



# THE LEIGH ACADEMY

01322 620400

[www.leighacademy.org.uk](http://www.leighacademy.org.uk)

60 Minutes	Period 1 (incl Roll Call)	Period 2	Break (CH/DA) Tutor (BR/DV)	Break (BR/DV) Tutor (CH/DA)	Period 3	Period 4 Incl 2 x 45 mins lunch	Period 5 (incl Roll Call)
	08.30 — 09.30	09.30 — 10.30	10.30 — 11.00	11.00 — 11.30	11.30 — 12.30	12.30 — 14.15	14.15 — 15.15
Monday	60 minutes	60 minutes	30 minutes	30 minutes	60 minutes	60 minutes	60 minutes
Tuesday	60 minutes	60 minutes	30 minutes	30 minutes	60 minutes	60 minutes	60 minutes
Wednesday	60 minutes	60 minutes	30 minutes	30 minutes	60 minutes	60 minutes (incl Roll Call)	
Thursday	60 minutes	60 minutes	30 minutes	30 minutes	60 minutes	60 minutes	60 minutes
Friday	60 minutes	60 minutes	30 minutes	30 minutes	60 minutes	60 minutes	60 minutes



The Leigh Academy  
Green Street Green Road  
Dartford  
Kent  
DA1 1QE  
01322 620400  
[www.leighacademy.org.uk](http://www.leighacademy.org.uk)

Chaucer Admin - 01322 620511  
Darwin Admin - 01322 620508  
Da Vinci Admin - 01322 620520  
Brunel Admin - 01322 620507

Name

Tutor Group

**Uniform Suppliers**

[www.brigade.uk.com](http://www.brigade.uk.com)

# Term Dates 2017/18

Start of Module 1	Friday 1st September 2017 (Yr 7 only) Monday 4th September 2017 (All Students)
End of Module 1	Friday 20th October 2017
Start of Module 2	Monday 6th November 2017
End of Module 2	Wednesday 20th December 2017
Start of Module 3	Thursday 4th January 2018
End of Module 3	Thursday 8th February 2018
Start of Module 4	Monday 19th February 2018
End of Module 4	Thursday 29th March 2018
Start of Module 5	Monday 16th April 2018
End of Module 5	Friday 25th May 2018
Start of Module 6	Monday 4th June 2018
End of Module 6	Tuesday 24th July 2018

# Timetable - Week 1

Week 1	Period 1	Period 2	Tutor	Period 3	Period 4	Period 5
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

# Timetable - Week 2

Week 1	Period 1	Period 2	Tutor	Period 3	Period 4	Period 5
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

# What to do if...

## Problem

## Who and Where

*I arrive at school late*

Sign in at main reception.  
Go straight to your P1 lesson.  
Report to SSM at break time for late detention in designated area.

*I am being bullied*

Tell Somebody – Teacher, Tutor, Student Service Manager, Friend.

*I have a medical or dental appointment*

Bring in a note from home to say what the appointment is and at what time. Show College Admin and Main reception on leaving.

*I am going to be absent from school*

Parent/Carers should contact your College Admin and make them aware via the telephone on the morning of the day you will be absent.

*I have lost something*

Go to College Admin Office and report.

*I don't feel well*

Go to College Admin Office and report.

# What to do if...

## Problem

## Who and Where

*I don't understand my homework*

Speak to the teacher of the lesson the homework has been set in, if you are at home you can email the teacher or ask a friend in the same class if they can help.

*I have a health issue or need to take medication*

Make sure you have a complete Health Care Plan. Speak to your SSM. If you take medication this should be held at Main reception. All medical forms must be complete before you can be administered medication whilst in the Academy.



# Punctuality and Attendance

Please make sure you arrive at The Academy for 8.20am everyday so that you can be on time to Period 1 for registration at 8.30 am  
Ensure you are equipped for learning every day.

## Late to School

- If you arrive late to school – after 8.30 am you must sign in at main reception.
- Report to Student Service Manager at break time to attend your late detention.
- If you fail to attend then an hour detention will be held on Fridays with your Vice Principal.

## Absent from School

- Parent/Carer to contact College Admin Office before 8.30 am to report absence.

# Anti-Bullying

## What is bullying?

Bullying is behaviour by an individual or a group that is seen by you as attempting to hurt, frighten, humiliate or threaten you or someone else, particularly if the behaviour is repeated or persistent.

