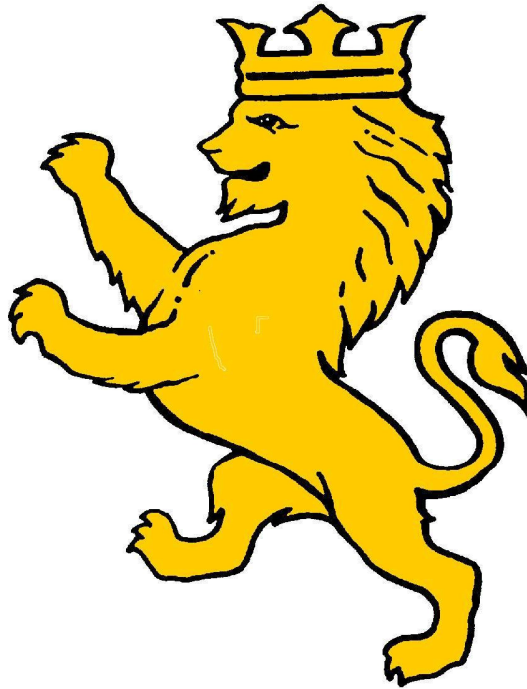


# THE CLARENDON ACADEMY



## NEW ADMISSIONS HANDBOOK FOR PARENTS 2015-16

*Aspire to Excellence*



The  
Education™  
Fellowship

*Educational Excellence*



## **CONTENTS**

Introduction	5
Clarendon Academy Student charter	7
Parents' Guide	9-10
Attendance and Punctuality	11
The Academy Day/Lesson Times	12
House Points	13
Own Study and Homework	14
Uniform	15-16
Individual Learning and Support	17
Library	18



## **Useful Information**

My child's tutor is:

My child's Director of Student Progress is:

My child's Pastoral Support Leader is:

My child's house is:

## **INTRODUCTION**

### **Welcome to Clarendon Academy.**

I have had the privilege to be a teacher of Clarendon for a very long time. I have always been proud to serve the children and families of this community and now, as Principal, I am delighted to be in a position to do even more to help develop the children who attend this superb school.

I truly believe that this school is special. All of the staff at Clarendon are dedicated to ensuring that every child is given the best start in life and leaves our academy with the skills and qualities to be able to lead happy, fulfilled lives and be productive citizens in whatever community they choose to live in. At Clarendon, we treat every child as an individual and all our staff strive to ensure they are safe, happy and successful.

It always makes me very proud when I show visitors around our school and they comment on the smart uniforms, the high standards of behaviour and respect they see as they go around the classrooms. Some may regard some of our classroom routines, for example, standing when an adult enters the room, as old fashioned. However, we know this combination of old and new works. They see happy engaged learners who have a thirst for learning and have excellent relationships with their teachers who they know will go the extra mile to see them succeed.

Your child will be challenged in their lessons by outstanding and inspirational teaching, engaged by a broad, interesting and relevant curriculum, excited by a whole range of extracurricular activities and supported by a robust and caring pastoral system.

We cannot wait for you and your child to join us in this most exciting stage of their education. I look forward to getting to know you.



Yvonne Jorden  
Principal

***Every decision we make in this school will be in the best interests of every child.***

***“Outstanding Leadership.  
Outstanding Behaviour and Safety.”***

**OFSTED 2014**

**NOTES**

## CLARENDON ACADEMY STUDENT CHARTER

**As a Clarendon Academy student I will .....**

1. Play my part in making the Academy the best place to learn in the area.
2. Wear my uniform correctly and with pride each and every school day.
3. Be courteous and responsible in my behaviour at the Academy and in my journey to and from the Academy, remembering at all times that I represent Clarendon.
4. Never cause upset to others through any form of bullying, remembering always that each and every one of us has the right to learn in a safe and happy environment. I respect my fellow students from all backgrounds and cultures.
5. Aim for 100% attendance and punctuality.
6. It is my duty as an Academy student to show courtesy to staff at all times and I will conduct myself accordingly.
7. Take personal responsibility for working to the best of my ability in the Academy and at home.
8. Come to the Academy each day fully prepared for learning.
9. Play an active role in the life of the Academy and embrace the opportunities available to me.
10. Make excellence my aim.





