Leigh Academy Rainham

Parent Student Handbook

Version	3
Policy Status	Approved
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Sections

1. Principal's Welcome

I am delighted to welcome you to Leigh Academy Rainham, a unique setting that both promotes high aspirations and expectations for every young person, alongside an innovative and creative curriculum.

The wellbeing and success of each individual child is at the heart of everything we do. It is, therefore, our ambition that students that attend Leigh Academy Rainham will develop an appreciation of the limitless possibilities ahead of them and our strapline of 'Dream, Believe and Achieve' reflects our strong belief, that there is no ceiling to what a student can achieve, regardless of their ability and personal circumstances. It is our duty to unlock children's potential and make dreams a reality.

Leigh Academy Rainham is a highly inclusive and inspirational learning community that strives for excellence, with a traditional approach to discipline and innovative curriculum, underpinned by the principles of the IB Middle Years Programme. Our learning community embraces the highly successful College model nurturing strong partnerships with parents and carers, ensuring that the educational experience of every student is highly personalised through excellent communication between the family and academy.

In our academy your child will flourish, becoming an inquiring, compassionate and culturally aware LEIGH Learner and young adult. We will embed the essential skills, knowledge and attributes needed to be highly successful in achieving their own personal goals, as caring members of our community and as leaders in tomorrow's world.

I warmly thank you for choosing our Academy and look forward to working in partnership with you over the next seven years!

Alex Millward | Principal

2. Staff and Governing Body

Key Staff Members	Name
Principal	Mrs A. Millward
Vice Principal | Head of Turing College Assistant Principal | Assistant Head of Turing Assistant Principal | Deputy Head of Turing Student Services Manager - Turing Student Services Manager - Turing	Mr Blinkhorn Mrs Pozzetti Mrs Mackie Miss Cunningham Miss Joslin-Wood
Vice Principal | Head of Kingsley College Assistant Principal | Deputy Head of Kingsley Assistant Principal | Assistant Head of Kingsley Student Services Manager - Kingsley Student Services Manager - Kingsley	Mr Silvester Mr Smith Dr Facey Ms Rohmat Mrs White
Vice Principal | Head of Angelou College Assistant Principal | Assistant Head of Angelou Assistant Principal | Deputy Head of Angelou Student Services Manager - Angelou Student Services Manager - Angelou	Mrs Plant Mr A Collins Mr J Collins Mrs Falconer Miss Healy
SENCO Assistant SENCO	Ms Loveridge Mrs Morse

Governor Role	Name	Academy Remit
Chair of Governors	Penny Reid	Visits and Monitoring, Safeguarding
Deputy Chair of Governors / Parent Governor	Glen Rickersey	Safeguarding , Turing College
Governor	Nathan Ward	Inclusion and SEND, Health and safety
Governor	Emma Elwin	Digital Strategy, Curriculum Impact
Governor	Hollie Allen	Finance, Kingsley College
Governor	TBC	Equality and Diversity, Recruitment
LAT Principal Governor	Jo Brooks	QoE - Curriculum Implementation (Teaching and Learning)
Staff Governor	Sophie Kulsdom	Digital Strategy
Parent Governor	Catherine Wiedeholz	Attendance, Parental Engagement and Communication

3. Contact Information

Telephone: 01634 412440
Website: www.leighacademyrainham.co.uk
Turing College – turingcollege@leighacademyrainham.org.uk
Kingsley College – kingsleycollege@leighacademyrainham.org.uk
Angelou College – angeloucollege@leighacademyrainham.org.uk
Inclusion – inclusion@leighacademyrainham.org.uk
Attendance - attendance@leighacademyrainham.org.uk

4. The LEIGH Academy Rainham Learner

All students are expected to strive to become model LEIGH Academy Rainham Learners. The 'LEIGH Learner' attributes encompass all the elements of the MYP Learner profile and provide clear strands through which components of SMSCD (see Section 14 for SMSCD & PHSE and RSE Policies) can be explored further, developing students' understanding and appreciation of these qualities. The whole Academy SMSCD provision will be underpinned by fortnightly themes linked to one of these attributes, which will not only determine the form time curriculum programme but will run seamlessly throughout the academic MYP curriculum and daily life.

A true LEIGH Learner smiles and greets staff with 'Sir' or 'Miss' politely, respectfully returns pleasantries when staff converse with them and always says 'please' and 'thank you'.

5. Our Middle Years Programme

5.1 The MYP Curriculum

The MYP framework ensures that students develop into inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

The MYP curriculum framework comprises eight subject groups providing a broad and balanced Key Stage 3 education. It requires a minimum of 50 hours teaching time for each subject group, in each year of the programme. Subject disciplines are:

- Language & Literature (English)
- Sciences
- Mathematics
- Individuals & Societies (History, Geography and RE)
- Visual Arts
- Performing Arts (Drama and Music)
- Language Acquisition (Modern Foreign Languages)
- Design
- Physical Education & Health

As well as the subject groups there are opportunities for interdisciplinary teaching and learning, culminating in an exhibition of community projects. As an alternative to a traditional curriculum we focus on the links between subject areas and draw students attention to the interdisciplinary links which all their subjects share. Units of study are built upon key and related concepts, alongside a global context that ensures students are able to make connections between their learning and life outside of the Academy, in their local community and beyond.

Explicit 'Approaches to Learning' are also taught to children to develop and embed lifelong learning skills that they will then implicitly use once they master them and leave the Academy. These include the ability to critically think, reason, research and communicate - all key transferable skills that students need to develop for tomorrow's world.

