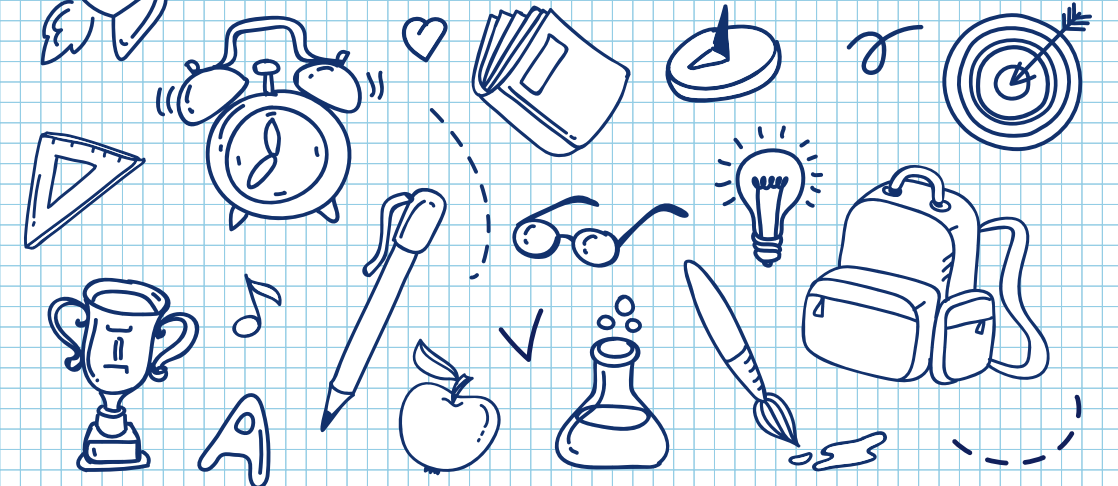


# Parent Guide

to **Giles Academy**



# Welcome

Dear parent/carer

It is an absolute pleasure in writing to you, as the Head of School, to welcome you to Giles Academy. I am delighted that your child will be joining our school community from September.

This is an exciting yet anxious time for your family, as the transition to secondary school is an important milestone in your child's educational journey. We are here for your family throughout Term 6 and beyond, to ensure the transition is smooth. I am a firm believer in 'we are all in this together', and transparent communication between school, parents/carers and students is so important.

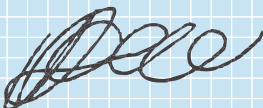
Here at Giles Academy, our ambition is to support our students to **'Aspire, Challenge and Achieve'**. It will be my own personal aspiration, as the Head of School, to ensure our students challenge themselves academically and personally to achieve their full potential. Both academic and personal outcomes to me are just as important as each other. I will strive to prepare your child for the challenges and joys that come with a fulfilled and happy life, both here at Giles Academy and beyond.

We are already in contact with primary schools and are currently arranging a visit to each school, to meet our new Year 7 students. Our welcome pack contains important information to ensure you are fully prepared.

If you have any questions please contact our school via our website.

I look forward to working with you and your child over the next term and beyond.

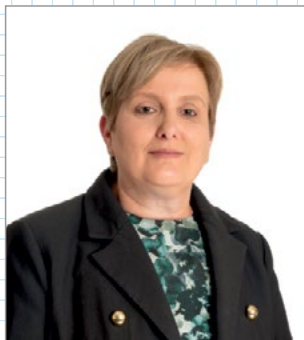
Kindest regards



**Miss Katie Belcher**

Head of School, Giles Academy

# The Pastoral Team



**Mrs Lucy Conley**  
Executive Headteacher



**Miss Katie Belcher**  
Head of School



**Mr Brett Sinclair**  
Deputy Executive Headteacher  
and Safeguarding Lead



**Mrs Lucy Simons**  
Pastoral Year Lead (Year 7)



**Mr Marcus Cooper**  
Director of Pastoral  
and Behaviour



**Mrs Sam Pell**  
Assistant Headteacher  
and Pastoral Lead



**Mrs Jo-anne Whitehead**  
Safeguarding Manager

# Uniform

The way that students dress is important to create a smart, disciplined and purposeful academic environment, and as role models to promote the public image of Giles Academy in the wider community.

At the start of every term, students are issued with a 'Strike Card' to ensure our uniform standards are maintained.

Please note that it is extremely important for all items of uniform to be labelled.

If families are experiencing particular financial difficulty, the school may be able to assist with the provision of uniform as necessary. Please contact the school for further details.

## School Uniform

**Black blazer with Academy badge:** Available ONLY from Nationwide School Uniforms. To be worn at all times on the school site unless specific permission has been given by a member of staff.

