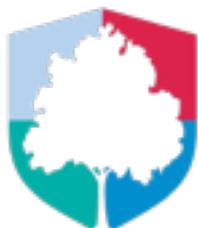


# Welcome Pack

# 2016

A guide for Year 7 Pupils and their Parents

7



**Mildenhall College**  
ACADEMY



01638 714645

[reception@mca.atrust.org.uk](mailto:reception@mca.atrust.org.uk)

[www.mildenhall.atrust.org.uk](http://www.mildenhall.atrust.org.uk)



# Welcome

## WELCOME TO MILDENHALL COLLEGE ACADEMY

I hope you will enjoy the years you spend with us and that your time at the academy will be happy and successful. There will be many differences between the academy and your primary school.

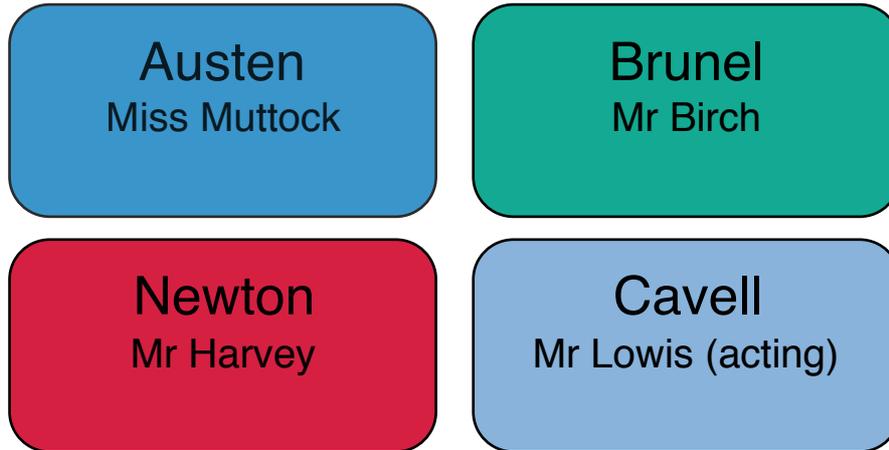
This booklet is to help you and your parents/ carers in the first few weeks of your secondary school career. It contains useful information that will help you to settle in and may answer some of the questions you have prior to starting.

If there is something else you want to know please contact your child's new Form Tutor.

## JOINING A HOUSE

When you join Mildenhall College Academy you will be placed in one of four Houses and you will remain in the same house whilst you stay at the academy. Each House is led by a House Leader. It is their job to look after you and support your Form Tutor to make sure that you are happy and able to make the most of all the exciting opportunities that will come your way.

The four Houses and their leaders are:



The House Leaders' office is on the corridor at the back of the library and you can always arrange to see them at a convenient time. The most important person, however, is your **FORM TUTOR** as it is their sole job to support you as you make your way through the academy.

There are a large number of teachers on the staff but don't worry you will not be expected to remember them all at first.

Ms Byles is the **Principal**  
Mr Ward and Miss Hood are **Vice Principals**  
Mrs Sanders-Pope is the **Director of Sixth Form**  
Mrs Kerr, Mr Barrett and Mr Goodenough are **Assistant Principals**.

**REMEMBER** - We are all there to help and support you!  
We want you to achieve the very best for yourself.



# Achievement Commitment Effort

ACE points are part of our reward system and you can gain ACE points in three areas:

ACHIEVEMENT, COMMITMENT and EFFORT

You can look on [Go 4 Schools](#) or ask your Form Tutor to keep track of how many ACE points you have received.

You can decide when to exchange your ACE points for a reward from the ACE catalogue throughout your five years at the academy.

Each term all those who have had above 95% attendance will automatically be entered in a draw to win a star prize.

ACE Points can be spent on rewards at the end of each term.

Examples of Rewards are:

itunes vouchers, phone top ups, store vouchers, event/trip discounts, cinema vouchers, Costa vouchers, canteen vouchers and more...



You have the right to learn to the best of your ability.  
You have the right to feel emotionally and physically safe at the academy.  
You have the right to work in a safe and pleasant environment.

### REWARDS

- Praise
- ACE Points
- Achievement certificates with rewards attached
- Phone call home
- Letter home
- End of year awards
- Achieving the exam grades you deserve

### CONSEQUENCES

- C1 = Formal verbal warning
- C2 = Second and final warning from a behaviour mentor or member of staff on call. Recorded in your planner and on your behaviour log.
- C3 = Removal from lesson. Subject detention set. Parental contact made before you can return to that lesson
- GM = Serious breach of the academy rules. Immediate removal to the Seclusion Room. Parental contact made before you can return to that lesson.