Lastly, our Leigh Learner Values in conjunction with the IB Learner Profile of the MYP reinforces students ability to develop the key characteristics that we would want all our children to foster and model within the community.or example being polite, caring, compassionate, open minded risk takers who are resilient enough to overcome the challenges life may throw at them in a balanced and reflective manner.

5.2 MYP Marking and Assessment

Teaching staff assess key pieces of work completed by students every 8-10 lessons either in their books or digitally and capture whole class feedback on planning sheets. As opposed to writing comments in each student's books, they identify key strengths and areas for further development for the class on their planning sheets, investing their time on planning high quality lessons with

opportunities to address gaps in knowledge. Parents will not see teachers comments in books as feedback is provided to students verbally in lessons through reteaching and planning carefully considered differentiated tasks for students based on their understanding so far.

Each term, teachers mark in detail a minimum of one written MYP milestone assessment per subject. This is then used to assess individual student progress against the MYP success criteria. Students complete these independently in exam conditions and they are measured against 4 criteria (A, B, C and D).. These assessments are kept in the student's Milestone Folder and stored and maintained as a portfolio as they transition through the year groups.

MYP Levels and Grades

Each criterion within each subject evaluates students' achievement **level** on a 1-8 scale. This scale is not meant to be a percentage grade, but rather demonstrates the student's development of that skill or mastery of content knowledge. Those **levels** can broadly be thought of in the following way. MYP **Levels** of between 3 and 5 are what most students should be expected to attain. At the end of the year each child then receives an overall **grade** for the subject between 1-7 based on how they have achieved in their levels for each criterion throughout the year.

Achievement Level	Level Descriptor
1-2	**Learning** - students are learning about the content or skill and are limited in their ability to use it independently
3-4	**Practising** - students are practising the content or skill and can demonstrate the skill when they have support
5-6	**Applying** - students are using the content or skill adequately and can demonstrate the skill independently.
7-8	**Mastery** - students are able to teach others the content or skill and evaluate how effectively they themselves and others are using it.

6. Structure of the Academy Day

6.1 Academy Day Timings

Below is the structure of the Academy day. We finish early on Wednesday afternoons for ongoing professional development of all our staff and for Trust meetings.

Academy Day	Mon, Tues, Thurs, Fri Timings 2024-2025	Wednesday Timings 2024-2025
Arrival & Breakfast	8.00 - 8.25	8.00 - 8.25
Registration Lineup	8.30 - 8.35	8.30 - 8.35
Period 1	8.40 - 9.40	8.40 - 9.40
Period 2/Break	9.40 - 11.00 Year 7/8 Break 9.40 - 10.00 Year 9/10 Break 10.40 - 11.00	9.40 - 11.00 Year 7/8 Break 9.40 - 10.00 Year 9/10 Break 10.40 - 11.00
Period 3	11.00 - 12.00	11.00 - 12.00
Period 4	12.00 - 13.00	12.00 - 13.00
Lunch/Form Time	13.00 - 14:10 Year 7/8 Lunch 13.00 - 13.35 Year 9/10 Lunch 13.35 - 14.10	13.00 - 14:10 Year 7/8 Lunch 13.00 - 13.35 Year 9/10 Lunch 13.35 - 14.10
Period 5	14.10 - 15.10	
After School Clubs Detentions	15.15 - 16.00 15.15 - 16.15	

6.2 Preparing for the Day

It is a students responsibility to ensure they have cross referenced their daily timetable with the contents of their bag to ensure that they have all the necessary books and equipment for their lessons. The Academy advises that students do this the evening before, charging their Chromebook at the same time (see Section 14 for Chromebook Acceptable Use Policy). Students should **not** leave their Chromebook charging overnight as this can significantly reduce the battery life of the device. It is expected that parents support students to come to school properly dressed (see Section 14 Uniform and Equipment Policy) having had breakfast, or planning to purchase breakfast from the Cucina kitchen, so that they have a healthy start to the day.

6.3 Start of the Day

The Academy day starts at 8.30am and we expect students to be through the gate and on their way to their morning registration lineup by 8.25am when the whistle for morning lineup blows. The Academy gates will be open to students from 8.00am onwards and students must not arrive any earlier than this as they will be unsupervised outside the gates. Students will be able to access the Dining Hall and toilets from 8.00am - 8.25am when they are supervised by staff in order to get breakfast and can also wait on the Courtyard until the whistle at 8.25am.

The gates are physically shut at 8.30am. Any student who arrives at the gate after 8.30am will be expected to report to their College Student Services Manager at the gate who will take their name. This will be automatically recorded as an unauthorised lateness and a C1, 30 minute detention will be issued (see Section 14 Attendance and Punctuality Policy). Parents dropping a child off late are asked not to approach SSMs at the gate while they are on duty to support students, but to contact the students services by phone / MCAS if they need to relay a message.

6.4 Morning Lineup

The morning line up whistle blows at 8.25am and students will be expected to immediately move into their form group lines in an orderly fashion for the 8.30am lineup to commence. Form tutors will greet their form groups on the MUGA and conduct a daily check to ensure that their students are ready for learning. Students will be expected to line up in alphabetical order in silence while these checks are carried out. Any equipment and uniform violations will be swiftly identified and addressed in order to remove barriers to learning before students attend lessons (see Section 14 Uniform and Equipment Policy). Should morning lineup not be feasible due to adverse weather, students will be directed inside to their form rooms where the same checks will be carried out.

