

# **Castle View Enterprise Academy**



**Parents' Handbook  
2020 - 2021**

**Castle View Enterprise Academy** is a multimillion pound Academy for 11-16 year olds who live in and around the Castletown district of Sunderland. Created by the City Council and specialising in Business and Enterprise, CVEA is sponsored by Northumbrian Water as part of the company's commitment to the young people of the North-East. Replacing the Castle View School, which served the community since 1960, the Academy brings with it a 21st Century vision for education, focused on meeting new challenges through raised academic aspiration and achievement, along with enriched personal growth.

We are dedicated to helping your child achieve their personal best, whatever that may be, whilst learning and living out our Castle View Core Values.

We look forward to welcoming your child into the Academy and invite you to work in close partnership with us as we care for his or her all-round education over the next five years.

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This Handbook is designed to try to help parents understand how **Castle View Enterprise Academy** operates and the opportunities available to your child. Most importantly, it is to encourage you to join with us in the vital role of supporting your child's education.



**Mrs J.S. Bridges OBE**  
Principal

A handwritten signature in black ink, appearing to read "J.S. Bridges".

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#### **CVEA APP:**

1. To install this FREE APP, go to the Apple or Google Play APP Store, and search for '**School App for Parents**'.
2. Then click the **INSTALL** button.
3. Once installed, search for **Castle View Enterprise Academy**.
4. Click on the school name and you can start using your iPhone or Android version of our **Castle View Enterprise Academy APP** – a way to keep up to date with the latest news and events at CVEA from your mobile phone or tablet.

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## **1. The Shared Responsibility**

Congratulations on receiving a place at Castle View Enterprise Academy, and thank you for entrusting us with sharing the responsibility of your child's future education. Whether parent, carer or guardian (and the term parent will be used henceforth to signify either), your child means more to you than the entire world. Your child carries your hopes and your dreams and we consider it a privilege to share with you the vitally important task of nurturing the gifts they possess in preparation for adulthood.

Your task as a parent is awesome. You are responsible for encouraging, overseeing, motivating, protecting and caring for your child during the most vulnerable years of their life. More than that, you want to prepare them to take their place within society as a confident, upright, diligent and respected young man or woman. We respect your decision to delegate such a large part of the teaching process to us and as professional educators we expect to be held to account by you.

Do not expect the next five years to be easy. All sorts of changes and challenges come into a child's life as they move through their teenage years but these years can also be both rewarding and thrilling, depending on the amount of effort and time invested by you, us and your child. We look forward to working with you in this business of 'triangular teamwork' and let's see what we can all achieve together.

## **2. Students' Studies**

The Academy curriculum is much broader than just the timetabled subjects. It embraces everything which helps each student to realise their fullest potential, from the rigours of the National Curriculum to the responsibility of looking after visitors, joining in with one of the many clubs and societies, and behaving appropriately around the Academy. Academic qualifications are undoubtedly important but so are basic social skills, qualities of leadership and the ability to cope with responsibility. The Castle View Enterprise Academy experience is designed and continuously reviewed to provide this wholeness of development.

Academically, in accordance with the National Curriculum, all students will receive a broad-based education with a particular emphasis on English, Mathematics and Science. It is also possible to provide additional tuition during and after the Academy day, as required.

In Year 7, students have 29 periods per week. Each lesson lasts for 50 minutes, or multiples thereof, except for Lesson 4 each day which is 60 minutes of teaching and a 30 minute lunch break. The subjects studied are as follows:

- English, Mathematics and Science
- Art, Modern Foreign Language, Geography, History and Religious Education
- Enterprise & Citizenship, **CV2\*\*** and Information Technology
- Performing Arts (Dance, Drama and Music), Physical Education and Technology

\*\* (**CV**)<sup>2</sup> stands for **Castle View Core Values** and is a specially-designed Course unique to our Academy aimed at enhancing students' personal, social, cultural and moral development, as well as developing their Study Skills and Independent Learning habits.

### **3. Homework and Reporting to Parents**

Homework is set on a regular basis according to a given Homework Timetable. This is essential to develop in students the skills of being able to organise themselves, to consolidate knowledge and to work on their own. Homework will be varied and will not always involve writing but students should be consistently working for between 75 and 90 minutes each weekday evening in Year 7. This will naturally increase at examination time. Homework may be set which must be done on a computer and children without access to a PC at home can use Academy facilities during breaks or out of hours.

Parents can usefully encourage their children by helping them to establish a regular homework routine and by taking an interest in what they are doing. Inspecting their books, testing some work which has to be learned or helping them to understand some difficult content are all valuable contributions to the learning process. We would emphasise, nevertheless, that there is an important difference between helping children to do their homework and doing it for them. It is ideal if homework can be done free from disturbance, and where this is difficult at home, students are encouraged to work in the Academy Library from anytime after school up to 4.30pm. Similarly, students are welcome to join the **Homework Club** where staff are on hand to supervise until 4.30pm each evening from Monday to Thursday. If you believe attendance at the Homework Club might benefit your child simply get in touch with your child's Tutor or pastoral staff and a letter will be provided giving details.

Students are issued at the beginning of the year with log-in details for the **online homework planner, ClassCharts**. Your child's log-in will also be shared with you. ClassCharts is a simple, online homework calendar showing homework information, deadlines and attachments to both parents and students. This enables parents to track exactly how much homework has been set; what homework has been set; the due dates of homework that has been set and how the homework should be submitted. Parents can further keep track of the submission status of homework and grades achieved where applicable.

