



Central Academy
The best in everyone™
Part of United Learning

Central Academy

Induction A-Z



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Our Mission at Central

Mission

Central Academy is...more than just a school, working with our school community to inspire lifelong learners that achieve their full potential in and out of the classroom, broadening horizons and create lifelong memories.

Vision

To enable the young people of our Community to shine on the world stage of their choosing

A

Academy Welcome - We would like to welcome you to Central Academy and try to answer any queries that you may have using our A-Z booklet. Please take the time to read through the information contained in this handbook.

Assembly - Assemblies will happen for each year group once a week. Our assemblies are structured to include topics that students need to be aware of to support them not only in school but also in the wider community.

Assessment – Towards the beginning of the academic year, Year 7 students will complete a variety of baseline assessments. These assessments will help guide us when setting our students. Each subject area will continue conducting formal assessments throughout the year and make any set changes where necessary. End of year formal assessments will take place in the hall to help prepare students for formal examinations in Year 11.

Attendance - Attendance is a key factor in academic success and therefore all students should aim for 100% attendance in school. Missing days at the Academy has an impact on your child's learning. Should your child be unable to attend we ask that you telephone (01228 822070) by 8 am to inform us. The Department for Education study has shown that "an additional day of absence for the typical student is associated with a decrease of £750 in future earnings". We communicate with parents frequently regarding absence in order to safeguard the wellbeing and future potential of our students, as well as working alongside the Local Authority to hold parents to account for the attendance of their children.

B

Breaktime - Breaktime at Central gives our students a chance to meet with peers and also grab a snack to eat. We have rules in place that students must follow for their safety and the safety of others. Break time snacks are purchased using a fingerprint system which can be topped up using parent pay on our website.

Bullying - We believe that for everyone to benefit from learning, our school should be a place where all feel welcome and comfortable and where everyone is treated with respect in an atmosphere free from intimidation. Please see our Anti Bullying Policy which can be found on the school website. The academy work closely with



Cumberland's Child Centred policing team to support issues that may extend beyond the school gate. We also empower parents to have oversight and responsibility of their children's online activity.

Behaviour – We model and expect the very best standards of behaviour within our Academy. We work extremely hard at rewarding good behaviour, hard work and positive attitudes all year in a variety of different ways. We do operate a **prompt-warn-remove system** in school and this is to make sure that we uphold the very best standards in our academy.

C

Calculator – Students are required to bring their own scientific calculator with them to school. The calculator United Learning recommend is the Casio fx-991ex classwiz.

Clubs - We have a number of extra-curricular activities, trips and matches that take place after the Academy Day ends. Students that wish to participate and who are selected for teams will be given details of dates, locations and expected finishing times well in advance. Our extra-curricular timetable will highlight the different activities available.

Cycle Safety - Students who would like to bring their bikes to school are welcome to as we have a bike shed to accommodate them. Students are reminded of the need to be safe, wear a helmet and follow bicycle safety and bring a combination lock.

Charity - Throughout the year the Academy will take part in, raise money and collect items for many charities and causes. Students are encouraged to help, take part and show community spirit. Our charity efforts are part of living out our Core Values. For example, Operation Christmas Child, Carlisle Foodbank, Jigsaw Children's Hospice.

Character – Character Education is about the holistic development of students, giving them the soft skills that employers and further education providers value incredibly highly. Central's Character Virtues are respect, ambition and resilience and we seek every opportunity to develop these virtues within our students on a daily basis. Character is not fixed and can thrive with the correct taught, caught and sought curriculum, which we offer here at Central.

D

Data - Throughout school life our students will be assessed and moved sets where needed. This is to make sure that we constantly encourage our students to grow and strive to be the best they can. Assessment will include subject grades as well attitudes to learning. Assessment results can be viewed online through our MIS system.

Drinks - Fizzy and energy drinks are not permitted within the Academy and will be confiscated. We ask that students bring a water bottle to school each day. Students have access to water dispensers at break and lunchtime.

E



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Equipment - We have high expectations at Central Academy and having the required equipment helps our students to start off the day correctly. A school bag, pencil case, pens, pencil, eraser, ruler and calculator will be needed to ensure students are ready to learn. You can purchase an equipment bundle through school at a reduced price.

F

Form time - **Form time happens at Central once a day.** This time is structured to ensure that students are given all information they need daily. Form time is a perfect time to develop students holistically by providing them with the opportunity to discuss and debate, enhancing their oracy and communication skills. They receive personalised careers provision, allowing students to learn about all education, training and employment options. Our character virtues of respect, ambition and resilience are also discussed and investigated during form time, forming part of the taught character curriculum. DEAR (drop everything and read) time will also make up a big part of form time.

