

The Bishop of Winchester Academy

Induction Booklet



John 10:10

I came to give life - life in all its fullness



Sapere Aude

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Academy Leadership

Academy Leadership Team

Mr P McKeown	Principal
Mrs A Hooper	Vice Principal
Rev J Nightingale	Chaplain
Students are supported by:	Mentors, Curriculum Assistant Vice Principals, House Assistant Vice Principals, Progress Leaders and all the teaching and support staff.
Mrs S Alderson	SENCO
Mrs D Gibbs	Educational Social Worker
Mrs A Jones	Wellbeing
Mrs B Beedie	Attendance Officer

Welcome to The Bishop of Winchester Academy

I am very proud to be able to welcome you to the Academy where we have enjoyed a successful year in achieving the very best for our students.

'High expectations – no excuses' is one of our core values for all staff and students, and this motivates us to achieve the best outcomes. I want to thank you in anticipation of your support for us as we work with your son or daughter to reach their full potential. There will be many opportunities for pupils to expand their experience and enjoy all we have to offer. The many extra-curricular activities and projects (productions, sporting challenges, visits, etc), allow pupils to nurture their talents outside the academic arena to provide a rounded education.

As a Church of England Academy our Christian ethos forms the foundation on which we base our decision making and creates an atmosphere in which students feel safe and cared for. We also aim to provide a safe environment for students to explore their spirituality and faith and feel confident to ask difficult questions. We aim for all young people to live out our mission statement 'Sapere Aude' – Have the courage to be wise. It is our mission to ensure that all young people do have the courage of their own well-founded convictions, to make wise decisions that will allow them to celebrate their talents, fulfil their God-given potential and live life to the full.

Your son or daughter will be placed in one of our houses (Austen, Brunel, Da Vinci, Nightingale and Wilberforce) designed to give a family atmosphere. There is much healthy competition between the houses and everyone enjoys the reward assemblies, waiting to hear which house has come top in reward points and attendance. Your son or daughter will feel proud to belong to their house and their responsibility in being part of the team.

We recognise here, at The Bishop of Winchester Academy, that the transition from Primary to Secondary school is a big step and one in which we do our very best to make as easy as possible. If you have any questions or concerns please do not hesitate to contact us and we will be happy to help.

I look forward to working with you in ensuring your child is successful and happy.



Paul McKeown
Principal

Transition Days 5th & 6th July

The transition days are an important part of the process in helping pupils to feel happy and comfortable on their first day at the Academy in September. During the two days they will meet their Head of Year, Academy staff, experience lessons and be able to familiarise themselves with the layout of the school. It will be an opportunity for them to ask questions and gain an understanding of our expectations for Academy students.

Transition takes place over two days to include a variety of assessments. This will give us a more accurate picture of your child's strengths and weaknesses and will help us to place them in an appropriate class group. The correct placement of pupils will help prevent disruptive and unsettling moves later in the year.

On each day pupils will need to arrive in their current school uniform and bring with them a pen, pencil, ruler, colouring pencils and a reading book. At lunch time they may wish to bring a packed lunch, or alternatively, you can pre-order a lunch from the Hungry Bishop using the lunch menu request form.

Would you please bring your children to the Academy reception for 8:50am. At the end of the day please wait outside the school gates where your children will be escorted and given to you. They will be ready to be collected at 2:45pm on both days.

Information Evening for Parents 5th July

In addition to the days which pupils will experience, we look forward to meeting you at 6.45pm on Wednesday 5th July 2016. This will be an informative evening introduced by the Principal.

You will receive the following forms at your parental meeting with Mr McKeown & Mrs Hooper (these are also available on the website) and we would be grateful if you could complete and bring them with you on this evening:

- Student Contact Information
- Academy/Home Partnership Agreement Form
- ICT Acceptable User Policy
- Locker application
- Instrumental lessons (optional)

We look forward to meeting you in due course.

The Hungry Bishop

Morning Break

Cereal, toast,
scrambled egg, baked beans, mushrooms,
hot bacon rolls, toasties, pizza muffins, soup

