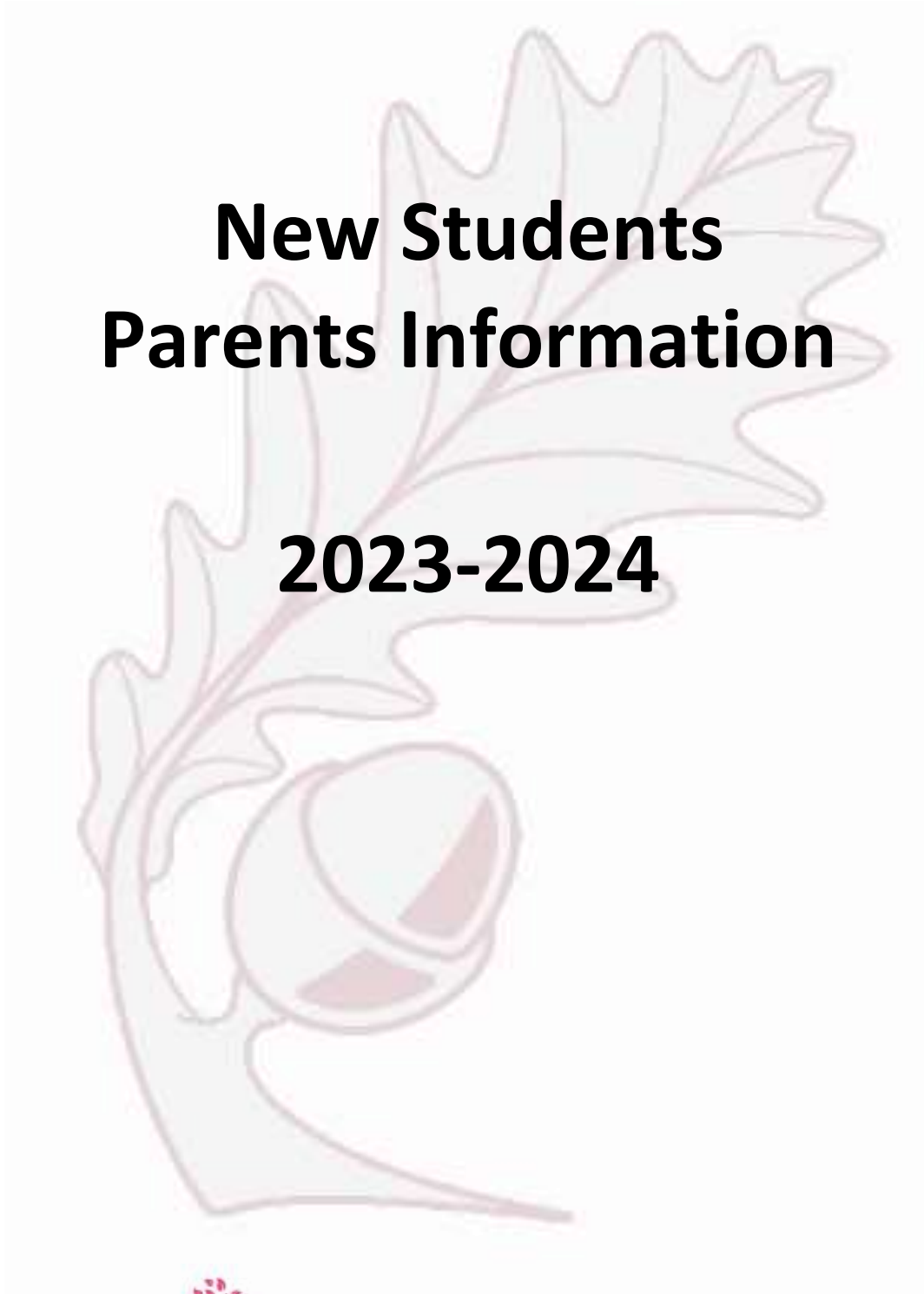


SHIRE OAK ACADEMY

TURNING POTENTIAL INTO EXCELLENCE

New Students Parents Information

2023-2024



THE MERCIAN TRUST

**WELCOME TO SHIRE
OAK ACADEMY**



THE MERCIAN TRUST

Dear Parents,

Transferring to a new secondary school is a very big step in your child's life. This booklet, I hope, will ease that transfer by providing some basic information about our Academy.

