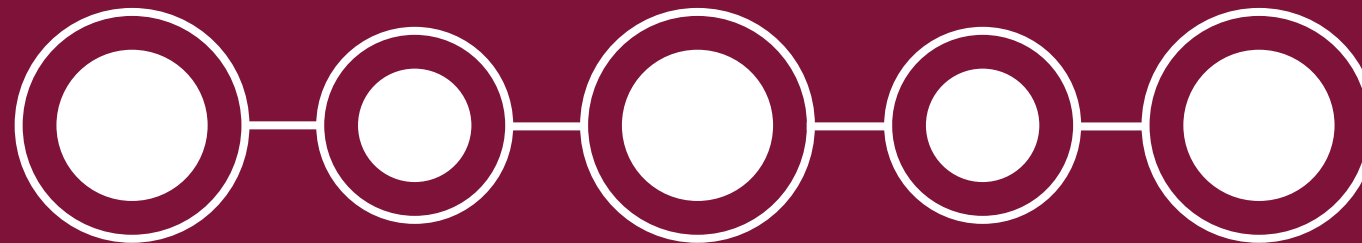


Macmillan Academy

WELCOME TO THE ACADEMY



Inspiring every student to succeed



WELCOME TO MACMILLAN ACADEMY.

We cannot wait for you to start your journey with us!

Pursuit of excellence in teaching and learning

We are proud of our excellent examination performance. However, we want to expose our students to a wide range of quality learning and teaching experiences in order to create adaptability throughout life.

Developing a whole education

Our vision for education is about more than just passing examinations. Our students are exposed to diverse and distinctive experiences through a range of curricular and co-curricular activities which help to develop lifelong interests.

Promoting student health and wellbeing

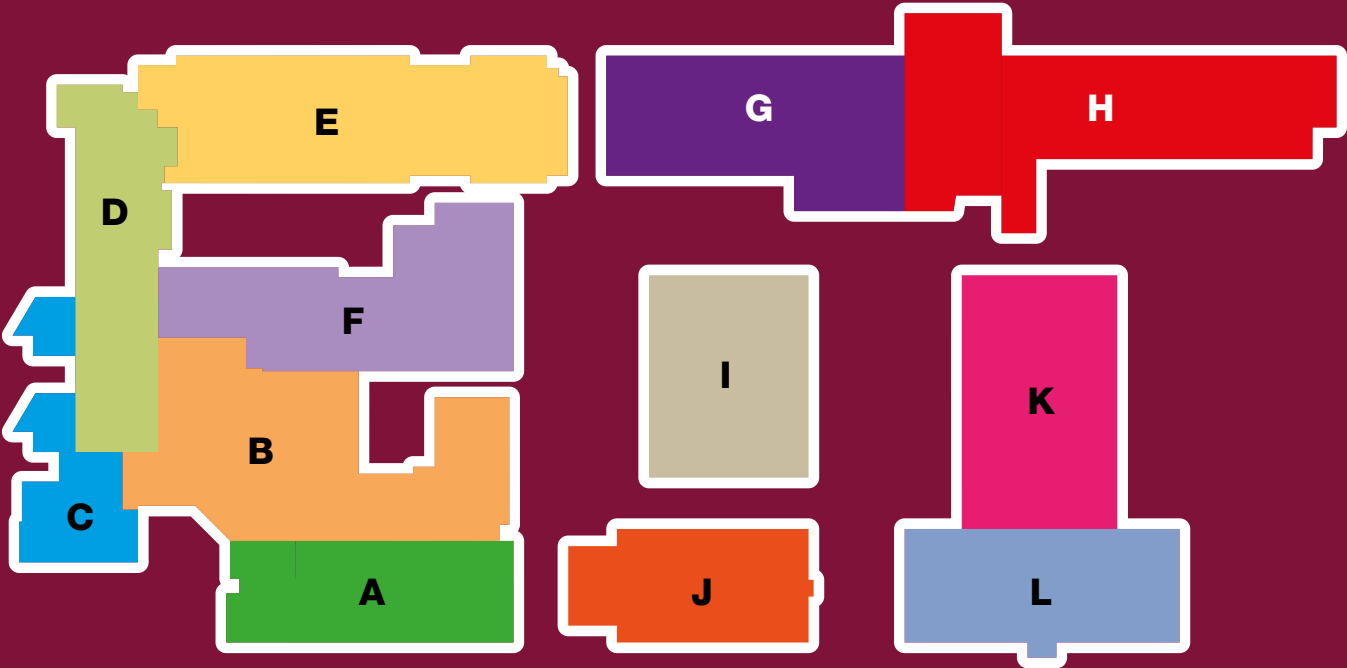
We want our students to be healthy and understand how to stay healthy so we empower them to make the right choices to achieve this. Our students are safe, happy and valued. They feel well supported and have a sense of belonging.

