

THE LEIGH TECHNOLOGY ACADEMY

STUDENT HANDBOOK

Welcome to The Leigh Technology Academy. We hope that you will find the Academy an exciting and interesting place to be and that you will take advantage of all that is on offer and learn as much as possible, so that you will be able to pursue the career you choose when you leave.

This handbook is designed to answer most of the questions you may want to ask in the first few weeks and also to provide a reminder, in the months to come what is expected of you. Keep the handbook safe, so that you can refer to it when you need to.

Let us start by introducing you to the Senior Leadership Team who are responsible for the Academy. Their job is to set the policy and priorities of the Academy and to ensure that the staff, facilities and organisation, necessary for your education, run smoothly.

Jane Rowlands	Principal, Brunel
Caron Clifford	Vice Principal, Brunel
Peter Finnegan	Principal, Chaucer
Julia Collins	Vice Principal, Chaucer
Sharon Waterman	Principal, Darwin
Kevin Brewer	Vice Principal, Darwin
Maggie Leah-Wilkinson	Principal, Da Vinci
Mike Turner	Vice Principal, Da Vinci
Bob Piggot	SENCO

The Academy is only as good as you wish to make it. We wish to make The Academy one of the best schools in the world and we are sure this is your ambition too!

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THE ACADEMY DAY

The Academy will be open from 7.00 a.m every day. You will be able to have a light breakfast, or a snack, in the Restaurant, between 8.00 a.m. and 8.20 a.m. every day. Whether you have breakfast or not, you must be at The Academy by 8.20 a.m. so that you can go straight to your first lesson, for 8.25 a.m. The Academy will close at 5pm, unless you are working under the direction of a teacher.

The Daily Timetable

The day is based on four lessons, two in the morning and two in the afternoon, of 90 minutes approximately, except for Fridays, when lessons are shorter. There are no bells so you will need to keep track of time.

The first lesson begins at 8.30 a.m., which means you must be here by 8.20 a.m. and in your classroom by 8.25 a.m. You will have the register taken in class. If you have not arrived by 8.30 a.m. you will be late. You will then be seen by your College's Student Services Manager. *If you arrive during the first lesson you must report to your College admin office to "sign in".*

You must move quickly and quietly between lessons. There is no excuse for being late for a lesson.

There is a morning break of 20 minutes, on a rolling rota, when you can relax, or take some refreshment. The restaurant will be open for drinks and snacks.

In wet or very cold weather you may be required to stay in the restaurant during break/lunch.

At lunchtime, all students should go to the restaurant, at the time stated, on the lunch rota. A full range of meals, including snacks, will be available. Students who bring a packed lunch should go to the assigned area to eat it. Your tutor will tell you the lunch rota and you should write your lunch time in your planner, for each day.

Movement between Lessons

You should go to each class promptly, in order that your teachers can call the register promptly and be ready to start teaching at the correct time.

When moving about the site walk briskly. **DO NOT RUN.** Take care not to impede anyone else. Always walk on the **LEFT- HAND SIDE.**

Leaving The Academy Premises

If you need to leave the Academy, during the day, for a medical or other appointment, you must:

1. Bring a note beforehand and give it to your Tutor/Teacher and then sign out at Reception.
2. Sign in again at Reception, if you return the same day.

Permission To Be Out Of Class

No student should be out of the classroom during lesson time, except with the permission of the teacher. If you leave the classroom for any reason, you must have your planner signed, and dated, by your teacher.

Medical

If you are feeling unwell and really cannot stay in the classroom, your teacher will agree to let you go to get medical help. He or she will note this in your planner and probably ask another student to accompany you to your College Admin Office. If you feel unwell at break or lunchtimes report to the teacher on duty.

Students who require special medication should bring a letter explaining the situation to their Tutor. This will be passed to admin staff so that they will know what is needed. All medication must be handed in at the beginning of the day, marked with your name, to your College Admin Office.

In extreme cases, when students have a medical condition causing them mobility difficulties, they should apply to their Student Services Manager (S.S.M.) to discuss this. A note will be written in the planner, allowing use of the lift.

