

# SHIRE OAK ACADEMY

TURNING POTENTIAL INTO EXCELLENCE



# Who's Who

Headteacher: Mrs A. Stoddart

Pastoral Manager and Assistant Principal: Mrs C. Smith

Assistant Pastoral Manager: Mrs A. Youster

Head of Year 7: Miss Charlotte Davis

Assistant Head of Year 7: Mr Kieran Boardman & Mrs Rachel Sadler

SENCo: Mrs S. Williams

Success Centre Manager: Mrs K. Kay

# *The role of the form tuto*

Form tutors have a very important and caring role.

They monitor the progress of pupils (both socially and academically), encourage involvement and commitment to school life and ensure students in their care strive to achieve high standards of work and behaviour.

Form tutors are often the first people to communicate with your child when they arrive at school in the morning.

If pupils feel they need to talk to a member of staff about a problem or a concern the form tutor is usually the first port of call. If the problem is more serious then a member of the pastoral team will get involved.

Please feel free to write to your child's form tutor or Head of Year if you have concerns. If you would rather phone please ask to speak to the Head of Year

An extremely important partnership must exist between parents, pupils and school in order for your child to gain maximum benefit during their education.

If you have any problems or concerns about your child, or a query about any aspect of school life, please in the first instance get in touch with your child's form tutor via email.

For concerns that you wish to discuss with Miss Davis, please email initially:

[Davis.c@shireoakacademy.co.uk](mailto:Davis.c@shireoakacademy.co.uk)



## Start of the Academy Day

8.40 – 9.05	Morning Registration
9.05 – 10.05	Lesson 1
10.10 - 11.10	Lesson 2
11.10 – 11.25	Break
11.25 – 12.25	Lesson 3
12.25 - 12.55	Lunch for Year 7
12.55 – 1.55	Lesson 4
2.00 – 3.00	Lesson 5
3.00 - 5.00	Detentions/extra curricular



End of the Academy Day

# Preparing for the Academy Day



It is vital all students attend school with the necessary equipment and a suitable bag - pouches/small handbags are not suitable.

Encourage your child to check they have all their equipment every day. Forgotten items such as PE kits, cooking ingredients, homework are not allowed to be dropped off by parents/carers during the day. It is always best if your child gets all their things ready the night before.

Pupils have a diary to record homework, reading logs and any other important information. Please check it regularly. It can be used to send a note to their form tutor or HOY.

# PE lessons & extra curricular

It is expected that all students participating in Physical Education wear the correct school kit as specified on the website. Students have four periods of PE each 2 week timetable. Students follow a programme of 8 different activities per year.

Some of the extra curriculum activities at SOA for year 7 pupils:

- Boys football/rugby/basketball clubs & teams
- Girls and boys athletics teams
- Girls football/netball/rounders clubs & teams
- Recreational boys and girls fit club
- Recreational table tennis
- Recreational tennis
- Girls and boys weight training club
- House sports events in a wide variety of sports

## Uniform protocol - September 2020

### Girls uniform:

- Black tailored trousers or a knee length black skirt (suit material)  
Trousers/Skirts are not to be made of stretch material/cling to the leg
- White shirt (no frills and must be long enough to be tucked in to the skirt or trousers)  
short or long sleeve acceptable
- House tie
- Shire Oak Academy blazer (with logo)  
Blazers should be worn to and from school and at all times during the school day.
- White or black socks
- Black school shoes (no trainers/boots/pumps)
- Coats: warm coats are advised. NO denim or leather coats permitted.
- Hoodies/jumpers are NOT permitted.

### Permitted:



### Not permitted:



## Uniform protocol - September 2020

### Boys uniform:

- Black tailored trousers (suit material). Skinny fit is not permitted.
- White shirt (must be long enough to be tucked in to the trousers) short or long sleeve acceptable
- House tie
- Shire Oak Academy blazer (with logo)  
Blazers should be worn to and from school and at all times during the school day.
- White or black socks
- Black school shoes (no trainers/boots/pumps)
- Coats: warm coats are advised. NO denim or leather coats permitted.
- Hoodies/jumpers are NOT permitted.

Update on purchasing school uniform 15.06.20 in addition to the following stores online service:

Crested Schoolwear <https://www.crestedschoolwear.co.uk/> is open from 9.30am Monday 15th June conforming to government guidelines with a queueing and one way system. From 1st July it has extended opening hours.

Clive Mark schoolwear <https://www.clivemark.co.uk/clive-mark-walsall> is operating an appointment booking service from 18th June 2020.

# UNIFORM

We have very strict uniform rules. Pupils who arrive to school wearing incorrect uniform must report to their Head of Year. Pupils wearing incorrect uniform may have to spend the day out of lessons.

Ties are an important part of our uniform and we recommend that parents purchase two ties to avoid any issues. Pupils who come to school without their tie may need to spend the day out of lessons. Parents can purchase new ones via parentpay and pupils can collect their tie from Mrs Waite in South Pastoral office.

