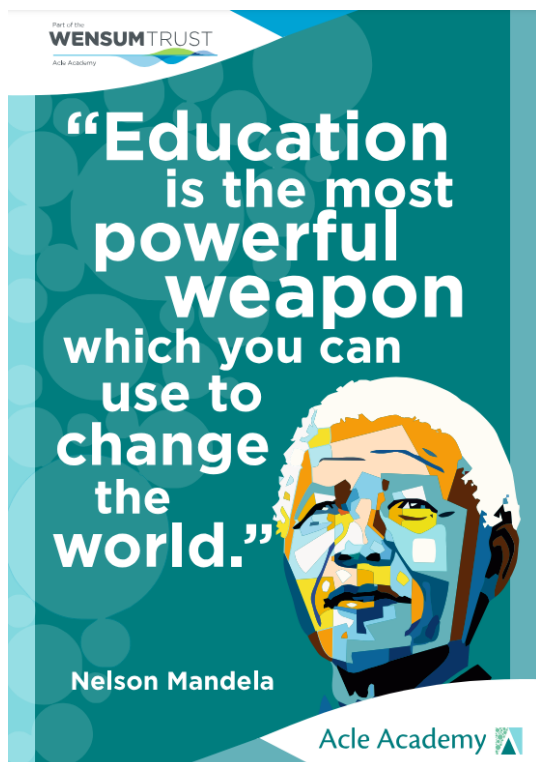


Acle Academy Student Handbook 2024

Working together to help build curious minds



Introduction to our school:

Our school values influence every aspect of our school community: Respect, Aspiration and Determination. We believe that strong relationships lead to great learning. By getting to know you as individuals, we can support you better. We encourage all members of our school community to be kind, considerate, responsible and to always think of others.

We encourage aspiration by avoiding limits, setting high expectations and challenges and ensuring that we focus and work hard. We ask all members of our school community to show determination by being resilient, accepting challenges and persevering.



Our PRIDE framework:

We are proud of our school community and our PRIDE framework helps you develop personal responsibility, interaction and communication skills, independence, strong learning habits, and your own character and ethos. Our PRIDE framework helps you discover your passions and enables you to leave Acle Academy as resourceful, resilient and responsible citizens who are ready to face the challenges of life after school. In addition to our PRIDE framework, we have an Emotion Coaching approach in our school which means we seek to build strong relationships with our students and listen to what they have to say.



Year group structure:

At Acle Academy we have a year group structure with full time pastoral Heads of Year. They are there to support you with any problems you may be facing. Heads of Year are based in Reflection.

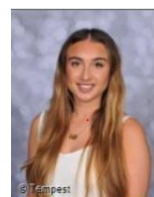
Head of Year 7 - Mrs Kinnarney



Head of Year 8 – Ms John



Head of Year 9 – Miss Nichols



Head of Year 10 – Ms Jarvis



Head of Year 11 - Ms Perkins



Special Educational Needs and Disabilities support:

In addition to support from a Head of Year, you may need a little bit of extra help with an additional need. We have a fantastic SEND team which are based in the Inspire building. They have a range of expertise from dyslexia to autism. We offer the following range of interventions to help our students:

- Teaching Assistant support in the classroom
- Therapy dogs
- Wellbeing sessions
- Social skills sessions
- ELSA (Emotional Literacy Support Assistant) sessions
- Draw and Talk sessions
- Dyslexia support group
- Dyslexia and Literacy reading group
- Laptop / iPads for classroom use
- Coloured exercise books
- Coloured overlays
- Fidget toys
- Sessions / Support for English as an additional language

Please do pop and see Ms Frary (SENDCo) or Mrs Swain (Assistant SENDCo) in Inspire if you think we can help you with something.

Safeguarding support:

We are strongly committed to keeping all of our students safe. If you want to talk about something which is worrying you, please do come and speak to a member of staff. The best places to go at break and lunch for this are Inspire and Reflection.