6.5 Transitions to Lessons

Following morning lineup students will be dismissed from the courtyard and they will be expected to walk in an orderly fashion to their period 1 lessons following the Academy one way system. As students move around the Academy between lessons and social times they will be expected to model the behaviours outlined on the Student Conduct Card at all times and will be sanctioned appropriately if they fail to do so (See Section 14 Behaviour and Attitudes Policy).

6.6 In Lesson Behaviours

Lessons are all an hour long and students will be expected to follow the Establishing Excellence in Lessons protocols at all times, failure to do so will result in appropriate consequences in line with the Academy Behaviour and Attitudes Policy.

Students can expect the same structure in every lesson across the Academy. Lessons will always begin with chromebooks and books out on desk, copying the Inquiry Question and date and they are expected to SLANT at all times when the teacher is addressing the class and when the teacher says 'Track', put their pens down and focus on the teacher.

ESTABLISHING EXCELLENCE
in LAR Lessons

Lesson Start

Line up in silence with Chromebooks in hands	Enter in silence, greeting each other at the door	Set up your workstation and open today's lesson slides first	Open your book, copy the date and inquiry question

Learning Time

Independent work is completed in silence	SLANT	SHAPE	STEPS

Lesson End

Clear desk and put all resources away	Stand behind chair and wait in silence to be dismissed	Prepare for transition to your next destination	Thank each other as you leave

THE LEIGH Academy Rainham LEARNER

- **S** Sit Up
- **L** Listen
- **A** Ask/Answer Questions
- **N** Never Interrupt
- **T** Track the Teacher

Dream Believe Achieve

THE LEIGH Academy Rainham LEARNER

- **S** Sir/Miss
- **T** Thank you
- **E** Excuse me
- **P** Please
- **S** Smile

Dream Believe Achieve

THE LEIGH Academy Rainham LEARNER

- **S** Sentences
- **H** Hands
- **A** Articulate
- **P** Project
- **E** Eye contact

Dream Believe Achieve

Students can expect teachers to 'cold call' questions to them with our no hands up policy when questioning to check understanding.

6.7 Break and Lunchtimes

Students can access the courtyard and dining hall during break and lunchtimes. Food bought from the Cucina restaurant must be consumed in the dining hall, not outside. Students can choose to bring packed lunches if they do not wish to buy food, however any food and drink brought on to the site must be appropriate (see Section 14 Behaviour and Attitudes Policy for banned items). All students will be expected to partake in our family community lunch, sitting together with staff in the Dining Hall for the first 15 minutes of every lunch before being allowed to go outside, to the library or clubs.

The Cucina restaurant runs a cashless system for purchasing food via ParentPay (see Section 13.4 ParentPay). Student biometric fingerprints will be used to pay for food and drinks from their personal account, which is topped up by parents using the secure online system. If a student has access to Free School Meals their account will be pre-loaded (see Section 14 Pupil Premium and Free School Meals). During social times, it is each student's responsibility to ensure that their behaviours fall in line with the Student Conduct Card and in particular that they:

- Use the toilet (toilet visits will **not** be allowed during lessons unless a child has a valid medical toilet pass). Girls are allowed and advised to go to toilets between each lesson transition and social times, if they have their periods to learn to manage these, not during lessons.
- Eat and drink to ensure they are replenished for learning
- Remain seated while eating
- Put all their litter in the bin and hold their peers to account if they fail to do so
- Clean up any mess / spillages themselves with support of Kitchen staff
- Raise any concerns to members of staff - it is not appropriate to miss lesson time to do so
- Stay in the designated areas or they will be sanctioned for being out of bounds
- Request permission from duty staff before going to student services

6.8 End of the Day

Lessons end at 3.10pm and students will be walked by their period 5 teacher outside the academy gates for end of day dismissal, directing any students with detentions to College Community Spaces. All Academy detentions are conducted after school, not during social times, with a start time of 3.15pm (see Section 14 Behaviour and Attitudes Policy) and it is a students responsibility to remember if they have a detention.