Any student who finds it necessary to telephone home during Academy hours, to inform parents of a change in school arrangements, should ask a member of staff for permission to use a telephone. Only with staff approval will students have access to a telephone. **Personal mobile phones must not be used,** without the express permission of a teacher.

Absence

If you are absent for any reason, your College Admin Office should be informed by telephone, on the morning of the first absence and each subsequent day unless a fixed period is notified. If you do not bring a note signed by your parent, or carer, your absence will be recorded as truancy. If you are going to be away for some time and are likely to miss a lot of work, it is a good idea to contact your Tutor and ask if work can be sent home, otherwise you will have too much to "catch up" when you return.

REMEMBER: We expect you to aim for 100% attendance. If you are really sick you cannot help it, but you must try to keep up with your work, or “catch up” on your return.

Bicycles

You must only cycle to and from The Academy wearing a safety helmet. You will need a chain and a padlock to secure your bicycle to the stands in the bicycle park.

You must **NEVER** cycle in the grounds, even when you think no-one is around. If you do, you may be forbidden to use your bicycle for transport. All bicycles are to be left in the designated area.

Fire Drill

When the fire alarm sounds you should stop talking immediately and await your teacher's instructions to vacate the building. No books or bags should be taken out of the room. Students should leave the room quickly and quietly, by the nearest exit.

At the Assembly Point, students should line up in tutor groups and wait **in silence**, while registers are checked. They must remain in place until dismissed by the senior member of staff present.

Each college has an assembly point and you will be informed of this on your first day at the Academy.

REMEMBER: One day there could be a real fire and lives might depend upon your ability to carry out these instructions quickly and properly.

TUTOR GROUPS & TEACHING SETS

You will be placed in a Tutor Group with a mixture of girls and boys from all year groups and you will usually remain in this group throughout your Academy career. There are some students from each year group in your tutor group.

The Academy is split into four Colleges,

- 1.) Brunel
- 2.) Chaucer
- 3.) Darwin
- 4.) Da Vinci

Your Tutor

Your tutor's main role is to help you to organise and manage your learning. In addition to registering you and monitoring your attendance she/he will check that you are informed of everything that is going on and that you have no problems. She/he will check that you have done your homework/coursework, some of which may be completed during tutor time.

If you have difficulties of any kind, the first person to talk to is your Tutor. The Tutor period is an important part of delivering SMSC in the Academy (the Spiritual, Moral, Social and Cultural Programme) which deals with topics to help you live and work together and prepare for adult life. As part of the Tutor period there will be a time for quiet reflection and discussion and you will also attend assemblies, delivered by a member of the Senior Leadership Team of your College, and on a rota by each tutor group.

Your tutor may also be contacted by email: use the staff initial code, followed by the phrase @leighacademy.org.uk (e.g.mlw@leighacademy.org.uk)

These can be found on the website.

www.leighacademy.org.uk

Look under your college's staff list.

The Subjects You Will Study

You will study all of the subjects in the National Curriculum, but they may be named or organised in ways with which you are not familiar, for example, you will study History and Geography but these will be taught under the title of Humanities.

PE will cover a wide range of activities, including Dance.

In Languages Year 7 students will all commence their studies with French.

You will also learn about some subjects through others, for example, you will learn Business Understanding and Economic Awareness in Information and Communication Technology. You may have people from Business and Industry to help you with these aspects.

Finally, in the PSHECR programme you will study a whole range of important subjects to do with growing up, living and working with people and preparing for adult life, e.g Work Related Learning/World Affairs/Health Issues/Citizenship etc.

Individual Home Study and Coursework

You will be set individual private study and coursework, as an essential part of your education programme, and you must organise your time to ensure that it is done promptly and properly. You will be given a planner in order to record all the details of work set. Your Tutor will check it every week and your parent or carer will also sign it each week. Wherever possible, teachers will allow more than one night for completion, to help you fit work around other commitments, but this cannot be guaranteed. Every effort will be made to ensure that the work set is appropriate and the time required is reasonable.