### *Bullying can be*

**Physical** - Hitting, Pushing, Taking someone's belongings.

**Verbal** - Name Calling, Insulting, racist or sexual remarks, threatening or demanding money.

**Indirect** - Spreading rumours, sending abusive text messages/emails, excluding someone from a group.

**Cyber** - Using electronic communications to bully a person, often sending messages of an intimidating or threatening nature.

Unkind comments on social media about a person.

# Anti-Bullying

## What to do

- Walk away.
- Tell someone. Teacher, Friend, Student Service Manager.
- Stay with friends.
- Report Cyber bullying to CEOP online.
- Call Childline 0800 1111 for help and advice.

## What if you see bullying?

- Comfort, Support and stay with the victim.
- Support the victim in reporting the incident.
- If a friend of yours is bullying, show them that you disapprove, because by doing nothing you are supporting the bully.

# Academy Uniform – Girls

## Only available from Brigade

Navy blue blazer with Academy badge on breast pocket - compulsory.

Navy blue pleated skirt - minimum skirt length = no shorter than 6 cms (2½ ins) above the knee. Maximum skirt length = calf length - compulsory.

## OR

Plain black tailored trousers - flares, boot leggers, hipsters or lycra are not part of The Academy uniform - compulsory.

White blouse with College logo - compulsory.

## OR

White shirt worn with College tie - optional.

Black Lycra tights - compulsory.

## OR

Plain socks - white or black - compulsory.

Plain flat BLACK leather/leather effect shoes only - maximum height = 3 cms (1 inch). No shoe may be above the ankle bone. No canvas shoes. Trainers are only permitted for PE lessons - compulsory.

Navy blue 'V' neck sweater - should be plain with no commercial logos/College logo jumpers are available - optional.

Overcoats/Jackets - should be plain black/navy blue with no writing or commercial logos on them. Denim and leather coats are not part of The Academy uniform - optional.

## Academy Uniform - Girls



# **Academy PE Uniform – Girls**

**Only available from SWI (Sportswear International Ltd)**

**Compulsory for all PE lessons from September 2016**

Polo shirt - black and white with College badge.

Fleece - black and white with College badge.

Shorts - black.

Skorts (optional) - black.

Jogging bottoms - black.

Trainers - indoor - with non-marking soles.

**Compulsory for Winter/Cold Weather Sports from September 2016**

Football/Rugby socks - black.

Football boots – outdoor - must have safety studs – for rugby and football.

Shin guards - for football.

Gum shield - for certain sports - compulsory for rugby.

# Important Notices

**JEWELLERY** - Jewellery is not part of The Leigh Academy uniform. Rings and false nails (eg acrylic/gel/or others) are considered a Health & Safety issue for many activities and therefore unsuitable for The Academy. Necklaces and bracelets are similarly unsuitable; however, an exception may be made for religious chains provided they are discretely worn under the shirt. One pair of small stud earrings may be worn, one in each lobe. Tongue, Eye and Nose studs or rings are not permitted. Watches may be worn and handed to a teacher during certain activities such as PE. The Academy is not responsible for the loss of any jewellery.

**MAKE-UP** - Students from Year 9 upwards may wear natural make-up only.

**HAIR** - Extreme hairstyles are not permitted, which includes tramlines and unusual colour.

**BAGS** - Students must have a bag that is capable of holding an A4 folder and PE kit.

## Suppliers Contact Details

Brigade: website - [www.brigadeuniformdirect.uk.com](http://www.brigadeuniformdirect.uk.com),  
e-mail: [sales@brigade.uk.com](mailto:sales@brigade.uk.com), tel: 024 7642 1083.

Sportswear International Ltd: website:  
[www.swi.co.uk](http://www.swi.co.uk), e-mail: [sales@swi.co.uk](mailto:sales@swi.co.uk),  
tel: 0845 519 0099.

# Academy Uniform – Boys

## Only available from Brigade

Navy blue blazer with Academy badge on breast pocket - compulsory.

Academy Tie with College stripe - compulsory.

Black plain tailored trousers - jean type trousers are not part of The Academy uniform - compulsory.

White shirt - long or short sleeves - compulsory.

Plain socks - white or black - compulsory.

