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**Lindsey Burgin** BA (Hons), PGCE, MA

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## Arrangements for September 2023

Dear Parents/Carers,

This letter gives details regarding arrangements for the 2023-24 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. There have been many developments and many difficulties to overcome and working together, we will continue to make improvements.

### Arrangements for 2023-24

#### 1. Changes to the structure of the academy day

From September 2023, the structure of the academy day will be:

Period 1	08.45-09.50
Period 2	09.50-10.50
Break	10.50-11.10
Period 3	11.10-12.10
Period 4a Tutor Time (KS4)	12.10-12.40
LUNCH 1 (KS3)	12.10-12.40
Period 4b Tutor Time (KS3)	12.40-13.10
LUNCH 2 (KS4)	12.40-13.10
Period 5	13.10-14.10
Period 6	14.10-15.10

This will enable staggered lunchtimes to be held for students in Key Stage 3 (Y7-9) and Key Stage 4 (Y10-11) which will support students in accessing lunch provision more effectively.

Please note that lessons will commence from **08.45**, so it is very important that students arrive on site no later than **08.40**. If students arrive later than this it will impact upon their learning so it is

very important that arrangements are made to ensure that students arrive on time. We are currently liaising with bus services to highlight the importance of this timely arrival.

## **2. Start date and timings**

Shirebrook Academy will reopen to students on **Wednesday 6<sup>th</sup> September 2023**. Start times for year groups on Wednesday are:

**08.45 – Year 7**

**09.10 – Years 8-11**

Children should arrive on the academy site five minutes before their allocated time so that they are able to line up punctually. If students access the school bus, they should access it at the usual time and upon arrival at the academy, make their way to the Sports Hall. From **Thursday 7<sup>th</sup> September**, all students should arrive at the academy no later than **08.40**.

Students will be directed to their lining up points on the day and will be met by their form tutors. They will be in form time until period 3 (11.10-12.10) when they will commence lessons. There has been a revision of form tutor allocation for the 2023-24 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.

There has been a revision to lunchtime timings for the new academic year. Years 7-9 students will have their lunch between 12.10-12.40 and Years 10-11 will have their lunch between 12.40-13.10. This will help 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 will now take place for Y10-11 at 12.10-12.40 and for Y7-9 at 12.40-13.10. Tutor times will 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).

## **3. Academy Uniform**

Full academy uniform should be worn by students returning from Wednesday 6<sup>th</sup> September. Shirebrook's school uniform can be purchased from the Schoolwear Centre in Mansfield Town during the school break and a copy of our uniform policy for 2023-24 has been included with this letter. A link to order uniform can also be found on our website under Parents: Shirebrook Academy Uniform. Please note that students are **not permitted** to wear any type of trainers, sandals, open-toed, backless or canvas shoes. Students should wear tailored black trousers or a knee-length skirt. Shorts are not permitted.

Thank you to those parents/carers that have worked with us recently 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 in the new academic year.

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. **Nose, tongue and other piercings have not been permitted since 2022-23** and we are asking that parents/carers work with us to ensure that students

new to the academy, and in Year 8 from September 2023-24, do not have these piercings. Where children may already have a piercing that is not permitted, please ensure that no further piercing takes place during your child's time at the academy. All uniform policy revisions have been agreed by 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 2023. 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 using their student planners. Good attendance is attendance above **95.5%** 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 included in new Department for Education 'Working together to improve school attendance' policy from September 2022. In the policy 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 don't 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.

In the student planners that your children will be bringing home at the start of the new school year, reference is made to academy, parent/carer and student responsibilities as part of the Academy Home Student Agreement. The agreement clearly states what is expected and how we encourage our students to show the 5Ps: Present, Punctual, Prepared, Polite and Proud and the five character values of kindness, honesty, integrity, compassion and courage.

We will be asking students to sign the agreement to ensure that they fully understand their role and responsibilities within their learning. Within the agreement it is clearly stated 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.

Linked to work standards and presentation students should bring a school bag to the academy each day. Within their bags should be their student planner, 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 pens, a pencil, ruler, eraser 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 'learning ready'.

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 **12.30 on Friday 21<sup>st</sup> July 2023**. 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 15.10, please don't hesitate to make contact with 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 brunch during the morning.

Lastly, I am absolutely delighted to be able to introduce the new Year Team structure that will be in place within the academy from September 2023. Each year group will have 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 2023 are:

### **Year 7 – based in Humanities**

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

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

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

### **Year 8 – based in Science**

Pastoral Support Manager – Mrs Smith [ssmith4@shirebrookacademy.org](mailto:ssmith4@shirebrookacademy.org)

Pastoral and Learning Lead – Mr N Smith [nsmith@shirebrookacademy.org](mailto:nsmith@shirebrookacademy.org)

Associate Vice Principal – Mr D Smith [dsmith@shirebrookacademy.org](mailto:dsmith@shirebrookacademy.org)

**Year 9 – based in Computing**

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

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

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

**Year 10 – based in Maths**

Pastoral Support Manager – Further details to follow

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

Associate Vice Principal – Mr J Edwards [jedwards3@shirebrookacademy.org](mailto:jedwards3@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**  
**Associate Principal**