Following dismissal of classes, students are expected to leave the Academy site immediately unless they are attending after school activities and clubs, with staff supervising their dismissal from site by 3.15pm. For the safety of students and consideration of local residents, any students who attempt to congregate outside the Academy gates following the end of day dismissal will be immediately moved on by staff so that the access to the site is clear.
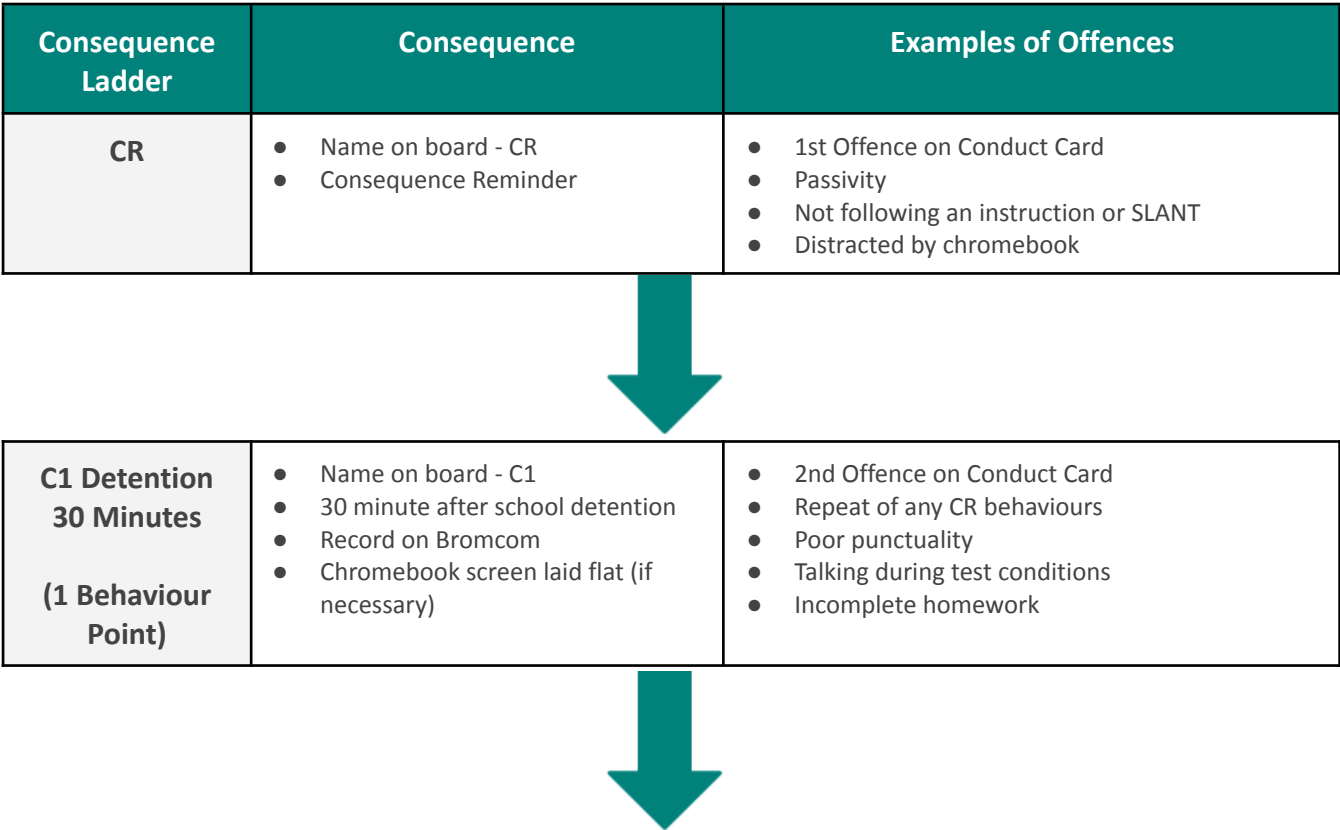
7. Rewards and Behaviours

Rewards

At Leigh Academy Rainham we believe that positive encouragement and proudly celebrating not only our own successes, but the success of others, is the cornerstone to growing intrinsic behaviours where students self-facilitate their own learning and self-manage their behaviours. Our LEIGH Attributes are underpinned by the IB Learner Profile and students will be rewarded in a number of ways when they demonstrate key qualities and traits linked to these. Rewards are not only given in recognition of individual achievements, but perhaps more importantly, students' thirst for learning and desire for betterment, their development of lifelong learning skills and the role they play as an active, respectful community member. Students are awarded reward points that parents can track through 'My Child at School'. In addition we host College Reward assemblies that parents are invited to attend throughout the year. Further details regarding rewards can be found in our Behaviour and Attitudes Policy.

Behaviours

All staff are responsible for applying the academy's consequence policy both within and beyond lessons to ensure there is a cohesive and consistent approach to upholding academy expectations. Full details can be found in Behaviour and Attitudes Policy. This will be applied where students are either making poor choices that do not promote the academy values or behaving in a manner that does not align with the attributes expected from an LEIGH Learner. The diagram below provides examples of what students will receive detentions for but is not an exhaustive list.

Consequence Ladder	Consequence	Examples of Offences
CR	- Name on board - CR - Consequence Reminder	1st Offence on Conduct Card - Passivity - Not following an instruction or SLANT - Distracted by chromebook
C1 Detention 30 Minutes **(1 Behaviour Point)**	- Name on board - C1 30 minute after school detention - Record on Bromcom - Chromebook screen laid flat (if necessary)	2nd Offence on Conduct Card - Repeat of any CR behaviours - Poor punctuality - Talking during test conditions - Incomplete homework

C2 Detention 60 Minutes **(2 Behaviour Points)**	• Name on board - C2 • 60 minute after school detention • Student is exited by patrol and is no removed for a period of time at the HoC's discretion • Record on Bromcom • Phone call Home where necessary	• 3rd Offence / Failure to hand over Conduct Card • 1st Offence against Academic Honesty Policy • Repeat of C1 behaviours • Failure to bring homework / PE kit / food ingredients etc • Intentional inappropriate language towards a member of our community

C3 Detention 120 Minutes **(3 Behaviour Points)**	• 2 hour after school detention (3-5pm) • Conducted by SLT • Record on Bromcom • Phone call Home / Meeting if required	• 6 Offences on Conduct Card • 2nd Offence against Academic Honesty Policy • Misuse of chromebook (see below) • Failure of C1 / C2 Detention

7. Structure of the Academy Year

The academic year is split into 6 modules approximately 6/7 weeks in length. During the Autumn term (October) there will be a two week break, in line with all members of the Leigh Academies Trust. Both the Spring (February) and Summer (May/June) breaks will be one week in length. Where possible there will be approximately two weeks break over the Christmas and Easter periods.8. Structure of Academy Colleges

There are 3 Colleges in Leigh Academy Rainham. Each is based on a floor and assigned a colour from the Academy logo. As the Academy grows the colleges will provide a small school pastoral model within which students will be taught, receive pastoral support and their pastoral curriculum. With an intake of 180 students a year, there will be 6 form groups of 30 children and two forms per college. Heads of College will oversee pastoral matters with support from the student services teams.