The nature of personal study will depend on the level students are working at and the subjects being studied. Students may have a small number of extended assignments spread throughout the year, or they may have a larger number of more frequent, weekly, small tasks, or they may have a combination of the two.

Time is also available most days, during tutor time, for your tutor and other students to support you in your private study and personal learning.

EQUIPMENT LIST

The Academy provides books, stationery and specialist equipment for you, but there are some things you must provide yourself, if you are to do your work properly.

1. BAGS.

You will need a strong, light bag, large enough to carry your books and equipment, but make sure it can carry books and folders, without bending or squashing them. Plastic carrier bags are not suitable.

2. WRITING MATERIALS.

Pens, pencils, a ruler, eraser, colouring pens and maths equipment are essential everyday tools for all. You will find that black ink is more suitable for photocopying, an important consideration when you fill in forms. Black is required for exams.

3. LANGUAGE DICTIONARIES.

A small pocket dictionary is invaluable. Your Language teacher will be able to recommend one to you.

4. CALCULATOR.

A scientific calculator is a necessary tool for all students.

5. COMPUTERS.

You will be allocated storage space on the Academy network, but you should keep copies of important work. You will need a suitable USB memory stick. It is strongly recommended that you "back-up" coursework, which could be lost.

If a virus is detected the system will reject your stick and you will have to take it to the Information Systems Department. Your ICT teacher can give you more information if you need it.

6. PLANNER.

Your planner is an important part of your personal organisation and the management of your learning. You must carry it at all times. In the event of its loss you must pay for a replacement.

If you leave your planner at home you will receive a temporary one, for the day, during lesson one. The planner is used by you, your parents and the staff, as a method of communication.

7. PE Kit

Remember to bring your PE Kit with you on the appropriate day.

STANDARDS EXPECTED

The Leigh Technology Academy is a happy and positive community where everyone aims to achieve their best. This means working hard yourself, ensuring that you help others to do well and that you do not interfere with others' efforts. Naturally you will help to keep The Academy and its equipment in good condition, so that everyone can enjoy using it.

Some rules are necessary to make sure everyone understands what is expected. We want our rules to be as few as possible and we expect everyone to keep to them because we think they are fair and sensible.

For this reason, we have drawn up not just a set of rules but a Code of Conduct in the form of a promise. The promise is to be kept by both sides: the staff of The Leigh Technology Academy and you the students.

Your teachers would much rather praise and reward you than criticise or punish you. Unfortunately, some students occasionally do not meet the required standards and we consequently operate some sanctions.

Wherever possible, sanctions will match the offence: e.g. damage or anti-social behaviour matched by community work; lack of work by additional study time; lateness by making up the time missed. A short 10-minute detention may be issued on the day, without prior warning. After-school detention may be given in learning areas, up until 5.00 p.m. and parents are given 24 hours written notice in the planners. Parents are given written notice, via the student planner, or a phone call home. Provided sufficient notice has been given, it is the parents' responsibility to make arrangements for the student to travel home and any difficulties cannot be a reason for avoiding the detention.

Your parents will always be informed and invited to come up and talk to us, if we think your behaviour or work is not satisfactory.

THE LEIGH TECHNOLOGY ACADEMY PROMISE

1. To provide courses which are relevant, up-to-date, well prepared and interestingly presented.
2. To provide facilities and equipment which are smart, up-to-date, well maintained and available for use by all students.
3. To endeavour to provide a learning environment for each student, according to his or her needs, and to ensure that lessons are properly understood and help is given, where required.
4. To set and mark class and independent work, on a regular basis, and to keep accurate records of progress and provide reports and assessments at regular intervals. To ensure that all students have a discussion with all their teachers to negotiate targets for the next module.
5. To develop and maintain regular contact with parents/carers through reports, interviews and Parents' Day, in order that staff and parents can work together to ensure the progress and happiness of the student.
6. To treat all students politely, fairly and with dignity, to ensure that no student is discriminated against on the grounds of race, religion, age, gender, creed, personal or cultural background and disability and to act to ensure that students are not harassed or bullied.
7. To provide all students with clear moral guidance, backed up by rules and sanctions, where necessary.
8. To foster talent and enthusiasm, both within and beyond the standard curriculum, to provide opportunities for students to discover and develop a wide range of talent and skills.
9. To provide a service to the community by making its facilities available in the evenings and at weekends and to provide courses and activities to meet the needs of all members of the local community.
10. To create and maintain close links with local Business and Industry, whereby students will gain direct understanding and experience of the requirements for future work and the confidence, skills and qualifications to move easily and successfully into adult life.