# Jewellery & Hair styles

There is to be NO jewellery worn and no piercings.  
(Except for one pair of small stud earrings and a watch)  
No extreme hair styles are allowed and natural hair colours only are permitted.

## Make-up

Girls are not allowed to wear make-up in years 7 to 9 nor can they wear nail varnish. Pupils must not wear false nails or eyelashes.

Pupils with incorrect piercings will be removed from lessons until the piercing is removed. Pupils wearing false nails/eyelashes (that they cannot remove) will be withdrawn from lessons until they are removed.

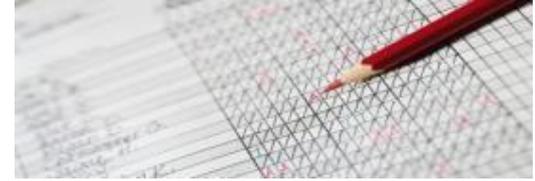
# Punctuality



We expect excellent punctuality

- School starts at 8:40am, pupils are expected in their form rooms at this time so should be on site by 8:30am
- Late pupils must attend a 10 minute break time detention, failure to attend will result in a 30 minute detention after school.
- If students are late to school after registration has closed, they must sign in at reception when they arrive and make up time missed.

# Attendance



- Should your child be unable to attend school, it is important that you ring the switchboard, before 8:30am and leave a voicemail on the year 7 absence line. Alternatinately, you can email their form tutor.
- Going to school regularly is very important. Each day missed makes it more difficult to catch up with work and homework.
- If attendance falls below 96% it has been proven it affects learning and achievement at school.
- Attendance should not be lower than 90%. If this does occur the Education Welfare Service will get involved. Please note, medical evidence is required if attendance falls below 90% - a call or email is not sufficient.

# Holidays

- Holidays should not be taken during term time.
- Applications for holidays should be made in writing to The Principal
- If refused, a fine will be issued





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MOBILES MAY BE USED AT **BREAK AND LUNCH**  
**ONLY** OUTSIDE OR IN THE CANTEEN (not in corridors).

MOBILE PHONES MUST NOT BE USED AT LESSON  
CHANGEOVER!

IF A MOBILE PHONE IS SEEN AT ANY TIME (OTHER THAN  
BREAK OR LUNCH) IT WILL BE CONFISCATED AND RETURNED  
AT 3PM. REFUSAL TO HAND OVER YOUR PHONE WILL RESULT  
IN A DETENTION.

# Detentions



At Shire Oak, we understand that everybody makes mistakes but sometimes if too many are made, a detention/behaviour points are likely to be issued by members of staff.

A detention can last for 10 minutes, half an hour, an hour or two hours. It really depends how serious the matter is, or how often it happens. It is important that your child attends detentions because they will either have a longer detention or be withdrawn from lessons, should they not attend.

If you have the Shire Oak app and you can see that your child has received a behaviour point.

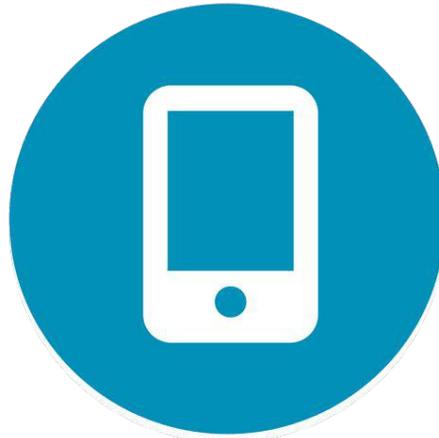
Notification of the detention will be emailed to you the day before the detention is to be served so parents know in advance that a detention has been set.

Pupils who have to be removed from lessons receive an hours detention that day. You will be informed of this by email.

# Have we got your latest contact details?

As we move further into a digital world making sure we have the most up-to-date contact details is vitally important.

Please ensure that Telephone and Mobile numbers are updated with school if they change as well as Email Addresses.





# Lunch

Students get 30 minutes for lunch and must remain on site. School meals are available. Anyone entitled to free school meals must make an application to the Education Authority.

We run a cashless system for lunch. Pupils will be registered in September by having their fingers scanned. They can then top up money at the pay point in North or parents can use a system called Parent Pay to top up the accounts. We advise parents to pay online rather than sending pupils in with cash daily. Parents can use Parent Pay to check what their child has eaten each day and check how their money is being spent!

# Praise and Rewards

Although we have a detention system, we love to focus on praising pupils who get it right!

House Points are awarded to pupils by staff for excellent effort, participation, attitude, work etc. Parents receive emails every evening when a pupil receives one. Each week, the form champions are recognised on the Newsletter.

Above and Beyond Awards are given out by staff when a pupil goes above and beyond what is expected. All recipients are displayed on the newsletter. A weekly champion is chosen and given a £5 shopping voucher.