## PARENTS' GUIDE

Here are some hints and tips to help parents get their children off to a good start in September.

### **THINGS TO DO**

1. Check transport details for a smooth start. Buses arrive and pick up at the coach park. Parents bringing children by car should drop them at the coach park or near the Academy. Perhaps they could walk some of the way?
2. Have you ordered woven name tapes? All clothing needs to be labelled. Order early to avoid the rush!
3. Uniform. This needs to be purchased online directly from our suppliers, SportsWear International. A link to the website can be found under the links section of The Clarendon Academy website, or you can access it directly at [www.swi.co.uk](http://www.swi.co.uk). Or via the Academy reception. The approved Academy Skirts can be ordered via Reception.

### **DOES YOUR CHILD HAVE?**

- A sturdy bag
- Pencil Case
- Writing equipment
- Coloured pencils
- A lunch box or money for lunch - if needed
- A separate plastic bag for PE kit
- Pocket dictionary

### **THE RIGHT EQUIPMENT GIVES YOUR CHILD THE RIGHT START.**

For Mathematics/Science, students will need the following from the start of term:

- Pen
- Pencil
- Ruler
- Rubber
- Angle Measure (Protractor)
- Pair of compasses
- Basic Scientific Calculator (this should cost no more than £5)

### **HANDY HINTS**

- Don't worry! A new and exciting time is upon you and your child!
- Beware the Year 7 blues. After the initial excitement exhaustion sets in. Pick them up and put them back on track!
- Encourage your son/daughter to take part in activities after school. New talents need time to develop.
- Is everything ready for the next day?
- 

**PRIOR    PROPER    PLANNING    PREVENTS    POOR    PERFORMANCE**

## WHO DO I CONTACT WHEN:-

- **My child is ill?**  
The Attendance Officer, directly on 01225 785231  
Students in all years should bring a signed note, addressed to the Attendance Officer and delivered to Reception on the day of return to school.  
Please do **not** write messages regarding illness/medical appointments in the journal – **always** send a note to the Attendance officer.
- **I'm worried about his/her progress in Maths/Science, etc?**  
The subject teacher via email or by writing directly to the teacher
- **I have a question to ask?**  
Ring the school on 01225 762686
- **I am concerned about his/her welfare?**  
The Tutor or the Director of Student Progress or Pastoral Support Leader

Any other enquiries should be directed to Reception where a senior member of staff will be contacted and will endeavour to help you.

If you wish to see a member of staff, please telephone for an appointment. Please remember the person you wish to see may not be immediately available because it is likely that they are teaching.

### PUNCTUALITY

- Punctuality is an important life skill.
- Your child should arrive approximately 5-10 minutes before the start of school and make sure he/she goes straight to their first lesson.
- Important messages are often given out at the start of lessons and arriving in good time means students are likely to be better prepared for learning.
- Any student arriving late should report immediately to our Attendance Officer to ensure he/she is marked present.

### HOW CAN I HELP?

1. Provide a quiet, comfortable space with a table for work at home
2. Encourage own study to be done early, ideally soon after your child arrives home. (USING THEIR JOURNAL WILL HELP YOU TO HELP THEM TO HELP THEMSELVES!)
3. Check your child is getting plenty of sleep and a balanced diet. He/she is going to need it.
4. Talk to your child about any fears and expectations before he/she arrives and continue throughout the year. (IT'S GOOD TO TALK)
5. Contact the school immediately you sense something is not right. A small problem is easier to solve than one which has been left to grow into a big one.

## **ATTENDANCE AND PUNCTUALITY**

### **If you are not here you are not Learning!**

Good attendance is not only a habit but a necessity for being successful in any walk of life. If you miss time from lessons you will find it hard to understand basic skills and concepts. You will not be included in the group work in each of your lessons and will be missing pieces of your learning that you will find hard to catch up.