Our school day:

Our day is organised around five one-hour long lessons. You are expected to arrive on site **by 8.45am**. Breakfast is available from 8.30am and registration is at 8.55am followed by tutor time or assembly. Our day is structured with two lessons in the morning before a 20 minute break, with one further lesson before lunch. There are two lessons after lunch and the day ends at 3.30pm. School buses arrive at approximately 8.45am and depart by 3.45pm.

8:55-9:25	Form – Tutor Time
9:25-10:25	Period 1
10:25-11:25	Period 2
11:25-11:45	Break
11:45-12:45	Period 3
12:45-13:30 (warning bell at 13:25)	Lunch
13:30-14:30	Period 4

Punctuality:

Punctuality is a key skill for life and an important habit for future employment as well. We ask all students to show respect for our school community by ensuring that they are on time for the start of the school day and all lessons.

Students must arrive before the bell rings at 8:55am (at which point the side entry gate is closed). Students arriving after the gate is closed are required to enter school via the main door and sign in at reception.



Attendance Matters:

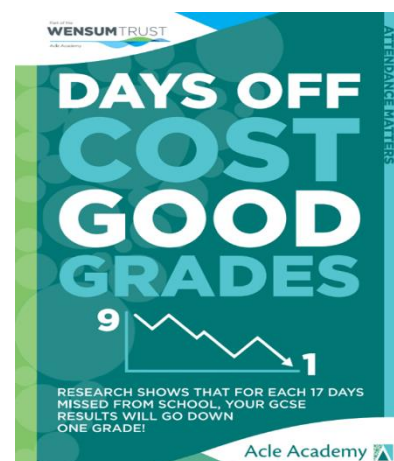
Mrs Bryant is our attendance manager and keeps track of your attendance. We expect all of our students to have good attendance. If you need some support in this area, however, Mrs Bryant is always available to help.

If you are feeling ill while you are at school, go and see Mrs Bryant and she will offer appropriate support.

Something to note is that we reserve the right to prohibit students from attending trips and enrichment opportunities if you do not have 90% attendance- unless you have a medical condition which means you have a lot of appointments or there are extenuating circumstances.



If you miss a lesson- you will need to catch up on the missed learning by accessing Google classroom



Home Learning and Google Classroom:

Home learning will be set on a Monday to help you organise your week effectively. You will all be invited to a google classroom for every class you have. Lesson resources, and assessment materials will all be stored on google classroom. If you miss a lesson, you are responsible for reviewing the learning by accessing the resources in google classroom.

If you are struggling with your home learning, please attend our homework club which runs on Tuesdays and Thursdays after school in r9. Our teaching assistants will be on hand to support you.

If you do not complete your home learning tasks you will be given a chance to complete it / given an extension. If you do not complete the home learning task by extension date then you will have an intervention at lunchtime. If you do not attend the intervention then this will be escalated to an after school home learning intervention on either Tuesday or Thursday.



Year group	Subject minimum expectations	Whole school	Duration of assignment
Year 7	Once every 8 learning hours	Effectively 3/ 4 assignments per week	30 mins- 1 hour
Year 8	Once every 6 learning hours	Effectively 4/5 assignments per week	30 mins- 1 hour
Year 9	Once every 6 learning hours	Effectively 4/5 assignments per week	1- 2 hours
Year 10	Once every 4 learning hours	5 assignments per week	1- 2 hours
Year 11	Once every 4 learning hours	5 assignments per week	1- 2 hours
Year 11 Revision	Once a week		



Classcharts:

We do not have planners at Acle. Instead we use Classcharts. This is where students will see their behaviour profiles and home learning tasks. Please make sure you download the app and use it. Your parents also have access to this app / your Classcharts profile.



Uniform - 'look smart, feel smart':

All students at Acle Academy are expected to wear the appropriate clothing in line with our uniform expectations below. Our uniform expectations are made based on what is considered appropriate for a formal school professional setting.