Attendance rewards are given regularly and include non uniform days, film afternoons, £5 vouchers or even a visit to an ice cream van!

Conduct points are worked out by taking the child's negative behaviour points off the child's praise total. Pupils get prizes when they reach 50 conduct points, then 100 conduct points etc..

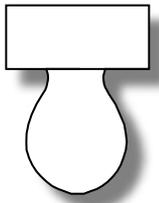


# Bad Weather

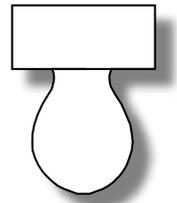
Always assume Shire Oak Academy is open, unless you hear via the radio, by contacting the school or checking the school website.

Under no circumstances should parents assume that the school is closed unless it has been verified by school staff.

Parents will be contacted by email as long as details are up to date.



# Toilets

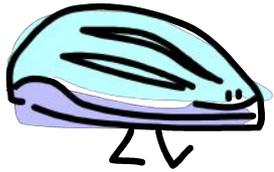


Pupils are not allowed to visit the toilet during lesson times, unless it's a real emergency. All time missed is made up either at break, lunch or after school.

Toilets should be visited during break and lunchtime or between lessons without missing teaching time.

Year 7 pupils can use South building toilets during their lunch time.

Toilet passes can be issued if there are genuine medical reasons. Please put these in writing to the Head of Year 7.



# Bicycles/scooters



It is advised that pupils wear a helmet.

Bikes/scooters will be kept in the bike shed which is locked. Students will need to bring their own padlock.

Bikes/scooters are left on school site at their owners risk.

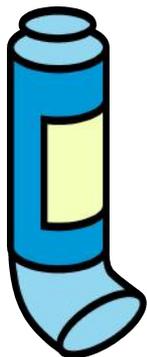
Students must not ride bikes on the school site.

All students wishing to ride their bikes to school must pass a bikeability test. More information to follow in September.



## Illness in school

- We have a first aid room where pupils who require regular medication will need to go. ALL medication must be brought in to the first aid room, labelled clearly with instructions.
- Pupils who feel unwell can be sent there, but they need to be sent by a member of staff and not just take themselves there.
- Pupils must not phone their parents to come and collect them if they feel unwell. This must be done properly via the first aider or a senior member of staff.



# Inhalers



Pupils who need inhalers should bring a named spare and hand it in to the first aider ready for use in an emergency.

Any spares must be kept in date.



# Drinking water

All pupils are allowed to drink water during lesson time.

The water should be in a clear plastic bottle and children should ask permission in lessons to have a drink.

Pupils must bring their own water in. They are allowed to refill bottles at lunchtime or break at designated water stations.

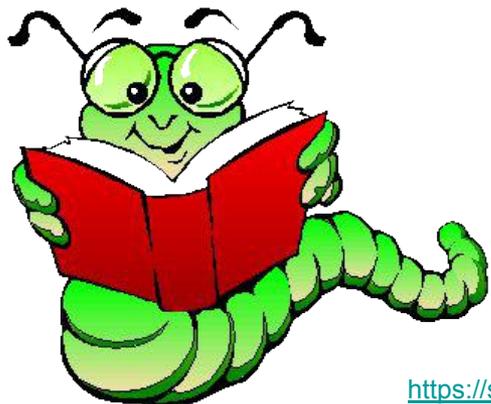
We do not allow any fizzy drinks (pop/energy drinks etc) on the school site, these will be confiscated and won't be returned if seen. Repeat offenders will incur detentions.

# Cars



Parents - Please do not bring your cars on to the school site, either in the morning or at the end of the day.

If possible please avoid dropping pupils off right by the gate, this can cause congestion and be very dangerous.



# What is Accelerated Reader (AR)?

[https://shireoakacademy.co.uk/wp-content/uploads/2020/05/Reading-at-Shire-Oak-Academy.p  
df](https://shireoakacademy.co.uk/wp-content/uploads/2020/05/Reading-at-Shire-Oak-Academy.pdf)

All children in Years 7-9 will be part of the Accelerated Reading Programme which encourages reading for pleasure.

AR helps teachers manage and monitor children's independent reading practice.

You child will complete a STAR reading test which determines your child's reading level. It is a computer based reading assessment program.

Children will be required to read in form time and as daily home work and log what they have read in their diaries.

Your child picks a book at his/her own level and reads it at his/her own pace. When finished, your child takes a short quiz on the computer - passing the quiz is an indication that your child has understood what has been read.

And finally – pupils should try to get involved in their form and house

- Fundraising
- Thought for the Day/Assembly
- House Point totals
- Year competitions
- Sports day
- Form captain/stars
- School council reps
- Form spirit and looking out for each other

We are looking forward to hearing about all the lovely things our pupils do,,,,,please keep us informed!