At your initial meeting, you will have the opportunity to meet your child's head of year and to ask questions. If questions arise after this meeting please feel free to contact your child's head of year on 01543452518.

We work in partnership with you and therefore you are always welcome to contact the Academy about aspects of your child's education.

Yours sincerely,

Annabel Stoddart
Executive Headteacher

& Neal Critchley
Associate Headteacher

The Academy Day

At Shire Oak academy, we have a two-week timetable (Week 1 and Week 2).

The academy day is as follows: -

Monday, Tuesday, Thursday, Friday		
Arrival	08:30	
Form time	08:40 - 9:10	
Period 1	09:10 - 10:10	
Travel	10:10	
Period 2	10:15 - 11:15	
Break	11:15 - 11:30	
Period 3	11:30 - 12:30	
Period 4 incl lunch	12:30 - 14:00	LUNCH
		12:30 - 13:00 Years 7 & 11
		13:00 - 13:30 Year 9
		13:30 - 14:00 Years 8, 10 & 12/13
Period 5	14:00 - 15:00	
End of School	15:00	

Attendance and Punctuality

Regularly school attendance is extremely important for your child's future. Parents are responsible for making sure their children receive full-time education. Talking to your child and school could help solve any problems if your child does not want to go to school. Shire Oak Academy has set an ambitious target to achieve higher than national average for Attendance and close the persistent absenteeism gap rapidly. The school target for each student is 96% (183 days or more in school) attendance or above.

100%	Gold Standard
96%+ (7 Days missed and 35 lessons)	Green Standard This is the expected standard and you have every chance of achieving well in school
92% - 95% (10-15 days missed 50-75 lessons missed)	Amber Standard This is not good enough and you are risking failure in your studies
Below 92% (More than 15 days missed and 75 lessons missed)	Red Standard This is the area where you will be unlikely to achieve your grades in your subjects

Regular school attendance

Good attendance to school shows future potential employers that your child is reliable and enables your child to progress in their learning and reach their full potential. Shire Oak Academy records details of all children's attendance and absence at school. We must do so at the beginning of morning and afternoon sessions. If your child is absent, you must tell the school why immediately using the study bug app.

<https://studybugs.co/about/parents>

Please download the free Studybugs app, or register on the Studybugs website, and use it to tell us whenever your child is ill and unable to attend school. We will also send out other announcements and updates via Studybugs, Please note that we will require daily notifications of absences. The school will record the absence; the Local Authority will receive this information for each child. The Department of Education also receives annual attendance data for the school.

Your responsibilities as a parent

By law, all children of compulsory school age must receive a suitable full-time education. For most parents, this means registering their child at a school – though some choose to make other arrangements to provide a suitable, full-time education.

Once your child is registered at Shire Oak Academy, the parent is legally responsible for making sure they attend on a regular basis. If your child does not attend school on a regular basis you could receive fines or be prosecuted in court for poor attendance.

How to prevent your child from missing school

You can help prevent your child missing school by:

- making sure they understand the importance of good attendance and punctuality
- taking an interest in their education – ask about schoolwork and encourage them to get involved in school activities
- discussing any problems they may have at school and letting their Form Tutor or Head of Year know about anything serious
- not letting them take time off school for minor ailments – particularly those which would not prevent you from going to work

To avoid disrupting your child's education, you should arrange appointments and outings:

- after school hours
- at weekends
- during school holidays
- You should not expect Shire Oak Academy to agree to your child going on holiday during term time.

Support on school attendance

A child's school attendance can be affected if there are problems with:

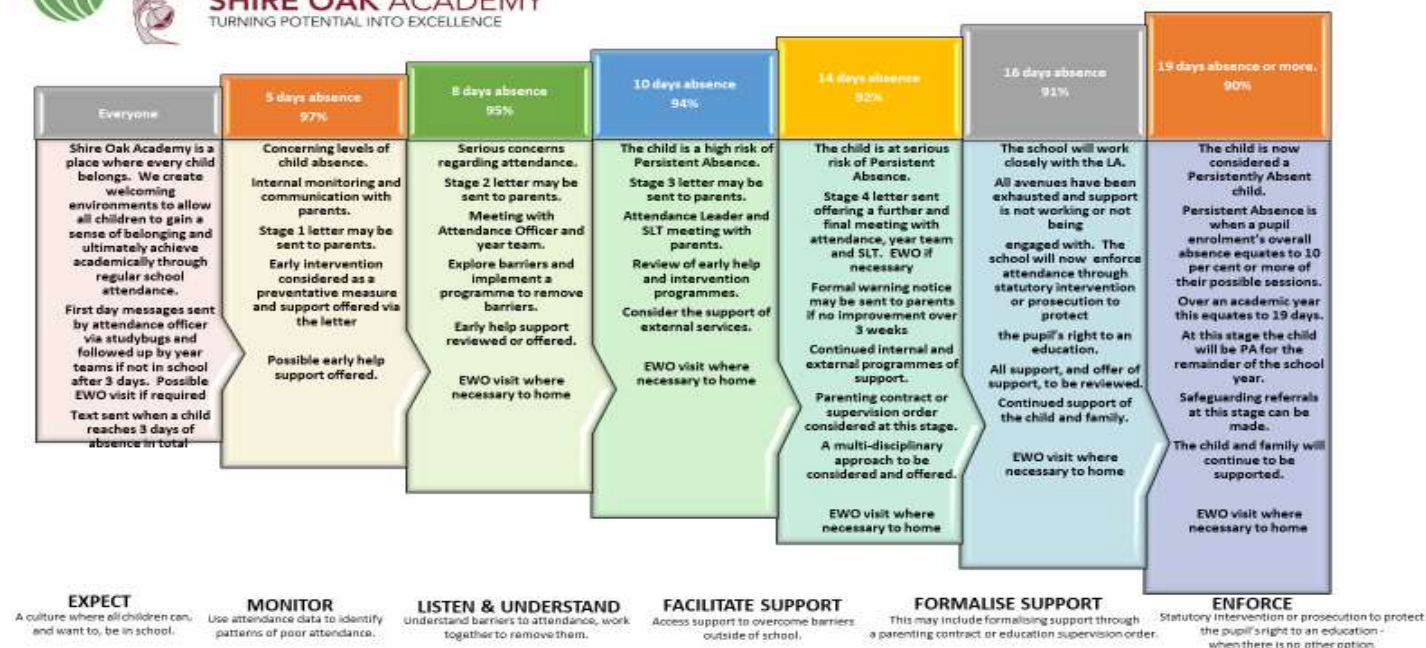
- bullying
- housing or care arrangements
- transport to and from school
- work and money

If your child starts missing school, you might not know there is a problem. If you are concerned, please speak with your child and then contact their form tutor or the school attendance team to look at investigating further support. The Shire Oak Academy Attendance Officer is Mrs K Kay k.k@SOA.merciantrust.org.uk. and Assistant Headteacher Strategic Lead SEND and Attendance h.powell@SOA.merciantrust.org.uk

Attendance Support Plan



SHIRE OAK ACADEMY
TURNING POTENTIAL INTO EXCELLENCE



Punctuality to school and lessons

As with the importance for good attendance it is important that your child is punctual to school and all lessons. Students should be on school site by 8:30AM each morning and in their form rooms by 8:40AM. Students who fail to do so will receive a sanction after school. Parents are notified of their child's punctuality, and we ask that regular conversations are taking place around this.

Uniform Expectations

At Shire Oak Academy we pride ourselves on our high expectations. Our school uniform is central to this. Shire Oak Academy, first and foremost is a place of learning and our uniform promotes responsibility and discipline in our students.

With that in mind, all students are expected to follow the guideline below. Parental/carers support is essential in ensuring our focus is on learning and achievement; for this reason, your support is anticipated and greatly appreciated.

Below are our uniform expectations.

Uniform Expectations	PE Kit expectations
Blazer - burgundy blazer with academy badge on breast pockets	Girls PE Kit: Maroon polo shirt (short sleeves) with embroidered badge, Black shorts with embroidered badge, Black football and short white socks, trainers, Black ¼ zip training top with embroidered badge, plain black leggings (optional), football boots and shin pads (optional)
Black plain school trousers	Boys PE Kit:
Optional plan V-neck jumper which can be worn in addition to the blazer (October-March)	Maroon polo shirt (short sleeves) with embroidered badge, Maroon reversible rugby shirt, Black shorts with embroidered badge, Black football and short white socks, trainers, football boots and shin pads, gum shield, towel (required when doing football and rugby).
Plan white shirt with collar and sleeves (long or short sleeves)	
Plain black socks	
Tie	
Black shoes (see footwear guidance)	
A suitable dark waterproof coat for colder/wet weather Not denim jackets or ‘hoodies’ may be worn onsite	
<u>Uniform Suppliers</u> Clive Mark www.clivemark.co.uk Units 1-2 Anderton Road Small Heath Birmingham B11 1TG 0121 594 599	

Uniform Expectations Continued

The school PE kit, tie, and badge are of a specific make and are available from our uniform suppliers. All other items can be purchased from a range of specialist suppliers as well as local supermarkets and other retail outlets.