**Plain black V-neck sweatshirt/pullover:** This must be plain black. A pullover is in addition to the blazer, not instead of a blazer. No cardigans and no hoodies.

**Academy Year group tie:** Students keep the same colour tie in each year at school.

**Black skirt with SLAT Trust emblem:** Available ONLY from Nationwide School Uniforms. Must be no shorter than 5cm above the knee and no longer than 10cm above the ankle. Skirts must NOT be rolled over at the waist. Black trousers can be worn instead of a black skirt.

**Black trousers with SLAT Trust emblem:** Available ONLY from Nationwide School Uniforms. To be worn off the ground and level with shoes.

**White shirt:** Long or short sleeved, worn tucked in and all buttons fastened. No reverse or button-down collars.

**Black leather effect school shoes:** No trainers/pumps. No high heels. No sport makes.

**Socks:** Plain black only. No stripes, colours or white sport socks. No trainer socks or socks above the knee (socks must be visible above shoes).

**Tights:** Flesh coloured or black.

**Coat:** Coat in dark colours preferred (not to be worn inside).

## PE Kit

- **Jade polo shirt with collar** (available ONLY from Nationwide School Uniforms)
- **Boys rugby top** (available ONLY from Nationwide School Uniforms)
- **Plain black shorts** (no stripes, colours or cycling shorts)
- **Trainers** (with laces and non marking soles)
- **Football boots**
- **Black football socks**
- **White sports socks** (trainer socks are NOT permitted)
- **Shin pads**
- **Gum shield**

### Optional items to be worn ONLY for PE

- **Plain black sweatshirt** (round-neck with no hood)
- **Plain black tracksuit bottoms** (no stripes or colours)
- **Plain black Skort** (available ONLY from Nationwide School Uniforms)

## Hair Style / Jewellery / Other

- No extreme hairstyles and no unnatural colours or contrast colourings are permitted. The school has discretion in these matters. Please contact the school if any of the above needs clarifying.
- A single small stud or sleeper may be worn in each ear lobe.
- A ring on each hand is allowed but must be discrete.
- No facial/alternative body piercing jewellery is acceptable, including sleepers.
- One plain necklace may be worn (not to be seen).
- One charity bracelet may be worn.
- No gel nails or nail varnish.
- No make-up in Year 7 and 8. Year 9, 10 and 11 subtle make-up only.
- No fashion belts.
- Any religious head covering should be plain in either black or white.

## Uniform supplier

Our uniform supplier is Nationwide School Uniforms. Parents can purchase the uniform from **[www.nationwideschooluniforms.co.uk](http://www.nationwideschooluniforms.co.uk)** (then select your school) or you can visit their shop at Nationwide School Uniforms, Vale Road, Spilsby PE23 5HE.

# The first day of school

The first day of term for Year 7 students will be on **Wednesday 6th September 2023**.

Please ensure that your child comes to school in the correct uniform and that it is clearly labelled with their name. Please try to discourage your child from wearing a jumper underneath their blazer if the weather is warm. Students will not need to bring their PE kit on the first day of term, but they should bring their school bag.

On the first day, Year 7 students will meet in the Main Hall at the start of the school day at 8.40am. They will then be collected from the Main Hall by their Form Tutor. On subsequent days, students should go to their yard when they arrive in school and go to registration when the bell is rung.

The first part of the day will be spent in tutor groups, looking at timetables and other settling in tasks. The students will spend the rest of the day in their lessons, meeting their teachers and finding out about each other.

The school canteen will be open at break and lunchtime serving a selection of hot and cold food, from sandwiches to fully cooked meals. An average meal costs £2.35. Students will be issued with a cashless card during registration which they can use to pay for items at the canteen (please remember to load this card).

The **lunch on the first day will be free of charge** while we are arranging for the cards to be distributed. Students who wish to bring a packed lunch will be able to eat this in the Year 7 yard.

## The normal school day

The school day is organised with four lessons in the morning and one in the afternoon. This is to improve the learning of our students by maximising the amount of morning learning time.

8.40am - 8.50am	Morning registration
8.50am - 9.50am	<b>Period 1</b>
9.50am - 10.50am	<b>Period 2</b>
10.50am - 11.10am	Break
11.10am - 12.10pm	<b>Period 3</b>
12.10pm - 1.10pm	<b>Period 4</b>
1.10pm - 1.50pm	Lunch
1.50pm - 2.50pm	<b>Period 5</b>
2.50pm - 3.15pm	Registration and assemblies
3.15pm	End of school (and after-school clubs)

# Subjects & Timetables

Unlike primary school, students at Giles Academy have many different teachers, and will move to different classrooms throughout the day. They will have a copy of their timetable and will need to spend time each evening preparing their bag and books for the following day. Some books and equipment can be left in the student's locker if they are not needed at home.

