



Paxman
ACADEMY

Student Transition Booklet



SIGMA TRUST

GREATER THAN THE SUM OF ITS PARTS

Head of Year Welcome

Dear Students

I would like to take this opportunity to welcome you to Paxman Academy, as I have the pleasure of being your Head of Year during your first year. I will work closely with you, your Form Tutor and your Pastoral Support Manager, Miss Smith, to ensure that your time at Paxman Academy is successful and that you are made to feel safe, welcomed and supported at all times.

This booklet provides you with information about day-to-day life at Paxman Academy and should answer some of the questions you may have before you arrive. I would also encourage you to visit the transition section on our website ([click here](#)) and watch our induction assembly and virtual tour.

Starting secondary school can be daunting, but I can assure you that your transition into secondary school will be seamless and any worries you may have about life at Paxman Academy will be eliminated after your first day with us.

Our core ASPIRE values underpin everything that we do at the school and I hope that when you read about ASPIRE, you will begin to think about how these values will apply to you and how they will help you make good decisions and be successful every day.

We are incredibly proud of what we have achieved in the past year and I look forward to celebrating your success with you as a year group during your first and subsequent years at Paxman Academy.

Yours sincerely



Mr Nash
Head of Year

Staff



Mrs Moffat
Headteacher



Mr Mussett
Deputy Headteacher



Mrs Wright
PA to the Headteacher



Mrs Steele
Assistant Headteacher



Mr Morgan
Assistant Headteacher



Miss Rogers
SENDCo



Mr Nash
Head of Year



Miss Smith
Pastoral Support Manager

Core Values



At Paxman Academy we encourage and educate our students to embody our six ASPIRE values. We know that incorporating our ASPIRE values will give you the best chance of achieving success and fulfilling your potential.

What does ASPIRE stand for?

Aspiration - An aspirational student is someone who has or shows a desire to achieve a high level of success. An example of this could be a student who sets themselves a target of achieving a higher score in their next assessment, or having 100% attendance for the whole term.

Success - We will ask you “What does success look like today?” and we will challenge you to pursue success, to always try your best and to reflect on how you achieved success.

Perseverance - A student who shows perseverance is someone who continues to try their best when something is difficult. This could be continuing to try during lessons when you haven’t understood something the first time, or thinking about what you could do differently next time instead of giving up.

Integrity - Having integrity is the quality of being honest and having strong moral principles. An example of this at Paxman Academy could be putting a piece of litter in the bin, or being honest about a bad decision you have made.

Respect - Respect comes in many different forms at Paxman Academy; it could be taking care of school equipment, showing tolerance, accepting other students, or arriving to class with all of your equipment.

Empathy - A student who shows empathy is someone who has the capacity to understand or feel what another person is experiencing. Empathy at Paxman Academy might be taking a friend to Medical because you know they are feeling unwell.

Safeguarding and Wellbeing

Student safety and wellbeing is paramount at Paxman Academy. You can talk to any member of staff about things that you are worried about or if you are not feeling your best.

Throughout the year we will all work closely together and study PSHE topics that include wellbeing, friendships, living in the wider world and British values.

Paxman Academy's Designated Safeguard Lead (DSL) is Mr Mussett, and Mr Morgan and Miss Rogers are the Deputies (DDSL).



Mr Mussett

Designated Safeguarding Lead



Mr Morgan

Deputy Safeguarding Lead



Miss Rogers

Deputy Safeguarding Lead

Anti-Bullying Ambassadors

Everyone at Paxman Academy is committed to making sure all students and staff show each other respect and are kind to one another.

One of the many ways we ensure that Paxman Academy is a pleasant environment for us all is by having 12 students who are trained Anti-bullying Ambassadors. Our Anti-bullying Ambassadors work closely with students, staff and our wider community to identify potential bullying, support those in need and to promote the importance of being kind to one another.

Rewards

Students are rewarded in a variety of ways at Paxman Academy, and students who embody our ASPIRE values will be recognised and rewarded regularly.

Examples of rewards at Paxman Academy include:

ASPIRE Points - Students are awarded ASPIRE points throughout the school day for making good decisions, engaging in lessons and demonstrating our ASPIRE characteristics.

Hot Chocolate with the Headteacher - Students are invited to enjoy hot chocolate with Mrs Moffat to discuss success.

Free Snacks - Each week in assembly students who achieved 100% attendance the previous week are entered into a draw to win a free break time snack from the Food Plant. The student with the most ASPIRE points the previous week is also awarded a free snack from the Food Plant.

Postcard Home - Students who produce excellent work in lessons or achieve success could have a postcard sent home, recognising their achievements.

Celebration Assembly - At the end of each term students are recognised in a special celebration assembly. Students are awarded certificates based on ASPIRE points and successes in different subjects.

Clubs and Activities

A wide range of extra-curricular activities take place at Paxman Academy including:

Art	Boxing
Dance	Rugby
Football	Journalism
Languages	Singing
Netball	Basketball

We are proud of our extra-curricular offer and commitment for clubs to take place every week throughout the school year. A complete list of clubs will be available in your tutor room and we welcome suggestions from students about new clubs that are not already on offer.

Homework

Paxman Academy recognises the importance of purposeful and relevant home learning and provides tasks to enhance your path to success. We know that homework can help to reinforce and further develop your skills, knowledge and understanding. Completing homework encourages our students to be organised and develop skills to become independent and responsible learners.

Students can expect to receive one piece of homework for English, Mathematics and Science every fortnight, and one piece of homework for all other subjects every three weeks.

Homework Club takes place every day after school until 4.15pm where students can use school computers and receive support from staff to complete their homework.

