



Welcome Booklet



Aspiration **S**uccess **P**erseverance **I**ntegrity **R**espect **E**mpathy



GREATER THAN THE SUM OF ITS PARTS

Welcome from the Headteacher

Dear Parent / Carer

Paxman Academy is now moving into its second year as a school which has established itself as part of the local community in a short space of time. We provide an ordered, stimulating learning environment in which all students are encouraged to achieve their best. All students are valued and we deliver a broad, relevant, balanced and challenging curriculum, with a STEM focus, that caters for individual needs. We encourage this in a climate of mutual respect and have developed positive relationships to enable this to happen.

Our core values are central to our provision and are evident in everything that we do. Our focus is on aspiration and success. We aim to inspire the next generation, encouraging ambition and aspiration by fostering excellence in learning through first class teaching across a broad range of subjects.

Our inspirational staff help to prepare students for their next steps by encouraging them to develop and articulate informed opinions through our Aspire and Character development programmes, as well as the wider curriculum, equipping them for their next steps in life.

As mentioned, our focus is on aspiration and success and, as such, we celebrate success wherever it occurs, whether through sporting achievements, academic excellence or in contributions to the wider community.

We are proud of what we have achieved in the space of a year and look forward to working together to ensure each child's success.

Welcome to our school community.

Yours sincerely



Mrs CA Moffat
Headteacher

Term Dates

Autumn Term	2nd September – 18th December 2020
Half Term	26 th October – 30 th October 2020
Non Pupil Days	1 st and 25 th September 2020, 26 th - 27 th November 2020
Spring term	4th January – 26th March 2021
Half Term	15 th February – 19 th February 2021
Non Pupil Day	22 nd February 2021
Summer term	12th April – 20th July 2021
Half Term	31 st May – 4 th June 2021
Bank Holiday	3 rd May 2021

Timings of the School Day

08:35 – 09:00	Registration
09:00 – 10:00	Period 1
10:00 – 11:00	Period 2
11:00 – 11:20	Break
11:20 – 12:20	Period 3
12:20 – 13:20	Period 4
13:20 – 14:00	Lunch
14:00 – 15:00	Period 5

ASPIRE

Pupils will be taught about the school's core values - to 'aspire' via rewards and recognition for attitude and commitment in the school relating to ASPIRATION, SUCCESS, PERSEVERANCE, INTEGRITY, RESPECT and EMPATHY.

Throughout the year, pupils will be rewarded for embracing these values in their learning. Rewards will take many forms including:

- Aspire points
- Praise postcards
- Certificates
- Reward assemblies
- Hot chocolate with the Headteacher
- Reward evenings



Curriculum

All pupils at Paxman Academy will benefit from a rich and diverse curriculum that features core subjects of English, Maths and Science, alongside creative subjects including Drama, Music and Art. Important subjects such as Geography, History, Modern Foreign Languages, RE, PE and Design & Technology will also form part of the curriculum.

The curriculum will incorporate the Aspire Development Programme, which will encourage more articulate, fluent and confident learners.

Teaching and Learning

All lessons will be one hour in length and are facilitated in a modern teaching environment. Lessons will be delivered with the highest aspirations and clear objectives.

In lessons pupils will regularly be asked, "What does success look like today?"

Homework

Homework will be set regularly by class teachers in each subject. It is important that pupils settle into a strong habit of recording homework in their Planner, which they will be issued with in September. Students should plan their week around this so that they can dedicate adequate time to complete their homework to a high standard.

Reading

Reading forms a strong foundation for pupils' education with research showing that life opportunities are strongly influenced by reading ability. Pupils should bring a reading book to school every day and are encouraged to read frequently. Doing this with an adult develops confidence and fluency in reading and comprehension.

Inclusion

We are delighted to have a team of highly skilled Learning Support Assistants who will work with particular pupils identified as requiring additional support. This could be during lesson time or through targeted intervention.

Equipment

Pupils must ensure they bring the following equipment to school each day:

- Black pen
- Red pen
- Pencil
- Ruler
- Rubber
- Pencil sharpener
- Highlighter
- Reading book
- Planner
- PE kit, if needed

Punctuality

The student entrance gates close promptly at 8.30am. If your child arrives after this time, they must report to the school Reception to sign in. Late marks are monitored and continual lateness will be addressed.

