



ENJOY, LEARN, ACHIEVE

TRANSITION BOOKLET FOR PARENTS



A Message from Mrs K D Hardy, Principal



We are looking forward to your son or daughter joining East Leake Academy. Thank you for choosing us. We believe that our Academy is rather special and we are pleased that you have reached the same conclusion.

This booklet will hopefully help to answer some of the many questions you and your child may have regarding the start of their secondary education at East Leake Academy. You will receive further personalised information from the Academy in September, such as login details to be able to access PARS Insight (parent portal) and sQuid (lunch payment system) and cashless system for trips and visits along with an academic calendar which will give you an overview of the key dates for the year.

We hope that your child settles in quickly and enjoys life at East Leake Academy – and we hope as a parent or carer you find us always helpful and welcoming. We are proud of the excellent levels of communication we have. Please take the time to read the following information and keep for future reference. We know that there will be 101 questions and ‘what ifs’ from students new to the Academy and hope that the information included will help to answer some of them.

Your son or daughter will gain much more information during their Transfer Days. However, if you have further questions after reading this booklet then please feel free to get in contact either via phone or by email to reception@eastleake-ac.org.uk and your query will be directed to the relevant member of staff.

By working together, we will see your child thrive and grow over the coming years.

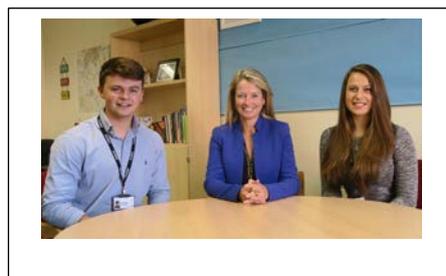
Enjoy!

A handwritten signature in cursive script, appearing to read 'K Hardy'.

Student Information and Consent Sheet

Accompanying this information booklet is the Data Collection Sheet. We ask that parents or carers complete the form at their earliest convenience and return it to the Academy. It is essential that every part of the form is completed in full.

If your son or daughter is using a name other than their legal name then please make this clear on the Data Collection Sheet. Only legal names will appear on official correspondence. If a name has been changed we shall require a copy of the deed poll and/or birth certificate.



Lunch

During the Transfer Days students will either need to bring a packed lunch or money to buy a meal. Students can view the menu by visiting www.eastleake-ac.org.uk, click on 'Information' from the drop down menu and select Catering. If you live in East Leake and would like your child to go home for his/her lunch on the Transfer Days then please write to the Student Support Officer (Ext 336) at the Academy with your consent.

If you wish for your child to continue to go home for lunch from September, please state in your letter and a consent form will be posted out to you.

sQuid Accounts

At East Leake Academy we operate a cashless catering system, which uses biometric data from student fingerprints to pay for meals. Money can be credited to student accounts by using coins or notes in machines at the Academy. Alternatively, parents or carers can add funds electronically to their child's account via our secure system called sQuid. When your child joins us in September he/she will be able to pay for food and drinks with cash until they are set up with an account. More details about sQuid can be found at www.squidcard.com. Please note if you already use a sQuid account at a primary school you will need to create a new account at East Leake Academy.

Transport and Buses

Nottingham Transport Services is responsible for the buses that transport students to and from the Academy. For further information please contact: Mr Luke Spencer, email: luke.spencer@nottsc.gov.uk; Telephone: 01159 773891.

Photography of Students at East Leake Academy

We may wish to take photographs and videos of students for a variety of reasons ranging from archive records to press coverage of achievements. In order to comply with the Data Protection Act 1998, we are required to seek the permission of parents and carers before recording such images.

Below is a list of the types of images that we may wish to take of your child during his/her time at the Academy. Please read the list carefully then complete the section regarding photo consent on the Data Collection Sheet. **If you do not sign this section we will assume that you give consent.**

- Individual/group photographs of children working in classrooms etc., for display in school where names may be given in full.
- General photographs of children working in classrooms or around the Academy for our archives (which could be published at some point in the future as a record of an era).
- Photographs of academy events and achievements (e.g. educational visits, sports day, dance and drama etc.) for Academy publications and the website. Names may be given in full.
- Press photographs and news stories on the Academy's website (of award ceremonies, individual achievers, Academy events etc.). Names may be given in full.
- Photo portraits by professional photographers to be offered for sale to parents and carers as an Academy fundraising activity.