Selection of baguettes and sandwiches

Variety of cut fruit

Variety of hot and cold drinks

Lunch Break

Hot meal and vegetarian alternative
Selection of baguettes and sandwiches

Soup

Cold salad bar

Variety of hot and cold drinks

Catering for ALL dietary needs



The Bishop of Winchester Academy

Time Table 2017-2018

	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00
Monday	Lesson 1	Lesson 1	Lesson 2	Lesson 2	Mentoring	Break	Lesson 3	Lesson 3	Lesson 4	Lesson 4	Lunch	Lesson 5	Lesson 5	
Tuesday	Lesson 1	Lesson 1	Lesson 2	Lesson 2	Mentoring	Break	Lesson 3	Lesson 3	Lesson 4	Lesson 4	Lunch	Lesson 5	Lesson 5	
Wednesday	Lesson 1	Lesson 1	Lesson 2	Lesson 2	Mentoring	Break	Lesson 3	Lesson 3	Lesson 4	Lesson 4	Lunch	Lesson 5	Lesson 5	
Thursday	Lesson 1	Lesson 1	Lesson 2	Lesson 2	Mentoring	Break	Lesson 3	Lesson 3	Lesson 4	Lesson 4	Lunch	Lesson 5	Lesson 5	
Friday	Lesson 1	Lesson 1	Lesson 2	Lesson 2	Lesson 3	Lesson 3	Lunch	Lesson 4	Lesson 4	Lesson 5	Lesson 5			

Michaelmas Term	
Inset Day	Monday 4 th September 2017
Michaelmas 1 (M1)	Tuesday 5 th September – Friday 20 th October 2017
Half Term	Monday 23 rd – Friday 27 th October 2017
Michaelmas 2 (M2)	Monday 30 th October - Wednesday 20 th December 2017
Christmas Holiday	Thursday 21 st December 2017 – Friday 5 th January 2018
Lent Term	
Lent 1 (L1)	Monday 8 th January – Friday 9 th February 2018
Half Term	Monday 12 th – Friday 16 th February 2018
Lent 2 (L2)	Monday 19 th February – Thursday 29 th March 2018
Easter Holiday	Friday 30 th March – Friday 13 th April 2018
Pentecost Term	
Pentecost 1 (P1)	Monday 16 th April – Friday 25 th May 2018
Half Term	Monday 28 th May – Friday 1 st June 2018
Pentecost 2 (P2)	Monday 4 th June - Friday 20 th July 2018
Summer Holiday begins	Monday 23 rd July 2018
Bank and Public Holidays	
Christmas Day	Monday 25 th December 2017
Boxing Day	Tuesday 26 th December 2017
New Year's Day	Monday 1 st January 2018
Good Friday	Friday 30 th March 2018
Easter Monday	Monday 2 nd April 2018
Early May Bank Holiday	Monday 7 th May 2018
Spring Bank Holiday	Monday 28 th May 2018
Inset Days	
	Monday 4 th September
	Monday 2 nd July

Uniform



A high standard of personal appearance is expected of all pupils, at all times. Anyone arriving at the Academy in non/incomplete uniform /clothing may expect to be sent home to get changed. Non-uniform items are not allowed, eg. hoodies and non-academy scarves, at any time, and will be confiscated if seen on site.

Full details of the uniform requirements and expectations can be found on the Academy website at www.tbowa.org/Parents in the Uniform tab.

Boys	Girls
<p>Academy blazer—at all times</p> <p>Academy burgundy V neck jumper —as temperature requires</p> <p>Plain, formal, black trousers (no fashion styles, chino or denim)</p> <p>A plain black leather style belt may be worn.</p> <p>Academy tie</p> <p>Academy scarf —as temperature requires</p> <p>Plain white, formal, school shirt with a collar (not polo shirt). Short or long sleeves are permissible and should easily tuck into trousers.</p> <p>Black socks</p> <p>Black, leather type, formal shoes that can be polished, with laces or slip on. Please see note.</p> <p>Academy bag in house colour</p>	<p>Academy blazer—at all times</p> <p>Academy burgundy V neck jumper —as temperature requires</p> <p>Academy skirt or formal, black, full length, plain material, classic tailored style trousers (not leggings, fashion, denim, cord unstructured design - clinging to the leg)</p> <p>Academy tie</p> <p>Academy scarf —as temperature requires</p> <p>Plain white, formal, school blouse only - with turn down angled collar (not polo shirt). Short or long sleeves are permissible and should easily tuck into skirts or trousers. No fashion fitted blouses are permitted.</p> <p>White or black socks <u>or</u> plain black/natural tights</p> <p>Black, leather type, formal shoes; flat or with a low heel that can be polished. Please see note</p> <p>Academy bag in house colour</p>

Note: No trainers, boots or canvas shoes or shoes that look like training shoes or shoes with velcro. All students must wear plain black shoes that have no logos or decorative elements. Sandals, suede or cloth footwear is totally inappropriate and can be a health and safety hazard when using the main staircases in school or working in some classroom environments.

In the event of an exceptional medical circumstance that would require non-school footwear to be worn, a meeting should be arranged with the Principal, who may authorise non-school footwear. These must be completely plain, totally black (including soles, emblems, etc). This must be supported by a letter from a medical practitioner with an indication for how long these should be worn.