Your teacher will decide which consequence is most appropriate.

- Fixed period exclusion
- Permanent exclusion

This plan is found in every classroom and is used by every teacher in the academy. It is there to ensure that no one disrupts the teaching and learning of other pupils and that you can achieve your potential in every lesson.

## TRAVELLING TO AND FROM THE ACADEMY

You need to arrive at the academy by 8:55am everyday.  
You should be in your first lesson by **9:00am** each morning.



### WALKING

If you walk to the academy you enter the site via the main entrance. The entrance gate for students will be open only at the start and end of the day. If you arrive at any other time of day, you will need to enter the academy via the Main Reception. For reasons of safety please keep to the path and do not use any other entrance or exit.



### BICYCLES

If you live locally you are encouraged to cycle to the academy. There are cycle sheds to park your bike. Please remember to secure your bike with a good quality cycle lock. **We recommend that you wear a cycle helmet and ensure that your bike is roadworthy at all times**



### CARS

If you are brought to the academy by car, please make sure that your parents follow the safety regulations, particularly not stopping on the yellow lines or blocking the bus access. It gets very congested! You must not use the staff car park/main entrance unless you are unable to walk. If your parents are visiting the academy there is parking in the Dome car park. Disabled parking spaces are clearly labelled and should not be used by those who do not have a disability. Please note that the Dome car park is closed between 3:10 and 3:50 pm daily. We recommend that parents arrange collections or pick ups of students in a local road to save congestion.

## LEAVING THE ACADEMY SITE

You may not leave the site during the day without permission. If you do need to leave the site during the day your Form Tutor will expect a signed note from your parents explaining why. Before leaving the site you must report to the main reception with your note. You must sign out before leaving and sign in if you return later that day.

## TRAVELLING TO AND FROM THE ACADEMY Continued

You need to arrive at the academy by 8:55am everyday. You should be in your first lesson by **9:00am** each morning.



### STUDENTS TRAVELLING FROM BRANDON and ELVEDEN

The academy administers the transport from Brandon and Elveden, not Suffolk Passenger Transport, therefore you need to apply to us for your pass. You should by now have received a letter and application form from us. If you have not received your copy please contact Mrs Tuffs in the academy Finance Office. During the Summer break a letter will be sent notifying you of the route allocated together with your child's bus pass.



### FOR ALL STUDENTS TRAVELLING BY BUS

Not all those who have been issued a pass for the induction days are necessarily eligible for a free pass in September. Those who are, will automatically be sent a letter asking them to complete the application process online. If you do not have access to the internet you can request a paper application from Suffolk Passenger Transport by calling the number below.

There are some points to remember when completing the form to avoid delaying the issuing of the photo pass.

- Parents will need to upload a recent passport sized photo with the application.
- The application **MUST** be in the legal name of the child **NOT** the known by name.
- The application must be completed **BEFORE** 4th AUGUST.
- If the photo pass is not received from SCC Passenger Transport by the 24th AUGUST call the number below as there may be a problem with the application.

Any queries about eligibility or if an application letter is not received by the 24th July call Suffolk County Council Passenger Transport 0345 606 6173

## TRAVELLING ON THE ACADEMY BUS CODE OF CONDUCT FOR PUPILS AND STUDENTS

### PLEASE DO:

- Arrive at the bus stop at least 10 minutes before the bus is due.
- If the bus is late wait at least 20 minutes after the pick-up time before leaving the bus stop.
- Always carry your bus pass. If you do not have one the driver could refuse to take you.
- Find a seat quickly and stay seated until you arrive at the academy.
- Wear your seat belt.
- Listen to the driver and for your own safety do as asked.
- When you get off the bus wait for the bus to pull away before you cross the road.



### PLEASE DO NOT:

- Distract the driver.
- Be unkind to other passengers.
- Damage the bus.
- Block the gangways or empty seats with your bags.
- Eat or drink on the bus.
- Run in front or behind the bus when you get off.
- Stand while the bus is moving



**EVERYONE SHOULD BE TREATED EQUALLY AND BULLYING WILL NOT BE ACCEPTED.**

### PARENTS / GUARDIANS

- Please make sure your child arrives safely and waits sensibly at the bus stop.
- Make sure your child knows what to do if the bus does not arrive.
- Your child should always have their bus pass. In an emergency the Finance Office can issue a temporary bus pass.
- Make sure your child knows how to behave at the bus stop and on the bus.
- Vandalism or bullying behaviour could mean that your child will not be allowed to use school transport.
- If your child's bus pass is lost or broken you need to buy a new one from the Finance Office. This will cost £10.00.