Homework should take an hour and a half each evening. If you find, over a period, that homework is taking either an enormous amount of time or very little, please do not hesitate to contact the Academy and seek further guidance. Students must consult their teachers if they have been unable to do the work set and a note from the parent explaining the circumstances would be appreciated. Similarly the Academy will notify parents if homework is consistently missing or is being handed in late. Consistent and thorough homework habits are vital to establish at the beginning of Year 7 as homework is a key part of any success in later years. In this regard, you as parents have an enormous contribution to make. Please be aware that social media, television and computer games can be a major distraction and will rob your child of time so **we advise all parents not to provide unsupervised TV or internet access in your child's bedroom.**

Reporting to parents on student progress is done formally through a report outlining performance in the end-of-year-examinations. This is followed up by a Parents' Evening at which you will be able to discuss this report with subject teachers, tutors and members of the senior staff. In Year 7 there is also an interim progress report published just before Christmas, but should you wish to discuss your child's progress at any time you should contact your child's tutor who will see how best to address your queries.

In addition to these reports, parents are sent a single sheet summary of their child's progress twice a year (at the end of the terms other than the one in which examinations fall).

On occasion your child may not understand a given homework and may require extra help. Some support may be given during a break or lunch time and staff are often willing to stay behind at the end of the Academy day. If this is the case your child will be given a Study Support slip stating why support is required and seeking your permission for their remaining after school.

#### **4. Contacting the Academy**

The vast majority of your questions, whether academic or otherwise, should be addressed to your child's tutor, normally by letter or by phone to the Academy Reception. If unobtainable because of teaching commitments when you phone, please leave a contact number with the receptionist and the Tutor will be informed to contact you as soon as possible. You can contact your child's Head of Year, Mr Rainbow (pending), if the matter relates to a pastoral issue as he does not have a teaching timetable and may well be able to speak to you during the day.

If the matter requires to be referred upwards, the Head of Year will pass your enquiry to a member of the Senior Leadership Team, who will deal with the matter for you, either personally or through one of the Pastoral Team.

Please bear with us in circumstances where we are obliged to ask for written requests or when we cannot answer queries over the phone. We are not in the position always to know you personally and cannot always guarantee who it is we are speaking to. This is especially relevant regarding notification of absence and requests for students to leave the premises. Please also help us by informing us **in writing** of any change in address or phone number, especially if you change to a cable telephone number as these numbers are not automatically recorded by Directory Enquiries.

**If your child is ill and cannot attend school, we would ask you to phone between 8.00 and 8.25am, and follow this up with a letter to your child's Tutor on the first day they return after the illness.**

#### **5. Student Financial Support**

The Academy is concerned that no student be at a disadvantage in the opportunities open to them here. Accordingly, we set aside time, effort and resources to support those who, for a variety of reasons, are entitled to free meals and/or who may find themselves under financial pressure when it comes to equipping their children for school or enabling their children to participate in the range of Academy activities. Any parents with financial concerns should contact the Principal in confidence.

**Section B:**      "*Building our Foundation*";    *the CVEA vision*

## 1. The CVEA Values (CV)<sup>2</sup>

As an Academy, we value personal qualities highly. Whatever our abilities, be they sporting, musical, academic or similar, it is important that our character is strong and praiseworthy. After all, there is little to praise if we are the most-gifted person in the world but our neighbours see us as selfish, arrogant, lazy or proud.

Therefore, the Academy Core Values are very important to us, and we believe to you too. These Values seek to ensure that we can live together in a positive manner and that we can bring out the best in others as well as ourselves. In this way, we hope to demonstrate that every one of our students is equally valued, equally responsible and equally protected in their search for the very best that they can become.

In partnership with home, we hope that parents will share our desire to see these seven Values at the heart of everything we do, as students and as staff:

- Dignity
- Leadership
- Accountability
- Trust
- Care
- Inclusion
- Positivity

In general terms therefore, we aim to:

1. Promote the spiritual, moral, cultural, mental and physical development of students and prepare them for the opportunities, responsibilities and realities of adulthood.
2. Enable each student to realise their full academic potential.
3. Develop in each individual student an awareness of their uniqueness, promote a humble and positive self-esteem and help them discover their special talents.
4. Develop a well-balanced individual of upright character with commendable goals and a healthy respect for the dignity, worth and needs of fellow human beings.

All of our rules, from uniform to good behaviour and from courtesy to accepting personal responsibility, are based on these Core Values and we hope that parents will support us and reinforce these Values when children are at home as well as when they are at school.

## 2. British Values

Castle View Enterprise Academy is committed to working closely and in harmony with its community and celebrating the diversity of the UK. We aim to prepare our students for life in modern Britain and to ensure that our Academy ethos, curriculum and approaches to teaching and learning reflect and actively promote the fundamental British values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs.

Across the curriculum, through our assembly programme, our daily acts of collective reflection, Challenge Days, extra-curricular provision and enrichment activities, students are able to:

- Celebrate and commemorate national events and anniversaries related to key events in Britain's past.
- Work alongside the local community; meeting different members of the community to appreciate the valuable contributions they make.
- Support a number of charities which are chosen by the students, and arrange fundraising events.
- Understand and explain how citizens can influence decision-making through the democratic process.
- Appreciate that living under the law protects individual citizens and is essential for their well-being and safety.
- Understand that there is a separation of power between the executive and the judiciary.
- Understand that the freedom to choose and hold other faiths and beliefs is protected by law.
- Show that other people having different faiths or beliefs (or having none) should be accepted and tolerated, and should not be the cause of prejudicial or discriminatory behavior.
- Understand the importance of identifying and combatting discrimination.
- Develop their self-knowledge, self-esteem and self-confidence.
- Distinguish right from wrong and to respect the civil and criminal law of England.
- Acquire a broad general knowledge of and respect for public institutions and services in England.

Through the ethos of our Academy we encourage students to accept responsibility for their behaviour, to show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school, and to the wider society. We actively challenge opinions and behaviours that are contrary to fundamental British values.