P.E. Kit (For both girls and boys)

Black shorts

Academy burgundy polo shirt

Academy rugby shirt

Burgundy socks winter / sports socks summer/indoor

Trainers / football boots

Black track suit bottoms and/or top (not compulsory)

Pupils must never bring a hooded top/sweatshirt to school other than school PE hooded top for sports lessons only

Other Uniform Requirements

Please refer to the Uniform Statement available on the website for full information on uniform and equipment requirements and expectations including:

- Hair,
- Jewellery & make-up,
- Aprons,
- Mobile devices
- ID cards
- Lockers
- Equipment

Uniform is available to purchase at CJI Clothing in Moordown. CJI Clothing offer several ways to order uniform. You can visit the shop at 886 Wimborne Road, where their friendly staff will help you. Opening times are Monday to Saturday 9.30am to 5pm. Or, alternatively, you can order online at www.cjiclothing.com where you will have the choice of collecting in store or home delivery.

Attendance & Punctuality



90% in a test or exam is a good result!
BUT
90% attendance isn't

Excellent attendance is important because...

We want all pupils to take advantage of the opportunities provided by the Academy. Evidence shows that there is a direct link between poor attendance and underachievement. Pupils not in school are more at risk of failing to achieve. They run a greater risk of getting involved in crime or becoming victims of crime.

The law requires that parents/carers are responsible for ensuring that their children attend school and are on time. This guide will explain clearly what our expectations are regarding attendance and punctuality and how we will deal with any problems or issues to do with your son/daughter in this area.

The Educational Social Worker will become involved where attendance falls below 95% and a Penalty Notice may be issued if concerns are not addressed.

Attendance and Punctuality

We expect your child to be in the Academy every day on time unless:

- He/she is too ill to attend;
- He or she has a medical appointment that can only be made in Academy hours; an appointment card / letter must be provided (in advance if possible);
- There are other extreme circumstances where permission has been given by the Principal

Unauthorised Absence

This is where your child has been absent and the absence has not been explained or we do not consider the reason for the absence to be acceptable.

Truancy

This occurs when your child misses school without authorisation or registers for school but does not then attend lessons. We will not accept truancy and we will inform you of any suspected truancy.

Leave of Absence in Term Time

Following recent changes in Government guidelines we do not authorise holidays during term time, ever. If you require your child to be absent from the Academy you will need to write to the Principal explaining the reasons and providing evidence if requested. Penalty notices may be issued for unauthorised absence which could result in a fine.

The Principal will consider these requests on an individual basis taking into account the pupil's attendance record and the circumstances surrounding the request.

What will we do to monitor attendance and punctuality?

- We will contact you on the first day of absence, at home or at work, if you have not let us know why your child is absent;
- Send you an absence letter if we have not been able to ascertain reasons of absence;
- Carry out a home visit if we have been unable to contact you or are concerned over the length or reason of absence;
- Contact you and arrange a meeting to discuss any concerns we have over attendance and persistent issues with punctuality.
- Further concerns with attendance will be referred to Education Welfare which may result in court proceedings.

Guidance for parents/carers

- Reinforce our expectations regarding full attendance and excellent punctuality with your child;
- Work with Academy staff when we take action over punctuality, truancy, or low levels of attendance;
- Keep us informed of any changes to contact details, or in advance of any medical appointments; providing the appropriate evidence;
- Keep us informed of any absence that is likely to continue;
- Ensure that your child completes any work that has been sent home or that they catch up with any work that they have missed during an absence.

Contacting the Academy

Please contact us as soon as possible to inform us of any absence each and every day of the absence, or any future absence. Please inform us as soon as possible of any changes to your contact details. Any other issues or concerns should be raised with your child's Mentor, who will deal with these in the first instance.

beverley.beedie@tbowa.org

01202 512697 pressing option 1 to Report a Student Absence

ACADEMY/HOME PARTNERSHIP AGREEMENT



Sponsors' Statement

All The Bishop of Winchester Academy policies exist to support the Sponsors' vision, Christian ethos and values that are embedded in the day-to-day and long term running of the Academy. Each policy evidences the commitment of the Sponsors to the principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope. This policy contributes to the development of young people and the community through all Academy activities.

Introduction

At The Bishop of Winchester Academy we wish to work in partnership with parents to support the progress and attainment of your children, our pupils. We aim to provide a quality experience that enables the whole child to develop into a confident young adult who realises their potential both personally and academically. To that end there are key areas for partnership.

Attendance

By law, all children of compulsory school age must get a proper full-time education. Parents are responsible for making this happen, either by registering the child at school or by making other arrangements which provide an effective education. See the Education Act 1996 Section 7. (DfE – Department for Education)

The Academy will

- ensure accurate records of attendance and punctuality are kept and reported to parents/carers and liaise where appropriate.
- work in partnership with students and parents who have attendance and/or punctuality problems.