Inspiring students for future employment.

Our students develop essential skills and receive clear guidance to prepare them for their lives beyond school. We ensure that all students receive face-to-face careers advice and support throughout their time with us.



ACADEMY MAP



Ground Floor		First Floor	Second Floor
A	MATHEMATICS	ENGLISH	ENGLISH AND HUMANITIES
B	THEATRE, LIBRARY AND STUDENT DEVELOPMENT		
C	POST 16 STUDY CENTRE AND STUDENT UNION		
D	MATHEMATICS	MATHEMATICS	HUMANITIES
E	DESIGN TECHNOLOGY	ICT AND BUSINESS	
F	DRAMA		
G	SPORTS HALL AND CHANGING ROOMS	MUSIC AND PHYSICAL EDUCATION	PSYCHOLOGY AND PHYSICAL EDUCATION
H	SCIENCE, FOOD & NUTRITION AND OUTDOOR LEARNING	SCIENCE	SCIENCE
I	LEISURE CENTRE AND CHANGING ROOMS	FITNESS SUITE AND CHANGING ROOMS	
J	MFL AND HEALTH & SOCIAL CARE	ART & DESIGN	
K	DINING HALL		
L	RECEPTION AND ADMINISTRATION	STUDIO AND FINANCE	



KEY STAFF

The following people will take very good care of you whilst you are here with us in the academy.

Mr O Gilbank – Head of Year 7

Miss O Gray - Assistant Head of Year 7

Mr O Stanton – Assistant Headteacher (Student Development)

Mrs R Coning – Headteacher

Your Personal tutor – to be confirmed

The Intervention Team

TERM DATES 2023-24

AUTUMN TERM 2023

- Tuesday 5 September - Academy opens for Year 7 & 12 students
- Wednesday 6 September - Academy opens for all students
- Thursday 26 October - Academy closes for half term
- Wednesday 8 November - Academy re-opens for all students
- Friday 22 December - Academy closes for Christmas

SUMMER TERM 2024

- Monday 8 April - Academy re-opens for all other students
- Friday 24 May - Academy closes for half term
- Monday 3 June - Academy re-opens for all students
- Friday 19 July - Academy closes for summer