### **3. Business and Enterprise Specialism**

At Castle View Enterprise Academy we aim to deliver high quality, innovative learning experiences for all of our students. We encourage students to develop confidence, creative thinking, business sense and a 'can do' attitude within an atmosphere of community and cooperation.

Students develop enterprise and employability skills during lessons and through extra-curricular enrichment activities. By developing skills such as teamwork, communication, problem solving and leadership, our students are much better prepared for the constantly changing world of work and life in modern Britain.

Teachers from all curriculum areas work closely with local businesses and community organisations. We invite business people into the Academy to work with the students on a regular basis and students participate in a wide range of work related learning activities.

### **4. Relationship and Sex Education (RSE)**

The Relationships Education, Relationships and Sex Education and Health Education (England) Regulations 2019, made under sections 34 and 35 of the Children and Social Work Act 2017, make Relationships and Sex Education compulsory for all pupils receiving secondary education.

Our RSE curriculum supports the wider work of the Academy in helping to foster pupil wellbeing and develop the resilience and character that we know are fundamental to pupils being happy, successful and productive members of society.

All compulsory content will be taught sensitively and inclusively, with respect to the backgrounds and beliefs of pupils and their parents while always with the aim of providing pupils with the knowledge they need.

Teaching will build on the knowledge acquired at primary school and develop further pupils' understanding of health, with an increased focus on risk areas such as drugs and alcohol, as well as introducing knowledge about intimate relationships and sex.

RSE will be delivered through the PSCHE curriculum with elements taught in other National Curriculum subjects.

Parents have the right to request that their child be withdrawn from some or all of the sex education delivered as part of statutory RSE. There is no right to withdraw from Relationships or Health Education.

## **5. Systems of Care (The Pastoral System and Medical Services)**

It is important that our students have a sense of personal worth and significance and to this end pastoral care within the Academy serves to look after the day-to-day individual needs of each student. We are concerned that no student carries anxieties about their schooling or other matters without knowing there is someone available to help. Equally, students needing advice or correction can be given personal attention.

This advice is always given in the context of the child's home background and does not presume to act separately or to counsel students confidentially without the involvement of their parents as appropriate. To this end all students belong to a small group in the care of a tutor who oversees the progress and development of each student and, when necessary, offers that personal support which helps to smooth the way. This tutor is your first port of call if you have any issue of concern in relation to your child, as the tutor will know your child best. Similarly, it is the Tutor who will make contact with you in the majority of cases.

Should matters become more complex however, the Head of Year, Mr C Rainbow (Year 7) (pending), will become involved, and he may well be the one who make contact with you should the need arise. Ultimately, should your concerns remain; the Head of Year (Year 7) will bring the matter to the attention of the Assistant Vice Principals, Vice Principals or Principal.

Special Educational Needs provision is delivered in conjunction with the Pastoral System, ensuring that all students receive personalised attention appropriate to their needs. This embraces both high achievers and those with specific difficulties in terms of attendance, health, behavioural or academic performance.

Essentially, the teaching of every individual is the responsibility of each subject teacher. However, many students require extra help at some point in their Academy career. When this extra help is beyond what a subject teacher would normally give in the course of a normal lesson, and is needed for a set period of time, an Individual Learning Plan may be written. The Learning Plan sets out specific targets for the child and describes strategies and resources that will be used to reach the targets.

Provision will vary; some students will attend small group lessons that target specific skills, some will be given additional support in mainstream lessons, others will meet regularly with a reading or learning mentor, and a few will have one-to-one sessions.

In line with the Code of Practice for Special Educational Needs and the Family Act, support plans will be reviewed regularly, usually around the time of the annual Parents' Evening. Parents and students are encouraged to attend reviews and to be involved in setting new targets. When sufficient progress has been made, students will no longer be given a Coordinated Care Plan but will continue to be monitored closely. Our objective is to move students off the register of Special Educational Needs as soon as this becomes appropriate. Please note that not every child who receives targeted help will have a Learning Plan or Coordinated Care Plan.

Through early assessment, appropriate provision and careful monitoring we hope to enable all students who experience difficulties to reach their full potential.

As far as medical matters are concerned, the Academy is well-staffed by qualified First Aiders and will act "in loco parentis" should emergency services need to be called. Should your child have a matter of a personal nature that they may wish to discuss only with a male or female member of staff then one of the female leadership team or Mr Rainbow (pending), will handle any such matters sensitively and discreetly.

Please ensure that the Academy is made aware of any relevant medical condition, either on the medical questionnaire or as they arise after your child has started at the Academy. Should the Health Authorities and Governing Body agree to provide any immunisation or other programmes, parents will be consulted and invited to complete any Consent Forms as appropriate before immunisation(s) are carried out.

Students needing to take medicines during the Academy day must be in possession of a letter from their parent and a completed request form to that effect. All medicine, barring inhalers, should be stored for them at Student Services or in the Medical Room. Please note that the Academy is not permitted to give any medication to students (eg. paracetemol) without written permission from parents and this is sought on a standard form. **Students are not allowed to carry any medication (other than inhalers).**

In case any medical emergency arises involving your child, it is essential that you keep the Academy up-to-date with any medical details or change of address or telephone numbers, including mobiles.

## **6. Careers and Business Links**

The Academy has a statutory duty to secure independent careers guidance for all year 8 to 11 students. Our aim at Castle View Enterprise Academy is for all students to achieve their personal best. In careers education this translates as every student making the right choices for progression. Through our careers provision we aim to raise out students' aspirations, to broaden their horizons, and to inspire and empower them to make informed realistic decisions at key transition points in learning and work. We will support students in making well-informed decisions by providing access to differentiated, impartial and independent information and guidance about the range of options (including academic, vocational and apprenticeships) that are most likely to help them achieve their ambitions.