- Uniform should be smart and clean at all times and worn in a correct business-like manner
- Hairstyles should not be extreme in either style or colour and make-up must be subtle and discreet
- Makeup should be appropriate for school- natural day look - no false eyelashes/ eyelash extensions or heavy eye makeup/bright lipstick.
- Students should not wear nail varnish or false/acrylic nails or nail tips
- If a student chooses to wear a belt, it should be navy, brown or black
- Shirts should be buttoned to the top button and ties should reach belt length
- Skirts must be worn on or just above the knee. Students must not roll their skirts up in order to make them shorter
- Students must wear sensible black shoes. Trainers, canvas shoes, boots and open toed sandals are not allowed
- Students may wear white, navy or black socks, or black or flesh coloured tights. Students are not permitted to wear socks over tights.
- No extremes of hair colour/styles - including dip dye
- All coats should be suitable waterproof coats. Sportswear jackets, hoodies or tracksuit tops are not permitted to be worn as outer garments.
- Students are not permitted to wear coats, scarves or other outer garments inside school buildings, after the start of the school day unless in transition between classes
- Students will be required to wear their blazers around school and for formal settings. Students may remove their blazers with permission in class

A note on skirts:

We understand that you are constantly growing and grow at different rates. We allow a degree of flexibility and understand that skirt lengths may vary depending on your height. Skirts should be worn close to or above the knee with a maximum range of **10cm from hemline to knee**. Our bottom line is that **skirts must cover lower thighs**.

Girls must not roll their skirts up. A student wearing a skirt that is too short will face a sanction until the situation is rectified. Repeated failure to wear an inappropriate skirt will result in a student being directed to wear trousers.

Any student who makes a uniform infringement will be given one opportunity to comply with the instruction and a behaviour point will be recorded. On the second sighting the item will be confiscated. Failure to comply may result in you placed in isolation until the uniform infringement is resolved.

Jewellery:

- Students may wear one pair of small stud earrings worn in the centre of each ear lobe
- Students may wear a watch but other jewellery is not allowed
- Rings, bracelets and bangles are not considered suitable for school due to health and safety reasons
- A maximum of one pair of plain stud earrings (not hoops or other styles) can be worn. Earrings must be removed for PE (please think carefully about when you allow ears to be pierced).
- Students must not have any additional facial or body piercings - nose studs, tongue piercings, navel piercings or ear stretchers are not allowed. If a student chooses to have a piercing which is not allowed, they will spend time in isolation until they can remove the piercing once healed

Any student who wears jewellery that is not permitted will be given one chance to remove it and it will be recorded as a behaviour point. If this item is seen again it will be confiscated and will need to be collected by a parent/carer. Refusal to adhere to uniform guidelines will mean that you have to spend time in Isolation until the uniform infringement is rectified. Three occasions of wearing inappropriate uniform items will result in a Head of Year intervention. Our school reserves the right to decide what is appropriate and not appropriate in terms of uniform.



You will lose social times if you incur 3 uniform infringements.

3 uniform behaviour points accumulated throughout the year will automatically mean a HOY intervention.

Non School uniform days:

The following items are deemed unacceptable for school on non-school uniform days:

- Clothing that does not appropriately cover a child's body
- Clothing that contains offensive language or images
- Hot pants or mini skirts
- Strapless or spaghetti strapped tops
- High heeled shoes/ boots
- Any item of clothing that exposes a child's midriff
- Low cut tops
- See through clothing
- Tightly fitted clothing


Ready, Respectful, Safe:

Everyone is expected and encouraged to abide by our Ready, Respectful and Safe Learning Expectations. These expectations are designed to make it possible for everyone to learn in the best possible environment but also to develop the values and characteristics that we aim to create.