Colleges are fully comprehensive and students are in mixed ability form groups. To encourage social confidence and to give students more opportunities to build friendships within a college, students will not be taught in form groups and are set by ability for their curriculum classes. They attend a College Assembly once a fortnight, with a celebration assembly at the end of each term, which is led by the Heads of College outlined below.

A student's tie signifies which College they belong to. Where possible, siblings are placed into the same colleges as each other as part of our commitment to developing a family community, unless they are twins when it's likely they will be separated to ensure they are in appropriate sets.

Term Dates 2024-2025

Term 1	Term 2
Start: Monday 2nd September 2024 (Year 7 ONLY) Tuesday 3rd September 2024 (All Year Groups) **Finish**: Friday 18th October 2023 **Autumn Break:** Monday 21st October to Friday 1st November 2024 **Staff Development Days:** Thursday 29th and Friday 30th August 2024	**Start:** Monday 4th November 2024 **Finish**: Friday 20th December 2024 **Christmas Break:** Monday 23rd December 2024 to Friday 3rd January 2025
Term 3	**Term 4**
Start: Tuesday 7th January 2025 **Finish**: Thursday 13th February 2025 **February Break:** Monday 17th February to Friday 21st February 2024 **Staff Development Days:** Monday 6th January 2025 and Friday 14th February 2025	**Start:** Monday 24th February 2025 **Finish**: Friday 4th April 2025 **Easters Break:** Monday 7th April to Thursday 17th April 2025 **Bank Days:** Friday 18th April 2025 (Good Friday) and Monday 21st April 2025 (Easter Monday)
Term 5	**Term 6**
Start: Tuesday 22nd April 2025 **Finish**: Friday 23rd May 2025 **May Break:** Monday 27th May to Friday 30th May 2025 **Bank Holiday:** Monday 5th May 2025 and Monday 26th May 2025	**Start:** Monday 2nd June 2025 **Finish**: Tuesday 22nd July 2025 **Staff Development Days:** Friday 27th June 2025

College Name	Kingsley College	Angelou College	Turing College
Floor	Ground Floor	First Floor	Second Floor
Head of College	Mr Silvester	Mrs Plant	Mr Blinkhorn
Assistant Head of College	Mr Smith (Deputy) Dr Facey	Mr J Collins (Deputy) Mr A Collins	Mrs Mackie (Deputy) Mrs Pozzetti
Subject Disciplines	Individuals & Societies Language Acquisition Physical Education & Health	Language & Literature The Arts I.T.	Sciences Mathematics Design

9. Uniform

Students are expected to wear full Academy uniform (see Section 14 Uniform and Equipment Policy) on the way to and from the Academy. Essential bespoke items of uniform, e.g. Academy blazer, tie, and academy bag and some items of PE kit, are only available from the Academy's online uniform suppliers, Brigade Schoolwear, due to being branded with our logo.

Nearly all of the items listed in our uniform policy can be acquired from our uniform provider, enabling a 'one stop shop' for purchasing an entire uniform. While items can also be procured in other shops e.g. black trousers and skirts, we ask parents to consider the cost effectiveness of these as often the quality and shelf life of such items are not in line with that of Brigade; this can be a false economy over time. If buying equivalent items from other shops we also ask that they fall in line with the 'acceptable' expectations outlined below, and do not put your child at risk of being sanctioned due to incorrect uniform that is deemed 'not acceptable'. It is strongly recommended that students' uniform is labelled with their names to avoid confusion when changing for PE.

Academy Uniform
Grey Academy Blazer (Style dependent on year group)
College Academy Tie
White shirt
Black V Neck Jumper (optional)
Black Tailored Trousers with Plain Black Socks OR Knife Pleat Skirt with Black Socks or Tights
Black Leather Shoes
Black Academy Bag (3 options)

10. Chromebooks

Every student will receive their own Chromebook device which is loaned by the Trust in agreement with Parents / Carers when they join the Academy. The use of 1:1 devices in and beyond lessons is a key part of our Digital Strategy (see Section 14) and is the gateway to the wealth of experiences and information available to students within and beyond their community. Parents are required to collect a child's device, at the Academy launch event. It cannot be handed directly to students when first loaned, and you will need to sign a Loan Agreement Form as part of the online enrolment pack. Students will also be required to sign an Acceptable Use of Technology Agreement when they first use their devices in the Academy (see section 14). All students are expected to have a chromebook sleeve case to protect the device and ensure it lasts the required time while their child is attending the Academy, affordable covers can be easily found online. This is part of our compulsory equipment list.

Students are expected to take care of their device and responsible for ensuring it is brought to the Academy fully charged every day as part of their compulsory equipment list. They should **not** leave their device charging overnight as this will shorten the battery life and lead to complications in period 4 and 5 lessons should they be required to use their device frequently throughout the day.

Chromebooks can support students to learn in a multitude of ways, but do not replace traditional writing in books and will not be used every lesson. As an Academy we are aware of protecting students, and staff, from excessive screen time and encourage you to ensure students do not spend a significant proportion of their evening time using devices. It is for this reason use of devices at breakfast, break and lunch is not permitted at the Academy. For further guidance on how to use Chromebooks, please visit the LAT Chromebooks Website.