The Academy is committed to providing a planned careers programme with clear student outcomes for all students. This will be differentiated to suit the needs of each individual student. Students are encouraged to follow career paths that suit their interests, skills and strengths, with the absence of stereotypes. Stereotypes are actively challenged in PSCHE lessons and through our programme of guest speakers.

The Academy delivers career education through as combination of methods which include:

- Career units in Key Stage 3 enterprise lessons and Key Stage 4 Personal Development lessons.
- Collapsed timetable days for each year group focusing on employability and enterprise skills.
- Extra-curricular activities and enrichment events (including business breakfast career talks, workplace visits, guest speakers, work placements, mentoring, college and university visits and motivational speakers).
- Building My Skills career management programme led by local businesses for Year 10 students.
- Careers library based in the Learning Resource Centre – resources are relevant and updated on a regular basis.
- Creating a learning environment which allows and encourages students to tackle real-life challenges.

**Section C:****"Expanding Opportunities"****1. Music Tuition**

Tuition on a variety of musical instruments is provided by specialist teachers and there is a scheme to make instruments available to those who do not yet have one. Lessons take place throughout the Academy day and most often involve Year 7 students missing part of normal lessons although this is designed to be on a rota basis to avoid the same lesson being missed every week. Tuition may not be free and parents registering their child for tuition must maintain that commitment for a full year. To aid in this regard payments may be spread across the year.

**2. Special Studies and Extra-Curricular-Activity Programme**

In addition to standard subjects, students are involved in a series of additional activities which take place both within and beyond the normal hours of the Academy day. We expect every student to develop their own expertise in at least one of these activities and participation in an extra curricular activity is logged.

**Specialist Sports Coaching**

There will be organised coaching for those in the Academy Sports Squads so that they will be best able to operate together in team situations, especially in fixtures against teams from other schools and Academies. Castle View Enterprise Academy is involved in a wide variety of friendly matches during the year as well as in local, district and national competitions. Students who excel in their sports will also have the opportunity to join our Elite Sports and Performance Academies which currently focus on three specialist areas of Football, Cricket and Performing Arts. All of which we have a proven track record of success and is something we as an Academy are very proud of.

**Extra-Curricular Activities**

We are committed to see a wide range of activities taking place outside school hours. Examples of the kinds of activities we offer are; breakfast club, chess club, homework club, maths club, catering & cooking club, musical & choir club, a Combined Cadet Force, Duke of Edinburgh, debate club, coding and robotics club, foreign language film club, craft club, art club, gifted & talented club and a vast range of sports and physical activity clubs which are listed below and include our Elite Sports Academies.

**3. Sport**

Sport plays a key role in Academy life, both within lessons, after Academy hours and at weekends.

The wide variety of sporting activities offered are listed below for boys and girls with in-house and/or inter-school teams operating in those asterisked (\*):

***Athletics\*, Badminton\*, Basketball\*, Cricket (including the Cricket Academy)\*, Cross-Country\*, Dodgeball, Fitness, Football (including the Football Academy)\*, Golf\*, Handball\*, Hockey\*, Netball\*, Rounders\*, Rugby\* and Swimming\*.***

Please take note of the following important details concerning Physical Education and sport at Castle View Enterprise Academy:

- a) All students will be dressed as per the uniform requirements laid down for Physical Education.
- b) Students selected for Academy teams are expected, if fit, to represent the Academy.
- c) Students will only be excused from Physical Education if a note from parents is shown to the teacher in charge.  
***(Permission to be excused for long periods must be sought from the Principal.)***
- d) Students travelling to and from Academy fixtures, home and away, must always dress in full Academy uniform.

#### **4. The House System**

Healthy competition is very much part of the Academy ethos and, to this end, all students and staff (except the Principal) are permanent members of one of the three Academy Houses, each of which is named after one of our reservoirs here in the North-East:

<b>Derwent</b>	<i>(House Colour: Purple)</i>
<b>Fontburn</b>	<i>(House Colour: Silver)</i>
<b>Kielder</b>	<i>(House Colour: Green)</i>

Inter-House competitions are always the focus of tremendous pride and passion, and students will be encouraged to consider it a great honour to represent their House. These competitions range from sport to craft, from creativity to chess, and incorporate the Golden Merit system across Years 7-11. Trophies and House Points are awarded for a variety of these events, culminating in the end-of-year total which decides the winning House. This overall House Cup is awarded at the Pride of Castle View Enterprise Academy Awards Evening.

#### **5. Charging Policies**

The Academy will not charge for activities which are essential to the delivery of the National Curriculum. However, we endeavour to enrich students' experiences by offering visits and additional music tuition over and above the academic requirement. Similarly, we are often very happy to allow students to purchase items that they may have made in lessons such as food and other technologies.

In such cases, parents may be asked for a voluntary contribution in order to enable such activities to happen, or there may be a precise charge levied. No compulsion will be made on any student to go on visits or to buy items and, whatever the circumstance, the Academy will only seek to recoup costs and will not aim to make profits unless a particular activity is clearly described as a fund-raising exercise.

## **Section D: "Upholding Standards"; the essential Academy Rules**

### **1. Attendance and Absence**

Attendance is vital; students can only fully benefit from the Academy when they are **in** the Academy. If learning is disrupted, the long-term effects can be serious; each day absent means the loss of at least five hours' tuition and this represents a considerable amount to be caught up. Punctuality, too, is essential for any lesson, activity or event.

#### **Lateness**

Students are expected to arrive on the Academy premises by 8.30am. A buzzer sounds at 8.40am. At this point they go straight to their Tutor room for registration. Any student not in their Tutor room at the sounding of this buzzer will be deemed late. Anyone arriving at the Academy after this must report to Student Services Reception in order to be registered.