THE STUDENTS' PROMISE

1. To come to The Academy prepared, equipped and ready to learn and to bring the books or equipment necessary for the day's learning as outlined on page 8 of this handbook.
2. To treat the facilities and equipment in The Academy with the respect they deserve, so that all students can benefit from them. No equipment or furniture should be mis-used or damaged in any way and rooms and grounds should be left clean and free of litter.
3. To work to the best of their ability in lessons, following the instructions of the teacher and ensuring that other students are also able to work uninterrupted.
4. To complete work set and hand it in when required. To keep a planner in which all assignments should be written, together with the date for handing in. To present work neatly and keep books free of graffiti or damage. To contribute to a discussion with your teacher on module grades and targets.
5. To listen with respect to the advice of staff and parents and to try to learn from it. Not to discriminate against others on grounds of race, religion, age, gender or ability.
6. To be polite and tolerant of all fellow students, regardless of their age, gender, race, creed, personal or cultural background and disability.
7. To observe accepted standards of right and wrong. To remember that selfish, violent, destructive or dishonest actions affect other people and that in The Academy they may prevent other students receiving the education they deserve.
8. To try new experiences with an open mind and a positive attitude. To take part in The Academy activities and contribute to The Academy spirit.
9. To remember that you represent The Academy when out in the community. Students should behave with consideration and politeness to the public at all times.
10. To listen to the advice and experience of the Business and Industry partners, who offer their time to the students and The Academy. To make every effort to adapt to the needs and expectations of Industry when on a visit or work-placement. To try to meet the standards of education, qualifications, attitude, behaviour and dress expected by Industry.

ACADEMY EXPECTATIONS

To ensure that everybody understands what is expected of them there have to be some rules.

1. **Punctuality** Students who are late must sign in on arrival and attend for a short meeting at the end of the day, or undertake litter duty. Students who are regularly late will be placed in detention and parents will be informed.
2. **Classrooms** Students may not enter a classroom, unless given permission by a teacher. Classes should wait quietly outside a classroom until a teacher arrives.
3. **Courtesy** At the start of each lesson, students should stand until greeted by the teacher and invited to sit down. Students should stand when a teacher or visitor enters the classroom, unless told to remain seated.
4. **Addressing Adults** All female staff should be addressed as “Miss” or as “Miss X” or “Mrs X”. Male staff should be addressed as “Sir” or “Mr X”.
5. **Keep to the Left.** Students should pass on the left in corridors, stairs and on pathways.
6. **Car Park** Car parks are out of bounds, unless accompanied by a teacher.
7. **Leaving the Premises** No student in years 7 – 11 may leave the premises during The Academy day without permission and a note signed by a parent or guardian.
8. **Cycles.** Students must dismount on entering The Academy campus. All students wishing to cycle to The Academy must wear an approved cycle helmet.
9. **Uniform** All students are expected to attend in full and correct uniform at all times and will be sent home if not correctly dressed. Improper items, e.g. rings will be confiscated. Trainers are not allowed to be worn at any time, except for PE and some after-school activities. No knee high socks.
10. **Disruptive Behaviour** All students are expected to behave in a quiet and co-operative manner in the classroom and should not do anything which prevents other students from learning.
11. **Litter** Litter should be placed in the bins provided. Rooms should be left clean and tidy at the end of each lesson.
12. **Food and Drink** Food and drink must be consumed in the restaurant . No eating or drinking is permitted in classrooms, or corridors, and is strictly forbidden in the vicinity of all computer workstations, however bottled water only is allowed to be consumed, at the teacher’s discretion, as appropriate.
13. **Vandalism and Graffiti** Students found guilty of any vandalism or graffiti will be severely punished and expected to make good the damage and pay towards any costs incurred.