ParentPay

We are a cashless school, therefore, all financial transactions will be made through ParentPay online. This includes the payment of school trips, lockers and music tuition, as well as refreshments purchased at our Food Plant.

Students will be issued with a Cashless Catering Card for use within the Food Plant. Please ensure that your child's ParentPay catering balance is regularly topped up as accounts must be in credit in order for Cashless Catering Cards to be used.

Mobile Phones

We want our students to talk and interact with each other, therefore our policy states that there will be no mobile phones used in school. However, a Phone Zone is available to pupils to check messages and make an emergency call, if the need arises. This staffed area is accessible for a limited period only, during morning break and lunchtime. The school office is available, should urgent contact need to be made with home at any other time.

Attendance

If your child has a justifiable reason for not attending school, please telephone the school office on 01206 671155 before 8.20am on the first day of absence, explaining the reason for absence. If your child continues to be absent for subsequent days, you must telephone the school office on each day of absence, before 8.20am. If your child has three continuous days of absence, please send a written note to the office on the third day of absence, confirming what is wrong.

Parents are requested not to arrange family holidays during term time. Where this is unavoidable, requests for leave of absence should be made in writing, well in advance of the date required. Please contact the school office should you require an Application for Leave of Absence During Term Time form, or you may download one via our website in the *Key Information/Parents* area.

Illness and Accidents

If your child feels unwell or has an accident, they must tell a teacher straight away. Normally they will be sent to the Medical Room and a first aider will take care of them. If they are too ill to remain at school, or if hospital treatment is necessary, we will contact you to make suitable arrangements to collect them.

Uniform

Girls		Boys	
Blazer	Royal blue with school badge (purchased from Anglia Sports and Schoolwear).	Blazer	Royal blue with school badge (purchased from Anglia Sports and Schoolwear).
Skirt	Plain mid-grey all round pleated skirt, minimum length 20 inches	Trousers	Plain mid-grey tailored trousers.
Trousers	Plain mid-grey tailored trousers.		
School Shirt	White, in a style that allows a tie to be worn (top button should be fastened).	School Shirt	White, in a style that allows a tie to be worn (top button should be fastened).
School Tie	Tie with school logo (purchased from Anglia Sports and Schoolwear).	School Tie	Tie with school logo (purchased from Anglia Sports and Schoolwear).
School Jumper (optional)	Blue V-neck with contrast green trim (purchased from Anglia Sports and Schoolwear).	School Jumper (optional)	Blue V-neck with contrast green trim (purchased from Anglia Sports and Schoolwear).
Shoes	Black, plain, flat-heeled with closed backs and toes. Maximum heel height 2½ inches (5-6 cm). NOT trainers, boots or canvas shoes. (Boots may be worn to travel to and from school in bad weather, but must be changed on arrival.)	Shoes	Black formal shoes only. NOT trainers, boots or canvas shoes. (Boots may be worn for travel to and from school in bad weather, but must be changed on arrival.)
Hosiery	Plain black tights or plain white ankle socks. (Knee high socks are not permitted as part of the uniform.)	Socks	Plain, dark.
Jewellery	Small ear studs - plain, one per ear - NO other studs or piercings. One watch.	Jewellery	Small ear studs - plain, one per ear - NO other studs or piercings. One watch.
Make-up and Nails	Any face make-up must be discreet. False nails and nail varnish are NOT permitted.		
Coats	Coats should be long enough to cover the blazer. Denim, leather or hoodies are not acceptable.	Coats	Coats should be long enough to cover the blazer. Denim, leather or hoodies are not acceptable.