Equipment

Having the correct equipment at Paxman Academy means that you are best prepared to learn and achieve success. Although you will only need subject specific equipment, like a PE kit, on the day you have those lessons, you are expected to have the equipment below every day at school.

- Black pen
- Red pen
- Pencil
- Ruler
- Rubber
- Pencil sharpener
- Highlighter
- Reading book
- Planner (this will be given to you in September)

The School Day

Paxman Academy opens at 8.10am when Breakfast Club is available, and students are expected to make their way to tutor rooms at 8.30am. The exact timings of the school day are listed below.

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

Uniform Reminders

You are required to arrive to school in full, clean uniform daily. Please ensure you understand our complete uniform expectations, which can be found on our website or in the Welcome Booklet sent home. Pay particular attention to the sections on hair and make-up, accessories and jewellery and wearing the correct footwear. It's also important to remember to wear your tie every day.

What to Do...

If you feel unwell

If you are in a lesson you need to tell your teacher, who may send you to the Medical Room. If you are unwell at break or lunchtime, you can go straight to the Medical Room. The Medical Room is located on the First Floor.

If you have forgotten your tie

You should go straight to the Pastoral Office at the beginning of the day where they will be able to loan you a tie.

If you have forgotten your lunch or have no credit on your lunch card

You should go to Student Services at the beginning of break or lunch time. You will be given a voucher to purchase a roll, a piece of fruit and a bottle of water, or Student Services may call home and ask for your lunch card to be credited.

If you need to use the toilet during lessons

You are expected to use the toilet during break and lunch times, however, on a rare occasion if you need the toilet during lesson time, ask the teacher who will sign your planner to approve this.

If you are thirsty in lessons

You are expected to bring a large bottle of water with you to school each day and you can access water fountains outside of lesson time. If you wish to drink during a lesson, ask the teacher for permission first. It is not appropriate to drink in certain rooms such as workshops and science laboratories.

If your mobile phone goes off in lesson

Your mobile phone **must** be switched off during lessons and stored in your bag. Your phone will be confiscated until the end of the day if you were to use it during lesson times.

If you need to hand a letter in

You should go to Student Services at break or lunch time.

Top Tips from Current Students

New students arriving at Paxman Academy will receive a warm welcome from older students. Our current Year 7's have created a useful list of tips to help you have a successful transition to life at Paxman Academy.

"I recommend making sure you have breakfast every morning, it will keep your energy levels up for all of your lessons" - **Ella**

"Keep a folder for your homework" - **Zara**

"Don't worry about making friends, you definitely will" - **Riley**

"Use your planner to stay organised" - **Darcy**

"Try your best to be successful, do not be scared of failure or worry if you are not the best - be the best you can be" - **Harry**

"If you ever need anything, the teachers will always be there for you and make you feel welcome" - **Bailey**

"Be prepared with all of your equipment" - **Lily**

"Empty and repack your school bag the night before every school day" - **Harry**

"Don't be nervous. Paxman Academy is a welcoming school, with amazing staff and students you can talk to" - **Tillie**

"Respect others and treat others as you wish to be treated" - **Sophie**

"Remain calm on your first day - everyone else is experiencing the same worries as you" - **Lily**

"Be proud of your school. Whenever wearing a Paxman Academy uniform, you are representing our school and should show ASPIRE characteristics" - **Tillie**

"Try new things, eat food you have never eaten before and try out all of the clubs" - **Brooke**

The Food Plant

Paxman Academy offers an excellent variety of fresh and tasty food and drink in the Food Plant. Food and refreshments are available each break and lunch time for you to purchase and enjoy. The Food Plant also has a large seating area where you can enjoy items purchased or a packed lunch with your friends.

The Food Plant offers a wide variety of sandwiches, rolls, hot food and desserts. The menu below is an example of the hot food offered at lunch time.



WEEK COMMENCING 9th March 2020

MONDAY

Freshly Prepared Cottage Pie served with a Beef Gravy (Milk)
Freshly Prepared Lentil Cottage Pie (Milk)
Petits Pois Peas
Sliced Carrots

TUESDAY

BBQ Pulled Pork served on a Wrap topped with Cheddar Cheese (Wheat, Gluten, Milk, Soya Celery)
BBQ Jackfruit served on a Wrap topped with Cheese (Wheat, Gluten, Milk)
Coleslaw (Egg)
Garden Salad
Buttered New Potatoes (Milk)

WEDNESDAY

Freshly Prepared Panko Breadcrumbed Chicken with Butter Curry Sauce (Wheat, Gluten, Milk, Egg)
Sweet Potato topped with Leeks & Cheese (Milk)
Basmati Rice
Steamed Leeks with Spinach
Vegetable Samosas (Wheat, Egg)

THURSDAY

Sausages served in a Giant Yorkshire (Wheat, Gluten, Milk, Egg)
Vegetable Sausages served in a Giant Yorkshire (Wheat, Gluten, Milk, Egg)
Creamed Potatoes (Milk)
Baked Beans
Mixed Roasted Maple Vegetables

FRIDAY

Battered Cod Fillet (Gluten, Wheat, Milk, Fish)
Fish Fingers (Milk)
Chicken Nuggets Chip Pot (Gluten, Wheat, Milk)
Chicken Mini Fillet Chip Pot (Gluten, Wheat, Milk, Mustard, Celery)
Mushy Peas
Peas
Baked Beans



Activities

Your time at Paxman Academy will provide you with a platform to achieve success. Using a piece of paper from home, we would like you to think about and answer the following questions, then bring them with you on your first day at Paxman Academy.

1. The three subjects I am most looking forward to studying are ,
..... and
2. My three goals for the year are
.....
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3. Questions I have for my tutor are
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