If you have a cold or sore throat or perhaps a stomach ache you may not feel 100% but you are still expected to attend school BUT if you really are unable to attend your parent must:

- Contact us by telephone – 01225 785231 – and speak to our attendance officer
- When you return to school please bring a note from home and give it to the attendance officer (not in your Journal please)
- If no reason is given we will contact home and ask for this information
- Doctors and Dentist appointments should be made in school holidays. Where this is not possible we expect you to return to school or arrange appointments with as little disruption to your learning as possible. Appointment cards from Doctor, hospital or orthodontist needs to be given to Attendance Officer to verify your absence prior to the day of the appointment
- Lateness is to be avoided at all times but if you are unavoidably late you must sign in with the Attendance Officer. Failure to do this may result in an absence mark being recorded.

Our expectation is that all students and staff at the Academy aim for 97% attendance but the minimum is 95%. The Educational Welfare Officer will be informed if attendance falls below 85% and we will not authorise any leave of absence in term time unless there are very exceptional circumstances. Fixed penalty notices will be used in some cases.

Further advice and guidance is available from the Attendance Officer.

### **Holidays in School Time**

As of September 2013 these will never be authorised, in line with statutory guidance. Leave of absence will only be authorised in exceptional circumstances.

## THE ACADEMY DAY

<b>Period 1</b>	<b>8.45 – 9.45</b>
<b>Period 2</b>	<b>9.45 -10.45</b>
<b>Break</b>	<b>10.45 -11.05</b>
<b>Period 3</b>	<b>11.05 – 12.05</b>
<b>Period 4</b>	<b>12.05 -1.05</b>
<b>Lunch</b>	<b>1.05 – 1.40</b>
<b>Tutor Period/Assembly</b>	<b>1.40 – 2.00</b>
<b>Period 5</b>	<b>2.00 – 3.00</b>

## HOUSE POINTS

There are a variety of ways that staff use to celebrate students' achievements, e.g. displaying work, sending positive letters home, and drawing the achievement to the attention of Leader in Learning for each subject and Director of Student Progress. In addition, there are a number of more formal ways set out below.

### **House Points**

These are linked into the Marking Policy. A student can gain a House Point by:-

- submitting to a subject teacher a piece of work which has been judged to have met the criteria for the set work
- submitting to the subject teacher an exceptional piece of work or project
- performing acts of community service which are denoted by comments written in the Journal
- Staff are encouraged to log all good or excellent comments on the Academy's database
- House Points are taken by the student to the House Office where they are recorded.

### **Principal's Commendation**

For exceptional achievements. These are awarded at the end of the Term 2 (Autumn) and Term 6 (Summer).

### **Special Awards and Prizes**

There are a number of special awards and prizes awarded annually at the Sixth Form, GCSE / Achievement and Sport Awards evening.

Rewards for attendance, exceptional achievement are awarded throughout the year.

### **Lion d'Or**

The Lion d'Or is presented to students where outstanding or exceptional performance in any aspect of Academy life is recorded.

## OWN STUDY AND HOMEWORK A GUIDE FOR PARENTS

At Clarendon we stress the importance of **homework** – tasks set by teachers to enable pupils to improve their learning in a subject. Consequently, homework is set regularly in all core subjects. However, we also recognise that **Own Study** is one of the most important skills we can teach our students.

### What is Own Study?

Own Study not only includes the homework set by teachers but also tasks and activities students set themselves. These could include keeping up with current affairs by watching the news on television, reading newspapers, using the Internet, revising work done in class, learning vocabulary, doing crosswords and puzzles and wider reading.

We want our students to take responsibility for their own learning and by so doing be successful when they leave school. We believe that Own Study is one of the most important skills we can teach our students. We want to instil the idea that education not only happens in school time; throughout our lives we need to keep reading, finding out things and learning new skills. The work that students do on their own trains them for 'life-long learning'. It enhances work done in school and is also an essential part of coursework.

### Use of the Journal

Every student should record both Own Study and Homework in their Journals. We ask parents to look at Journals on a regular basis and to sign that they have seen them. There is a space for parents and teachers to write comments about Own Study and Homework.