## THE ACADEMY DAY

The academy day begins at **9:00am** and ends at **3:30pm**.  
Every day is divided into 5 lesson periods and a tutor time period.

Everyone is expected to arrive punctually at the academy. However, if for any reason you are late you must report to the reception and register your arrival. You will be given a lunchtime detention if you are persistently late!

Warning Bell	08:55	
Lesson 1	09:00	10:00
Tutor Time	10:00	10:20
Break	10:20	10:40
Lesson 2	10:40	11:40
Lesson 3	11:40	12:40
Lunch	12:40	13:30
Lesson 4	13:30	14:30
Lesson 5	14:30	15:30

Details of your timetable will be given to you by your Form Tutor and you should enter these details on the blank timetable in your academy planner which you will get at the beginning of each term.

During the day, you will be expected to change rooms for most of your lessons. You should do this as quickly and quietly as possible. Your Form Tutor will tell you which rooms to go to and who your teachers will be.

### CHANGING LESSONS

Sensible behaviour on the academy site is expected at all times. You must move around quietly and should not run along corridors or footpaths.



**MOVE TO YOUR NEXT LESSON AS QUICKLY AS POSSIBLE.**



**KEEP TO THE LEFT ON THE CORRIDORS.**



**DO NOT STOP TO CHAT OR VISIT LOCKERS.** You can visit lockers before 9 am, at break, at lunchtime or after the academy day. You must get out all you need for each lesson in your break times.

### Remember - ATTENDANCE MATTERS!

Missing lessons makes it hard to catch up and you have to work harder on your return so it is important to aim for 95% attendance or higher throughout the year.

## ACADEMY PLANNER

You will be given an academy **planner** in which you will write down what your homework is each day. If you are having difficulties with your homework and it is taking too long to complete, tell your Form Tutor or ask your parent to write a note to your teacher explaining that you could not complete the work given to you in the set time.

Your planner should be signed by your Form Tutor and your parents each week. **YOU MUST HAVE YOUR PLANNER WITH YOU EVERY LESSON.** It is a very important way in which we can communicate with you and your parents. Your planner is free but if lost, damaged, has graffiti or is vandalised you will have to pay £3 for a new one.

### HOMEWORK IS AN ESSENTIAL PART OF YOUR ACADEMY WORK!

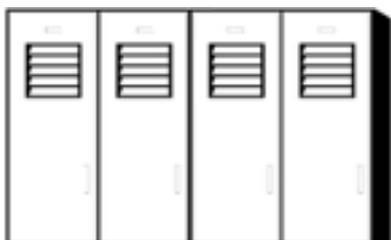
It enables you to continue or extend work begun during lessons. It also teaches you to work on your own without other people around you and to use books and other sources of information.

**EQUIPMENT:** It is essential that you arrive at every lesson with the appropriate equipment so that the lesson can start promptly and you do not distract the learning of others by borrowing from them or the teacher.

Your Form Tutor will check that you have your equipment. If you consistently forget your equipment you will receive a detention and parents will be contacted. You **MUST** have a sensible bag in which to carry your equipment.

**Every day you need to bring as a very minimum:**  
Pen - Pencil - Ruler - Eraser  
Calculator - Reading Book

**And don't forget your PE kit when you have PE lessons!**  
Even if you are ill or injured



### LOCKERS

You will have a locker to store your equipment, books, bags and coats. You will receive a key which will be **YOUR RESPONSIBILITY** to look after and keep safe. Items cannot be left on top of lockers. If they are they will be removed and kept at the House Office.

All your equipment, including clothes should be clearly labelled.

## BREAK AND LUNCHTIMES

A range of snacks may be obtained from the Dining Room at break. You must eat your food in the Dining Room or designated areas, **NOT IN THE CORRIDORS, CLASSROOMS, OCTAGON, LIBRARY, FIELD or ASTRO TURF.**

Lunch  
12:40 - 1:30

### ACADEMY MEALS

The lunch break is between 12:40pm and 1:30pm. A cafeteria service is available if you wish to buy food.



You can drink water during lessons (but not next to computers or during Science lessons). No other food or drink may be consumed in the classrooms under any circumstances. Chewing gum is not allowed.

During the breaks, staff are on duty in the academy.

We expect you to stay on site at lunchtimes.

