



EAST LEAKE
ACADEMY



Essential guide to East Leake Academy

East Leake Academy

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Executive Principal's welcome

I am extremely excited to welcome your child to East Leake Academy (ELA). This is the start of an amazing journey for them at the academy. We want your child to be happy, feel valued and encouraged to take every opportunity to develop both academically and socially in every area of academy life.

We passionately believe that every young person should have access to a broad and balanced curriculum, so they can foster a true love for learning, allowing them to reach their full potential. We also believe that students should develop into strong role models who can contribute positively as outstanding citizens within the wider community. Together, we strive towards creating a culture of respect and consideration for others, so that students develop a strong moral compass. Everything that we do at the academy is underpinned by our core values of we empower, we respect, we care, which are central to our academy's ethos.

Throughout their time at ELA your child will be supported by their teachers, peers and of course you as their parent/carers. This booklet is intended to help you support your child in having a flying start at ELA. In the pages that follow you will find some of the key information that will help you to ensure that your child is fully prepared for their first days and weeks here.

We know that whilst the transition to secondary school can be exciting, it can also feel a little daunting too. So please be assured that we will work in partnership with you to provide additional support that your child may need along the way.

Our personalised approach and rich, wide curricular offer make ELA a very special and positive place to learn. We are really happy that you have chosen to come on this journey with us and look forward to welcoming your child to the academy. In September, you will also have the opportunity to hear from the new principal for ELA.



Mr D Vernon
Executive Principal

Starting at East Leake Academy

The essentials

We understand how daunting it can be both for parents and students when starting a new school, so here at East Leake Academy we are on hand to help guide you through this process.

Below you will find the essential information you will need to get organised prior to your child starting with us and to help you prepare for your son or daughter's first few days and weeks here at ELA.

The academy day

Our academy day runs from **8.30am to 3.05pm**.

	Session	Start/End
	PDL*	8.30-8.50am
	Period 1	8.50-9.50am
	Period 2	9.50-10.50am
	Break	10.50-11.15am
	Period 3	11.15-12.15pm
Lunch Period	4.1 Years 8 & 9	12.15-12.45pm
	4.2 Year 7	12.45-13.15pm
	4.3 Year 10, 11 and Post 16	13.15-13.45pm
	PDL*	13.45-14.05pm
	Period 5	14.05-15.05pm

* Personal development lessons

Due to the increasing number of students attending East Leake Academy each year, it is no longer possible for us to facilitate all students in the canteen at the same time. This is why we operate a split lunch system.

We want all of our students to have a positive dining experience and have the opportunity to eat hot, plated meals in the canteen if they choose to do so. Students are of course still able to bring a packed lunch if they prefer.

Uniform suppliers

Academy School Uniforms
and **Just School Wear**
Phone: **(0115) 965 2869**
Email: sales@academyschooluniforms.co.uk
www.academyschooluniforms.co.uk
Just School Wear (shop) 11 Compton Acres,
West Bridgford, Nottingham, NG2 7RS

It is important that students arrive promptly at 8.25am ready for registration in their form groups. Should your child be late, they must report to the academy reception and explain the reasons for being late before joining lessons.

Our uniform

Here at ELA, we operate high standards and expect students to look smart and presentable at all times. Below are the compulsory uniform items you will need ready for your child starting at the academy. We will provide parents/carers of students in receipt of free school meals with vouchers for uniform, PE kit and equipment. These will be sent out in September when we have confirmation of FSM status.

Uniform

- Black blazer with embroidered ELA crest
- White school shirt, long or short sleeved
- Clip on academy tie
- Tailored black trousers or skirt with embroidered ELA crest
- Black cardigan or v-neck pullover
- Plain black leather shoes (no boots, trainers, pumps or sandals/flip flops)

PE kit

- ELA embroidered polo shirt
- ELA PE skort or shorts
- ELA PE quarter zip sweater (optional)
- ELA rugby shirt (optional)
- Black under armour (optional, but recommended in cold weather)
- Plain long black football socks (outdoor lessons)
- White sports socks (not long football style)
- Gum shield (optional)
- Hair bobble (long hair)
- Shin pads (some sports)
- Sports trainers
- Studded boots (optional, but recommended for some sports)

Pre-loved

If you would like to purchase any of our pre-loved uniform items or are struggling financially and need some support, please contact familysupport@eastleake-ac.org.uk

Equipment

Students must have the following items with them at each lesson:

- Scientific calculator
- 30cm ruler
- 2 x HB pencils
- 2 x black pens
- ELA personal development book
- Protractor/angle measure
- Pair of compasses
- Eraser
- Pencil sharpener
- Notebook

All students are expected to have an ELA personal development book.