11. Student Leadership Council and Board

The Student Leadership Council plays a key role in student voice and how Academy life develops over time. Each form group elects 2 students to sit on the student leadership council. These students represent the student voice when they meet fortnightly with a dedicated member of staff to listen to queries, feedback and ideas they have about how to further improve our academy, community and learning experiences.

Heads of College will meet separately with their own College student leadership members when organising college and community events. In addition the Senior Leadership Team and visitors may meet with the student leadership members from different year groups when seeking student voice.

12. Pupil Premium and Free School Meals

The Academy receives 'Pupil Premium Grant' funding from the Government for 2 separate reasons:

- raising the attainment of disadvantaged students of all abilities to reach their potential
- supporting children and young people with parents in the regular armed forces

The Academy's PPG spending strategy is on the Academy Website in the 'Academy Life > Pupil Premium' section. Our website address is www.leighacademyrainham.org.uk.

If a parent feels that a child is eligible for Free School Meals they must apply by submitting an application through the Academy website under 'Academy Life > Free School Meals'. The eligibility criteria and application form can all be found on this page. Once submitted, parents are informed whether or not an application has been successful and if the child is eligible this will automatically be sent to the Academy. If the form states the student is not eligible and it is thought to be an error, parents need to contact the Academy.

If a child has previously qualified for Free School Meals parents still need to complete this application for a child/children to continue receiving. If the Academy does not receive an application via the application on our website, Free School Meals will not be available.

Once confirmed if a student is eligible for free school meals, they'll remain eligible until they finish secondary school. Free school meal status cannot be applied retrospectively so it is extremely important the form is submitted promptly before the start of the school year to avoid any charges for food brought prior to this.

13. Working in Partnership

13.1 Parent Agreement

By choosing Leigh Academy Rainham as the secondary school for your child you are agreeing to work in partnership with us to ensure the best possible learning experiences and outcomes for your child. The expectations of all our Parents and Carers are outlined below in our Parent Agreement which you will have signed to confirm you had read and understood in your enrolment packs:

It is expected that as a supportive parent / carer of a student attending Leigh Academy Rainham you will:

- Believe that your child is capable of academic success either gaining a place at university, or in career or choice, and understand that through hard work on the part of your child and with your support, their potential will be realised.
- Equip and prepare your child for the Academy day, ensuring they arrive every day by 08.25 nourished, appropriately dressed and ready for learning.
- Recognise you play a key role in ensuring your child is in the Academy everyday achieving 100% attendance and report any unavoidable absence prior to 8.15am, providing the evidence required for the Academy to authorise this. Understand the need to avoid booking appointments during the academy day and do not plan for any holiday absence during term time, accepting that the academy will work with the Attendance Advisory Practitioner for accrued unauthorised absences should this guidance be ignored, or should attendance fall below 95%.

- Provide a quiet, focused learning space at home where your child can complete independent study and flourish in their learning outside of the classroom and support them in completing tasks set by their teachers.
- Actively encourage your child to partake in extra-curricular activities to ensure they are enjoying their learning, develop a broad skill set and have a diverse general knowledge of the world around them
- Support and model the Academy's high expectations with a no excuses philosophy, prompting your child to take responsibility for their own learning and actions and teaching them to accept the consequences when they fail to do so.
- Support the Academy policy regarding detentions and exclusions. Understand that the Academy reserves the right to set detentions on the same day and communicate with the Academy clearly if there is a valid reason a detention needs to be rearranged.
- Treat all Academy staff with respect and courtesy, accepting that they are professionals whose judgement should be trusted. Promise to work with the Academy in a gracious manner should you feel there is a concern that you wish to raise and trust the Senior Leadership Team to resolve this with you
- Communicate with the Academy should personal circumstances change to ensure that our records are accurate at all times and that we are well informed of any significant changes in your child's life that could impact on their learning.
- Understand that engaging in discussions about the Academy, its policies, procedures and decisions on social media can be highly detrimental to the community, our students and staff. Promise not to speculate or discuss Academy topics, or comment on individual staff or students on any form of social platform, instead raising any concerns to the Main Office

13.2 Academy Site Access and Appointments

If you wish to drop off and collect your child on site by car, you can do so safely between the times of 08:00 - 08:25 and after 3:15pm. Parents are permitted to queue and wait in the drop off / collection zone to support traffic management on the roads but should not wait and park in our staff parking spaces as this encourages students to run across the carpark between moving traffic. Any parent that parks and waits in spaces will be expected to rejoin the pick up queue to collect their child safely. Parents and carers must not park and wait outside the Academy gates before they open in the morning as this causes congestion on the roads.
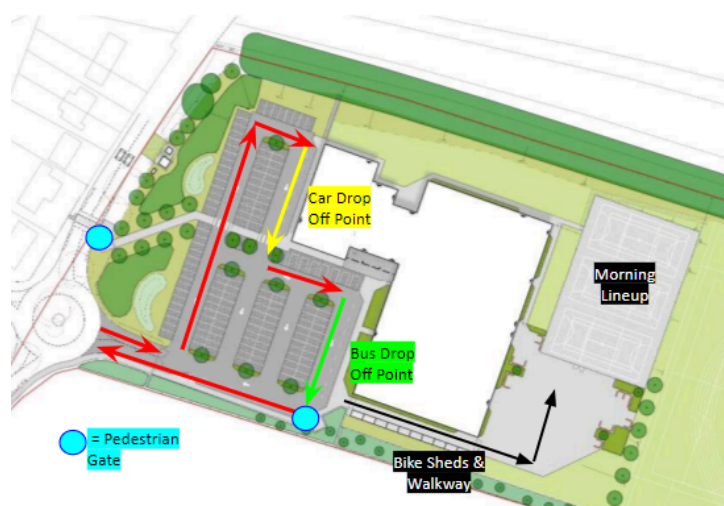
We ask that all parents and carers respect the car park rules to ensure the safety of all staff and students on site:

- Keep speed below 5 mph
- Always travel in a clockwise direction within the car park
- Ensure student drop off and pick up takes place in designated areas
- Not overtake other vehicles, be patient and wait in line
- Stop to allow students to cross at the pedestrian crossings

Leigh Academy Rainham is a place of learning therefore parents/ carers and visitors are **not** permitted access to the Academy site during the working day, that includes dropping off items for students who have forgotten them. We believe nothing is more important than children's learning therefore access is by appointment only. Appointments can only be requested by those with parental responsibility and will be approved and confirmed by an appropriate member of staff. Appointments will not generally be made between 8:00am – 3.00pm as staff will be engaged with students in teaching and learning, see Home/ Academy Contact Policy regarding this too.

There is sometimes limited parking on the Academy site so parents / carers are advised to park off site and make their way through the pedestrian gate to their appointment. Parents/Carers and visitors arriving at the Academy without an appointment will be denied access.

We fully understand that there will be emergency situations where parents/carers and visitors will need to enter the site without a pre-booked appointment. These are as follows:

- Medical / Health and Safety / Behavioural emergency with permission from the Principal
- Medical injury i.e. your child is on crutches and transport is needed to the Reception door
- If your child requires prescribed medication

Late Drop off and Pick Ups

The gates are physically shut at 8.30am. Any student who arrives at the gate after 8.30am will be expected to report to the Student Services Manager at the gate who will take their name, until 8.40am and let them through. This will be automatically recorded as an unauthorised lateness and a C1, 30 minute detention will be issued (see Section 14 Attendance and Punctuality Policy). Parents dropping a child off late are asked not to approach the SSM at the gate while they are on duty to support students, or enter reception if it is after 8.40am, but to contact the students services by phone / email if they need to relay a message.

At the end of the day when staff are not in lessons or clubs they do have other responsibilities, duties and meetings, therefore both teaching and support staff are unable to supervise children beyond the hours of the school day when not in clubs (8am- 3.10pm). For safeguarding reasons we cannot accommodate students waiting anywhere on the academy site, including reception, without supervision. It is parental responsibility to ensure that your child is either routinely collected on time or knows how to make their own way home safely if you are unable to do so for these reasons.

13.3 My Child at School App 'My Child at School' (MCAS)

MCAS is a portal that enables parents to view their child's academic performance in real-time via a web browser. By using MCAS, parents/carers are able to look at a wealth of information including their child's attendance, school timetable, rewards and consequences and exam times. The portal

also provides general useful information about school such as the academic calendar and announcements. Parents are expected to check MCAS notifications on a regular basis as this is where we will announce and cancellations of co-curricular activities and any urgent changes to the school day. All letters and updates from the school office and Principal will be sent via MCAS and notifications and announcements are sent to families through the MCAS app. MCAS is linked directly into our School Management System which means that all the information is continuously updated in real time and available to parents/carers 24 hours a day. Login details are issued to parents following the enrolment process in September. Parents are expected to engage with MCAS and can download a mobile phone app to make it more accessible.

13.4 Parent Pay

Leigh Academy Rainham is a cashless Academy. Our e-payment system, ParentPay, is used to make payments such as dinners, trips, clubs etc. ParentPay is a secure website and cash payments can be made at local stores where you see the PayPoint logo. Login details are issued when your child starts in September.

13.5 Academy Dining Hall - Biometric System Permission

Leigh Academy Rainham has a biometric image system for students to pay for food and refreshments in the Academy's Dining Hall. This increases the speed at which students can purchase their food, and supports the Academy in its overall aim to be as cashless as possible. The system links directly with our online payment system Parentpay. Cucina, our providers, will always work with parents to ensure if a child has allergies they are catered for.

The biometric recognition system works by looking at skin patterns on the finger or thumb. During the enrolment process the software captures a digital signature of your child's fingertip or thumb, which is then broken down into data points, similar to reference points on a map. The system then turns these into an alphanumeric string which is then encrypted and stored on the Academy's secure server. As only an alphanumeric string is stored, the system is safe and secure and would be of no use to anyone except for the purposes for which the system is designed.

The Academy does however, require parental consent to allow us to capture the finger/thumb image needed to enrol students into the system which was given when completing the online enrolment forms. Even if your child is unlikely to have a school meal, it is still helpful that we enrol them in the system should they ever find they need to make use of it. The Academy does not accept cash.

In the event of a child forgetting food or to top up their account, the academy allows a maximum £4 debit on their account so that no child goes hungry. Parents are then alerted to update the credit on their child's account.

13.6 Medical Conditions and Medication

If your child has a medical condition, please detail it in our online enrollment Form. If your child requires an Individual Health Care Plan, please contact the office to arrange a meeting with the school nurse before your child starts in September.

There is no legal duty on Academy staff to administer medicines to students, and the prime responsibility for a student's health lies with the parent/carer who is responsible for the student's medication and should supply the Academy with any relevant information. Leigh Academy Rainham will never give a non-prescribed medicine to a student. This includes paracetamol and ibuprofen.