Part of the **WENSUM TRUST**
Acle Academy

Acle Academy Learning Expectations

READY Are you Ready?	RESPECTFUL Are you being Respectful?	SAFE Are we all Safe?
<p>Be ready to learn and participate in school life. Have a positive attitude to learning.</p> <p>Look Smart, Feel Smart Wear your uniform correctly and with pride.</p> <p>Ensure you are well rested and have had breakfast. Make sure you go to bed at an appropriate time and turn off screens/phones.</p> <p>Attend all lessons on time</p> <p>Try to actively participate in your learning - work hard.</p> <p>Show determination to do your best and aspire to be the best you can be</p> <p>Keep going when things get tough. Accept challenges and persevere - Seek help when you need it.</p> <p>Show pride in your learning and presentation</p> <p>Ensure you have the correct equipment for every lesson</p> <p>Meet deadlines with home learning and catch up on missed learning if you have been absent</p> <p>Try to regulate your emotions so you are in the right frame of mind to be ready to learn</p> <p>Accept consequences of your actions and accept sanctions when given. Be able to acknowledge mistakes.</p> <p>Be ready to move on once an issue has been resolved and start afresh.</p>	<p>Be kind, considerate and responsible</p> <p>Respect the authority of staff at all times.</p> <p>Show respect to all adults, visitors and each other. Treat everyone with dignity and respect, as you would like to be treated.</p> <p>Be courteous and polite - show good manners at all times.</p> <p>Listen to others and make it possible for all students to learn.</p> <p>Consider the views of others and allow everyone the opportunity to contribute views and ideas</p> <p>Think about the feelings of others- show understanding and empathy</p> <p>Use appropriate respectful language</p> <p>Treat the school buildings and school property with respect</p> <p>Protect the reputation of our school- always be an ambassador for our school in our community.</p> <p>Be able to apologise when you get it wrong.</p> <p>Respect that everyone makes mistakes, we are all human. Forgive.</p> <p>Show respect for yourself. Be proud of who you are.</p>	<p>Be safe and sensible at all times - make good choices</p> <p>Follow all staff instructions without question - 'First time, Every time'</p> <p>Behave in a responsible, orderly and self-controlled way</p> <p>Walk calmly and purposefully. Move quietly around the school</p> <p>Be in the right place at the right time</p> <p>Do all you can to promote equality and fairness</p> <p>Look after each other in our school community and don't do or say anything that will hurt others</p> <p>Be aware of personal space - allow others to feel safe.</p> <p>Keep the school tidy and litter free</p> <p>Keep yourself and others safe online.</p> <p>Do not bring banned, illegal or dangerous items into our school</p> <p>Challenge unsafe or unkind actions of others.</p> <p>Report unacceptable behaviour</p>

Acle Academy 

Rewards:

Students can receive PRIDE points for displaying positive learning behaviours as identified in our learning expectations and PRIDE framework. PRIDE points can be accumulated and spent in our rewards shop.

PRIDE points are awarded on ClassCharts and students and parents can see these awards in live time on the ClassCharts app.

In addition to PRIDE points, students can be rewarded for their contribution to school life and demonstrations of our school values through nominations for Star of the Week. Heads of Year and Heads of Faculty offer a variety of awards and best work is celebrated through the Principal's Award each month. We offer a variety of regards trips and celebratory events throughout the year.

Sanctions:

Teacher call backs may be issued when a teacher needs to have a private conversation with you regarding your behaviour in class or attitude to learning. Failure to complete home learning on time or to a required standard will result in a faculty intervention. You will be offered help and support in the faculty intervention in order to complete the required amount of learning. Continuous issues concerning home learning or a poor standard of learning may result in an after school intervention which run on Tuesdays and Thursdays.

Teachers may issue an imposition for poor quality learning. An imposition is a bespoke assignment designed to stretch or challenge your learning or may well be the learning that was not completed to the required standard in the lesson. If you are set an imposition, parents will be notified on ClassCharts and will be asked to sign off the finished learning to acknowledge that you have completed the imposition.

Due to our emotion coaching and PRIDE framework approach, we always discuss any issues with our students and seek a solution.

Behaviour for learning:

You all have the right to learn and no child has the right to disrupt the learning of others. All members of the school community should be free from discrimination, harassment, and victimisation. Everyone should be given the opportunity to develop a sense of personal responsibility for his/her own actions. At Acle Academy we value everyone as an individual that is capable of growth, change and development. Our relationships are underpinned by the principles of justice, equality, mutual respect, fairness and consistency. We have high expectations that support the development of our students as effective and responsible citizens.