**ALL LITTER MUST BE PUT IN THE BINS PROVIDED AROUND THE ACADEMY AND IN THE DINING ROOM.**

**IT IS YOUR RESPONSIBILITY TO DISPOSE OF YOUR LITTER PROPERLY.**



### WHAT ELSE CAN YOU DO AT LUNCHTIME?

A number of clubs and activities are run at lunchtimes for all pupils. Why not join some and make new friends, represent your academy or just have fun!

You have access to the academy Library at lunchtimes.

There are always lots of sporting and musical activities and a computer club.

The academy runs homework clubs, games clubs and provides an opportunity for quiet reading.

## UNIFORM

**You are** expected to wear academy uniform. We believe that uniform fosters a sense of belonging, pride and identity with the academy. We have found that it avoids discrimination, helps inspire discipline and sets a high standard.

If you do not follow the uniform rules you are likely to be sent home to dress appropriately or be internally excluded.

### **Blazers, jumpers (or cardigans) shirts and tie**

A blazer, shirt and tie must be worn in the academy at all times. You should ask permission to remove blazers in lessons but put them back on before leaving. Black academy jumpers or cardigans with red trim are optional.

### **PE Kit (Boys and Girls)**

**Indoor/Summer Kit:** House T-shirt, white indoor sports socks, black or navy blue shorts, navy blue shorts for girls, suitable indoor training shoes.

**Outdoor Kit:** House T-shirt, sky blue football socks, black or navy blue shorts, navy blue shorts for girls, black or navy blue tracksuit bottoms (optional), suitable outdoor training shoes, football boots, shin pads, gum shields (optional) outdoor rain jacket (optional).

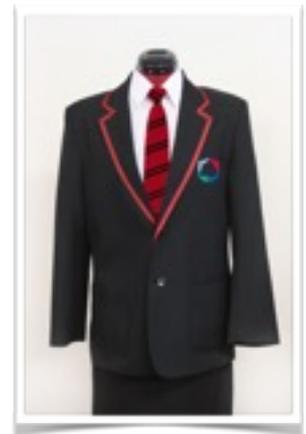
### **Skirts and trousers**

- Skirts or trousers must be black
- Skirts must be knee length.
- Trousers must be ankle length.

Skirts and trousers can be purchased from our online uniform shop.

### **THE FOLLOWING ARE NOT ALLOWED:**

- Hoodies
- Outside coat / clothing in the academy buildings.
- Any type of uniform, jewellery, hair or nail fashion deemed inappropriate.



### **Footwear**

Students **MUST** wear **LOW-HEELED**, sensible, **PLAIN BLACK** footwear. **TRAINERS MUST HAVE NO PATTERNS, STRIPES, COLOURS OR FLASHES.** Such trainers are difficult to find in the shops, so school shoes are both preferred and recommended. Fashion trainers are **TOTALLY** unacceptable.

### **Jewellery**

All pupils are allowed to wear a maximum of **ONE** small stud in each ear and a watch. **No** other jewellery is allowed and under no circumstances are pupils allowed in the Academy with **any facial piercing, rings or tongue studs.**

### **Hair Fashions**

Extreme hair fashions, such as shapes or letters cut into the hair, unnaturally coloured dyed, bleached or beaded hair and totally shaved heads are *strictly* forbidden.

### **Nail Varnish**

**Must not be offensive, inappropriately coloured, flaking or untidy.**

**THERE WILL BE A UNIFORM SHOP HELD AT MCA on  
TUESDAY 16th August 11am - 2pm**



## Lost Property

**DO NOT LEAVE VALUABLES IN THE CHANGING ROOM.**

If you lose anything, first search thoroughly all areas of the academy where you have been to during lessons that day. Look carefully in the corridors and go to Lost Property at the **House Office** to see if your property has been handed in there. If the items are still missing, report the loss to your Form Tutor who will email all staff. If you lose PE Kit always ask a PE teacher if it has been handed in at the Changing Rooms.

We ask you not to bring large sums of money or valuables to the academy as **we cannot accept responsibility for your loss**. You should always lock any items of value in your locker. This is particularly important before PE lessons when you should lock away any items of value. **DO NOT LEAVE THEM IN THE CHANGING ROOM AS WE CANNOT BE HELD RESPONSIBLE FOR LOSS OR DAMAGE.**

## ILLNESS OR ACCIDENT

If you feel unwell during the day you must ask your subject teacher if you can go to **Reception**. Your teacher will sign your planner to confirm that permission has been given.