Girls		Boys	
Hairstyles	Extreme hairstyles such as tramlines, unnatural colours and streaks are NOT acceptable. NB: Long hair must be tied up for practical subjects.	Hairstyles	Extreme hairstyles such as tramlines, unnatural colours and streaks and hair length of less than Number 1 are NOT acceptable.
Accessories	Hair slides, ribbons etc must be navy/plain. Unusual items e.g. brightly coloured hats/scarves are NOT acceptable.	Accessories	Unusual items e.g. brightly coloured hats/scarves are NOT acceptable.
PE Kit	<p>Unisex Short Sleeve Sports T-shirt, performance fabric and logo (from Anglia Sports and Schoolwear).</p> <p>Unisex Long Sleeve Sports Sweatshirt, ¼ zip and logo (purchased from Anglia Sports and Schoolwear).</p> <p>Unisex shorts and logo (purchased from Anglia Sports and Schoolwear).</p> <p>Long sports socks with school name down leg (purchased from Anglia Sports and Schoolwear).</p> <p>Clean trainers and football/astroturf boots (not blades or metal studs)</p> <p>Optional: Plain navy tracksuit bottoms with zip at the bottom. Tracksuit bottoms may only be worn between October and March. NB: heavy cotton tracksuit bottoms are not appropriate for safe participation in PE lessons.</p>	PE Kit	<p>Unisex Short Sleeve Sports T-shirt, performance fabric and logo (from Anglia Sports and Schoolwear).</p> <p>Unisex Long Sleeve Sports Sweatshirt, ¼ zip and logo (purchased from Anglia Sports and Schoolwear).</p> <p>Unisex shorts and logo (purchased from Anglia Sports and Schoolwear).</p> <p>Long sports socks with school name down leg (purchased from Anglia Sports and Schoolwear).</p> <p>Clean trainers and football/astroturf boots (not blades or metal studs)</p> <p>Optional: Plain navy tracksuit bottoms with zip at the bottom. Tracksuit bottoms may only be worn between October and March. NB: heavy cotton tracksuit bottoms are not appropriate for safe participation in PE lessons.</p>

Please refer to the school's Uniform Policy for more specific information. All items of uniform and PE kit must be marked with your child's name and tutor group. Items can be purchased via www.yourschoolwear.co.uk

Medication and Medical Appointments

If your child needs to take any medication during the school day, please download a Medication Consent Form from our website. This must be submitted with any medication brought into school and is needed for all medication – prescribed and non-prescribed. Please make medical appointments outside of school hours where possible. If your child must leave school during the day, please notify the office in advance of the appointment date and provide a copy of the appointment. Students must sign out at the school office and if they return on the same day, they must sign in again.

Lockers

Lockers are available to purchase via ParentPay for £4. Students will be issued with a padlock and three keys, two of which should be kept at home as spares. We strongly recommend that students attach their locker key to a keyring in order to identify it, should it be handed into Lost Property.

Healthy Eating

We are keen to promote and support healthy food choices for students, so please be aware that sweets, chewing gum, chocolate and fizzy drinks are not permitted in school. We would also like to remind you that healthy and nutritious breakfasts are available in the Food Plant daily from 8.10am and are free of charge to all students.

Pastoral Issues

Your first port of call for contact at the school is your child's form tutor. For serious concerns, please contact the Head of Year – Mr Nash, or the Pastoral Manager - Miss Smith, who will be happy to help.

General Issues

The school Reception is open from 8.00am - 4.00pm Monday to Thursday, and 8.00am – 3.30pm on Fridays. If you need to contact the school office, please telephone 01206 671155 or email admin@paxmanacademy.org.uk. If you wish to speak to a member of staff, please be aware that they may not be able to return your call immediately or even on the same day, but will endeavour to reply to any enquiry within 48 hours.

Similarly, if you wish to meet with a member of staff, please contact the school office in the first instance to request an appointment. It is very unlikely that a member of staff would be able to meet with you unless you have a scheduled appointment, and we would not wish to inconvenience you.

Extra-Curricular Clubs and Activities

Students are encouraged to participate in extra-curricular clubs and activities, during lunchtime and after school. We offer a variety of lunchtime clubs, from Basketball and Numbers, to Art and Dance Clubs. These are from 1.20pm to 1.55pm. After-school clubs operate from 3.00pm to 4.15pm and may include Rugby, Young Engineers and The Paxman Press. Homework Club runs daily after school.

Year 7 Residential Trip

As part of our enrichment program, our Year 7 students are invited to spend three days and two nights under canvas at Danbury Youth Camp. This trip will take place towards the end of the Summer Term and is a perfect way to round off their first year at Paxman Academy. We will be asking for a £40 deposit for the trip to be paid by the end of September 2020, so you may wish to plan for this now. We will write to you with more information about this residential trip at the start of the Autumn Term.

“What does success look like today?”



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www.paxmanacademy.org.uk