14. **Bullying and Harassment** Students responsible for causing distress to others, whether verbal or physical, will be punished.
15. **Electronic Devices** Students are forbidden to use electronic games, personal music players, MP3 players or ipods. Students bringing these or other valuable items to The Academy do so **at their own risk** and The Academy accepts no liability for their safety. Pagers and mobile phones may not be used on The Academy premises, except with express permission from a teacher.
16. **Chewing Gum** Chewing gum is forbidden at all times because of the damage caused to furniture and carpets. You may be sent home if found in possession of gum.
17. **Smoking** The Academy has a no smoking policy in all areas and smoking is strictly forbidden. Any student found in possession of cigarettes will have these confiscated. A strike will be issued. Three of these can mean permanent exclusion from The Academy.
18. **Drugs** Drugs and all illegal substances are forbidden. Possession will lead to instant exclusion.
19. **Offensive Weapons** Possession of any knife, or other article deemed to be an offensive weapon, will lead to instant suspension, and possible permanent exclusion. Use of such a weapon, either as a threat, or to inflict actual bodily harm, will be met by exclusion, possibly permanent.
20. **Tampering with Fire Equipment**, including the alarm, is a criminal offence and may lead to permanent exclusion.
21. **Use of Computers** The Code of Practice for computer use must be obeyed. Students must not touch or interfere with any computer, until instructed by a teacher.

It is strictly forbidden to bring or use obscene or offensive computer software on Academy premises, whether on PC, Laptop or Mobile Phone.

Students must not attempt to gain access to any work on the computer, apart from their own. Interference or damage to a computer, or to any work or data on it, could have very serious consequences. Any student found tampering with the system or damaging a machine will be banned from further usage.

No software brought from home may be used on any machine in The Academy without authorisation from the Systems Manager. Any student found playing games in lessons will be punished.

No food or drink may be consumed while using a computer.

Students must use the computers for school work only. Any students printing work for home use will be charged accordingly.

22. **Mobile Phones** must be switched off during Academy hours. If they are seen then they will be confiscated.

STUDENT RESPONSIBILITIES

We have an outstanding Academy, which has been created by the students as much as anybody else. Increasingly you understand and share the responsibility for the tidiness, cleanliness and general care and maintenance of The Academy buildings and grounds. It is up to all of us to take care of them and to show we appreciate them.

The Academy receives many visitors and it is very important that we show them how well we look after our environment.

At the same time, it is good for you to learn how to set an example and to lead others. **We set trends and do not follow them.**

All tutor groups are responsible for the general state of their own tutor bases.

TUTOR GROUP REPRESENTATIVES

Each College elects students to represent their College on the College Voice and Academy Voice.

POST 16 LEADERSHIP TEAM

These are appointed from the Post 16 to assist teachers in various duties. They may also help with tutor time, special activities and act as guides about the Academy.

All students are expected to treat the Post 16 team with the same respect and politeness they would a teacher.

They have responsibilities for:

- Assisting teachers with their duties.
- Leading and supporting their College.
- Collecting merit totals.
- Supporting charity and sporting events
- Enhancing the public image of The Academy generally day-to-day and at public events.

THE LEIGH TECHNOLOGY ACADEMY'S STUDENTS' CHARTER ON BULLYING

Remember point 6 of the Academy Student Promise makes it clear that we expect all students to be kind, polite and tolerant of each other. Abusive language, intimidation and threats are as unacceptable as physical violence. We want The Academy to have a positive and happy atmosphere in which all students feel valued and safe.

It says: "We promise.....

to be polite and tolerant of all fellow students regardless of their age, gender, race, creed, personal or cultural background and disability.

WHAT SHOULD YOU DO?

1. Report any threatening or intimidating behaviour to a teacher.

The first teacher to speak to is your tutor.

2. Ask anyone who has seen or heard anything about bullying to make it clear to bullies that their behaviour is unacceptable and to support and protect loners, new students and anyone else who seems to be a target of the bullies.

Bystanders often allow bullying to thrive.