Parents are asked to contact the school if in doubt before purchasing uniform.

Please ensure that all items of clothing are clearly labelled.

We often find that students arrive to school wearing inappropriate trousers or shoes which have been purchased from uniform sections of high street stores, but which are not in line with our uniform policy. We want to avoid parents having to replace these items to meet our expectations, the following guidance is to help parents make the appropriate choices first time.

Shoes and boots

Shoes and boots must be entirely black and leather or leather in appearance. They should not have logos (unless plain black) or writing on them. Plain, ankle height, black leather or leather-look boots are permitted.

Unacceptable items include: Leisure trainers, high heels, suede, pumps, canvas, sandals, boots that are above ankle height and coloured or multi-coloured laces.

Trousers and skirts

Plain black, tailored and suitable for business wear. **Unacceptable items include** cords, cotton, denim, leggings and trousers that are tight fitting.

Skirts

Skirts should be plain black, suitable length and straight or pleated. Skirts should be non-stretchy fabric.

Make up/hair styles/Jewellery

Make up and Jewellery Expectations

- No jewellery other than a watch, school badges and one pair of stud earrings only (no hoops) is allowed. This is for health and safety reasons.
- No other piercings of any description are allowed in school, piercings must be removed. Please note, piercings have a required healing time before removing jewellery, therefore, all piercings should take place during the summer holidays.
- No make-up in years 7, 8 or 9
- Year 10 and 11 students are permitted to wear discrete makeup
- False nails or bold nail varnish is not permitted – please note that false nails can often be costly and are intended to be worn for a period please reserve these for extended holidays.

School Behaviour and Discipline Policy

Code of conduct for students

SHIRE OAK ACADEMY TAKING POTENTIAL INTO EXCELLENCE		CODE OF CONDUCT	
EXPECTATIONS OF STUDENTS		EXPECTATIONS OF STAFF	
ASPIRATIONAL	I am ambitious and have high expectations of myself in all aspects of academy life	We have high expectations of all students and encourage everyone to be ambitious	
+ SUCCESS	I am positive and strive for success so that I achieve in all aspects of academy life	We are positive and celebrate success and achievement with students	
+ PARTICIPATION	I participate in all aspects of my learning inside and outside the classroom	We teach well planned and engaging lessons and facilitate wider opportunities for all	
+ INTEGRITY	I speak and behave in a respectful manner to everyone	We model examples of respect to ensure effective relationships between staff and students	
+ RESPONSIBILITY	I arrive prepared to learn and ensure everyone else is able to learn	We are prepared for our lessons and our positive attitude ensures everyone can learn	
= EXCELLENCE	ASPIRATIONAL + SUCCESS + PARTICIPATION + INTEGRITY + RESPONSIBILITY = EXCELLENCE		
//////ASPIRE			

At Shire Oak Academy, students are expected to uphold our core values. We expect our students to treat others as they would expect to be treated themselves, showing respect, consideration and courtesy to other students, staff visitors and the community. The school Code of Conduct exists to ensure that all students are ready, respectful and safe and that our school environment remains a pleasant one to be part of.

Our ASPIRE values



Shire Oak Expectations

All stake holders have a part to play in relation to promoting, encouraging and expecting high standards of behaviour from our students.

Role of Students

Classroom Expectations:

- Enter your lessons calmly and on time, ready to learn.
- Bring all the necessary equipment so that you do not have to borrow from others.
- Listen carefully to your teachers and follow instructions
- Display resilience and aspiration by always trying your best
- Present your work neatly, taking pride in the appearance of your work.
- Be polite and respectful to all
- Complete and homework in on time and to a good standard
- In practical subjects, always obey the safety rules.