All photographs and images of children will be taken and used in accordance with the Academy's photograph policy, which requires staff to exercise professional judgement regarding the suitability of ages and their use. You may withdraw your consent at any time. Archive copies of images may be retained for further reference.



Trips & Educational Visits

Your child will have many exciting opportunities to take part in off-site visits and trips throughout his/her time at East Leake Academy. The Department for Education have advised schools and academies that a comprehensive, all-encompassing, one-off consent to trips in general is all that is needed from parents or carers to cover the whole educational visits programme for a student's time at the Academy. The new policy removes the need for parents or carers to opt in to trips. In its place they have the right to opt out of a visit if they have good reason for doing so. **Parents or carers also have the responsibility to notify trip leaders of any relevant information or medical issues affecting their child's participation.**

Parents and carers will still be fully informed of proposed trips outside normal school times and staff leading the visit will still be required to satisfy the Principal that all arrangements are satisfactory.

Biometric Data Recording & Storage

The Academy currently uses two systems which contain recorded biometric data (in the form of encoded fingerprint images) to identify students. These are:

- Cashless catering system – used to pay for meals served in the Academy during normal curriculum hours.
- Eclipse library lending system – used by the Academy for lending books to students.

The data in these systems is securely held within the Academy for the time that students are enrolled. Data is used for the above systems and deleted when students leave us. Please ensure you sign your consent form for biometric data recording and storage on the Data Collection Sheet. **If you do not sign this section we will assume that you give consent.**

Where students request us not to use their biometric data, this will take precedence over the wishes of parents or carers, as outlined in the relevant legislation. In these circumstances we will inform you that a change of preference has taken place.

Medical Information

Please complete the medical information section in full. Please note it is your responsibility to ensure that medical information is up to date at all times.

Website

Please visit www.eastleake-ac.org.uk for all the latest news and information of forthcoming events. The website is updated regularly and we ask parents and carers to visit the sites often as we endeavour to list any changes to event dates or for emergency notices such as snow closures. You will also be able to view information on faculties, curriculum, the Academy calendar, events, and policies or read our weekly and termly newsletter. There is also a parent portal from where you will be able to access PARS/Insight and sQuid accounts.



Who to Contact

From September, **your child's Tutor will be your main point of contact.** Tutors will contact you during the Autumn term to introduce themselves and let you know how your child is settling in. Listed below are other key contact names:

East Leake Academy	01509 852424
Transition Coordinator	Mrs Baxter
Attendance Officer	Mrs Richards
SENCO	Mrs Cufflin
First Aid	Mrs Arnone-Youlton

Any queries can be emailed to reception@eastleake-ac.org.uk which will then be directed to the relevant member of staff.

Uniform

The Academy uniform comprises of:

<ul style="list-style-type: none"> School blazer with embroidered ELA crest 	<ul style="list-style-type: none"> White school shirt, which can be short or long sleeved
<ul style="list-style-type: none"> Tailored black trousers or school skirt with embroidered ELA crest 	<ul style="list-style-type: none"> Black school cardigan or V neck pullover with embroidered ELA crest
<ul style="list-style-type: none"> Black leather school shoes (<i>Please refer to the photograph guidance on our website</i>) Ties are to be purchased from the uniform supplier 	

Please note it is important that the trousers and skirts conform to the recommended formal style so that uniform standards can be maintained.

Jewellery: One stud earring per ear is allowed and must be worn in the lobe. No other visible piercing, nose studs, tongue piercings or multiple ear piercings are permitted.