3. If more threats occur then report them immediately, so that the staff have more evidence against the bullies.
4. If bullied, try to show no response. Bullies gain from knowing they can hurt you. Be brave and ignore their taunts. Find other things to do so you do not feel left out by them.
5. Do not retaliate.

If you are being physically bullied do not be tempted to hit back. You may only end up being punished too. Remember it is much easier to catch bullies who use violence so stand firm, report the incident and let senior staff deal with the situation.

If you are being verbally abused, it is just as important not to use the same language back. Do not be tempted to shout out from a "safe distance," or issue your own threats. This increases bullying and makes it easier for the bullies to try to put the blame on you.

6. All students must, therefore, be prepared to stand up to bullies and give evidence to help stop them.
7. Do not join in with bullies. Many children join in with bullies so that they will not become the next victim. It does not help the victims and it does not help the bullies who need to be dealt with by staff.
8. The Academy operates formal sanctions against bullying. On the first occasion a bullying strike is given with a two day exclusion. On the second occasion a second strike is issued. On the third occasion the student will be permanently excluded.

UNIFORM

The Leigh Technology Academy has a uniform because it gives students a sense of identity. It diminishes differences in the personal circumstances of students and gives a sense of belonging to you College and The Academy. **We expect you to wear it with pride.**

As students, you are encouraged to behave in a smart and business-like manner, which should be reflected in your manner of dress. Uniform should be worn with pride. It is a style of clothing suitable for work, not a fashion statement. Jewellery, make-up and fashionable accessories and unusual hair styles are not appropriate with a uniform.

Jewellery

Students are not allowed to wear jewellery. Rings are dangerous for many activities and therefore unsuitable in The Academy. Necklaces and bracelets are similarly unsuitable, however, an exception may be made for religious chains, provided they are worn under the shirt. One pair of stud earrings may be worn, one in each ear. **Other body piercings are not allowed.** Watches may be worn and handed to a teacher during certain activities such as PE. All items of forbidden jewellery will be confiscated and are returned to the parent, on request, or to the student at the end of the module.

The Academy is not responsible for loss of any jewellery.

Post 16 students are required to follow a Dress Code, which is published in the Post 16 Handbook.

Make-up

Make-up, such as lipstick, mascara and nail varnish, is not suitable, as students should not be distracted by concerns about their appearance. No Lower School student (Year 7 and 8) may wear make-up. In the Upper School the rule for make-up is that it should be subtle. Students who arrive wearing excessively visible make-up or any nail varnish will be required to remove it.

Hair

Hair styles should be practical and not interfere in any activity involving physical exertion, or contact with heated or hazardous equipment. Students should avoid hairstyles which are deliberately provocative, e.g. number one cuts, tram-lines or other unusual colours, cuts and styles are not allowed. Brightly coloured or streaked hair is not allowed, nor are decorative hair adornments.

Shoes

Black shoes are the rule at **ALL** times. Shoes must be suitable for all conditions. Trainers/Plimsoles are not permitted and students arriving in them will be sent home to change. It is your responsibility to buy shoes, which will be comfortable and strong. Repairs and replacements can easily be done at weekends, or after school, and are not an excuse for wearing trainers. In the rare case where trainers are necessary, for medical reasons, a medical certificate must be provided as proof.

LIBRARY AND RESOURCE CENTRES

The Library is open for quiet work from Monday - Thursday 7.45 a.m. until 4.00 p.m., and 7.45 a.m. until 3.30 p.m. on Fridays.

Quiet sensible behaviour is expected and staff will ask anyone to leave who is not following this rule.

All students may borrow up to four fiction and non-fiction items, for up to four weeks. They are responsible for all items borrowed and must return them or pay for their value. Some non-fiction is for reference only.

There is also a wide range of newspapers and magazines available.

EATING (General)

Food of any sort can only be consumed in the restaurant area. This does not include food required as a part of a diabetic regime.

EATING (Restaurant)

Food is purchased by use of the students identity card. This can be topped up by the student, on machines found in reception and the restaurant. Alternatively cheques can be given to the cashier in the restaurant and then credited to the student's account.