Moving around the academy expectations:

- Enter and leave the school sensibly, showing consideration to our neighbours, pedestrians and road users.
- Wheel your bicycle in and out of school grounds and always wear a helmet when on the road.
- Observe the systems around school site, do not use entrances and exits unless permitted to do so.
- Help keep the school site and surrounding community tidy by not dropping litter; use the bins provided.
- Always WALK in the school building and around site in a calm, sensible and quiet manner.
- Always demonstrate respect and consideration for the school building and its content.

Social time expectations:

- It is important that all students and staff can experience a calm and pleasant environment during social times. During these times, all students are expected to adhere to the following expectations:
- Consume food in designated eating areas and ensure that all rubbish is placed securely in bins
- Students must remain in designated social areas. Students should not congregate in corridors, stairwells, doorways or other access areas.
- Students should conduct themselves in a sensible, calm, quiet and low energy manner during social times.
- Under no circumstances should students cause disruption to the learning of others who may be in lesson during social time.
- The school library is available at lunch time for reading, homework and organised activities.
- Mobile phones are not permitted during social time. Mobile phones will be confiscated if seen by a member of staff.
- Energy drinks should not be consumed on school premises and will be confiscated if seen.

Persistent failure to respect social time expectations may lead to a student being excluded at these times

You are notified of all behaviours via the Class Charts App which can be downloaded

Cashless Biometric System

Shire Oak Academy uses fingerprint biometrics in our cashless catering services. By measuring an individual's physical features in an authentication inquiry and comparing this data with stored biometric data, the identity of a specific user is determined. There are many different biometric features that can be used for authentication purposes, these include fingerprint, signature iris, retina, DNA or any other unique characteristic. Once a characteristic has been chosen, the next stage in the biometric process is authentication. A biometric feature is saved on to a database. Once the data has been stored, a new scanning of the biometric feature is taken. If the comparison is positive, access to the appropriate application is granted.

Biometric and security – students and parents can rest assure that the fingerprint images cannot be used by any other source for identification purposes. The system uses an image of the fingerprint to create a mathematical algorithm and then discards the fingerprint; only the numbers remain, and these cannot be reinterpreted back into fingerprint image.

FAQs

Why do you need to take my child's fingerprint?

By taking an image of your child's fingerprint, we can turn this information into a digital signature.

Can fingerprints be used by any other agency?

No, the software we use turns your child's fingerprint into a mathematical algorithm. The image of the fingerprint is then discarded. The information that is sorted cannot be used to recreate an image of your child's fingerprint.

What happens when my child leaves Shire Oak Academy?

When a student leaves school, all data can be deleted very easily.



How does it work?

When a child places his/her finger on the scanner, the software matches their fingerprint with the unique digital signature held in the database.

Food and Drink

- There are four different outlets available to our KS3 and KS4 students
- All students must remain on school site at lunchtime and break time
- Students may only drink water during lesson times, all students should bring a water bottle into school where they can access water throughout school.
- If you feel you may be eligible for free school meals, please apply through the Local Authority, the application for can be found [here](#).

Communication

<p style="text-align: center;">Pastoral Support</p> <p>Assistant Headteacher Behaviour – Mrs C Poar</p> <p>Assistant Headteacher strategic Lead for SEND and Attendance – Mrs H Powell</p> <p>Head of Year 7 – Mrs C Waite Head of Year 8 – Mrs H Capener Head of Year 9 – Miss D Yapp Head of Year 10 – Mrs G Stevens Head of Year 11 – Mrs D Howitt Deputy Designated Safeguarding – Mrs A Dukes</p> <p>Pastoral Admin Assistant – Mrs V Metha & Mrs K Russell</p> <p>Attendance Officer – Mrs K Kay</p>	<p style="text-align: center;">Senior Leadership</p> <p>Executive Headteacher – Mrs A Stoddart</p> <p>Associate Headteacher – Mr N Critchley</p> <p>Deputy Headteacher – Mr J Allaway</p> <p>Deputy Headteacher – Mr H Griffiths</p> <p>Assistant Headteacher – Mrs C Poar</p> <p>Assistant Headteacher – Mrs H Powell</p> <p>Assistant Headteacher- Mr I Khan</p> <p>Assistant Headteacher – Mr A Turner</p>
<p style="text-align: center;">Faculty Leaders</p> <p>Languages – Mrs S Baker</p> <p>Mathematical Sciences – Mrs J Hughes</p> <p>Science – Mrs N Critchley</p> <p>Humanities – Mr M Degg</p> <p>Creative Arts – Mrs E Collis</p> <p>Wellbeing – Mrs D Critchley</p>	<p style="text-align: center;">Social Media</p> <p style="text-align: center;">For updates about school events and what is happening in our academy following us on Facebook, Instagram and Twitter</p> <div style="display: flex; align-items: center; justify-content: center; margin-top: 20px;">  <div style="border: 1px solid black; padding: 5px; margin-left: 10px;">@Shireoakacademyofficial</div> </div> <div style="display: flex; align-items: center; justify-content: center; margin-top: 20px;">  <div style="border: 1px solid black; padding: 5px; margin-left: 10px;">@Shireoakacademy</div> </div>

