

Pastoral Support at Central Academy



Richard Rose Central Academy
The best in everyone™
Part of United Learning

The 'team'

- Learning Tutor – students are divided into 5 tutor groups and each is led by a tutor, sometimes supported by a second member of staff. This is your first point of contact, should you have any concerns about your child.
- Head of Learning: Miss S Brennan - oversees the academic progress of every child in the year group and will ensure that interventions are in place if anyone falls behind.
- Director of KS3: Mrs Barnsley - ensures that all children have a positive experience at Central Academy – both curricular and extra-curricular
- Attendance Officer: Miss B Little – monitors and supports attendance of all students



The 'team'

- KS3 Pastoral Manager: Mrs D Knox - ensures that appropriate support and interventions are in place for students (and families) who are finding it difficult to access their education.
- Assistant Head-Inclusion: Mr I Campbell – provides support for students with additional needs and also for those who are eligible for pupil premium funding.
- Deputy Head-Behaviour, Attendance and Safety: Mrs D Richardson – oversees all of the above to ensure that we provide the best possible support for students in order to access a high quality education and make the best possible progress.



Code of Conduct

- Walk on the left and in a calm and sensible way
- Speak politely at all times
- Have good manners towards everyone
- Ensure everyone feels happy and safe
- Show respect for our environment
- Be Punctual - Arrive on time for each lesson.
- Take pride in your work and all that you do.
- Be the best that you can be.



The Academy Day

- 8.30am – All students in the Academy
- 8.35am – 1st Lesson
- 9.40am – 2nd Lesson
- 10.40am – Break
- 11.00am – End of Break
- 11.05am – 3rd lesson
- 12.05pm – 4th lesson
- 1.05pm – Lunchtime
- 1.35pm – End of Lunchtime
- 1.40pm – 5th Lesson
- 2.40pm – Tutor Time/Assembly
- Extra curricular activities every day.



Punctuality

- We expect all students to be in the Academy building by 8.30am.
- Lesson 1 begins at 8.35am and any lateness after this is recorded.
- Students who are late to the Academy will be detained at 3.00pm for 45 minutes.
- Students should make their way to lessons (period 1,3,5) five minutes before they are due to start.
- Between periods 1/2 and 3/4, students have 2.5 minutes to move to the next lesson.



Uniform

- Grey V Necked Jumper with Academy Logo *
- Grey and Red Striped Tie *
- White Shirt or Blouse
- Charcoal Grey Trousers or Skirt
- Black Shoes
- RRCA ID Badge and Lanyard - provided
- Bag big enough to carry equipment and books.

*Only available from the Uniform Shop



PE Kit

- Grey/Red T-shirt or Rugby Top or with Academy Logo*
- Grey/Red Shorts*
- Grey/Red socks*

- Training shoes and other appropriate footwear

- Grey Hooded Top (optional)*

*Only available from the Uniform Shop



Equipment

What you must have:

- Bag
- Pen and pencil
- Ruler
- Planner
- Specialist equipment
- Lanyard/ID badge

You are not allowed to have/use:

- Tippex
- Aerosols
- Chewing Gum
- Mobile phone
- Jewellery – only a wrist watch



Learning Planner

- The Planner is an important piece of equipment.
- It holds lots of vital information that will help you throughout your time in the Academy.
- Important telephone numbers.
- Parent/teacher comments
- Term Dates
- Record of Homework
- Record of Attendance, Merits and Demerits



Homework

- Expect 2 or 3 subjects per evening
- Each set taking approximately 30 minutes
- Pupils must write down all homework set in their Planners.
- Any problems with homework make contact with us through the Planner.



Attendance

- All students should strive for 100%
- Please avoid 'planned absence' during the Academy day – eg dentists, doctors, visits, holidays
- Where unavoidable, complete 'request for absence' form and return to attendance office at least 1 week prior to appointment
- Sickness absence: phone Academy before 9.30am 1st day
- Phone again if still absent on a day to day basis
- Automatic truancy call after 9.15am and 2.15pm



Attendance / Attainment

- They are closely linked
- You can't learn and won't progress if not in school
- Attendance is a habit; it's easy to maintain good habits, but difficult to break bad habits
- Every 2 days of absence = -1% over the full year
- < 98% (4 days) is cause for concern
- < 95% (10 days) is unacceptable
- < 90% (20 days) is 'persistent absence' and will trigger involvement of external agencies and risk of prosecution.



Rewards

- Attendance – half termly tutor awards and individual draws
- Merits – given in lessons and accumulate ‘points’ over time
- Academic Achievement – termly awards assemblies
- Progress – half-termly data collections
- Community Involvement – fund-raising, supporting projects
- Leadership – working with primary school and within the Academy



Sanctions (examples)

- Disrupting learning – break/lunch detentions
- Refusing to follow instructions – after school detentions (up to 1 hour)
- Deliberate breach of Academy rules – Internal Exclusion (8.30am - 4.00pm)
- Repeated Internal Exclusions/repeated defiance – Fixed Term Exclusion