First Aid - Within the Academy we have number of first aid trained staff. If an accident occurs, we make sure that the student's safety is a priority. Any first aid treatment given within school will be communicated home.

Fire Evacuation - Our procedure in the event of a fire drill will be made clear to all new students. We meet on the astro turf in form groups and registers are taken to ensure student safety. Once the building has been cleared of any danger, students, along with staff, will return to the building. Fire drills happen regularly throughout the school year to ensure all members of the Academy know and understand how to keep themselves and others safe in the event of a fire evacuation.

G

Greetings - Here at Central we are very keen to ensure that everyone has the best start to the day. "Good Morning Miss/Sir" and "Good Morning" are how we greet our students, and we expect them to greet us in the same way. It is very important to us that our students and staff model the highest levels of manners and respect.

H

Hairstyles – Hair must be of natural hair colour and style at the discretion of the school. This means no extreme hairstyles are permitted. This includes tram lines, shaved heads or shaved eyebrows.

Hand washing - Within the building there are several handwashing stations and hand sanitizer points that are available for students to use. It is very important that we maintain high standards of hygiene for all.

Homework - Students will be set homework throughout school life and we believe that well-structured homework can play a vital role in raising standards of achievement. Homework is an extension of the Academy curriculum and a way in which students can consolidate and further their learning. Parents/carers can help by ensuring that they encourage their children to work through any homework given. Students who may require additional support to complete homework can access homework clubs throughout the week.



Home-School Agreement - Partnership with parents is key to our progress and we want parents/carers to actively join with us in helping their child make progress. We will ask you to sign a Home-School Agreement to set out our expectations and in turn what you can expect from us.

I

Illness - If your child is absent due to illness, please telephone the Attendance Team by 8:00 am on 01228 822070 and inform us of the reason for absence. If you request a planned absence for your child, this must be in writing to the principal. Each request will be considered individually. Holidays in term time will not be approved.

J

Jackets – Jackets are not to be worn inside the building. Students can place their belongings in a locker during the school day.

Jewellery – The only jewellery allowed to be worn is the following:-

- Two bracelets
- Two sets of earrings max (studs)

K

Key Staff - The Key staff within our Academy are as follows:

Principal:	Mr Markham
Vice Principals:	Mrs Stott & Mrs Rigg
Senior leadership team:	Mrs Slater, Ms McComb, Mr Mulholland, Mr Sisterson, Mrs Fay, Mrs Lown, Ms Cregan
SENCO:	Mrs Lown

Year Team Year 7	Mrs Sheridan, Mrs Rigg
Year Team Year 8	Mr Carr, Miss Kyle
Year Team Year 9	Mrs Whyte, Miss Crowe
Year Team Year 10	Mrs Forster, Mr Barratt
Year Team Year 11	Mr Best, Mrs Stott

Knowledge Organiser – Each year group will have a knowledge organiser. The purpose of the knowledge organiser is to support and contextualise what is being taught over each term. It is vital students bring their knowledge organisers to every lesson.



L

Library - At Central we have a range of books for all different ages and levels of reading. Students are encouraged to read on a daily basis and we do so together daily as part of tutor time.

Lunch - Students can buy a freshly prepared hot or cold lunch from the Academy canteen every day. The lunch includes hot food, sandwiches, salads, pasta and fruit together with vegetarian and **Halal options**. All food must be consumed within the canteen areas and we expect students to use the bins provided. We operate a cash-less system and parents are able to top- up using the parent pay system. Students can also bring a packed lunch from home if they prefer. If your child has any allergies please inform the academy.

Lunch Clubs – some of our extra curricular activities run at lunch time. Club members can have an early lunch pass on club days.

Lesson Expectations - We expect our students to arrive on time and ready to learn. Manners and respect towards others is a must. Classroom rules and expectations will be made clear to all our students and are the same for every lesson.

Lockers - Students can request a locker to keep their belongings in. A combination padlock is suggested rather than keys as these can easily get lost or forgotten. Students leave all belongings in lockers at their own risk.

Lockdown- The Academy has a lockdown system in place and practises drills with students throughout the academic year, similar to the Fire Drill practises. Students are walked through the procedures calmly and clearly so they know what to expect if a lockdown is initiated.

M

MIS System – Our system is Arbor and is our main method of communication including: student reports, attendance tracking, behaviour monitoring and homework. We will provide support with this system on the Year 7 Introduction Meeting in September.

Mission Statement – Our Mission Statement is on the first page of this document. It sets out who we are, what we believe and what we strive for as a school.

Movement Around School - We operate strict rules in terms of movement around school to ensure that our students use the correct side of the stairs to move from floors ensuring their safety. We always go up and down stairs on the left hand side. We expect students to line up outside of classrooms and wait in a respectful manner. Staff step out to support the students movement and provide supervision and support.