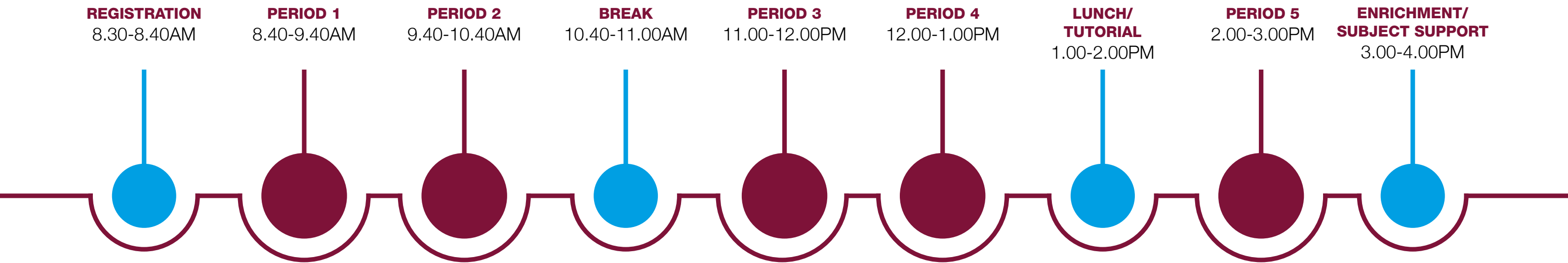
SPRING TERM 2024

- Monday 8 January - Academy re-opens for all students
- Friday 9 February - Academy closes for half term
- Monday 19 February - Academy re-opens for all students
- Friday 22 March - Academy closes for Easter

TRAINING DAYS

- Monday 4 September 2023
- Friday 27 October 2023
- Monday 6 November 2023
- Tuesday 7 November 2023
- Monday 22 July 2024

THE SCHOOL DAY





ENRICHMENTS

All students at Macmillan Academy have a wide range of enrichment opportunities to add significantly to their experience. We actively encourage all students to attend at least one enrichment of their choosing per week, and many opt to do more. The activities are led by a member of staff who has chosen to deliver a session that they are especially interested in within their subject, and some staff choose to support enrichments outside their curriculum area. At the start of each term there will be information provided to students to introduce sessions which can offer the opportunity to develop new skills beyond the curriculum in a fun and exciting way. Students will be able to sign up to the enrichment(s) of their choosing and attend on a weekly basis to complete a project or spend time with other like-minded students to pursue a new hobby or interest. In recent years there has been opportunities for cooking, music, DT projects, debating, astronomy and many more, alongside a varied sporting offer from the PE department each day.

UNIFORM

We are very proud of our high standards and our policy regarding uniform reflects this. Within the local community our maroon blazer and high standards of dress are instantly recognisable and clearly identify our students amongst their peers.

Macmillan Academy uniform

A high standard of personal appearance is expected of all students and anyone arriving at the academy in non-uniform clothing can expect to be questioned about the reason.

All students are expected to wear the following uniform:

Essential items:

- Maroon blazer*
- Academy clip-on tie
- Plain white shirt with collar and sleeves (tucked in and top button fastened)
- Full length plain black/dark grey trousers (with zip at the front) or skirts. No leggings, jeggings, jean-type material, no pinstripes/checks.
- Skirts are to be plain, no pleats or buckles and worn just above the knee.
- Black/dark grey socks or tights (no patterns).
- Plain black shoes with no badges or large designer labels/symbols. The following shoes are examples of what is unacceptable: trainers, boots worn with a skirt or worn over trousers, leisure or canvas shoes. Designer label clothing/shoes often fail to meet our uniform standards so, if you are in doubt please check with the student development team before purchase.

The academy blazer and tie are available from Ross's and Motif8.

[Ross's LTD](#)
[MOTIF 8](#)

Optional

- Plain black/dark grey v-neck jumper or cardigan (worn under the blazer, no zips, with tie knot clearly visible)
- Hijab (either plain black or plain white only)
- None of these items should consist of 'fashion wear'. Visible labels and branding of any type are not acceptable.

Hair, Makeup & Jewellery:

- No tramlines, patterns or symbols
- Dyed hair should be of a natural colour
- Hair must not cover the eyes
- Long hair must be tied back in practical subjects (students must provide their own bobble)
- The only jewellery permitted is a watch and one pair of plain stud earrings (one in each ear lobe)
- If a student has the top of their ear or nose pierced they are not allowed to wear jewellery in it. They will also not be allowed to wear a plaster to cover it.
- False eyelashes are not permitted under any circumstances
- Acrylic and/or coloured nails are not permitted.

Students presenting themselves inappropriately to the academy may be withdrawn from lessons. Alternative uniform may be offered, or parents/guardians asked to bring in appropriate uniform before the student returns to lesson.

The academy reserves the right to decide what constitutes acceptable uniform.

Physical Education Department Kit Policy

Our kit has been provided by a local supplier called Motif8 since September 2018. The kit is good quality and competitively priced.