Plain flat BLACK leather/leather effect shoes only. No shoe may be above the ankle bone. Trainers are only permitted for PE lessons. No canvas shoes - compulsory.

Navy blue 'V' neck sweater - should be plain with no commercial logos/College logo jumpers are available - optional.

Overcoats/Jackets - should be plain black/navy blue with no writing or commercial logos on them. Denim and leather coats are not part of The Academy uniform - optional.



## Academy Uniform - Boys



# **Academy PE Uniform – Boys**

**Only available from SWI (Sportswear International Ltd)**

**Compulsory for all PE lessons from September 2016**

Polo shirt - black and white with College badge.

Training top - black and white with College badge.

Shorts - black.

Jogging bottoms - black.

Trainers – indoor - with non-marking soles.

**Compulsory for Winter/Cold Weather Sports from September 2016**

Football/Rugby socks - black.

Football boots – outdoor - must have safety studs – for rugby and football.

Shin guards - for football.

Gum shield - for certain sports - compulsory for rugby.

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Sportswear International Ltd: website:  
[www.swi.co.uk](http://www.swi.co.uk), e-mail: [sales@swi.co.uk](mailto:sales@swi.co.uk),  
tel: 0845 519 0099.

# How to collect Reward points at the Leigh Academy?

Students are able to collect Reward points in several different ways. Rewards can be given for getting the basics correct but for also ensuring work is of the highest standard, 100% attendance, representing the Academy at a fixture, being nominated for an award or achieving an excellent modular report. These are just some of the examples that can lead to prizes, vouchers and towards exciting trips at the end of the Academic year.

The Reward	Points Gained	The Reason	Staff Action	Student Responsibility
R1	10 points	Answering questions Taking an active role in lessons Bringing correct equipment Meeting Academy Standards and Expectations	Sign the College R1 Card	When the Reward Card is full, post it in the R1 Box in the specific College Admin office.
R2	20 points	Excellent Work Showing improvement Supporting others Taking responsibility 100% weekly attendance Attitude to Learning Scores of 8 or higher in 3 subjects in the Module report.	Let the student know that they have received an R2 and log it on the system, College R2 postcard home.	Continue to demonstrate appropriate Leigh Academy standards in everything that they do. Inform home about the R2.

The Reward	Points Gained	The Reason	Staff Action	Student Responsibility
R3	30 points	<p>Exceptional performance/work</p> <p>Being a good ambassador for the College</p> <p>Consistently showing an improvement</p> <p>100% attendance for the Module</p> <p>Meeting Target Grades, beating a Personal Best</p> <p>Attitude to Learning Scores of 8 or higher in 4 subjects.</p> <p>Good contribution to out of hours learning</p>	<p>Inform the student that they have received an R3, log it on the system and send a College R3 postcard home via the Admin Office.</p>	<p>Continue to demonstrate a very good Attitude to Learning and high standards in everything that they do. Inform home about the R3.</p>
R4	40 points	<p>Nominated for Learning Areas Awards</p> <p>Nomination for College Awards</p> <p>Being an excellent ambassador for the College</p> <p>Attitude to Learning Scores of 8 or higher in 5 subjects.</p> <p>Exceeding Target Grades</p>	<p>Nominate students for the Learning Area and individual College Awards. Certificates. Letters home.</p>	<p>Continue to demonstrate an excellent Attitude to Learning and high standards in everything that they do. Inform home about the R4.</p>
R5	50 points	<p>Consistently achieving well in lessons.</p> <p>Receiving a Learning Areas Award</p> <p>Receiving a College Award</p> <p>Attitude to Learning Scores of 8 or higher in 6 or more subjects.</p> <p>An exceptional ambassador for the College</p>	<p>Inform the student that they have an R5 and log it on the system. A member of the College SLT to meet with the student. Letter home.</p>	<p>Continue to demonstrate an outstanding Attitude to Learning and high standards in everything that they do. Be an inspirational role model for other students. Inform home about the R5.</p>

