts.sch.uk">s.bailey@marlborough.herts.sch.uk</a> / Tel: 01727 731335
Deputy Headteacher	Miss D Crook Email: <a href="mailto:d.crook@marlborough.herts.sch.uk">d.crook@marlborough.herts.sch.uk</a> / Tel: 01727 731334
Deputy Headteacher	Mr M Fitzgibbon Email: <a href="mailto:m.fitzgibbon@marlborough.herts.sch.uk">m.fitzgibbon@marlborough.herts.sch.uk</a> / Tel: 01727 731381

Assistant Headteacher Behaviour and Standards/DSL Mr J Griggs  
Email: [j.griggs@marlborough.herts.sch.uk](mailto:j.griggs@marlborough.herts.sch.uk) / Tel: 01727 731333

*Heads of Faculty* For all matters relating to specific subjects

English Ms E Jones  
Email: [e.jones@marllborough.herts.sch.uk](mailto:e.jones@marllborough.herts.sch.uk) / Tel: 01727 731348

Mathematics Miss G Smith  
Email: [g.smith@marlborough.herts.sch.uk](mailto:g.smith@marlborough.herts.sch.uk) / Tel: 01727 731354

Science Mr D Eve  
Email: [d.eve@marlborough.herts.sch.uk](mailto:d.eve@marlborough.herts.sch.uk) / Tel: 01727 731355

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

Head of Art and 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 Mr J Rutherford  
Email: [j.rutherford@marlborough.herts.sch.uk](mailto:j.rutherford@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 Mrs S Soulby  
Email: [s.soulby@marlborough.herts.sch.uk](mailto:s.soulby@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

To report your child's absence:

Attendance Officer Miss K Freeman  
Email: [k.freeman@marlborough.herts.sch.uk](mailto:k.freeman@marlborough.herts.sch.uk) / Tel: 01727 731368

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

## **School Term and Holiday Dates 2020/2021**

### **AUTUMN TERM 2020**

**Thursday 3rd September to Friday 18th December 2020**

*Autumn Half Term Monday 26th October to Friday 30th October 2020*

*Occasional Day: Friday 20th November*

### **SPRING TERM 2021**

**Monday 4th January to Thursday 25th March 2021**

*INSET DAY: Friday 26th March 2021*

*Spring Half Term Monday 15th to Friday 19th February 2021*

*Easter Break: Friday 26th March – Friday 9th April 2021*

### **SUMMER TERM 2021**

**Monday 12th April to Friday 16th July 2021**

*Bank Holiday (Early May): Monday 3rd May 2021*

*Half Term Monday 31st May to Friday 4th June 2021*

## Our Day 2020/2021

Students should arrive at our school by 8.35 am in time for registration at 8.40 am and in the right rooms at the right time throughout the day. Punctuality is very important.

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

The pattern for the day is as follows:

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

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

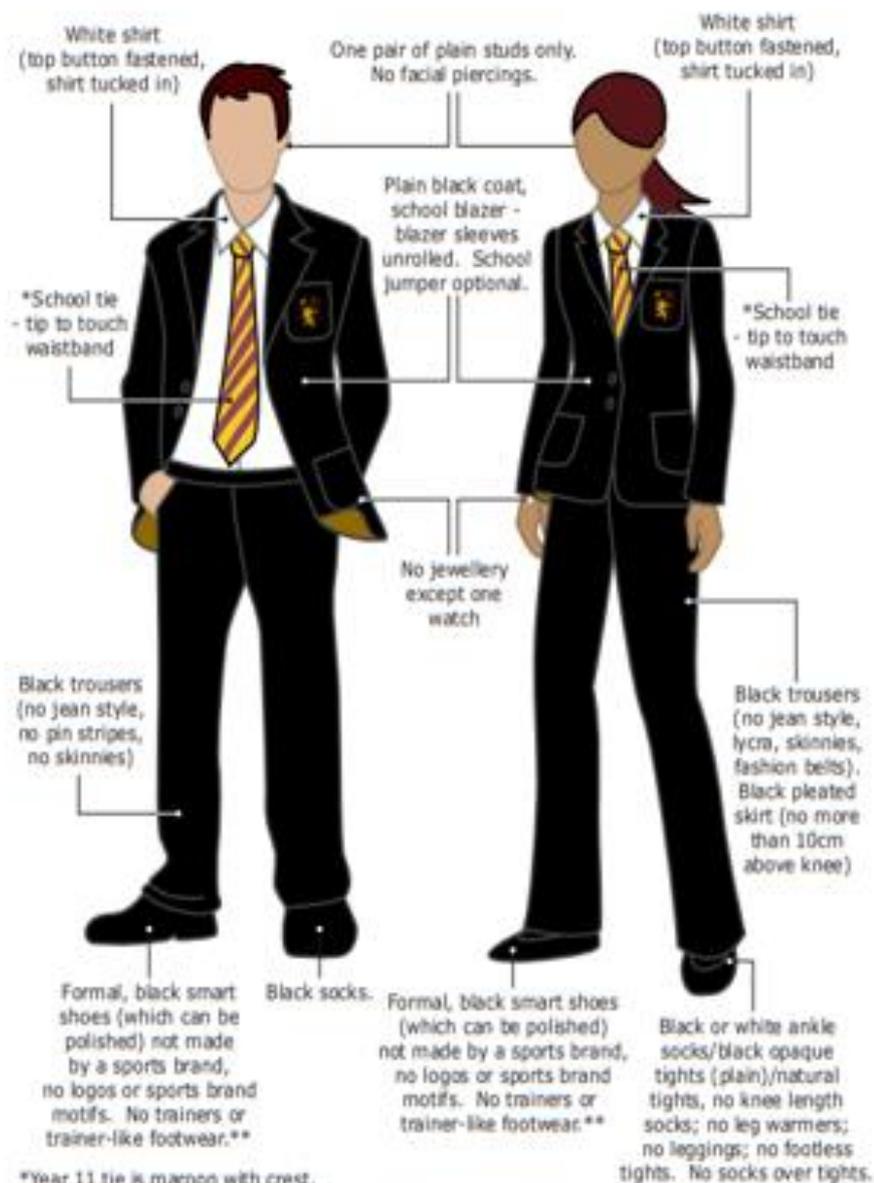
The LRC is open for one hour for Home Learning Club every day after school, from 3.20 pm and any student can attend.

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

## The Marlborough Science Academy Uniform

Please see below our uniform and expectations. Please be advised however that we are still awaiting further advice about the washing of uniform/clothing on a nightly basis and dependent on advice we will generate a uniform system that is convenient for everyone, yet smart and representative of the school.

### School Uniform



\*Year 11 tie is maroon with crest.

\*\*Please be aware that some brands will advertise trainers as school shoes. If you are unsure please contact the school before purchasing as the school cannot be held responsible for footwear that does not meet the policy.

\*\*\*Without clear medical evidence supporting the wearing of alternative footwear, you will be required to change into footwear provided by the school.

**We reserve the right to make a judgement on all uniform related matters and the Headteacher's decision will be final.**

## Uniform

### A high standard of personal appearance is expected of all students:

- Hair colour and style must be appropriate for school; extreme dyed hair is not acceptable, neither are unnatural hair colours or obvious hair extensions.
- Boys and girls hair length must have a grade 2 cut or longer. Tramlines or 'Mohican' like hairstyles are not acceptable. The Headteacher's decision will be final.
- We would ask that if hair bands are worn, they must be black - other hair accessories are not acceptable.
- PE uniform must be worn to PE lessons.
- No piercings are permitted to be worn in PE. Students will be expected to remove them for all PE lessons. The single set of piercings permitted must be removable.
- No facial piercings (including tongue piercings) or retainers are permitted.
- Uniform infringements will result in the student losing their free time that day if it cannot be rectified.
- No socks under or over tights are to be worn.
- No hoodies may be worn on the school site.
- Hats should be of a 'beanie' style, in black.
- Trainers may only be worn at break and lunchtime or in PE lessons.
- Students in training shoes when they should be in school shoes will be expected to wear the shoes/plimsolls, we provide them.
- Without clear medical evidence supporting the wearing of alternative footwear you will be required to change into footwear provided by the school.
- 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.
- Visible piercings or those that endanger health and safety are not allowed. These include dermal piercings also known as micro-dermal piercings.
- No ear stretchers or bars will be permitted (including safety studs and bars).
- Any inappropriate jewellery will be confiscated.
- Students are allowed minimum make-up. No false eye lashes, eye shadow or bright lipstick is allowed.
- Coloured nail varnish, acrylic nails or gels are not allowed. Clear nail polish is allowed.
- Obvious tattoos are not allowed.
- Gilets - plain black and hoodless are permitted.
- Scarves and gloves should be plain and in black.
- Bags must be suitable for carrying books and equipment.
- All items brought to the school must be clearly marked with your name.
- All items not deemed to be school uniform will be confiscated.