Anyone arriving after 8.55am must do likewise but they must furnish the Academy on the next day with a note from their parents explaining the reasons for such a late arrival. Students who are late will have their names recorded and will be expected to make up this time for up to an hour after-school detention on the same day. Failure to attend this will result in further consequences.

Persistent lateness will be referred to the education welfare service and may result in a two hour long detention on a Friday afterschool. Unless a note arrives from parents, this lateness is actually termed as being an unauthorised absence.

*Habitual lateness will be treated as a serious matter. If a child is late five times or more in a term he/she may be expected to spend a day in school during a holiday.*

#### **Absences from the Academy**

The Academy is required by law to keep an accurate account of student absences, together with the reason for each absence. Equally importantly we need to ensure that our students are safe.

Parents must therefore comply with the following procedures so that our registers are kept up to date with the minimum of delay and that no absence, caused perhaps by an accident on the way to Academy, is not identified immediately:

- 1) If your child is ill and will not be coming to Academy, please phone between 8.00am and 8.25am. In addition to this, **students are required to return to Academy with a letter from the parent giving the reason for the absence.**
- 2) Any planned absence, such as a medical or dental appointment or any request for a student to be away from the Academy during any part of the taught day must be detailed to the Tutor at least 24 hours in advance. We ask, if possible, for such appointments to be made outside of Academy hours.

This notification must be in writing from the parent with clear detail of departure time and evidence of the appointment. This letter must be countersigned by a senior member of staff and taken to Student Services for a passout slip. Students returning on the same day must again report to Reception immediately in order to be marked as present.

**Parents are reminded of the Government Directive stating that children should not be taken out of school on holiday during the Academy Terms. Any breach of this Directive is treated most seriously and parents should discuss any exceptional circumstances which might relate to such holidays BEFORE ANY BOOKING IS MADE. If a student is absent from the Academy due to a holiday in term time, a fixed penalty notice may be issued.**

## **Illness of Students while at the Academy**

If it is felt that a student is too ill to remain in the Academy and/or requires hospital attention, either due to sickness or accident, every effort will be made to contact the parent immediately. It is therefore vital that the Academy has up-to-date telephone numbers for contacting parents or immediate relatives during Academy hours. Should such contact not be possible, the Academy shall act "in loco parentis" regarding emergency situations. In the case of sickness, Year 7-11 students will normally only be allowed home if accompanied by their parent or representative.

## **2. Discipline**

Good discipline is essential in any school. Good behaviour is expected both in the Academy and in public and especially on public transport. Equally, proper care for the Academy premises and equipment is expected. Discipline in the Academy is seen as complementing that of the caring home in which clear boundaries are set based on what is right, what is fair and what is best for the community. We have good reasons for all of our rules based on our core values of **Dignity, Leadership, Accountability, Trust, Care, Inclusion and Positivity**. If any rule seems unnecessary then the Principal will gladly discuss this with a parent or student and amend it if appropriate.

Although there are clear guidelines for our students, some do make mistakes from time to time. Such lapses are usually dealt with by the teacher 'on the spot'. Teachers record behaviour, lateness, uniform and equipment concerns but more serious or repeated offences are referred to a Director of Subject or Tutor and then, if necessary, to the Pastoral Team, headed by the Head of Year (Year 7). A variety of sanctions are applied, involving detentions and being put on "Student Report". It is the policy of the Academy to involve parents immediately should a very serious disciplinary problem arise in order that we may work together to resolve the matter to our mutual satisfaction. On occasions the Head of Year may need to refer a student on to a senior member of staff and if problems continue, the Principal will become involved.

Detentions involve a student remaining at the Academy for an hour after school. Parents will be given notification (at least 24 hours prior) which they are asked to countersign to show that they are aware of the punishment and that they will make arrangements for their child's journey home. Students may also be asked to attend the Academy for a day or part of a day during a holiday as an additional sanction if considered appropriate.

Students on Report will daily receive written comments on every lesson. At the end of the day, this Report will be discussed with a member of the Pastoral Team and parents are also asked to inspect what has been written that evening and make comments as appropriate before signing for return the next day.

If other behavioural support strategies fail an Individual Behaviour Plan (IBP) may be developed in liaison with parents and the student. This binds certain reasonable obligations upon the student in the clear understanding that if they are ignored then exclusion may follow. Students who persistently fail to adhere to Academy expectations may be isolated in the Internal Exclusion Unit. Alternatively, students may be asked to attend Night School from 13.45 – 18.45.

In times of specific crisis when there is a threat to health and safety, the use of "reasonable, proportionate and absolutely necessary" positive handling may be required. The Positive Handling Policy will be adhered to at such times.

## **Behaviour Guidelines:**

Castle View Enterprise Academy's approach to student behaviour is designed to ensure that everyone can enjoy Academy life without fear, can work hard in lessons and can grow up with good manners and a positive attitude towards society. In order to support these standards, good behaviour will be taught and expected both inside and outside of lessons.

Therefore, it is important that everyone recognises and follows the same set of rules and regulations. In particular, the authority of all members of staff is to be respected and their instructions followed in full.

In order to make this as clear as possible, here are two vitally important lists for everyone to follow:

- follow every instruction from a member of staff without question
- always behave with courtesy, concentration and commitment to work in the class
- put your hand up if you wish to speak in class
- wear your blazer outside class and ask if you wish to remove it during a lesson
- arrive punctually to lessons, line up and wait for permission to be seated
- walk on the left of corridors and carry bags by your side or on your back
- walk to assembly in silence
- follow the detailed rules on Academy uniform on the way to and from school and throughout the Academy day
- follow safety rules in all labs, workshops and when out on visits
- attend Academy every day unless ill or with prior permission from the Principal
- bring in a signed, dated parental note the next day after any absence from the Academy

Students are expected to comply with the above rules and their compliance will be rewarded by them having the opportunity to enjoy all that the Academy has to offer. Students will also be encouraged with merits, certificates, election to positions of responsibility and other recognition and applause.