The following items are compulsory for Physical Education lessons:

<ul style="list-style-type: none"> A pair of black shorts (may be purchased from sport retailers) 	<ul style="list-style-type: none"> White East Leake Academy polo shirt
<ul style="list-style-type: none"> A pair of plain (knee length) black football socks (may be purchased from sport retailers) 	<ul style="list-style-type: none"> Black and gold East Leake Academy rugby shirt
<ul style="list-style-type: none"> Optional: black tracksuit bottoms 	<ul style="list-style-type: none"> A pair of sport trainers for footwear

Uniform supplier:

Academy School Uniforms, Just School Wear, 289 Main Street, Bulwell, Nottingham, NG6 8ED.

Tel: 0800 3457 353. Email: sales@academyschooluniforms.co.uk Website: www.academyschooluniforms.co.uk

Students need to have their PE kit with them for every timetabled PE lesson, even if they are unable to participate due to injury. Students will still be expected to change in to exercise clothing so they can be used as a coach or umpire/referee.

Please visit our website to view the uniform policy.



House System

East Leake Academy operates a House system with vertical tutor groups. There are four Houses: Eagle, Harrier, Kestrel and Osprey. There are 10 tutor groups within each House with approximately five students from each year group, Years 7 – 11. Older students are ‘buddies’ to new students during Transfer Days and also when they start in September, ensuring they know their way around the Academy, where to be when, and help to answer any questions they have about life at East Leake Academy. In September your child’s tutor will contact you to update you on how your child has settled in.

Communication

We are trying to reduce our impact on the environment by cutting down on the use of paper wherever possible. One major area where we can achieve this is by using parental emails as a means of communication, rather than letters. If parents and carers could supply us with an email address we will use this for ‘day to day’ contact. Important documents will still be issued by letter.

Sometimes the Academy will need to contact parents or carers quickly, for example if the school is to close early. To do this we will use SMS text messages and/or email to the **1st priority contact** only. To ensure that we communicate effectively **please remember to update the Academy of changes to contact numbers and emails.**

Attendance Expectations

All students must aim for 100% attendance. The Academy’s minimum expectation for all students is 97%.

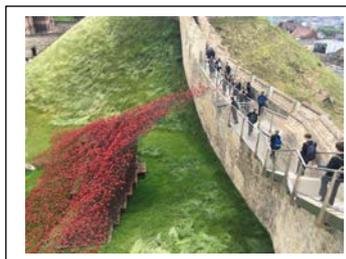
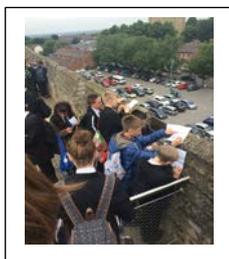
Out of Academy Appointments

We ask that where possible, parents and carers book appointments for dentists, doctors etc., before or after the Academy day. If your child should need to leave the Academy during the day he/she must: produce written consent from home, present this to the Attendance Officer Mrs J Richards or their tutor first thing in the morning and collect an authorised absence pass. The student will present the absence pass (EXEAT) at the main reception when exiting the building.

Equipment for Lessons

Basic stationery is required for all lessons. However, the Maths faculty would like all students to have the following items with them for all Maths lessons:

<ul style="list-style-type: none">Scientific calculator (please ensure your child knows how to use their own calculator)	<ul style="list-style-type: none">Protractor/angle measure
<ul style="list-style-type: none">30cm ruler	<ul style="list-style-type: none">Pair of compasses
<ul style="list-style-type: none">2 x HB pencils	<ul style="list-style-type: none">Eraser
<ul style="list-style-type: none">2 x black pens	<ul style="list-style-type: none">Pencil sharpener



The Academy Day

8.00am – 8.40am	Breakfast Club (<i>in dining hall</i>)
8.45am – 9.35am	Period 1 Lesson
9.35am – 10.25am	Period 2 Lesson
10.25am – 10.45am	Break
10.45am – 11.35am	Period 3 Lesson
11.35am – 12.25am	Period 4 Lesson
12.25am – 12.45pm	VT
12.45pm – 1.35pm	Lunch
1.35pm – 2.25pm	Period 5 Lesson
2.25pm – 3.15pm	Period 6 Lesson

PARS

PARS is the system that we use at the Academy for registers, attendance, recording of homework and behaviour, and much, much more! As part of our continuing efforts to improve communication with parents and carers, PARS Insight provides secure online access to view a selection of your child's data via an internet connection. The system will allow you to view some of the attendance, behaviour, and assessment information we currently hold and will enable you to inform us of any changes to your contact details (especially for mobile phone and email).