Mobile Phones – In line with DfE expectations mobile phones are not allowed to be used on school site. We operate a “see it, hear it, take it” policy. If your child’s phone is confiscated, you will need to collect it from school site.

N

Neat Work - We encourage our students to set out their work appropriately and make sure that they take the time to ensure their best effort is met. All work must have a heading, a date and which are underlined with a ruler.



O

Organisation - Organisation is key to any students learning and we ask that our students are prepared for their day in terms of equipment, PE kit and homework.

P

Planners – Students will have a handbook – this will include a space to record homework.

Parent pay - Parent pay details will be issued to you and you can top-up your child's account easily, online or at any shop with yellow pay point symbols. Please note we are starting to migrate to Arbor pay, this has the same functionality as Parentpay but ties directly to our MIS system.

Parents' Evening – Each year group will have one parents' evening per year. The first parents' evening for Year 7 will be confirmed on our website shortly. This will be an Induction Evening outlining the year to parents and students. A subject specific parents' evening will run later in the academic year.

PE – Students should wear PE kit to school on PE days. This must be academy PE kit, no sports brands or football tops. Students should bring a spare top/ kit in case they want to change or get dirty.

Q

Questions/queries- Any questions should first be directed to your child's form tutor, they will then decide if further action/advice is needed from the Year Team Manager. We will try to answer questions within 24 hours but please bear with us as one school day is never the same.

R

Reading - We actively encourage all students to read in and out of school. This can help them greatly in progressing and we would appreciate it if you can also encourage reading at home. Tutor time is used for reading as a whole class, four days a week.

Rewards - Rewarding good progress and attitudes to learning is very much at the heart of what we do at Central. We believe that giving back to our students helps them to understand how much we value and appreciate them. Students are rewarded in lesson and around school in line with our character virtues of respect, ambition and resilience and receive iChoose rewards and golden tickets.

Residential – We are planning our Year 7 residential currently and more information will come out in September.

S



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Summer School – Summer school this year runs w/c 17th August– sign up on the Academy website.

Shoes – Shoes must be all black, flat, leather with no visible logos or colours. They must provide adequate support and protection, as well as being able to be cleaned. Canvas shoes, boots and trainers are not allowed.

Safeguarding - Safeguarding our students is extremely important. We have a Safeguarding Team that can be contacted as per details below:-

Safeguarding Strategic Lead:	Mrs Rigg – Michelle.Rigg@rrca.org.uk
Safeguarding Operational Lead:	Mrs Dunn - Donna.Dunn@rrca.org.uk
Safeguarding Deputy:	Mrs Sheridan – Fiona.sheridan@rrca.org.uk
Mental Health Lead:	Miss Kyle- Iona.kyle@rrca.org.uk
Assistant Principal:	Mrs Slater- Stephanie.slater@rrca.org.uk
Assistant Principal:	Mr Mulholland- Finn.Mulholland@rrca.org.uk

SEND - The Inclusion Team are a group of experienced staff that all have training in different areas including autism, dyslexia, the Lexia reading programme, we can also test for access arrangements and deliver communication interventions. They team ensure that the best support is provided to enable all students to access the very best education.

More information can be found on our school website or via our SENCO, Mrs Lown Katie.Lown@rrca.org.uk

T

Timetable - Our school day consists of three lessons and tutor time. An individual timetable will be given to each student. We have a two-week timetable indicated by Week A or Week B.

Toilets - Students will be able to use toilets at break and lunchtimes, before and after school. If there is a medical reason for your child to need the toilet more frequently, we will request a doctor's note from parents. Toilet Passes are issued via our SEND Team.

U

Uniform - Students at Central Academy wear their uniform with pride. Please support us by ensuring that your child is wearing the correct uniform. Full and correct uniform is always expected and should be worn in the appropriate manner.

Please support your child to adhere to the Central Academy school uniform policy ensuring that correct uniform is worn every day. All clothes should be clearly labelled with the student's name.

- Grey blazer with Academy badge
- Black or grey trousers
- Grey jumper or cardigan (optional)



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- Long or short sleeved white shirt or blouse – tucked in and top button fastened
- Clip on grey/red tie
- Black leather flat shoes
- An appropriate school bag, large enough to hold an A4 book and appropriate equipment must be brought to school every day. A rucksack is recommended.

PE Kit:

- Central Academy PE T-shirt with logo
- Plain short or jogging bottoms
- Indoor trainers for the sports hall and football boots for outdoors, with no bladed boots (purchased anywhere)
- Shin pads are required for football (purchased anywhere)
- Gum shields are recommended for rugby (purchased anywhere)

W

Website - Any questions that have not been covered throughout our A-Z please refer to our website www.rrca.org.uk. Our website is regularly updated and contains lots of relevant information.



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