These books are used in our personal development lessons (PDL) each day and this is where students record the work they have completed to support their own personal development as individuals. Personal development books can be purchased for £4.00 and will be given to students on their first day at the academy.

Travelling to the academy

By bus

Students from outside of East Leake village are encouraged to travel by bus. Details for main routes can be found here.

Nottingham Transport Services

No 1 bus route from Nottingham city through to Clifton, Gotham, East Leake – Loughborough

Paul Winson Coaches

483 Hathern (fare paying), Sutton Bonington

485 Kegworth (fare paying) Ratcliffe, Kingston on Soar, Sutton Bonington, Normanton

704 Leicestershire students (Wymeswold)

Nottingham Coaches Ltd

484 Bunny Hill Top, Wysall, Wymeswold, Thorpe in the Glebe, Rempstone, Costock

487 Barton, Thrumpton, New Kingston

Silverdale Tours Ltd

481 Gotham

Parent checklist

- ☐ Familiarise myself with the academy day
- ☐ Buy uniform and equipment
- ☐ Check bus and travel routes to the academy

On foot or by bicycle

Students residing in the village are encouraged to walk or cycle to the academy. Cycle racks are available on site.

By car

We aim to be environmentally conscious and discourage parents from dropping off their children by car if at all possible, especially at peak times in the morning and at the end of the academy day due to the congestion this causes to our neighbours. Should car transport be unavoidable, ample car parking spaces are provided across from the academy and East Leake Leisure Centre.



Settling in

From day one, our priority is to make your child feel welcome and comfortable at our academy. We aim to ensure that the transition from another school, whether that be from a primary or when joining us mid-year, is as smooth as possible.

Horizontal tutoring - personal development lessons

We embrace a horizontal tutoring system at ELA. Each day, students join their tutor group for a 20 minute session that provides a range of activities designed to support their own personal development. A horizontal system enables a bespoke pastoral programme to be followed that meets the needs of the year group and allows students to form positive relationships with their peers.

Form tutors

Each student is given a form tutor within their tutor group who they report to on a daily basis and can talk to if they have any questions or concerns. After their first few weeks at the academy, the form tutor will give parents an update on their son or daughter's progress, either by a phone call, email or at a parents' evening.

House system

Our house system is a wonderful way of welcoming new students and integrating them into life at the academy. Your child will be placed within one of four houses - **Eagle, Harrier, Kestrel** and **Osprey**.

We operate a buddy system whereby older students within the house look after new students, ensure they know their way around, where to be and when, and help answer any questions they may have about life at ELA.





Communications app

Students will be given access to our communications app, where they can see some of their progress, attendance and behaviour data. This system helps us build and sustain positive habits surrounding behaviour and attendance.

Lunch and catering services

Lunch is served in the dining hall and we offer nutritious meals as well as snacks at breaktime. We operate a cashless catering system called sQuid, which uses biometric data from student fingerprints to pay for meals. Money can be credited to student accounts using coins or notes at machines in the academy, or parents can add funds electronically to their child's account via our secure system.

Extracurricular activities

In addition to PE, music and drama being offered as part of our curriculum, students can meet new friends who share common interests by joining one of our clubs. Clubs cover wide interests across sports, dance, chess, music and drama, to name but a few.

Library resources

Outside of lessons and for quiet time, research or recreational reading, students can use the library in their own time - accessing its stock of 10,000 books and journals, and a large number of computers. The library is staffed throughout the day.

