



# Shirebrook Academy

Principal: Lindsey Burgin BA (Hons) PGCE, MA  
Chair of Governors: Mike Pollard / Christine Dale  
Executive Principal: Rebecca Hibberd BEd (Hons), MA  
CEO: Rebecca Scutt BSc (Hons) PGCE

Vice Principals  
Lindsay Ward BA (Hons) PGCE  
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Ref: NewSep25-26  
14<sup>th</sup> July 2025

## New academic year arrangements – September 2025

Dear Parents/Carers,

This letter gives details regarding arrangements for the 2025-26 academic year. Prior to giving arrangement details, we would like to take this opportunity to thank you and your families for your support this academic year. We have experienced many successes together as an academy community and this is a consequence of continued working together in partnership.

### Arrangements for 2025-26

#### 1. Structure of the academy day

In September 2025, the structure of the academy day will continue to be:

08.30 – 09.30	Period 1
09.30 – 10.30	Period 2
10.30 – 10.50	Break
10.55 – 11.55	Period 3
11.55 – 12.25	Tutor Time KS3 (7, 8 and 9)
11.55 – 12.25	Lunch 1 KS4 (10 and 11)
12.25 – 12.55	Tutor Time KS4 (10 and 11)
12.25 – 12.55	Lunch 2 KS3 (7, 8 and 9)
1.00 – 2.00	Period 4
2.00 – 3.00	Period 5

Lessons commence from **08.30**, so it is important that students arrive on site no later than **08.20**. If students arrive later than this, it will impact upon their learning, so please work with us when making transport arrangements to help our young people arrive on time. We do liaise with bus companies to ask for their support in ensuring that all services enable students to arrive at Shirebrook Academy no later than 08.20.

From week commencing **Monday 15<sup>th</sup> September, a sixth period will be in place on Wednesdays for Year 11 students only between 3.00-4.00pm**. Students will be directed at this time to learning activities in line with their GCSE studies. Further details regarding this will be sent by the Year 11 Team to parents/carers of students in Year 11 from September 2025.

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## 2. Start date and timings

Shirebrook Academy will reopen to **Year 7 students only on Friday 5<sup>th</sup> September 2025** and students should arrive for a **prompt 08.20 start**.

**Years 8-11 will be welcomed back to the academy on Monday 8<sup>th</sup> September**, with **Year 7 and 8 students expected on site from 08.20** and **Years 9, 10 and 11 from 10.45 onwards**. Please note that buses will only be running at their usual times, so if your child is in Years 9, 10 or 11 and needs to access the bus to attend the academy, they should catch the bus as usual, and provision will be made for them in the academy until the start time of 10.45. Please let your child's Year Team know in advance if they will be catching the bus and arriving in the academy for 08.20 on Monday 8<sup>th</sup> September.

Students will be directed to their lining up points each day and will be met by their form tutors. **On Monday 8<sup>th</sup> September, all students Y7-11 will be with their form tutors throughout the day**, with a range of activities planned, including year group assemblies, administrative time and the issuing of new timetables and a focus placed on our behaviour curriculum and learning cues. There has been a revision of form tutor allocation for the 2025-26 academic year and where changes may have been made, your child's new form tutor will be introducing themselves to their new form groups prior to the summer break.

**From Tuesday 9<sup>th</sup> September, all students (Years 7-11) are expected on site from 08.20 each day.**

Lunchtime timings remain the same for year groups in the new academic year. **Year 10/11** students will have their lunch between **11.55-12.25** and **Year 7/8/9** students will have their lunch between **12.25-12.55**. This helps to ensure that all students are able to access lunch provision in their allocated time slot and attend their afternoon lessons on time. Tutor time takes place for **Y7/8/9** at **11.55-12.25** and for **Y10/11** at **12.25-12.55**. Tutor times cover key Personal Development content alongside the drop-down days that we will hold throughout the academic year. The sessions are timetabled lessons with tutors to ensure the teaching of Personal, Social, Health and Economic Wellbeing and Careers Education (PSHE) as well as Relationships, Sex and Health Education – (RSHE). Students will also access a year group assembly each week and will be involved in reading and debate activities. Years 7 and 8 have a timetabled period of Personal Development learning each week running alongside this.