The following guidance must be observed when requesting prescribed medication to be administered in school.

- A Medication Consent form must be completed by the parent/carer, detailing prescribed medication to be given, times, dosage and any known side effects.
- Emergency contact details must also be given
- Only medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber will be accepted
- Medicines must always be provided in the original container as dispensed by a pharmacist and must include details of the patient and the prescriber's instructions for administration (i.e. the leaflet enclosed in the box). We will not administer any medication that is not presented in its original container or out of date and labelled.
- The Academy must be notified immediately of any changes to medication. In such instances, it will be necessary for parents/carers to sign an "Amendment to Medication" instruction
- Parents/Carers are responsible for renewing supplies to ensure that medication is available in school at all times where necessary. Should the Academy not be supplied with the necessary medication, this may result in a student being sent home until medication can be provided
- Parents/carers must advise us when any medication is ceased and are responsible for coming into the Academy to collect any remaining medication stored there
- Parents/carers are also responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal

We have recently had some incidents of students bringing in painkillers to take unsupervised from their bags throughout the day; this is not in line with the requirements placed on schools to monitor the administration of medication on site. In most circumstances, medication (e.g. antibiotics) prescribed three times a day can be taken at home – before school, after school and before bedtime. However, if there is a need for prescribed medication to be stored by your child during the school day, clear written instructions must be provided and the medicine must be kept in a properly labelled container. The medicine then needs to be handed into student services where it will be stored in a locked cupboard. If you are sending your child in with medication it would be helpful if you can also contact student services so they are aware this will be handed to them. The label must be clear and free from alterations or defacement and must show:

• The name of the medication
• The name of the student
• The dosage
• Specific directions for the medication (not simply "as directed" or "as required")

• Precautions relating to the medication (eg "caution, may cause drowsiness" or "store in a refrigerator")
• The name of the dispensing pharmacist/ doctor
• The expiry date and the date of issue

Students with asthma should carry their inhalers with them at all times.

13.7 Use of Student Images

At Leigh Academy Rainham we take the issue of child safeguarding very seriously. As part of the Applica+ admission enrolment forms, parents/ carers will have been asked about what permissions they are prepared to give regarding the use of student images. Should your permissions for use of student images change at any time, please contact your child's college Office so that we can update our records.

13.8 Safeguarding at LAR

Safeguarding students is our utmost priority, with staff receiving regular annual training on how to ensure we are all effectively keeping our students safe from harm. Our Designated Safeguarding Team works collaboratively across colleges and alongside our inclusion team to oversee and address any concerns that are raised by staff. It is our responsibility to work with parents to safeguard students, ensuring that, where it is in the best interests of the child, any concerns raised by staff are shared with families.

Leigh Academy Rainham Safeguarding Students

What is 'safeguarding'?
Safeguarding is the actions students and staff collectively take to look after the welfare of children in our Academy and to **protect each other from harm**.

Our Designated Safeguarding Team (DST)

Mr S Blinkhorn
DSL

Mrs K Billingham
Safeguarding Officer

Mrs J Plant
DDSL

Mr R Silvester
DDSL

Mrs S Loveridge
DDSL

Reporting a Concern in Person
If you feel vulnerable, have any worries or concerns that you (or a peer) is at risk of harm in school or at home you can tell any member of staff, not just our DST.

Reporting a Concern Online
If you would rather tell us online, you can do so privately using the **Welfare Concern** reporting button from your Chromebook Homepage or Google Classroom.

13.9 Keeping Children Safe Online

As a Trust we subscribe to 'National Online Safety' which is a multi-award winning online provider for training, guidance and lesson materials to upskill and equip teachers across the country with the knowledge and resources needed to help keep children safe online. Parents / carers can use the following link to register for free on this platform, enabling them to access the online hub and an app that can be downloaded to mobile phones for up to date announcements to keep children safe e.g about latest trends on social media sites and what to look for as a parent.

https://nationalonlinesafety.com/enrol/leigh-academy-rainham

We ask that parents familiarise themselves with the content on NOS, the visual E-Safety Guides and take the 'Online Safety for Parents of Children Aged 11-14' prior to their child starting at the Academy. A link to this course has been provided below.

https://nationalonlinesafety.com/courses/os-for-parents-carers-of-children-aged-11-14

Chromebooks will not be issued to parents until this course has been completed. Parents are expected to complete the online safety course prior to Chromebook distribution.

13.10 Dog Mentor

We have one dog on our site throughout the week as a mentor. They have been formally assessed to ascertain their suitability for the school setting and passed with flying colours. We have chosen this breed as they are known to be incredibly calm, loyal, gentle mannered and child friendly. The dogs breed has short hair and so there is a reduced risk of allergic reaction too. We understand that it is not possible for all families to have a family dog and therefore we hope that this is an opportunity for children to have a "share" in a dog, gain from a relationship and contact on a regular basis and have a friend for life.

While the dog's main place of residence will be the Inclusion offices, which is secure and separate from the classrooms; students will be able to interact with the dogs under strict supervision at certain times of the day/week as long as parental permission has been given.

We ask that parents and students respectfully understand there will be clear guidelines on how to greet and interact with the dogs while they are working in the Academy, which will be shared with students when they first attend the Academy.

14.   Policies and Procedures

All of the Academy and Trust policies are available on our website using this link or be going to About Us > Policies. Parents are expected to refer to these if they have any queries about academy processes.