Students can also log onto Insight to see some of their behaviour and attendance data. We are using this system to sustain positive habits regarding behaviour and attendance. Progress reports are also available via PARS Insight as they are compiled in the Academy.

During the first few weeks of term, letters and emails are sent to parents and carers, containing individual login details for access to PARS Insight. The Insight website is available via a link on the East Leake Academy website. We advise that you change your password after logging in for the first time, and hope you find the data in PARS Insight a valuable addition to the services we already provide to you and our students.

Library

The library, with its stock of over 10,000 books, journals and computers, is a mainstay of learning and teaching within school. All Year 7 students will be using the resources during the coming year, particularly in English lessons and will be encouraged to come in their own time for homework research or recreational reading.

The library is fully staffed throughout the day and students are invited to visit before, during and after school where they can read quietly, catch up on homework or gain access to the internet for research purposes.



Student Lockers

Students will be able to rent a locker for the school year by visiting: www.locker.rentals

Students' Mobile Phones – *Not allowed*

Mobile phones will be confiscated by staff and must be collected by a parent/carer from reception. Students that bring in any electronic devices and valuables do so at their own risk.

Lost Property

We make every effort to reunite students with their lost property, but unclaimed items can sometimes accumulate at an alarming rate. Please make sure items are named where possible and that they are stored away in designated lockers.

Homework Club

The Homework Club runs from 3.20pm – 4.15pm in the Library, Tuesday to Friday. Teaching Assistant support is available and students will have access to computers, printers and Insight.

Modern Foreign Languages

Languages taught at ELA are French and German.

Frequently Asked Questions

What should my child wear during Transfer Days?

Your child can wear smart, casual clothes – suitable for a school day.

What will my child be doing during the Transfer Days?

Your child will be given a timetable on the first Transfer Day. The two days will consist of a variety of lessons and activities to give them a taste of life at East Leake Academy.

Will my child be with their friends during the Transfer Days?

Your child will be in a mixed ability teaching group. We usually put between 2 and 4 friends in each group.

When will I know which House and Tutor group my son/daughter will be in?

Your child will be told on the first Transfer Day. If he/she has a brother or sister at the Academy they will be in the same House as them but not in the same tutor group.

How do I find out about clubs and activities after school?

Information about extra-curricular activities is placed on the website. Students are informed via the tv screens in school and communicated via the student bulletins.

How will I know my child is progressing?

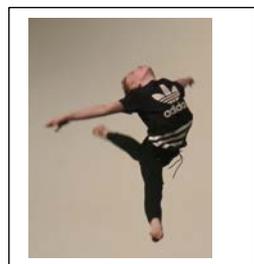
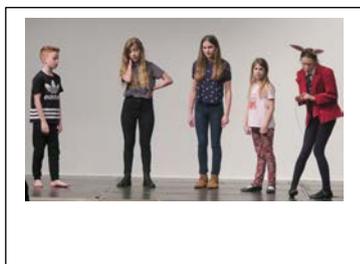
There are three data points throughout the year. After each data point you will receive a report on your child's progress and one of the reports each year will include their Record of Achievement.

How will I know how my child is settling in at the Academy?

Your child's tutor will contact you before the end of September either via a phone call home or an email to let you know how your son/daughter has settled into life at East Leake Academy. We encourage parents and carers to get in touch with their child's tutor if there are any issues you would like to discuss, but please be reassured that we will contact you if there are any problems.

What to do if my child misses their bus home?

If your child misses their school bus home for any reason, they must report to the main reception and inform a member of staff. The school will then contact parents and arrange safe transport home.





Insert the ELA postal address, tel number, fax number, email address , web address etc.