All students are advised to purchase the essential bundle as a minimum. This can be ordered in either a junior or senior size. It is essential that students have a branded T Shirt and rugby top/half zip top, but black shorts, socks etc. do not have to be purchased via Motif8 but they must be plain black without any logo. We think that the essential bundle does offer good value for money. Full details and prices of the kit packages are outlined on the link on our website and below: <https://www.motif8.co.uk/secondary/secondary-schools/macmillan-academy.html>

Items ordered include the embroidery of the Academy logo and student initials can be included on students' items of kit for a small charge. This is recommended as it greatly assists in locating the kit if it is lost or misplaced which is extremely common for our new students (especially for t-shirts, rugby and half zip tops). Additional items can of course be purchased if required.

To view the kit and sizes there are two options. You can either call into the Motif8 shop at the Gladstone Industrial Estate, Stephenson Street, Stockton on Tees, TS17 6AL. Alternatively, you can visit www.motif8.co.uk and place your orders there. Orders take around 4 weeks from placing the order before they are ready to be collected.

Please also note that appropriate sports footwear will also be needed. We advise that the most versatile (and therefore most suitable) type of sports trainer is the astro turf/synthetic surface football trainers rather than types of running shoes. Good grip, strong ankle support and laces are all very important when choosing the most appropriate trainers for your son/daughter. Students will also require football boots for some lessons which take place on the field for football and rugby –moulded studs are advised as these can also be used at Goals where some lessons also take place.

Finally, there are other considerations for your attention. For example, students are permitted to bring a water bottle to lessons and students are strongly advised to bring these especially for two-hour lessons and summer time lessons. In the winter we allow students to wear base layers under their PE kit in addition to a plain black hat and gloves.

Please do not hesitate to contact the academy if you have any further questions.

GUIDELINES

Lost Property

If you lose anything, please ask at reception to see if it has been handed in. If it has not, you should report the matter to your Personal Tutor.

All lost property should be handed in to reception. Finding and keeping an article which does not belong to you is a form of theft. Most property goes missing because of student carelessness. Look after your belongings carefully.

Jewellery/Make-up

Students are allowed to wear one pair of plain studs, one in each ear lobe, and also a wristwatch. All other jewellery should be left at home. A discreet amount of makeup is permitted at the discretion of academy staff.

If you have the top of your ear or nose pierced you are not allowed to wear jewellery in it. You will also not be allowed to wear a plaster to cover it.

Body Piercing

Students MUST NOT come to the academy with visible body piercing and with studs showing. They will be asked to remove them; they cannot be covered.

Hairstyles

Hairstyles must not be of an exotic or severe nature. This includes dyeing in an unnatural hair colour, fashion trends such as dip dye, and lines cut into the hair. Hair extensions and haircuts below a number 2 are not approved.



Valuables

Students should not bring any expensive items or large sums of money into the academy. The academy will not accept responsibility for the security of expensive jewellery, cash or items of clothing.

Chewing and Bubble Gum

Students are NOT allowed to eat these in the academy because of the mess and damage caused to carpets, seats and clothing.

Banned Items

Pressurised containers of any description are not allowed on site. Cans of drink are not allowed in packed lunches and high sugar drinks of any description are not allowed to be brought onto site.

Spray deodorants cause problems in PE changing rooms affecting the breathing of staff and students. Roll on/stick or pump action deodorants are recommended.

Sweets and unhealthy snacks, coloured and/or long acrylic/false nails and false eyelashes are also banned.

Essential Equipment

You need to have with you for every lesson the following personal equipment: Pens (blue or black), pencils, protractor and compasses, ruler, pencil sharpener, coloured pencils, calculator, eraser and academy planner.



Uniform

Students are expected to maintain a neat and tidy appearance, keeping to the uniform policy and wearing it with pride. Coats and other non-uniform clothing are not to be worn inside the academy.

Manners

A very high standard of behaviour, politeness and manners is expected of every Macmillan Academy student.

Damage to Academy Property

All students should be aware that if they are responsible for any malicious damage to academy property, then they and their parents/carers will pay for any repairs or replacements necessary. When several students are involved in causing damage, the cost of repairs or replacements will be shared between them.