Behaviour support plans:

You may need additional help to regulate your behaviour and to meet the expected standard of learning expectations of Ready, Respectful and Safe. If you are identified as needing additional support you will be set a bespoke behaviour support plan and parents and carers will be invited to contribute to the plan.

Further details of the BSP process will be provided to parents and carers of children who need additional support in this area.

Equipment:

You will need to ensure you have the following equipment in every lesson.

- Green pen - for next step activities
- Highlighter
- Ruler
- Pencil
- Rubber
- Sharpener
- Protractor
- Compass
- Set square
- Scientific calculator - for maths and science
- Glue stick

Mobile phones and headphones:



The school enforces strict policy of See It, Hear it, Lose it for Mobile phones and headphones

Banned items:

- Energy drinks/ fizzy drinks
- Chewing gum
- Aerosol sprays
- Laser pens
- Stink bombs
- Vapes/tobacco product
- Snaps/fireworks
- Knives/weapons
- Alcohol/drugs
- CBD products



***You will lose social time if you are accumulate banned items being bought in three times.
For example, 3 times with chewing gum.***

Possession Of Vapes:

- Vapes are banned in school and are illegal to sell or buy for children under 18
- If you are caught in possession of a vape you will automatically receive a school centred suspension.
- If you are caught in repeated possession of a vape- twice or more, your parents will be invited in to school for a meeting and you will lose your right to free social time. All social time will be supervised

Searching and Confiscation:

- Members of staff will confiscate any items brought into school, which are specifically prohibited in the Acle Academy's Behaviour Policy, if they are seen to be in use during the school day. A text/call home will be made asking parents or a responsible adult to collect the item, as they will not be returned directly to pupils. A notification will appear on ClassCharts.
- Searches will be non-intrusive. Any search will be completed away from communal areas and in a suitable location. Searches will only be carried out by a member of staff who has been authorised to do so by the Principal.
- When conducting a search, we will always ensure two members of staff are present. Staff will search the student's bag and will ask the students to remove their blazer so staff can check the blazer pockets. Students will be asked to empty their pockets. If staff believe a student may be concealing a prohibited item staff deploy a hand held metal detector wand.
- When a handheld wand is to be used the same pre-search procedure and discussions are to be used. Where possible, the students themselves should complete the 'self-search' using

the wand, under the direction of the member of staff leading the search. Staff will instruct the student in the use of the wand and monitor the thoroughness of the search.

Bus conduct:

- Remain seated, facing forward at all times, whilst wearing the seat belts if provided.
- Keep the gangway clear of bags and equipment.
- Do as the driver says if there is an emergency or breakdown.
- Do not speak to or distract the driver, except in an emergency.
- Do not throw things in or out of the vehicle.
- Do not smoke, vape, eat or drink.
- Do not shout or use foul and abusive language.
- Do not try to operate the doors.
- Do not damage the vehicle in any way. Parents will be invoiced for the repair of any damage caused.
- Stay seated until the vehicle stops.
- Use the proper exit and wait until the driver opens the door.
- Students should get off the vehicle in an orderly manner.
- Do not cross the road in front of, or behind, the vehicle but wait until the vehicle has moved off.
- Stay well clear while the vehicle is moving off.
- Do not use mobile phones or other electronic devices for taking photos or videos.

If students do not follow the above rules then bus passes may be taken away and parents will have to provide transport.

Out of Bounds areas:

- Beyond the blue line at the back of the field
- Back of the Science Block
- Near the skip, boat shed, old jump pit area
- The mobiles
- The Long jump pit

Playing Football:

- Football should not be played near any school buildings
- Avoid using goals that are set near school buildings (these are for lessons only) and always play football at the top of the field
- Football should not be played on the front tennis courts

Toilets:

- You must use your designated toilet block during break and lunch- if caught you will receive a behaviour point. If caught 3 times you will receive a HOY intervention.
 - Year 7- English Main corridor
 - Year 8 and 9 – Science block
 - Year 10 and 11- Maths block
- You may use the closest available toilet if you desperately need to go during lesson time but you should ensure that you go to the toilets during break and lunch.
- Permission to go to the toilet during lesson time is at your teacher's professional discretion and you need to take responsibility for visiting at the appropriate time.