## 3. Academy Uniform

Full academy uniform should be worn by students returning from Friday 5<sup>th</sup> September/Monday 8<sup>th</sup> September. Shirebrook's academy uniform can be purchased from The Schoolwear Centre in Mansfield Town during the school break and a copy of our ACET Senior Academies Uniform Policy for 2025-26 has been included with this letter. Please note that students are **not permitted** to wear any type of trainers, sandals, open-toed, backless, canvas shoes or jelly/rubber type shoes. If

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wearing boots, trousers should be able to be worn over the boot and not tucked in. Students should wear plain black formal tailored trousers or a plain black knee-length skirt. If wearing trousers, **they should have a standard waist band, a front zip, should not be tight around the ankle and should touch the shoe.** These formal style trousers should be made of a viscose, polyester type material. They should not be made of twill, denim or jersey type materials. If students wish to wear a skirt, **then it must be a trust approved one, purchased from the academy official suppliers.** Skirts should be worn with tights (black or flesh coloured) and leggings should not be worn instead of tights. Skirts that are shorter than knee length and shorts are not permitted.

Thank you to those parents/carers that have worked with us regarding uniform standards and expectations. If any changes are made to uniform policy during governor/trustee consultation, we will communicate this to all members of our academy community as and when any changes arise.

Changes were previously made to what is permitted in relation to piercings, with students able to wear a pair of plain studs in their ears (lower ear lobe only). **Nose, tongue and other facial piercings have not been permitted since 2022-23** and we are asking that parents/carers work with us to ensure that students in Years 7/8/9/10 from September 2025-26, do not have these piercings. Where children may already have a piercing that is not permitted (Year 11), please ensure that no further piercing takes place during your child's time at the academy. Clear facial piercings are not allowed as an alternative, and all facial piercings should be removed by students. All uniform policy revisions have been agreed by ACET Trustees and Shirebrook Academy's Local Governing Body.

Excellent learning begins with positive behaviour and attitudes, and uniform is a key part of this. It is important that students wear their uniform with pride and value the collective sense of belonging it affords, and the academy values it upholds. Wearing uniform is also an important aspect of safeguarding as Shirebrook Academy students can be easily identified on their journeys to and from school.

We thank you in advance for working with us to ensure that your child is wearing the correct uniform for September 2025. If you have any questions regarding any aspects of uniform, please do not hesitate to contact us.

## 4. Attendance

Your child's attendance is incredibly important to their success in school. In order for your child to make the most of their learning within the academy they have to ensure that they attend each day, punctually. In the new academic year, we are asking that students consider their attendance carefully and students will be tracking their attendance during tutor time. Good attendance is attendance above **96.0%** and this is the minimum target that we are focusing on with students.

There is a clear correlation between excellent attendance and improved learning and life chances, so much so that it is referenced in the Department for Education 'Working together to improve

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school attendance' statutory guidance from August 2024. In the guidance it states, **'The pupils with the highest attainment at the end of Key Stage 2 and Key Stage 4 have higher rates of attendance over the key stage compared to those with the lowest attendance'**.

We recognise the importance of attendance to our students and will work with you to ensure that your child attends as regularly as possible. If you have any attendance concerns in the new academic year, please do not hesitate to contact us.

## 5. Behaviour and Attitudes

We have the highest aspirations and ambitions for our students, and we want them to flourish in atmospheres of mutual respect where they are valued for the contributions that they make. In order to achieve this, it is important that every member of our academy community is clear regarding our shared standards and expectations.

A copy of our Behaviour and Rewards Policy can be found on our website at - <https://www.astoncetrust.org/attachments/download.asp?file=426&type=pdf>. Please take time to look at the policy to further understand our shared standards and expectations. Please continue to note that **mobile phones are not permitted to be used during the day on the academy site**. Mobile phones can be brought to the academy and used prior to the start of the academy day and at the end once students have left the grounds. Phones are not permitted to be used during break or lunchtime. If a student is seen with a mobile phone during the academy day it will be confiscated in line with the **Education and Inspections Act, 2006**. It is very important that we help our young people to see the benefits of conversational social and emotional interaction in person and limit some of the negative effects of increased screen time and device use. Educational studies have shown that learning improves when students are focused and when distractions such as the use of social media is minimised. The **DfE Mobile Phones in Schools** guidance – February 2024, supports schools in making decisions that benefit their learners, recognising that phones in schools risk causing 'unnecessary distraction, disruption and diversion'.

Linked to work standards and presentation students should bring a school bag to the academy each day. Within their bags should be their mastery booklet (Year 7), issued equipment packs (Years 7 and 8), a pencil case and any other equipment that they may need in line with their timetables e.g. PE kit. Essential stationery should include at least two black/blue pens, a purple pen, a pencil, ruler, eraser, whiteboard pen and scientific calculator. Equipment can be purchased from the academy shop should your child need to purchase items, but we would like to ask for your support in ensuring that your child is equipped prior to arrival at the academy so that they are 'Shirebrook Learning Ready'.