In Years 7, 8 and 9 our students are placed in sets, all following a basic course of study. In year 7 and 8 students study in mixed ability sets.

Equipment the academy advises parents to provide for students

It is essential that students provide their own basic writing materials in the form of pens, pencils and a ruler. They will be provided with a highlighter. Parents are advised to provide a pencil case.

A cheap but reliable pen is advised; ball point pens are perfectly acceptable. It is not advisable for expensive pens to be brought into the academy as they may get lost.

We also ask that parents provide a scientific calculator (maths) and earphones (for music).

A bag suitable for carrying books and equipment for the day is also required; a PE type equipment bag is not suitable. Equipment checks are carried out by form tutors on a daily basis and academy sanctions will be issued for students who do not have the correct items.

Mobile phones may be brought into the academy. However, they must be in a bag (not a blazer pocket) from the time the student enters the site to the time they leave the site.

Keeping parents informed

We use various approaches to keeping parents informed. Up to date information is available on the academy's website and on the Class Charts app. You will also receive a Pastoral Newsletter by email every week.

Reports

Each year parents will receive two reports to update you on your child's progress.

Consultative Evenings

Each year group has a parents evening where you will have the opportunity to meet with your child's subject teachers. The evening is held virtually and bookings are made electronically.

Health

Please keep us informed of any advice that you receive from your doctor or dentist concerning your child. You may be asked to complete a Health Care Plan by our first aider Mrs Keane. This enables us to ensure your child receives the best care possible whilst at the academy.

Any medication, e.g. inhalers, tablets, which your child may require whilst in the academy, should be labelled with your child's name and form and left with the academy's first aider for safe keeping.

If you are at all concerned about your child's medical condition, please contact us. In the event of any serious medical condition parents need to develop a protocol of action/care with the academy.

Please be aware that we do not allow students who feel unwell to phone or text parents/guardians requesting to be picked up from the academy. Students who are genuinely unwell will be sent to the academy's first aider. She will make a decision whether to send the student home.

The Academy House System

When your son/daughter joins Shire Oak Academy they will be placed in one of three houses, Darwin, Faraday or Newton, and each student's house identity is recognised by the colour of the stripe in their tie.

Throughout the year a range of opportunities, competitions and events are provided for house members to take part in, such as poetry competitions, battle of the bands, maths challenge competitions, enterprise competitions and of course sports day! Competition between houses for academic achievement, attendance, and behaviour also help gain valuable house points toward the end of year house cup. There are also fantastic opportunities for house members to take on exciting responsibilities and develop their leadership skills by becoming a house prefect or a house captain.

Your son/daughter will soon be introduced to their house leader when they start at Shire Oak in September. House leaders are looking forward to their new year 7 house members getting involved in academy life as much as possible.

There are, however, occasions when reasoning and praise fail, and there must be recourse to other measures. Students may be detained on any week-day afternoon for inadequate or unsatisfactory work or for infringing Academy Rules. Parents will be notified by email when a student has a detention.

Mobile phones

Mobile phones may be brought into the academy. However, they must **be switched off and in the bottom of a bag once the student enters the site.**

To ensure all parents/carers are fully informed, the following policies are brought to your attention. Each of these policies is available from the academy or can be viewed on our website: www.shireoakacademy.co.uk

- Anti-bullying policy
- Attendance policy
- Safeguarding policy
- Home and academy statement of shared values
- Behaviour for learning
- E-safety
- Compliments, Comments & Complaints