In such cases, parents/carers will be encouraged to make sure that their son/daughter do actually contribute towards the costs of repairs and replacements, rather than simply paying themselves.

Food

Food is not to be ordered and delivered to the academy site.

Mobile Devices and Audio Equipment

Mobile phones, audio equipment and smart watches are not to be seen at all on academy premises. If a member of staff sees a mobile phone, smart watch or any audio equipment they will be confiscated. You will be able to collect the device at the end of the school day. If you urgently need to get in touch with somebody at home, go to the academy reception and a member of staff will help you.

Water

The drinking of water is permitted in lessons unless there is a health and safety issue (i.e.: science and ICT). You are encouraged to bring your own water bottles.

Toilet

You should go to the toilets at break and lunch. You should not visit the toilet during lessons unless in emergency or you have a medical card.

First Aid

There is a first aid room that you can access at break and lunch. If you feel very unwell please tell a member of staff straight away.



N.B. Information correct as of May 2023. The academy reserves the right to amend during the academic year 2023/24

ATTENDANCE

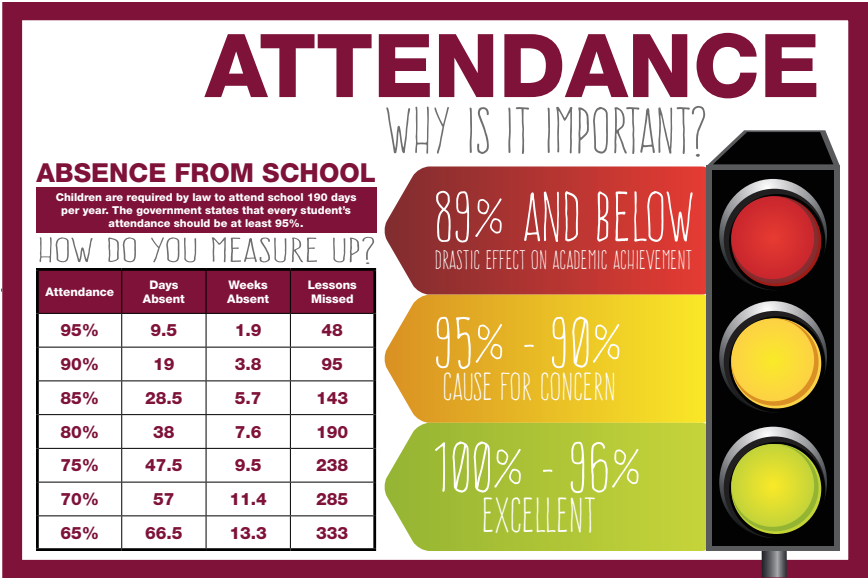
The academy holds excellent attendance in high regard. All students should aim for 100% throughout the academic year. However, there may be times when a student is unable to attend due to illness. If this is the case, parents/carers are advised to phone the academy to explain the circumstances, before 8.30am if possible. If a student is absent for more than one day a phone call is required for each day of absence.

In order to maintain 100% attendance please can any non-urgent medical appointments be made outside of school hours. However, as this is not always possible please ensure that a note is written in the planner and sent in with the student explaining time of departure and expected time of return to the academy. All students must be collected from the main academy reception. Holidays are not to be taken during term time.

Benefits of school attendance

Good attendance at school is not just beneficial, it's essential. Attending school is directly linked to improved exam performance which should in turn lead to further learning opportunities and better job prospects. As well as this, going to school helps to develop:

- Friendships
- Social skills
- Team values
- Life skills
- Cultural awareness
- Career pathways





MOBILE DEVICES & AUDIO EQUIPMENT

Mobile phones, smart watches and audio equipment are not to be seen at all on academy premises. We understand that mobile phones may provide a level of safety for students on the way to and from the academy and so we are aware that students may have a mobile phone with them. The expectation is that if a student has a mobile phone on their person, it is turned off and is away in their bag. Students should not be seen with a mobile phone for as long as they are in the grounds of the school building. This is inclusive of social time, including break and lunch and applies whether students are inside or outside of academy buildings.