You will shortly be receiving details of our revised **ACET Behaviour and Rewards Policy**, which will be in place from September 2025.

We will also be working with our students linked to a range of learning cues that will support effective learning behaviours in the classroom. Techniques include Choral Response, Active Listening and Tracking Text. Please speak to your child from September regarding which cues and techniques they are using in their lessons and how they are supporting their learning.

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We want what is best for your children and our students which is why we insist on the highest standards and expectations. Thank you for working with us and speaking to your children about their role and responsibilities as a learner prior to returning to the academy in the new academic year.

## 6. Reminder: Academy closure for the summer break

The academy closes for this academic year at **12.45** on **Thursday 24<sup>th</sup> July**. School buses have been arranged at this time so that all pupils are able to travel home promptly and safely. If there are any supervision concerns for your child and you need them to stay in the academy until **15.00**, please do not hesitate to contact us.

A range of activities have been planned for students to make their final day of term, and the academic year, a memorable one including the much anticipated 'Shirebrook's Got Talent' showcase. Children will also be able to access refreshments and lunch during the morning.

Lastly, I am pleased to be able to introduce the new Year Team structure that will be in place within the academy from September 2025. Each year group has a Year Team Hub where students can go to speak to staff and ask any questions or communicate any concerns that they may have. Year Team colleagues are also the first point of contact for parents/carers that have any questions and/or concerns that they would like to raise or have any information that they need to communicate regarding their child/ren. Colleagues can be contacted using the email addresses below or using the contact telephone details at the top of this letter. The colleagues working with each year group from September 2025 are:

### Year 7 – based in Maths

Pastoral Support Manager – Mrs A Taylor [ataylor4@shirebrookacademy.org](mailto:ataylor4@shirebrookacademy.org)

Pastoral and Learning Lead – Mr J Moran [jmoran@shirebrookacademy.org](mailto:jmoran@shirebrookacademy.org)

Assistant Vice Principal – Mrs E Wainwright [ewainwright@shirebrookacademy.org](mailto:ewainwright@shirebrookacademy.org)

### Year 8 – based in MFL/Computing

Pastoral Support Manager – Mr J Topliss [jtopliss@shirebrookacademy.org](mailto:jtopliss@shirebrookacademy.org)

Pastoral and Learning Lead – Mr A Marsh [amarsh@shirebrookacademy.org](mailto:amarsh@shirebrookacademy.org)

Assistant Vice Principal – Miss L McKay [lmckay@shirebrookacademy.org](mailto:lmckay@shirebrookacademy.org)

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## Year 9 – based in Humanities

Pastoral Support Manager – Mrs H Loxley [hloxley@shirebrookacademy.org](mailto:hloxley@shirebrookacademy.org)

Pastoral and Learning Lead – Mr A Dalby [adalby@shirebrookacademy.org](mailto:adalby@shirebrookacademy.org)

Vice Principal – Mrs L Ward [lward@shirebrookacademy.org](mailto:lward@shirebrookacademy.org)

## Year 10 – based in Science

Pastoral Support Manager – Miss G Nussey [gnussey1@shirebrookacademy.org](mailto:gnussey1@shirebrookacademy.org)

Pastoral and Learning Lead – Mr C Risley [crisley@shirebrookacademy.org](mailto:crisley@shirebrookacademy.org)

Vice Principal – Mr D O'Reilly [doreilly@shirebrookacademy.org](mailto:doreilly@shirebrookacademy.org)

## Year 11 – based in English

Pastoral Support Manager – Mrs M McAteer [mmcateer@shirebrookacademy.org](mailto:mmcateer@shirebrookacademy.org)

Pastoral and Learning Lead – Mr W Foster [wfooster@shirebrookacademy.org](mailto:wfooster@shirebrookacademy.org)

Assistant Vice Principal – Mr R Duroe [rduroe@shirebrookacademy.org](mailto:rduroe@shirebrookacademy.org)

If you have any questions regarding any aspects of this letter, please do not hesitate to make contact with us using the contact details at the top of this letter or emailing [enquiries@shirebrookacademy.org](mailto:enquiries@shirebrookacademy.org).

We wish you, your children and families a peaceful, restful and happy summer break.

We are very much looking forward to continuing to work closely with the Shirebrook Academy community and seeing our students ready and prepared for a new academic year in September.

Yours sincerely,

**Mrs Lindsey Burgin**  
Principal

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