## **Uniform**

### **Girls' Uniform**

- Black pleated skirt - no more than 10cm above the knee.
- Black tailored trousers - no jean-style; no lycra; no skinnies; no fashion belts.
- White shirt - tucked into the trousers or skirt.
- School tie - top button fastened, tie knot up to the top button and tip of tie to touch tip of waistband.
- School black jumper with trim (optional, but if you choose to wear a jumper it must be this style).
- School blazer with school badge which students are expected to wear at all times unless otherwise directed.
- Black or white ankle socks/black opaque tights (plain)/natural tights (no knee length socks; no leg warmers; no leggings; no footless tights).
- Black coat - no denim or leather - with no logos.
- Formal, black smart shoes (which can be polished) not made by a sports brand, no logos or sports brand motifs. No trainers or trainer-like footwear.
- No socks over tights.
- Headscarf - black only.

### **Boys' Uniform**

- Black trousers - no jean-style trousers, no pin-stripes, no skinnies.
- White shirt - tucked into the trousers.
- School tie - top button fastened, tie knot up to the top button and tip of tie to touch tip of waistband.
- School black jumper with trim (optional, but if you choose to wear a jumper it must be this style).
- School blazer with school badge which students are expected to wear at all times unless otherwise directed.
- Black socks.
- Formal, black smart shoes (which can be polished) not made by a sports brand, no logos or sports brand motifs. No trainers or trainer-like footwear.
- Black coat - no denim or leather - no logos.

### **Confiscated Items**

Items that do not meet school regulations will be confiscated.

- They will be stored securely.
- They will be returned at the school's discretion.
- Parents/carers may be contacted if the item is not suitable for return to the student.

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

## PE Kit

### Girls

Polo Shirt	- Maroon/black with school badge
Shorts	- Black with school badge
Footwear	- Training shoes and football boots
Socks	- Black 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 leggings (optional)	- Plain black - school supplier
Shin pads	

### Boys

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 trousers it has to be this version)
Mouth guard	
Shin pads	

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

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

Tel: 01928 752610

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

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

## Equipment

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

Every student is expected to have a:

- Black or blue pen for neat work
- Spare pen or spare cartridges
- 2 lead pencils
- 1 ruler - 30 cm
- 1 eraser
- 1 compass
- 1 scientific calculator
- 1 protractor
- A school bag - at least A4 size

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

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

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

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

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

We would recommend you consider purchasing a:

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

Equipment can be bought from the Finance Office.

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

## **Lockers**

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

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

## **Mobile Phones**

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

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

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

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

## **Punctuality and Attendance**

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

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

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

If you are absent, you must have an acceptable reason and your parent/carer must contact the school absence line on 01727 731368 by 8.30am explaining why you are absent.

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

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

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

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

## **Penalty Notices**

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

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

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

Student attendance target is 96%.

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

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

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

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

## Learning and Home Learning

### *What will be expected of my child?*

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

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

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

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

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

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

### **Outline of Projects (This will also be available to see on Edulink app).**

#### **Year 7 and Year 8**

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

## **Parental Access to Home Learning Projects**

EduLink: Parents /carers can then see the project that their son / daughter are currently working on. The project start and completion dates will also be published. Hopefully this will enable parents / carers to provide greater support to their children.

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

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

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

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

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

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

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

The LRC is open from 8.30 am until 4.15 pm each day and students are welcome to use the facilities at these times. During lesson times students may be in the LRC for a reading lesson, research for their subjects, or using the computers to word process their work. At lunch, students may choose to study or research for their own interest or work needs.

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

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

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

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

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

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

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

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

## Behaviour

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

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

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

Every student will be allocated a house from Year 7.

**Mars**

**Mercury**

**Neptune**

**Saturn**

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

### *What sanctions we use?*

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

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

### **Detentions**

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

Middle Leader detention: To occur at lunchtime for 30 minutes

Leadership detention: To occur after school for 45 minutes

Headteacher detention: At the discretion of the Headteacher

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

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

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

## The Role of Parents

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

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

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

It is also important that your child has the proper equipment for lessons, sport, music and other activities. Please help with the organisation of school bags until your child has settled into a positive routine. We would also strongly advise that you attend our initial meeting with a member of the Senior Leadership Team (usually in June/early July), as this will be helpful in answering any queries you or your child may have.

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

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

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

## School Policies

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

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

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

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

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

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

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

All policies are accessible via the school website:

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