

Shirebrook Academy



Principal: Lindsey Burgin BA (Hons) PGCE, MA
Chair of Governors: Mike McDermott
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: NewSep24-25
8th June 2024

New academic year arrangements – September 2024

Dear Parents/Carers,

This letter gives details regarding arrangements for the 2024-25 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 2024-25

1. Changes to the structure of the academy day

From September 2024, the structure of the academy day will 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

***Please note that these changes were communicated in June 2024.**

In the new academic year, lessons will commence from **08.30**, so it is very important that students arrive on site no later than **08.20**. 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 have liaised with bus companies linked to these changes and arrangements have been made to adjust service times where required. All services will now be able to support students arriving at Shirebrook Academy no later than 08.20.



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2. Start date and timings

Shirebrook Academy will reopen to students on **Thursday 5th September 2024**. Start times for all year groups on Thursday Y7-Y11 is **08.30**.

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 their lunch times after which lessons will commence – from **13.00**. There has been a revision of form tutor allocation for the 2024-25 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. **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 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 **Y7/8/9** at **11.55-12.25** and for **Y10/11** at **12.25-12.55**. 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 Thursday 5th September. Shirebrook's school 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 2024-25 has been included with this letter. Please note that students are **not permitted** to wear any type of trainers, sandals, open-toed, backless or canvas shoes. If 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**. 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. **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 in Years 7/8/9 from September 2024-25, do not have these piercings. Where children may already have a piercing that is not permitted (Year 10/11), please ensure that no further piercing takes place during your child's time at the academy. 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.

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We thank you in advance for working with us to ensure that your child is wearing the correct uniform for September 2024. 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 **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 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 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



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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 new **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 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 ‘Shirebrook Learning Ready’.

You will shortly be receiving details of our new **ACET Behaviour and Rewards Policy**, which will be in place from September 2024.

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 **Tuesday 23rd 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 **15.10**, 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 pleased to be able to introduce the new Year Team structure that will be in place within the academy from September 2024. 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 2024 are:

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Year 7 – based in Humanities

Pastoral Support Manager – Mrs A Taylor ataylor4@shirebrookacademy.org

Pastoral and Learning Lead – Mr A Marsh amarsh@shirebrookacademy.org

Assistant Vice Principal – Mrs E Wainwright ewainwright@shirebrookacademy.org

Year 8 – based in MFL/Computing

Pastoral Support Manager – Mrs Loxley hloxley@shirebrookacademy.org

Pastoral and Learning Lead – Mrs A Elmer aelmer@shirebrookacademy.org

Assistant Vice Principal – Mr J Edwards jedwards3@shirebrookacademy.org

Year 9 – based in Science

Pastoral Support Manager – Mrs S Smith ssmith4@shirebrookacademy.org

Pastoral and Learning Lead – Mr N Smith nsmith@shirebrookacademy.org

Vice Principal – Mrs L Ward lward@shirebrookacademy.org

Year 10 – based in English

Pastoral Support Manager – Mrs M McAteer mmcateer@shirebrookacademy.org

Pastoral and Learning Lead – Mr W Foster wfooster@shirebrookacademy.org

Assistant Vice Principal – Mr R Duroe rduroe@shirebrookacademy.org

Year 11 – based in Maths

Pastoral Support Manager – Mrs M Smith msmith@shirebrookacademy.org

Pastoral and Learning Lead – Mr J Moran jmoran@shirebrookacademy.org

Vice Principal – Mr D O'Reilly doreilly@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.



All adults in school have a responsibility to safeguard and promote the welfare of children.

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,

A handwritten signature in cursive script that reads "Lindsey Burgin".

Mrs Lindsey Burgin
Principal