## Appendix 2 – The Leigh Academy Consequences - August 2017

The Consequence	The Reason	Staff Action	Student Responsibility
C1	Not following The Leigh Academy expectations for the first time	Verbal warning, name on the board	Take a moment to reflect on what you are doing and make a choice to change behaviour/attitude
C2	Commitment and Attitude to Learning has not changed and the barriers to learning remain Insufficient work or Homework Persistent lack of equipment Wearing incorrect uniform, choosing not to remove a non-Academy uniform item	Verbal warning, name highlighted on the board, possibly moved to another seat and spoken to individually. 10 min detention at an agreed time (within 24 hours of the consequence being given). Log on ePortal and assign to Tutor for information.	Attend the C2 detention Reflect on actions Discuss making better choices in the future (Detention may include: College or Learning Area Community Service, finishing incomplete work, reflection and restorative activities.)
C3	Failure to attend a C2 detention Pattern of lateness to lesson/Tutor time Pattern of insufficient work or Homework Using foul or inappropriate language Creating significant barriers to learning and the learning of others Leaving a lesson without permission Choosing not to respect others or the environment (defiance, litter, chewing or graffiti)	30 minute detention with the teacher or Tutor at an agreed time Inform the student why they have been given a C3. Contact home to provide 24 hours notice. C3 logged on ePortal and assign to DoL/AHoc/HoC for information.	Attend the C3 detention Reflect on actions Discuss making better choices in the future

## Appendix 2 – The Leigh Academy Consequences - August 2017

The Consequence	The Reason	Staff Action	Student Responsibility
C4  Yellow Card	<p>Failure to attend a C3 detention</p> <p>Persistent failure to meet Leigh Academy expectations</p> <p>Internal truancy</p> <p>Aggressive or threatening behavior</p> <p>Persistent barrier to learning and disruption to the learning of others, which will result in the removal from the lesson and a C4 detention.</p>	<p>45 minute DoL/LA/College detention after school. Inform the student, give parents 24hr notice. C4 logged on ePortal.</p> <p>Yellow card – explain reason to student and provide a 'Reflection Card' &amp; work.</p> <p>Direct the student to the classroom of a colleague. Inform parents of the Yellow Card and the C4 detention.</p> <p>College Admin to generate letter and enclose a copy of completed Yellow card.</p>	<p>Attend the C4 detention.</p> <p>Reflect on actions</p> <p>Discuss making better choices in the future.</p>
C5 – Red Card  Internal Isolation	<p>Not following Yellow Card expectations</p> <p>Serious disruption to learning of others</p> <p>Serious defiance/rudeness/abuse to staff</p> <p>Putting the safety of others at risk</p> <p>Damaging the reputation of The Leigh Academy</p> <p>Selling of confectionery or banned refreshments to peers</p> <p>Smoking of cigarettes or E-cigarettes.</p>	<p>The teacher/DoL will contact SSM/AHoc/HoC/College Admin to remove the student from the lesson. SSM or AHoC to contact home. Log in ePortal</p> <p>More than 2 Internal Isolations in 1 Module result in a Stage 2 A2L Intervention.</p> <p>College leadership teams will place in isolation for 4 periods after an investigation has taken place.</p>	<p>To complete 4 lessons in Internal Isolation.</p> <p>Complete the work set</p> <p>Reflect on actions</p> <p>Discuss making better choices in the future.</p>

## Appendix 2 – The Leigh Academy Consequences - August 2017

The Consequence	The Reason	Staff Action	Student Responsibility
<p>Fixed Term Exclusion</p>	<p>Racism Theft Vandalism Bullying Verbal abuse or threatening behaviour Physical Assault Persistent disruption or defiance Sexual misconduct Drug and alcohol related incidents Carrying an offensive weapon</p>	<p>Statements will be taken by the SSM/AHoc/HoC and from a number of people and the incident will be investigated. Parents will be informed. Re-integration meeting with parents/carers. Report – SSM/AHoc/HoC/P and a Pastoral Support Plan. Stage 2 Attitude to Learning Intervention will be put in place if more than one FTE in Module. Repeated FTEs will result in College/Managed move and/or permanent exclusion</p>	<p>To complete all the work you have been given during the exclusion. To attend the re-integration meeting. Reflect on actions Discuss making better choices in the future. To get the report signed each lesson and report to the SSM/AHoc/HoC/P each day. Meet the targets set in a PSP</p>



# The Leigh Academy Vision

The Leigh Academy inspires the next generation, striving for excellence and outstanding outcomes for all by:

- Challenging all members of our community,
- Building effective partnerships,
- Ensuring consistent approaches.