If a member of staff sees a mobile phone, smart watches or any audio equipment they will be confiscated. Students will be able to collect the device at the end of the school day. If a student urgently needs to get in touch with somebody at home, they need to go to the academy reception and a member of staff will help them. If students persistently breach this school rule, then parents will be contacted.

Disclaimer

The academy will not take any responsibility for the loss, theft or damage of any electronic device e.g. mobile phone that is brought onto the academy site.



REWARDS AND SANCTIONS

To try to help you to make the right choices and so that you understand there are consequences to their actions, the academy operates a system of rewards and sanctions.

Overview of rewards

To promote high standards of behaviour and to try to help you to make the right choices we have various rewards. These include:

- Verbal praise
- Positive note in planner
- Student of the lesson
- Departmental and Head of Year postcards
- Celebrating group successes in assemblies
- Senior leaders looking for opportunities to praise students throughout the day
- Queue busters
- Praise phone calls home
- Letters home after data entry points
- Awards assemblies

Overview of sanctions

Whilst we try to promote positive behaviour, if you do not follow the expected level of behaviour, you will face consequences.

The aim of all guidance, sanctions and similar interventions is to help you achieve, encourage personal development and promote learning. There are 7 consequences. The level of the consequence will depend on the your behaviour.

1. Verbal warning
2. Negative behaviour point
3. Department isolation
4. Department removal (call out)
5. Seclusion
6. Detention
7. Suspension



MEAL ARRANGEMENTS

The academy is committed to promoting and educating our students in the benefits of living a healthy lifestyle. We adhere to the national school food plan; therefore students are not permitted to bring confectionary, and sugary or fizzy drinks on to the academy site. The 'whole' academy approach to health is supported by a health education programme within lessons, enrichments, tutorial activities and the assembly programme.

Catering is provided in our dining room by our own staff. The following services are available:

- Breakfast (7.45am-8.25am) - bagels and cereal are free for all students. There are also some other items available to be purchased
- Morning break - snacks are available to be purchased
- Lunch - a full range are provided including vegetarian, halal dishes and a range of sandwiches. Weekly menus can be found on the website under the parents tab. Students are welcome to bring packed lunches and parents are asked to try and make them as healthy as possible. A school lunch comprising of a main and dessert costs £2.50*

The academy uses School Gateway, an e-payment system, which allows a student's account to be topped up online. This account can be used to pay for food or other things like trips or visits. Students are not permitted to exchange meals or loan meals to each other.

Food is not to be ordered and delivered to the academy site.

*please note prices may be subject to change.

Healthy Schools Policy – Message to students

At Macmillan your physical health (how healthy your body is) and your emotional health (how you feel) are very important to us. We will make every effort to encourage you to develop healthy behaviours. Whether it is food you choose to eat, the amount of exercise you take part in or how well you make friends. You will be taught how to make good choices.

You will be taught about these issues through:

- assemblies
- Tutorial including weekly PSHE
- physical education
- alongside many other subjects during curriculum time.

As you get older you make more and more choices about how to live your own life. You choose what food to eat, what to drink, what time to go to bed, which friends to have etc. Your lifestyle choices affect how much energy you have which affects every other part of your life, including how well you learn.

ANTI-BULLYING

As part of the Macmillan Academy community we will teach you that it is vital that you tell someone if you feel you are being bullied or if you witness someone else being bullied. Staff, students and parents/guardians can all work together to ensure that the behaviour is stopped.

TELL- A TUTOR OR TEACHER
TELL- A FRIEND
TELL- A PARENT / GUARDIAN

What is bullying?

It is the conscious desire to hurt, threaten, frighten or make someone feel uncomfortable over time. Bullying is a repeated behaviour. It can be:

- Insults
- Physical violence
- Isolating someone
- Name calling
- Writing untruthful things about someone
- Making threats
- Spreading rumours
- 'Dirty' looks
- Tormenting
- Being unfriendly
- Teasing
- Taking or hiding property
- Using mobile phones or the internet

It can happen:

- In the classrooms/laboratories
- In corridors
- In courtyards
- On buses
- Outside school
- In the dining room



How do you stop bullying?