In all years, we integrate PSHE (Personal, Social, Health and Education) lessons and a careers programme into the weekly timetable.

## Key Stage 3 (Years 7 - 9)

At Key Stage 3, students will have a timetable made up of the following subjects:

- **English**
- **Mathematics**
- **Science**
- **French**
- **Geography**
- **History**
- **RE**
- **ICT/Computing**
- **Art & Design**
- **Drama**
- **Music**
- **PE**
- **PSHE**

Students will be involved in mixed ability groups for Term 1. At the end of September, teacher assessments will be used to set students and your child will receive a new timetable which will last for the rest of Year 7.

## Key Stage 4 (Years 10 - 11)

At Key Stage 4, all students study and take GCSE examinations in the subjects of English, Mathematics and Science.

During Year 9, students will then be able to choose from a range of GCSE and BTEC subjects to study in Year 10, which will include Art & Design, Business Studies, Geography, Health & Social Care, History, ICT, Languages, Music, Performing Arts, Religious Studies, Sport Science plus others. In order to ensure your child gets a rounded curriculum, one hour of PE is included in the timetable for all students.

Students are placed on a tailored programme of study depending on their expected achievements and some students are given the option of studying towards GCSEs in separate Sciences, ICT and Languages. A small number of students follow an alternative pathway containing a combination of BTEC and GCSE subjects and these can be specifically customised to suit your child's learning needs.

# Cashless Catering

On the first day of school, Year 7 students will be provided with a free lunch in the canteen (you can send a packed lunch if preferred).

Our canteen is managed in-house to offer quality and affordable meals, which are freshly made in our kitchen every day. We operate a cashless catering facility where students can purchase a two course hot meal for only £2.35 per day. Our main meal menu changes every day on an eight week cycle and there is a choice of healthy eating options available. The canteen is open for breakfast, morning break and lunchtimes.

Payment in the canteen is taken by a swipe card, which will be issued to students on their first day with instructions of how to register so you can top-up online. There will be a default £4 daily limit, which you can change at your discretion.



**Upay** is a sophisticated online payment system and cashless account management portal. Online payments are immediately available to spend and detailed statements are available for parents at the touch of a button.

# Show My Homework

**Satchel One** (also referred to as Show My Homework) is an online system the school uses for timetables, homework, deadlines, submission status, behaviour management and calendar notices.



This system is invaluable in helping us to communicate with students and parents, giving everyone greater visibility into the homework we set. All homework set by our teachers will be displayed online using Show My Homework.

The benefits of the system for students are:

- See all of your homework at the click of a button
- A personalised experience to help you stay organised
- All homework details are accessible 24/7, long after the school bell rings
- Smartphone app available from the googleplay or Apple app store
- Automatic due date reminders when using the mobile app
- Translation into 50+ languages

Students can access the website by clicking the Show My Homework icon at the top of the school website, then entering their unique student PIN number. Details of how students log on will be sent in the first week of term and parents log on is sent after this.



We use **Iris ParentMail** for communicating to parents as well as using this for trips and other payments. It is essential that all parents register when you receive the email registration. The ParentMail online payment service, allows you to pay for school items quickly and easily on your smartphone, tablet or computer.

- If you have an account with the school already, new students will automatically be added. There is no need to register again.
- If you have an existing ParentMail account with another school, you will receive an email to register with us and link the accounts (click 'I already have a ParentMail PMX Account' and sign in using your existing details).
- ParentMail shows siblings in one log in even if they are at different schools (if you use the same email address). Use 'Connections' to navigate between them.
- Each parent/carer account must have a separate email address (if you share an email address you will need to share one account).
- You will receive email alerts for new products relevant to your child and automatic email reminders for instalment trips.
- You can pay by credit/debit card and PayPal.
- There is an Android or Apple smartphone App (downloadable from the App Store).

If you have any problems with Parentmail, email [finance@gilesacademy.co.uk](mailto:finance@gilesacademy.co.uk)

## Equipment

To ensure all students are fully prepared, a pencil case with pens, pencil, 15cm ruler and eraser will be supplied **free of charge** to all students on their first day of school.

Additional items we recommend students should purchase include a 30cm ruler, highlighter, pencil crayons (6 different colours), glue stick, pencil sharpener and a calculator (calculators will be available to purchase from the school in the first term).