The parents will

- ensure students attend regularly and timely, liaising with the appropriate Academy staff should there be any concerns.
- telephone the dedicated attendance line on the first day of an absence before 8:30am.
- ensure, where possible, that routine medical appointments are made outside of the Academy day.

The pupils will

- attend regularly and be punctual.
- aim for 100% attendance.
- raise any concerns that might affect attendance by speaking to staff.

Uniform

Academy uniforms help to define the ethos of a school and the standards expected. They help give pupils pride in their school and make them ambassadors for their school in the community. (DfE)

The Academy will

- instruct a pupil to go home briefly to remedy a breach of the Academy's rules on appearance or uniform.
- employ a variety of sanctions if issues are not addressed.

The parents will

- ensure that their child attends the Academy following the correct uniform policy.
- contact the Mentor or Head of Year if problems occur with one or more aspects of uniform.

The pupils will

- wear all parts of the Academy uniform correctly with pride.
- accept sanctions employed by the Academy, returning to Academy promptly if sent home, wearing correct uniform.

Bullying

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages or the internet), and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, or because a child is adopted or has caring responsibilities. (DfE)

The Academy will

- ensure that any issues regarding bullying inside and outside the Academy are actively addressed.
- provide support for those being bullied.
- where necessary sanction those who have bullied others.

The parents will

- work with the Academy to resolve any bullying issues.
- monitor their child's use of social network sites to prevent cyber bullying issues.

The pupils will

- talk to members of staff should a problem occur and agree a course of action with their Mentor or Head of Year.
- treat Academy staff and students as they would like to be treated, with respect, and allow others to feel safe in a bully free environment (to include social media).

Home Academy Communication

Good communication with parents is vital. The Academy should have parent's contact details in case they need to be alerted in an emergency. These should of course be regularly checked and kept up to date and include home, work and mobile numbers where parents/ carers have them. (DfE)

The Academy will

- communicate regularly with parents about Academy events (website: www.tbowa.org and newsletter), progress and attainment (annual reports/interim assessments/student specific letters)

- communicate via Mentor, Head of Year and teaching staff informing parents of positive progress in addition to asking for support for poor student behaviour.

The parents will

- respond to Academy communications where necessary.
- keep the Academy informed about any problems which might affect their child's learning and well-being.
- meet with staff when appropriate.
- inform the Academy should any personal details alter (i.e telephone number)

The pupils will

- be responsible for taking communications to and from the Academy and home.

Homework/Coursework

The Academy will

- set and mark relevant, regular and challenging homework.
- all homework will be delivered through 'Show My Homework'.

The parents will

- take an interest in their child's education by encouraging them to complete their homework and provide other opportunities for learning.
- support the work of the Academy by ensuring homework and coursework are completed.
- contact the appropriate staff should problems arise.

The pupils will

- record in their planner and complete on time all homework/coursework set.
- catch up on any work missed.
- seek the help of staff should homework/coursework be unclear.
- complete work to the best of their ability and meet all deadlines set.

Attitude/Behaviour

Good behaviour promotes self discipline and respect.

The Academy will

- value and respect each family.
- set high standards and expectations for all in the Academy community.
- have a clearly stated, published behaviour policy (website) promoting good positive attitudes towards behaviour and record and reward good performance and progress.
- search any pupil where it is believed they are in possession of any items that could be considered to be illegal, harmful or dangerous, or could disrupt learning.
- confiscate, retain or dispose of a pupil's property if it is disrupting learning or being used inappropriately in line with the behaviour policy.
- employ Academy sanctions where necessary, including detention inside and outside of school hours.

The parents will

- support the Academy in its efforts to set and maintain high standards and expectations in line with the behaviour policy.

- be respectful to all Academy staff and encourage their child to do likewise.
- encourage their child to have a positive attitude to the Academy and follow the Academy policies.

The pupils will

- have pride in the Academy and set a good example and promote positive attitudes and behaviour both inside and outside of the Academy community.
- take responsibility for their own actions.
- have the responsibility to act appropriately in the Academy keeping others safe and not bring anything that could be considered to be illegal, harmful or dangerous onto the Academy site.
- follow the school's code of behaviour and classroom and corridor expectations

Teaching and Learning

The Academy will

- provide a broad and balanced curriculum with high quality teaching and a variety of enrichment activities.
- meet the learning needs of each individual and give them a desire to learn at the Academy and beyond.

The parents will

- ensure their child is properly prepared each day to take part in the life of the Academy.
- ensure their child has all the necessary equipment and kit they need.
- keep the Academy informed about any problems which might affect their child's learning.

The pupil will

- work to the best of their ability at all times.
- come to the Academy with all the equipment they need.
- adopt a positive attitude towards, and participate fully in, the life of the Academy.
- keep their planner up-to-date and make sure that books are properly used and looked after.