Mrs Collins  
Academy Principal



Faye McGill  
Academy Principal

## Heads of College



Ms Forde  
Chaucer



Mr Lindars  
Darwin



Mr Brewer  
Da Vinci



Mr Shepherd  
Brunel

# The Leigh Academy Vision

## Assistant Heads of College



Mr Williams  
Chaucer



Mr Stamato  
Darwin



Mr Lonergan  
Da Vinci



Mr Piggott  
Brunel

## Student Service Managers



Mrs Taylor  
Chaucer



Ms Neve  
Darwin



Mrs Turner  
Da Vinci



Mr Jalloh  
Brunel



Miss Austin



Miss Butler  
Head of Inclusion/SENCO

# The Academy Day

The Academy will be open from 7.00 a.m. every day. 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 5 p.m., unless you are working under the direction of a teacher.

## The Daily Timetable

The day is based on five lessons, of 60 minutes. There are only four lessons on Wednesdays.

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 marked as late.

You must move quickly and quietly between lessons.

There is a morning break of 30 minutes, 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. Students are not permitted to use telephones or ipads in the restaurant at lunchtime.

# The Academy 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.

## **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 an exit pass from 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 write a note 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.

If you need to take medication during the Academy day, your parent/carer will need to complete a medical form which can be collected from main reception.

# The Academy Day

## Contacting Home

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/carer, your absence will be recorded as unauthorised. If you are to be absent for a long period of 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.

**REMEMBER:** We expect you to aim for 100% attendance

## 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.



# The Academy Day

## 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. Tutor Groups 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 Year 7 to Year 10. You will usually remain in this group until the end of Year 10. You will then be placed in a Year 11 only Tutor group, followed by a Post 16 Tutor group.

The Academy is split into four Colleges:



## Brunel

While academic achievement is an important consideration, the teachers in Brunel also understand the need for developing the skills and characteristics necessary to become an effective citizen in our 21st Century society. In every classroom in Brunel, the students can see an image designed by the teachers of the 'characteristics of the ideal Brunel student':

One underpinning value is at the centre of everything we do in Brunel – how will the students benefit? Students have a key role in this and the Brunel student voice brings some excellent suggestions and innovative ideas for us to implement and improve the college. The team of student co-constructors who collaboratively plan elements of lessons with teachers give another insight in to how we can present tasks and challenges in a student oriented way. Opportunity to get involved in day-to-day life in Brunel really is available to all.

# Tutor Groups & Teaching Sets



## Chaucer

Students and staff at Chaucer College are on their own journey – a learning one. We aim to make our journey just as inspirational and as rewarding as Chaucer's as students are encouraged to promote and develop the **CHAUCERS...**

**C – Courage** – students show that they do not just give up when things get difficult – they develop resilience and resourcefulness.

**H – Heart** – students show they are part of the Chaucer community, by helping others and caring for their peers.

**A – Achievement** – students should always aim to achieve highly.

**U – Upbeat** – students show a positive attitude to learning.

**C – Creative** – students develop original ideas and innovation.

**E – Enterprising** – students are ambitious and hard-working. Chaucer College is linked with Business and Enterprise and students are encouraged to try new things and develop a 'Can do' attitude.

**R – Respect** – students should respect themselves and respect others by developing strong relationships with members of the school and community.



# Tutor Groups & Teaching Sets



## Darwin

### Darwin PRIDE:

**P – PERSONAL BEST**, students should try their best in all aspects of learning, meeting and exceeding their **minimum target grade**.

**R – RESPECT and FRIENDSHIP**, students should respect themselves, all members of the school and local community and the environment.

**I – INSPIRATION**, students should be inspired to achieve, take part in extra curricular opportunities.

**D – DETERMINATION and COURAGE**, students should show that they do not just give up when things may be difficult and have the skills of resilience and resourcefulness.

**E – EQUALITY and DIVERSITY**, students should be respectful of others' abilities, cultures and values.

# Tutor Groups & Teaching Sets



## Da Vinci

The Da Vinci College ethos is developed by promoting a system of shared personal values, summed up in the "5 R's" of relationships, resilience, rights, responsibilities and respect for learning, property and persons. These are encouraged through, and enhanced by, the vertical Tutor Group system, where students of all ages are grouped together for mutual support and the development of community identity, along with weekly assemblies, by the staff and student senior teams and, at times, presented by the Tutor Groups themselves. Charity and fund-raising events, competitions, mentoring and other activities and events all support a culture that will improve the learning for all students who are members of Da Vinci College.