Parent checklist

- ☐ Check which house and tutor group my child is in
- ☐ Label all belongings and order a locker
- ☐ Put money into the sQuid account
- ☐ In the first week of starting, give my child cash or a packed lunch while my sQuid account is activated

Personal belongings

Students are advised to clearly label their property. To keep belongings safe, they can hire a locker for the full academy year by visiting www.locker.rentals

Mobile phones

Students are not allowed to use mobile phones during the academy day. Students bringing in any electronic devices and valuables do so at their own risk. Please see the behaviour policy on our website for full details of mobile phone use.

Communications with parents

Keeping you updated

At ELA we aim to ensure parents and carers are fully engaged with life at the academy and pride ourselves on the strong relationships we have. As well as being invited to parents' evenings, you will receive regular updates and progress reports about your son or daughter, alongside invitations to attend a range of events as part of the ELA community.

Email

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. We ask parents to supply us with an email address and we use this for day-to-day contact. Important documents will still be issued by letter.

Parental engagement app

At ELA we use a parental engagement app to enable parents and carers to:

- view their child's timetable
- access reports as soon as they are published and view previous reports
- keep contact and medical details up to date
- access information about their child's attendance
- see key events on the academy calendar

The app can be accessed via a web platform or by downloading an app for tablets and mobile devices. As your child is registered at ELA, you will be sent invitation details of how to log on to the website or app to start tracking your child's progress at the academy.

SMS/text

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 first priority contact only. To ensure that we communicate effectively, please remember to update us of changes to contact numbers and emails.



Parents' evenings

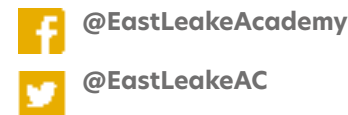
Parents' evenings for all year groups are held throughout the year. Parents and carers will receive notification of the time and date.

Newsletter

We issue a termly newsletter for parents to celebrate achievements at the academy, to let you know of any upcoming events and trips, and to provide academy-wide updates.

Web and social media

The East Leake Academy website has a dedicated 'parents' section to enable you to access essential information. We also post regular updates on our social media channels, including Facebook and Twitter.



PTA

We are always looking for parents and carers to join our PTA (Parent Teacher Association). This is a wonderful opportunity to support the academy by helping with events and fundraising, and to act as a sounding board for some of our new initiatives.

To get involved please email:
varnone-youlton@eastleake-ac.org.uk

Parent checklist

- ☐ Provide contact details to the academy including an email address and a mobile phone number
- ☐ Register for the parental engagement app on the dedicated website or by downloading the app
- ☐ 'Like' and follow the academy on social media

Personal data and consents

Please read this important information about the data we need to collect about your child as part of their enrolment and continuing academic life at East Leake Academy. All data we hold complies with UK privacy laws and the General Data Protection Regulation (GDPR).

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.

Trips and educational visits

Your child will have many exciting opportunities to take part in off-site visits and trips throughout their time at East Leake Academy. For each trip we will issue parents and carers with an EV4 consent form. Parents and carers also have the responsibility to notify trip leaders of any relevant information or medical issues affecting their child's participation.

Biometric data recording and 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. 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.



Photography of students

We may wish to take photographs and videos of students for a variety of reasons ranging from archive records to marketing and press coverage of achievements. In order to comply with the General Data Protection Regulation, 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.

- Individual/group photographs of children working in an academy setting for display in the academy where the child's first name and year group will be displayed.
- 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, social media, and the website. The full name of the student will not be used, only first name and year group.
- Press articles and photographs for news stories on achievements, awards, involvement in sports and student successes may be used for external promotion and issued to media.

Parent checklist

- ☐ Complete the data collection sheet for my child in full and return to ELA ASAP
- ☐ Complete medical information section for my child and return to ELA ASAP
- ☐ Give consent for: Biometric data for my child Photography of my child

The full name of the student will not be used when issuing the press release. Should the media request full names of students, parental consent will be sought.

- 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, used and stored in accordance with the academy's photography and videography policy, which requires staff to exercise professional judgement regarding the suitability of images and their use. You may withdraw your consent at any time. Archive copies of images may be retained for future reference.