### Where should your child study?

All children have their own preferences. However, in general the following conditions are thought to encourage individual learning:

- a well-lit area
- a warm but well-ventilated place
- a flat surface to write on, preferably a table or desk
- a place away from distractions

The Library is open every evening after school until 4.00 p.m. for students to have access to computer facilities, reference books and a quiet place to work under supervision.

### When should Own Study and Homework be done?

It will help students if they establish a routine for Own Study and Homework. Encourage your child to be committed to study most nights, but to leave some time of the week aside for recreational activities.

**By working together we can encourage  
happy, successful and self-confident life-long learners.**

# UNIFORM

## ACADEMY UNIFORM

The wearing of full Academy uniform is an expression of the personal pride that students take in themselves and the Academy. A student represents the Academy when in uniform and the Academy's reputation depends very much on the impression made. In deciding upon suitable clothing for The Clarendon Academy we have taken into account cost, availability and suitability. In Years 12/13 it is expected that students will choose clothing appropriate for their senior position in Academy.

- ◆ No jewellery may be worn apart from one pair of small stud earrings for pierced ears and a watch. No other piercing is accepted.
- ◆ Outdoor coats or jackets must be plain (no denim or 'hoodies')
- ◆ Cyclists are advised to wear a cycle helmet
- ◆ **All clothing should be marked with the owner's name**
- ◆ We do not accept any extremes of fashion for example tramlines or patterns in hair are not acceptable.
- ◆ We expect students to look smart and tidy at all times
- ◆ Clothes and shoes should be clean and students should take a pride in their appearance
- ◆ Only students in Year 10 and above are allowed to wear discreet and appropriate makeup
- ◆ Clear or pale nail polish is acceptable. Students wearing other colours/shades will be asked to remove it
- ◆ Hats and caps are not permitted

## BOYS

Black blazer with embroidered logo.

Plain white shirt with turn down collar (no logos/decorations).

Black tie striped with house colours of burgundy, emerald or royal blue.

Black tailored trousers (no denim).

Black shoes. (no trainers).

A grey jumper with embroidered logo is available as an option but is not compulsory.

## GIRLS

Black blazer with embroidered logo.

Plain white shirt with turndown collar (no logos/decoration).

Black tie striped with house colours of burgundy, emerald or royal blue.

Clarendon Tartan Skirt with box-pleat (no shorter than 8cm above the knees) or black tailored trousers. School designs only.

Black shoes. Sensible style shoes in plain black (max heel height 2½ inch/6cm).

Plain black knee length socks or tights.

A grey jumper with embroidered logo is available as an option but is not compulsory.

**Any items not included in these lists are not part of the Academy uniform and should not be worn.**

## PHYSICAL EDUCATION KIT

<b>GIRLS – KS3 (Years 7 – 8)</b>	<b>GIRLS – KS4 (Years 9 – 11)</b>
Black shorts/tracksuit bottoms Black school polo shirt School black and gold socks Training shoes One piece black or navy blue swimming costume Towel	Black shorts/tracksuit bottoms Black school polo shirt School black and gold socks Training shoes One piece black or navy blue swimming costume Towel
<b>Optional items:</b>	<b>Optional items:</b>
Swimming cap School hoodie	Swimming cap School hoodie
A mouth guard is strongly recommended Shin pads for hockey are also recommended	

<b>BOYS – KS3 (Years 7 – 8)</b>	<b>BOYS – KS4 (Years 9 – 11)</b>
Black shorts/tracksuit bottoms School multisport top School black polo shirt School black and gold socks Gum shield Training shoes Football boots Swimming trunks Towel	Black shorts/tracksuit bottoms School multisport top School black and gold socks Training shoes Football boots Swimming trunks Towel
<b>Optional items:</b>	<b>Optional items:</b>
School hoodie Black underlayer	Gum shield (strongly recommended) Black underlayer

The high-backed style of training shoes and canvas shoes are not suitable. We are advised that these are medically unsound for sporting activities.