- do not carry cigarettes, drugs, alcohol or anything that you cannot legally buy
- do not use abusive or offensive language, or physical violence
- do not speak dishonestly, threateningly or maliciously
- do not allow anyone else access to your computer password or computer area
- do not use Academy computers for any activities not directly authorised by staff
- do not carry or chew chewing gum, sweets, fizzy drinks or crisps, etc
- do not copy someone else's work deceitfully
- do not miss homework and assignment deadlines
- do not stay silent when you see someone else breaking these rules
- do not misbehave off-site in a way likely to bring the Academy name into disrepute
- do not leave the Academy site without permission during Academy hours
- do not enter any room without specific permission
- do not damage or deface Academy property or drop litter
- do not hang over or throw items over balconies

### ***Please Note: Exclusion***

Any student involved in a serious disciplinary incident, or whose attitude or behaviour consistently fails to respond to the standards expected, will be referred to a Vice Principal or an Assistant Vice Principal, and necessary action will be taken in consultation with parents. At this stage a fixed-term of exclusion may be necessary.

If a student fails to respond to such intervention then referral to the Principal will follow and the Principal may have to give consideration to permanent exclusion pending a parent's right of appeal, which would be finally decided upon by the Academy Appeals Committee as established by the Board of Governors.

Two further notes should be carefully made:

1. Any student may become liable for permanent exclusion if, regardless of the number of previous misdemeanours, he or she is involved in a single but serious incident which threatens the safety of either themselves or others. Such incidents could involve illegal drugs, weapons or physical assault.
2. Students should be aware that criminal activity of any sort will not be shielded from the police just because it may happen on school premises or on a school activity away from the Academy. The police will therefore be contacted immediately if any Academy student is involved in a criminal act whilst under the Academy's care, subject to the final decision of the Principal.

### **3. Care of Property, Money and Sponsorship Requests**

Students should not bring expensive items of personal property to school as we cannot guarantee their safety nor accept responsibility for loss or theft. We will always do all we can to locate missing property but if parents could bear in mind the following points it would help enormously.

- a) All clothes, games kit and other personal belongings must be clearly marked with the owner's name.
- b) Students must not bring valuables such as cameras, expensive watches, jewellery, tablet computers or gaming consoles to school, unless required for a specific lesson. **Students may carry mobile phones at their own risk but their use in the Academy is absolutely forbidden.**  
Any phone switched on or in use during the Academy day will be confiscated until a parent can come into school to collect it.
- c) Students should remove watches for Physical Education and leave them with the teacher in charge, to be collected at the end of the lesson.
- d) Payment for educational visits etc. should be by cheque where possible. Except in the case of bus fares and cash to be loaded on the Meals System, students should not carry money with them. Cash sums above £2 are strongly discouraged and, where exceptional cases exist, students should deposit money in the Academy safe on arrival. This is done by bringing money in a marked envelope to Reception.
- e) Students may not bring any items to be swapped, sold or exchanged, most specifically any games. Any unauthorised activity on the computer network is most serious and dangerous, and such behaviour may lead to students involved being excluded.
- f) Students seeking to raise sponsorship for any purpose must receive permission from the Principal. It should be understood that Academy will generally only be involved in fund-raising for the official Academy charities.

#### **4. Travel**

The roads outside our Academy are extremely busy, especially in the morning, and parents are asked to join with the Academy in emphasising to their children the need for constant care and vigilance when crossing roads.

**Parents are responsible for getting their children into the Academy Grounds and you should ensure that you give careful instruction to your child regarding road safety.**

It is also important that there is no traffic congestion close to the Academy entrance and cars must not be left parked on the road outside in a way which would obstruct traffic. The Academy has a turning circle which is only available for the speedy 'dropping off' and 'picking up' of students with a minimum amount of congestion. Parents are also reminded to park legally on the road outside Academy and neither across residents' driveways nor adjacent to junctions.

It is also important to note that on Parents' Evenings and other busy evenings in the Academy, parking on-site is limited. Parents are therefore asked to ensure that any parking beyond the Academy Grounds is both legal and respectful of the needs and comfort of those who live close by. Thank you.

As it is the responsibility of parents to get their children to school by bus, car or other means, the Academy has no financial facility to assist in the cost of such transport. Some bus companies sell student passes which are cheaper than standard season tickets but these do sometimes have certain time restrictions. Where costs may present you with a problem in this regard, parents should refer to the section above entitled **Student Financial Support**.

Students are expected to wear full uniform to and from school and they are expected to represent the Academy by exemplary behaviour when in the public eye. Therefore, if a child misbehaves outside of the Academy, we would seek to challenge such behaviour and bring it to the attention of parents.

#### **5. Academy Meals**

All students will remain on the premises from arrival to dismissal, including the lunch break. They may bring a packed lunch or purchase a meal in the Academy restaurant. There is no option of going to local shops or elsewhere for lunch, nor is there any other authorised eating place in school.

##### **The Academy Meals System**

The Meals System is "cashless" when students come to the restaurant check-out, and students can only pay by using their account.

Money can be loaded on their accounts in one of three ways:

- a) By using the thumb print reader on one of the Academy Cash Machines and putting cash into the Machine at the same time;
- b) By parents completing and activating a Monthly Direct Debit which pays money straight into the Academy and onto the Card from their Bank Account; and
- c) By parents securing a **Free School Meal Allowance** which is paid by the Government direct into the Academy and loaded automatically onto the account.

Parents will be invited to join the Direct Debit Scheme if they so wish but initially their children should bring cash until the relevant Direct Debit Forms have been completed and processed.