Our philosophy can be summed up by Leonardo himself, who stated, *"I have been impressed with the urgency of doing. Knowing is not enough; we must apply. Being willing is not enough; we must do."*

All four Colleges also promote good values, respect and perseverance through the 5 R's of relationships, responsibility, readiness, reflection and relationships. Students are also reminded to follow the expectations of being in the right place at the right time doing the right thing.

# Tutor Groups & Teaching Sets

## 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, 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 well as promoting fundamental British values. 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 name, including full stop, followed by the phrase @leighacademy.org.uk (e.g. julia.collins@leighacademy.org.uk)

These can be found on the website.  
[www.leighacademy.org.uk](http://www.leighacademy.org.uk)

Look under your College's staff list.

# Tutor Groups & Teaching Sets

## The Subjects You Will Study

You will follow a two-week timetable of lessons during which you will study a range of subjects.

## Individual Homework 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 projects 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, 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 every-day tools for all. 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.

# Equipment List

## 5. iPads

If you are bringing an iPad into then you must remember to charge it fully at home and to use it in lessons as directed by the teacher. Alternatively, you may borrow an iPad from your college Admin office.



It is yours and your parent/carers responsibility to ensure any device that is brought into the Academy is fully insured.

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. PE Kit

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

# Standards Expected

The Leigh 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.

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 consequences.

Wherever possible, consequences will match the incident: 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. Parent/Carers will be given 24 hours notice. 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, attitude to learning or work is not satisfactory.

Your Tutor will be able to explain the Rewards and Consequences fully to you and they will be displayed in all Learning Areas.

# Standards Expected

There are also some rules that must be adhered to, to ensure the safety of all. The following serious actions/offences will not be tolerated at The Leigh Academy:

1. **Chewing Gum** is forbidden at all times because of the damage caused to furniture and carpets.
2. **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/carer.
3. **Cycles** – Students must dismount on entering The Academy campus.
4. **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. Bottled water only is allowed to be consumed, at the teacher's discretion, as appropriate.
5. **Vandalism and Graffiti** – Students are expected to treat their environment with respect. Students found causing damage through vandalism or graffiti will be severely punished and expected to make good the damage and pay towards any costs incurred. Tampering with Fire Equipment, including the alarm, is a criminal offence and may lead to permanent exclusion.
6. **Alcohol, Smoking, Drugs** – The Academy has a no smoking and no alcohol policy in all areas and smoking or consumption of alcohol is strictly forbidden. Any student found in possession of cigarettes or alcohol will have these confiscated. A strike will also be issued. Three of these can mean permanent exclusion from The Academy. **Drugs** – Drugs and all illegal substances are forbidden. Possession will lead to instant exclusion.



# Standards Expected

7. **Offensive Weapons** – Possession of any knife, or other article deemed to be an offensive weapon, will lead to instant fixed term exclusion, 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.

8. **Bullying and Harassment** – whether verbal, physical or cyber will not be tolerated – see The Charter on Bullying on pages 47 & 48.

9. **Balconies** – students must not throw anything or allow any item to go over the balconies. This could cause serious injury to others and could result in fixed term exclusion.

10. **Electronic Devices** – It is strictly forbidden to bring or use obscene or offensive computer software on Academy premises, whether on PC, Laptop, iPad or Mobile Phone. Electronic devices should only be used as directed by the teacher or tutor. Mobile phones should only be used during break and lunch time in the restaurant or outside. The Code of Practice for computer use and mobile device policy must be followed.

11. **Buying and Selling of Confectionary or Refreshments** - The selling of these items is forbidden and students risk having all items confiscated and a C5 isolation.