### PHYSICAL EDUCATION

- ◆ A change of clothing must be worn and the correct kit for each activity is essential.
- ◆ No jewellery may be worn during PE activities.
- ◆ All sports kit including sports shoes/boots and towels **must be clearly marked** with the owner's name.
- ◆ **A note from parents or a doctor** is required before students can be excused from Physical Education, **Students are still expected to change into their PE kit and assist in other roles where necessary.**
- ◆ Shoes worn for PE should be kept in a separate plastic bag.
- ◆ Black leggings are NOT permitted in any PE lesson.



## **INDIVIDUAL LEARNING AND SUPPORT**

Our aim at Clarendon is to help all students achieve their true potential. Individual Learning Support takes many different forms.

Progress Support Assistants may support in lessons and some students are withdrawn for short term specific programmes. All staff are made aware of the particular needs of students in the Code of Practice. Students may also be referred to our Phoenix Centre for particularly intensive support, should they need it.

Clarendon is accessible for physically impaired students and the environment has been especially adapted to meet their needs.

Clarendon continues to have access to the County Support Services. We are able to refer students to the educational psychologist or speech and language therapists. We also have access to advice on physical or sensory impairments.

Enhanced Learning Provision is available for a small number of identified students who require a more personalised curriculum and more extensive support.

### **Parents can help by:**

- Encouraging students to accept the help available
- Talking to the SENDCO and Tutors about concerns.

### **Pastoral Support Leaders (PSL)**

We have 3 dedicated Pastoral Support Leaders whose main purpose is to help to remove the barriers to learning. This will include close monitoring of attendance and ensuring that students are safe and ready to learn (PSL's will maintain close contact with families who may need our support at key times).

### **Health**

Our Receptionist deals with all medical matters in the first instance. She is situated in Reception. Please let us know if your child has any medical history or present health problems which we should be aware of.

Parents of students are requested to provide their own medication for their child (i.e. ibuprofen, paracetamol etc) along with a permission note signed by the Parent. This will be kept in a locked drawer. It is important that your child does not carry tablets or prescription medicines around with them, with the exception of Epipens, Insulin and inhalers for Asthmatic conditions.







On Thursdays there is a Drop-In Facility, between 1.05pm and 1.35pm where the Youth Development and School Nurse are all available to support students with a range of issues, there is also a facility to make appointments to see them outside of this time if you wish to do so.

We also have Peer Mentors available for the students to talk to about any concerns they may have.

## THE LIBRARY

At Clarendon we believe it is very important for students to take responsibility for their own learning. The Library provides a positive, supervised environment for independent learning to take place.

### What's available in the Library?

-  Fiction, non-fiction and reference books
-  Networked computers and printing facilities
-  Reading and study areas
-  Colourful and informative displays
-  Book Club
-  Stationery available to buy at very affordable prices

### How is the Library used?

All students have access to the Library during break, lunchtimes and after school. Students in Year 7 will visit the library as part of timetabled lessons in Understanding Our World (UOW). In addition, small groups of students may visit during a subject lesson or tutor period in order to research a specific topic in greater detail.

Students are encouraged to borrow books for leisure and study purposes and this is done through the Oliver Library Management System. Students are able to browse Library resources, renew and reserve books and get ideas for further reading. Year 7 students may borrow two books for a loan period of two weeks before returning or renewing them. We appreciate your support in helping us to get all books returned on time.

Students who wish to use a computer outside lesson times may pre-book a Library computer for use during break, lunchtime or after school.

The Library is open after school until 4.00pm, providing a quiet atmosphere for students to do Homework and Own Study.

### How do students get help in the Library?

The Library is open every day from 8.30 am until 4.00 pm. Library staff are committed to guiding students in their use of the Library and resources. Students in Year 7 will have an introduction to the Library and how to use it in the first few weeks of term, which will be supplemented by regular lessons in their UOW groups.



**Mark Stenton - BA NPQH  
Education Fellowship Executive Principal**

**Yvonne Jordan BA NPQH Head of Academy  
Catherine Szabo BA NPQH Senior Vice Principal  
Darren Lawrence BA NPQH Vice Principal**

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