Bikes and Mopeds:

Students may bring a bike to school but they must wear a helmet and have a bike light and a lock. Students in Year 11 are not permitted to bring mopeds into school grounds.

Caring for our school building and facilities:

We expect all students to respect the school building, facilities and equipment, to use the bins provided for litter and look after school property. We expect you to use the allocated areas when participating in physical activities to prevent any damage to the school property.

Students who do not adhere to this are expected to contribute to the cost of any damage caused to school buildings or equipment.

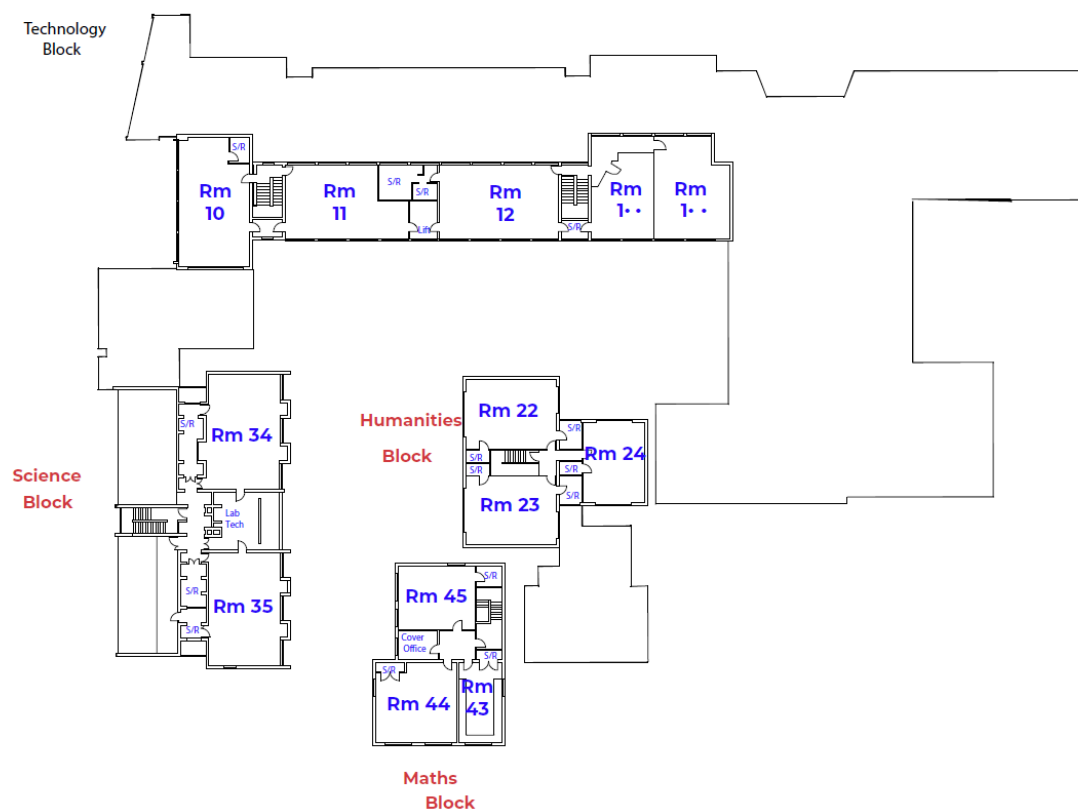
Caring for Property:

We expect all students to respect other people's work and property and to take pride in displays around the school.

We ask to avoid bringing valuables into school. Money should not be left in bags. In Physical Education (and sometimes other lessons) students are asked to hand in all valuables to a member of staff and to claim them at the end of the lesson.

The school cannot be held responsible for loss or damage to personal property or valuables.

First floor:



Any questions about starting at Acle Academy?

Ask your form tutor or your Head of Year!