# Code of Conduct

## Behaviour for Learning -

### Non Negotiables:

- **Readiness** - I will follow the dress code, take responsibility for my attendance and arrive to my lessons promptly and on time.
- **Responsibility** - I will follow the standards and expectations that promote successful learning and support a safe environment by respecting my peers and staff. I will not use mobile phones inappropriately, consume energy drinks or eat/drink in lessons. I will continually display a positive attitude within my lessons and make parents/carers proud.
- **Resilience** - I will overcome obstacles and learn from my mistakes. I will take risks in my learning to increase self confidence, overcome adversity where necessary and strengthen areas of weaknesses through perseverance.
- **Relationships** - I will be kind, thoughtful and considerate of my peers and staff members. I will protect the environment and never litter or damage property. I will not bring The Leigh Academy into disrepute or cause disappointment within the local community.
- **Reflection** - I will know my targets in all subjects and will do all I can to succeed.

# Code of Conduct

## Student responsibilities:

- I will treat all members of the Academy community with respect and politeness.
- I will respect the Academy property and environment, and the property of others.
- I will do my best to reach my full potential and take full advantage of the opportunities the Academy offers.
- I will follow all requests and instructions by staff, to follow Academy rules and to accept sanctions in an appropriate way.
- I will arrive in full uniform and wear it correctly as well as coming to the Academy fully equipped and ready to learn.
- I will act as a positive ambassador both in and out of the Academy.
- I will participate in events and competitions and encourage and praise fellow students who participate.
- I will not bring inappropriate or unlawful items to the Academy.
- I will cooperate with, and abide by, the Behaviour Policy and any arrangements put in place to support my behaviour, such as behaviour Contracts, Pastoral Support Programmes or meetings with parents/carers and external support agencies.
- I will avoid any engagement in antisocial behaviour.

# Code of Conduct

## **Students to speak and act politely to everyone:**

- I will speak with a calm and quiet voice.
- I will use polite greetings, good morning, please and thank you.
- I will use only polite and kind language.
- I will not swear or use offensive language.

## **Students to have opportunity to learn:**

- I will have the correct books and equipment.
- I will be punctual to school (8.20am) and to lessons after breaks and lunch times.
- I will respect my books and equipment and will not graffiti.
- I will follow instructions and stay in lesson.
- I will complete set homework.
- I will listen and be quiet when asked.
- I will sit in my allocated seating plan.
- I will listen to others in silence and respect their opinion in class discussions.
- I will never use my mobile phone in lesson.

# Code of Conduct

## **Students to have the correct Uniform:**

- I will wear my correct leather shoes and not trainers.
- I will wear a blazer at all times unless specified by a teacher.
- I will not attend with excess make-up, acrylic nails or inappropriate jewellery.
- I will wear the correct PE kit for lessons.

## **Respect your environment:**

- I will clear up after eating and place litter in bins.
- I will not graffiti any property, desks or walls.
- I will not eat in classrooms or on plazas.
- I will not touch other people's property.
- I will use appropriate table manners at break and lunch.

## **Prepared for learning – I will bring the correct equipment which includes:**

- A ruler and rubber
- An iPad or notepad
- A large Academy bag
- A reading book
- A calculator & sharpener
- At least 2 pens and 2 pencils.

# Code of Conduct

**Students will behave appropriately at all times:**

- I will walk rather than run.
- I will walk on the left hand side of all corridors and stairs.
- I will refrain from pushing, swiping or kicking.
- I will stand back and let people pass.
- I will patiently wait my turn.

Name of student:

College/Tutor Group:

Date:

Signed (Student):

Tutor Signature:

**Readiness**   **Responsibility**   **Resilience**  
**Relationships**   **Reflection**

# 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 Tutor Group elects students to represent their College on the College Student Voice and Academy Voice Groups.

# 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 reward points.
- Supporting charity and sporting events.
- Enhancing the public image of The Academy generally; day-to-day and at public events.



# Students' Charter On Bullying

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.

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 or SSM.

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 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.

# Students' Charter On Bullying

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.

If you are being cyber bullied, do not respond. Report using the CEOP button and show to your parent/carers and/or tutor/SSM.

<https://www.ceop.police.uk/safety-centre>

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 may be given with appropriate consequences. On the second occasion a second strike is issued. On the third occasion the student may be permanently excluded.

# Library and Resource Centres

The Library is open for quiet work from Monday to 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. Cheques can be given to the cashier in the restaurant and then credited to the student's account. Parents/carers can also add money to students' cards via ParentPay. If students do not have their identity cards they will have to wait until the last 15 minutes of lunchtime to be served in the restaurant.





# **Weekly Diary**

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