- Tell - unless someone tells a friend, teacher or parent, it is difficult to help.
- We all have a responsibility to protect each other.
- Counsel - we believe that good advice and support can change the behaviour of bullies and their victims.
- Be consistent - a victim must always be given time, listened to and not rejected.
- Sanction - bullies must understand that they can be severely sanctioned for persistent bullying.
- Inform - parents must know if their child is involved in persistent bullying.
- The academy will inform parents.

Why should I tell if there is bullying?

If you do not tell someone:

- The bully carries on and gets worse.
- The bully could bully other people.
- The bully would not get help.

What will happen to someone who is bullying?

- They will be asked to explain their actions.
- Their parents will be informed.
- Appropriate action will be taken.
- If bullying continues then the bully may be excluded from the academy.

TELL – TELL - TELL



HOME/SCHOOL COMMUNICATION

Planners

Your child is required to have and will be supplied with an academic planner. This is to record all homework, achievement points, negative behaviour and is to be used as an organisational tool. Parents/guardians are required to sign the planner at the end of the school week. The Personal Tutor will check and sign the planner at the start of the following week. The cost of the planners is £2.50 each and this is payable in the first week in September.

Class Charts

Class Charts for parents/guardians is the behaviour system used to securely share information in real-time via; email, online and smartphone app.

You will be able to view the following information regarding the behaviour of your child(ren):

- Achievements
- Sanctions
- Detentions
- Interventions

It is quick and easy to activate your Class Charts account. All you need is the email address that the Academy holds on record for you (contacts with parental responsibility) and your unique parent access code. The parent access code will be issued in September.

You can:

- Download the Class Charts app if you have a smartphone from your app store (Android and iPhone).
- Visit the website: <https://www.classcharts.com/parent/login>

School Gateway (School Comm)

This is the system that we use to share information with parents/guardians via: email, text, online and smartphone app.

You will be able to view the following for your child(ren):

- Behaviour overview
- Attendance
- Lesson timetable
- Assessment results
- Academy details
- Update student details
- Update your contact details

It is quick and easy to activate your School Gateway account. All you need is the email address and mobile number that the academy holds on record for you (contacts with parental responsibility).

Download the app: If you have a smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website PLUS you can message the academy for FREE – this will also save the academy money when we send you a text message.

OR

Visit the website: www.schoolgateway.com and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to log into School Gateway.

If you are having trouble logging in, it may be because the academy does not have your current email and mobile phone number on record.

Please contact Mrs Bede (l.bede@macademy.org.uk or 01642 736530) at the academy to update the details on our system.

We hope that you will find School Gateway a great way to keep up to date with what is going on.

Speak up

If you have any concerns or queries, please do not hesitate to contact us at the academy. In the first instance you should contact your child's personal tutor. No issue is too small for you to get in touch about. We find that it is much better to speak up as soon as you have any issues at all rather than waiting until the issues become bigger.



YEAR 7 - WHO WILL HELP ME?

If you are ever in a situation where you need some advice, are a little unsure about something or are even lost there are many staff at Macmillan who will help sort out your issue however big or small.

Personal Tutor

Mr Gilbank

Miss Gray

Mr Stanton

Intervention Team

Any member of staff

Keep up to date:



www.macmillan-academy.org.uk



office@macmillan-academy.org.uk



01642 800800



[@macmillanschool](https://www.facebook.com/macmillanschool)



[@macmillanschool](https://twitter.com/macmillanschool)

**Thank you for taking the time to read this booklet.
We look forward to seeing you in September.**

Macmillan
Academy



Stockton Road
Middlesbrough
TS5 4AG



01642 800800



office@macademy.org.uk
www.macmillan-academy.org.uk



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This brochure is made from 100% Elemental Chlorine Free (ECF)
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