If you are ill or injured tell a member of staff straightaway. You will then be referred to Reception and the First Aid Team. Your family will be contacted by the academy should you need to go home. You **MUST NEVER** contact your family by mobile phone about illness. Reception staff will do this for you.



If you need to take medication at the academy you should leave it at Reception where it will be locked in a secure place until you need it. Do not carry it around with you during the day. **Parents need to provide written permission for staff to administer the medicine.** Medicines should be collected at the end of the day.

If you are absent from the academy your parents should contact us on the first day.

It is important for us to know about medical conditions which may affect your well-being. Your parents will be asked to provide this information at the start of the year and need to keep the academy informed if anything changes. We have a medical room and staff who are trained to deal with accidents and administer First Aid.

## WE ARE A NON-SMOKING SITE

It is illegal for visitors, parents and obviously students to smoke on site.

You must **NOT** bring the following items to the academy:

- Cigarettes and smoking materials. Smoking is not allowed either on or near the site. All parts of the academy are non- smoking.
- Valuable items such as expensive electronic devices and jewellery.
- Drugs, solvents or alcohol.
- Laser pens or anything which could be used as a weapon.



You must **NEVER** spray cans (aerosols) such as deodorants near to other people as it could be dangerous to anyone with a respiratory condition such as asthma.



**MOBILE PHONES MUST BE KEPT SWITCHED OFF** at all times except during your 'free time' at break and lunchtimes. Inappropriate use will result in confiscation of the phone. If this happens more than once the phone will not be returned until your parents come to collect it. The academy cannot be held responsible for any loss, theft or damage to any item or personal belongings. We would prefer it if you did not bring a mobile phone to the academy. If you do, you must follow the rules for its' use. If you do not it will be confiscated.

### DAMAGE TO PROPERTY

We are lucky to have a site that is well maintained and has good facilities. You should respect academy property. You will be expected to pay for any item of equipment or property which is broken or damaged deliberately or through carelessness. If you break anything, even if it is an accident, please report it to a teacher immediately and the situation will be assessed fairly.

### ACADEMY ENVIRONMENT

We hope you will agree that our academy is pleasant and clean. Please help to keep it like this by making sure classrooms are tidy, by respecting noticeboards and by using the numerous litter bins





## SAFEGUARDING

The academy has a commitment to ensuring the well-being and personal safety of all the pupils who learn here. For that reason we have a clear safeguarding policy and procedure. A copy of our Safeguarding Policy can be found on our website.

If you or your parents have any concerns relating to child abuse you should report these to the academy's Designated Safeguarding Lead (DSL).

All staff employed by the academy have been trained in how to deal with a safeguarding issue.

The DSL is Miss L McSloy

The Alternate DSLs are:

Miss R Woods, Mrs H McMullan and Mrs Sanders-Pope.

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If you are worried or concerned about something, you should tell a teacher. Your Form Tutor will be the best person to help you to begin with, or you may want to tell your House Leader. Perhaps one of the older students or prefects can help you. Remember to talk to your parents about your concerns and if they cannot help they will be able to contact the academy.

There is nearly always a solution to the problem, so SHARE IT!

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## WHO IS HERE TO HELP IF YOU NEED EXTRA SUPPORT?

Miss Woods, our SENCo, together with her Assistant SENCo, Mrs McMullan and their team of Teaching Assistants and Mentors are there to help you. If you have a special need or a disability you may need some extra help. If you need particular help to have full access to all that the academy offers, you and your parents should arrange to speak to your Form Tutor and to Miss Woods. There are toilets for students and parents with disabilities and ramps and lifts for wheelchair users. We adapt learning resources to help anyone with a disability as needed. It is important to us that you feel supported and that you can ask any questions that you want to in advance of starting at Mildenhall College Academy. The academy is committed to equality and is inclusive.



### Other Students to Help You:

When you join Mildenhall College Academy you will be placed in a tutor group with students from other year groups in it. These older students along with prefects can help to support you. They have already experienced all of the things you are going to face and can pass their knowledge and understanding on to you.

### The Academy Nurse:

School nurses are employed by the Health Authority to work in the academy. They are available to give information, advice and support to pupils. They will discuss health matters in confidence and pupils may see the nurse by appointment or at the 'Drop-In' clinics that run weekly. Nurses can be contacted via Mildenhall Clinic on 01638 713499.

You can also text in confidence on 07507 333356.



### Other Staff to Support You:

Every member of staff at Mildenhall College Academy is available to help you. However, to make things easier we have a policy whereby you and your parents should contact your Form Tutor in the first instance.