**We are asking that all students bring £12 in cash with them on the first day of school in September.** We will show them how to load this money onto their account and this should comfortably see them through their first five days in the Academy. Thereafter, they can load their account as often as they wish, and on whichever day or days they wish.

The main features of the system are as follows:

- a) Each student has a personal meal account into which money is paid and recorded as indicated above. There is no restriction on the amount of money being paid in but a good, hot, two-course meal can be purchased for **£2.20** (currently). Water is provided free of charge but other drinks are available for an additional charge. (Please note that food and drink prices may vary from one Academic Year to the next.)
- b) Each time a student makes a deposit to their account or makes a purchase from the restaurant, their transaction will be recorded and the record kept in the Academy computers. This will enable any parent to keep track of what their child is buying at any time and students will also be able to deposit money and check balances outside of lesson time.
- c) This will not operate if there is no money on it and so the children must get used to managing their dinner money quickly. We will assist them should any problems arise in the early days when they are getting used to the system.

Students bringing packed lunches may wish to deposit small amounts of money into their accounts in case they wish to buy a drink or other small items. This is done by depositing cash on to their account as described above.

It is important that students choose a balanced meal to ensure good health and that they keep parents informed of how their money balance is being managed. Catering staff will try to monitor student meals in order to ensure that balanced meals are being purchased and eaten.

### **Free School Meal Allowance**

We operate a sophisticated meals accounting system which means that all children entitled to a free school meal receive credit into their account discreetly and no-one is able to tell who has received such an allowance and who has paid cash. In many cases the children do not even know themselves that their account is being topped up in this way.

You may qualify for your child to receive a free school meal allowance if you receive any of the following benefits:

- Income Support
- Income-Based Jobseekers' Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, but are not entitled to Working Tax Credit and have an annual income below a certain limit, as assessed by the Inland Revenue.
- Guarantee element of State Pension Credit

This Allowance of £2.20 is credited daily and is not allowed to grow if students do not spend the daily allowance. This means that if they only spend £1.00 one day, the remaining £1.20 **will not** carry forward to make their balance £3.20 the next day. Similarly, no money will be credited to their account for a day when they are absent. However, if your child wishes to spend more than £2.20 per day, that is fine but he or she will have to top up their account using cash in the way described above.

If you feel that you are eligible for this Allowance, please bring documents which prove your identity and entitlement when you come to collect your child's uniform.

During the year, you can discuss this Allowance with the Academy Office Manager, and parents who cease to receive benefit are asked to contact the Academy to inform us of such a change in circumstances as soon as it happens.

## **Biometrics**

In our context, the use of biometrics simply means that a unique digital "barcode" is generated from an individual's thumbprint and all they have to do is present their thumb at the checkout and this will be matched to the "barcode" so they can use their Meal Account.

It is important to note that this is not the same as a fingerprint, nor is it used for anything other than the Meal System.

Interestingly, many existing students have expressed a preference for us using biometric technology, perhaps on the basis that they are less likely to lose their thumbs than their Cards!

You must give consent before a digital barcode thumb reader can be established.

**Section E:****"Facts and Figures"****1. The Governors are currently:**

**Chairman:** Heidi Mottram

**Vice Chairman:** Claire Leighton

**Members:** Louise Hunter, Mike Wooler, Lynn Perry,  
Aaron Young, Richard Hutton, Andrew Radcliffe,  
Barbara Gubbins, Rene Kolbauer, Kieran McLaughlin.

**2. Academy Uniform**

The Academy has a dress code which all students are expected to follow. There are many sound, practical reasons for having such a dress code. One of the main reasons is that it removes the burden of having to decide what to wear each day but, at Castle View Enterprise Academy, it also has much to do with our core values and ethos.

The Academy places a high value on students and staff being clean and tidy, and we also expect students, staff and parents to appreciate that not all items of clothing are appropriate for a work place. Our emphasis is on 'business dress' to match with our Academy ethos and specialism but it is also important to look our best and recognise that our uniform provides us with a sense of identity, reminding us that we belong to a school which wants to have an excellent reputation in the local community.

Uniform also helps prevent 'fashion bullying' and undue pressure on parents to pay excessive amounts of money for items with designer labels and so we look to your support to help our students:

- Feel a sense of belonging to the new Academy
- Look smart, business-like and tidy
- Work safely and effectively
- Dress modestly (and with no extremes of dress)
- Maintain our excellent reputation in the community
- Avoid excluding others from 'our group' because they don't dress as we do
- Avoid flaunting wealth and making others feel inferior
- Avoid causing offence to others

A high standard of uniform is therefore expected from all students. Students are asked to respect this and keep fashions for the weekend, evenings and holidays.

Where students attend the Academy in the wrong uniform, uniform will be temporarily provided from the Student Services Office. A detention may also be issued to students who are out of uniform. Parents will be contacted about uniform issues by Academy staff should the need arise. The dress code and personal appearance of students will be monitored on a daily basis by staff and any issues recorded on student records.

Parents are asked to give their vital support in maintaining these very high standards by adhering to the lists set out overleaf. We operate a Uniform Shop inside the Academy to cater for all uniform requirements so there should be no problem getting hold of items during the school year.

## **Compulsory Day Wear**

<b><u>BOYS</u></b>	<b><u>GIRLS</u></b>
Black Blazer with Academy logo White Shirt (short or long sleeved) Academy Tie Black Trousers Black Socks Black Polishable Shoes	Black Tailored Jacket with Academy logo White Blouse (short or long sleeved) Academy Tie Black Trousers or Academy skirt Black Socks or Black Tights Black Polishable Shoes
<b><u>BOYS and GIRLS</u></b>	
Black Sleeveless Sweater with Purple and Green Stripe Black Waterproof Reversible Jacket with Academy logo Black School Bag with Academy logo	

## **Compulsory Wear for Physical Education**

<b><u>BOYS and GIRLS</u></b>
Black & Purple Fitted Active Fit Sports Shirt with Academy logo
Black slim line training pants with Academy logo or Black sports leggings for girls
Black quarter zip sports training jumper with Academy logo
Black shorts are optional
All students accessing the 3G pitch must wear suitable boots or training shoes. These must not be flat soled or have metal studs. Advice will be given in sport shops or from school.