There will be additional subject requirements:

- **Music:** A pair of robust headphones with a standard or mini jack (please note that Bluetooth or phone charger style headphones cannot be used).
- **French:** Students will need a Oxford French-English easy learning dictionary.
- **Art:** Students will need 2B, 4B and 6B sketching pencils (available separately or as a set). They will also need an A4 sketch book with good quality cartridge paper which can be purchased for £1 from the school Art department in the first art lesson.

# Enrichment

Our extra-curricular and enrichment programme is designed to be inclusive for all and not only develop academic skills, but improve self-confidence, life-skills and leadership experiences as well as being enjoyable.

## Sport

The PE department run a wide range of lunchtime and after-school sessions as well as sports clubs, inter-school and house competitions. The sports available change during the winter and summer months and include athletics, cricket, dance, football, hockey, netball, rounders, rugby, table tennis and trampolining.

## Drama and music

We showcase a variety of productions and events for students to be involved with. These events are fully inclusive so anyone can get involved, whether that is performing on stage in a leading role, playing in a band or being part of the production team.

## Extra-curricular sessions

During lunchtime and after-school there are many subject related clubs and activities for students to participate in. These include subject interventions, revision and homework sessions plus clubs and performances for art, drama and music.

## House system

All students belong to a House where there will be House competitions, charity and community events plus other opportunities for students to earn their House points.

# Library

All students at Giles Academy are automatically members of the Library and it does not cost anything to join. Students will be able to borrow books straight away and do not need a membership card (all we want to know is the students name).

The Library is an active learning environment and can be used at morning break and lunchtime for homework. The Accelerated Reader programme is also run from the Library and is an integral part of the English curriculum.

# Rewarding Students

Good behaviour, hard work, a willingness to help others and going above and beyond are commonplace at Giles Academy. We are therefore proud to promote a culture of positive behaviour and believe that rewards can be more effective than punishment in motivating students.

As you will see on our website and social media, we acknowledge, reward and praise good attendance and progress within subjects in a variety of ways.

We offer rewards for attendance every term, gift vouchers in termly prize draws, letters or phonecalls home to parents, reward postcards, subject or house awards as well as giving students the opportunity for various roles of responsibility in the school.

# Code of Conduct

All students at Giles Academy are expected to:

1. Arrive at lessons:
  - a. On time
  - b. Smartly dressed in the correct uniform
  - c. With the necessary equipment
  - d. Ready to learn
2. Remove outdoor clothing/coats before going into lessons.
3. Show respect for property and surroundings.
4. Remember that eating in the classroom is prohibited and chewing gum is banned.
5. Concentrate on their own work and allow others to do the same, be willing to listen to other students opinions without interruptions.
6. Follow the one-way system in a considerate manner, report anything that is deemed unacceptable.
7. Leave the school site promptly and in an orderly manner.
8. Be proud to represent the school.

# Attendance

Each and every morning of a student's absence, you must call **01205 870693** or email **studentabsence@gilesacademy.co.uk**. Remember to state the students name, form, year group and the nature of their absence.

If no phone call is received and a student is not present in registration, you will receive a call to alert you to your child's absence. If we do not receive a response, the school may carry out a wellbeing visit to your home.

In line with our Attendance Policy, no medical appointments are authorised without copies of the appointment letter/slip being handed to the Attendance Manager. The office staff are happy to copy these for you.

We discourage all holidays in term-time, due to the disruption in learning that they inevitably cause. All holidays are unauthorised.

## Who to contact if issues arise?

If there is a problem you feel the school can assist with, your first point of contact should be Mrs Lucy Simons, Pastoral Year Lead (Year 7) or the Form Tutor or the Head of House. Call **01205 870693** or email **transition@gilesacademy.co.uk** before September or email **year7@gilesacademy.co.uk** from September.

For any Special Educational Needs (SEN) issues, you should contact Mrs Karen Joel, Trust SENco or Mrs Natalie Brocklebank, SEN Manager. Call **01205 870693** or email **senco@gilesacademy.co.uk**.

To support student care, we have a pastoral team led by Mr Marcus Cooper, Director of Pastoral and Behaviour who are always willing to assist. We take student behaviour and bullying very seriously and all incidences are dealt with swiftly and efficiently.

You can also email **worried@gilesacademy.co.uk** and someone from the safeguarding team will help you.

## Change in student details

It is vital that you keep the school informed of any updates to telephone numbers, addresses or any other details affecting your child.

A change of details form can be collected from reception or you can email **enquiries@gilesacademy.co.uk** with any change of details.