#### EAL Support

Ms Britton helps pupils whose first language is not English.

#### Leading Teacher for Able, Gifted and Talented

Mr Lowis helps pupils who are exceptionally able, gifted and talented in one or more areas.

#### Pupil Premium

Mr Goodenough helps to give extra support to students who have been entitled to free school meals, come from service families or who are looked after children.



## FREQUENTLY ASKED QUESTIONS



What happens if I miss my bus in the first week?

Go home and ring the academy on 01638 714645. We will arrange to have you picked up by minibus if your parents cannot bring you in. If it happens at the end of the day tell any member of staff who is on duty and they will help you.

What happens if I miss my bus after the first week?

By then you should know exactly when and at what time the bus comes so there's not really any good reason why you should miss it. You will need to ask your parents to bring you into the academy. Any absence for this reason will **not** be authorised.

What happens if the bus doesn't come?

The bus will always come but could be late (for example if there is a traffic jam or bad weather.) We recommend that you should wait for at least 20 minutes. If there is ever a problem with a bus that means it will be later than this the academy is notified and we try to contact your parents. You can phone the academy yourself to find out what is happening if you are not sure.

If I stay to attend a club after academy hours how will I get home?

If you normally travel by bus or taxi you can book a place on the late transport home at reception . We run late transport every night (except Friday).

How do my parents or I find out more about the academy?

Look on the website at [www.mildenhall.ATTrust.org.uk](http://www.mildenhall.ATTrust.org.uk) During the year you will get regular newsletters and letters. Most of our communication is paperless and is sent via email so please ensure your parent gives us their email contact details.

**If I'm not feeling well or am injured will I still have to do PE?**

If you need to be excused from PE for health or injury reasons we ask your parents to provide a note explaining why. Long term medical reasons will need to be supported by hospital or doctors evidence. You will still need to bring your PE kit for health and safety reasons but as you may be able to participate in other ways such as umpiring matches or keeping score.

**What happens if I am too ill to come to the academy?**

Your parents should call us and leave a message on the morning of the first day of your illness. If we do not hear anything we will call, text or email your parents to ask why you are not in the academy.

**What happens if I have a medical appointment during the day?**

We ask your parents to try to avoid making routine appointments during the day. Where this cannot be avoided you will be required to bring a note from your parents informing us of the time of the appointment. This can be written in your planner. You must then show your teacher the note so that you are allowed to leave the lesson before going to main reception in order to sign out. You must still go to main reception even if you are leaving the academy at break or lunchtime for the appointment. If you return you will need to sign back in. It is really important that we know exactly where you are at all times.

**What happens if I get lost in my first week?**

You will have a map in your planner to help you find your way around but if you still get lost ask anyone and they will help you. There will be prefects on duty during break and lunch times to help you find your way around.

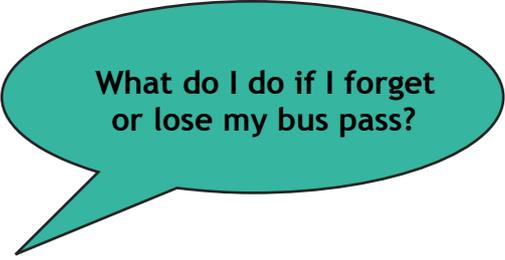
**What happens if I get bullied?**

This is always a big concern when you join a new school but the truth is that it doesn't happen as much as you think it does. However, if you are bullied in any way or are unhappy about something that has happened tell your Form Tutor or someone you can trust straightaway. Don't put up with it; we won't!



How will the academy contact my parents if they need to?

It is really important that your parents keep us up to date with any changes to their contact details, especially phone numbers for an emergency. There will be times when we will text, email or phone your parents as well as send home important letters and documents so please make sure we have the correct details.



What do I do if I forget or lose my bus pass?

The bus driver may not bring you to the academy and may not allow you to travel. During the academy day you will need to go to the Finance Office and ask for a temporary pass. If you cannot find your pass we will make arrangements for a new pass to be issued.



Can I have Music Lessons?

Our Music teachers and some specialist Music tutors give individual lessons to students but there is a charge per lesson. Please ask your music teacher for details.



Can I have a Free School Meal?

Families receiving certain benefits may be able to claim a free meal for you. Application forms are available from the House Leaders' Office.



# *See You Soon*

We hope you find this booklet useful and that you will read it carefully before you arrive in September.

Remember - Make the most of Mildenhall College Academy.

We look forward to welcoming you.

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