## **Additional Uniform Information**

**Shoes** These should be polishable, plain black and sensible.

Shoes with distinctive fashion features such as buckles and tags are not permitted. **Any forms of training shoes such as VANS or CONVERSE and plimsolls are not permitted (even if they are black), nor are boots, moccasin or platform shoes.**

Parents should note that schools are busy places and Health and Safety dictates that shoes should be sturdy (in case anything falls on a child's foot) and heels should be no more than one inch high to avoid stumbling in classrooms, corridors and the playground.

**Outside Coats:** The Academy has its own outside coat available from our shop. No sports, track suit tops, 'hoodies' etc are to be worn, over or under the Academy blazer. Expensive coats are not permitted as we cannot guarantee their security.

**Bags:** All students must carry a bag to protect their schoolwork, books and equipment. They must be robust, plain black and large enough to carry at least an A4 folder. The Academy has its own bag and PE bag available from the Academy shop.

**Jewellery:** Neither jewellery nor make-up is permitted at any time; nor are facial jewellery and/or piercings.

**Outdoor coats:** These cannot be worn inside the building. Students will place their coats into a secure cupboard near Student Services during the day and collect their belongings after school.

Girls and boys whose **hair** is long must have it tied up with a black or purple hair band or scrunchie. Hair styles are expected to be neat, tidy and sensible. Hair which is closely cut, shaved, tram-lined or dyed with extremes colours is not allowed. If there is any judgement to be made as to what is and is not acceptable in these matters, the Principal's decision will be final.

Girls must wear **black tights** with a skirt or **black socks** with trousers. Footless tights and leg warmers are not acceptable.

**Shirts and blouses** must be fully tucked in.

**Ties** should be worn so as to cover **all the buttons** of the shirt.

**The top buttons** of boys' shirts and girls' blouses must be fastened at all times.

### 3. The Academy Day

Monday, Tuesday, Wednesday, Thursday			Friday		
8.00am	Breakfast Club		8.00am	Breakfast Club	
8.40	Doors open		8.40	Doors open	
8.45 – 9.00	Tutorial Time/Registration/Intervention		8.45 – 9.00	Tutorial Time/Registration/Intervention	
9.00 – 9.50	Period 1	(50 mins)	9.00 – 9.50	Period 1	(50 mins)
9.50 – 10.40	Period 2	(50 mins)	9.50 – 10.40	Period 2	(50 mins)
10.40 – 10.55	Break	(15 mins)	10.40 – 10.55	Break	(15 mins)
10.55 – 11.45	Period 3	(50 mins)	10.55 – 11.45	Period 3	(50 mins)
11.45 – 12.15	Period 4, L1	(30 mins)	11.45 – 12.15	Period 4, L1	(30 mins)
12.15 – 12.45	Period 4, L2	(30 mins)	12.15 – 12.45	Period 4, L2	(30 mins)
12.45 – 1.15	Period 4, L3	(30 mins)	12.45 – 1.15	Period 4, L3	(30 mins)
1.15 – 2.05	Period 5	(50 mins)	1.15 – 2.05	Period 5	(50 mins)
2.05 – 2.55	Period 6	(50 mins)			
<b>3.00 – 4.30pm. 1 ½ hour session/Intervention time</b>					

***PLEASE NOTE: This timetable is subject to change***

The Academy runs a wide variety of after-school Clubs between 14:55 and 16:15. We also encourage students to use the computers, library and other facilities out of hours between 08:00 and 16:30 when staff supervision is provided. No students may remain in the Academy after 17:00 unless they are taking part in an Academy event.

Once students have arrived on the Academy premises or prior to being picked up from Academy, they must not leave the Academy site without permission.

#### Please Note: Security

The Academy is a very secure environment for students and all external doors are locked at times other than morning break and lunchtime. Our own Security Staff protect the building 24 hours a day, every day of the year, and phones are similarly manned throughout the day and night.

#### **4.The Academy Year 2020-2021**

##### **Term Dates for the Academic Year 2020-2021**

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**Autumn 1 – Wed 2nd Sep to Fri 23rd Oct 2020**

**Half Term – Mon 26th to Fri 30th October 2020 (*inclusive*)**

**Autumn 2 – Mon 02nd Nov to Fri 18th Dec 2020**

**Christmas Holidays – Mon 21st Dec 2020 to Monday 04th Jan 2021 (*inclusive*)**

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**Spring 1 – Tue 05th Jan to Fri 12th Feb 2021**

**Half Term – Mon 15th to Fri 19th Feb 2021 (*inclusive*)**

**Spring 2 – Mon 22nd Feb to Friday 26th March 2021**

**Easter Holidays – Monday 29th March to Friday 09th April 2021 (*inclusive*)**

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**Summer 1 – Monday 12th April to Fri 28th May 2021**

**Academy Closed for Bank Holiday - Mon 03rd May 2021**

**Half Term – Mon 31st May to Friday 04th June 2021 (*inclusive*)**

**Summer 2 – Mon 07th June to Fri 16th July 2021**

**Parents are courteously reminded not to arrange holidays during Term Time.**

Naturally, should there be any issues which are not incorporated within this Handbook which you would like to have answered, please do not hesitate to contact the Academy at any time. Thank you for taking the time to read through the above information. I trust that you and your child will enjoy everything that **Castle View Enterprise Academy** has to offer.

**J S Bridges OBE  
Principal**