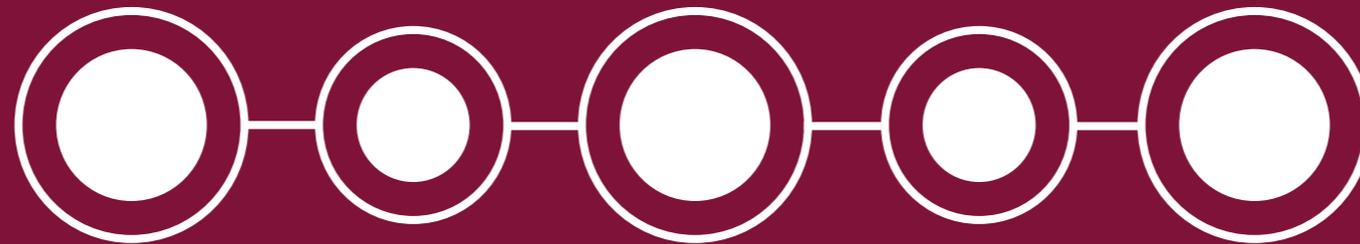


Macmillan Academy

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

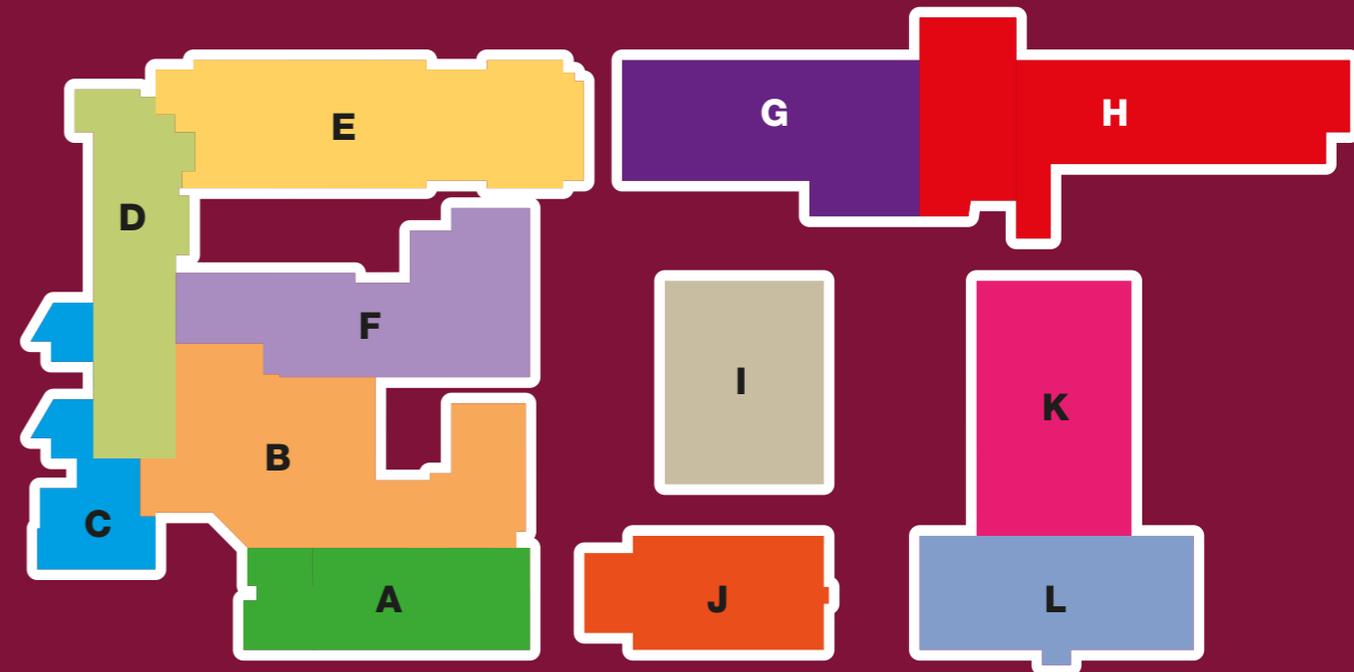
We want our students to be healthy and understand how to stay healthy so we empower them to make the right choices to achieve this. Our students are safe, happy and valued. They feel well supported and have a sense of belonging.

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	BUSINESS	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	
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.

Mrs H Richardson – 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 2022-23

AUTUMN TERM 2021

Friday 2 September - Academy opens for Year 7 & 12 students

Monday 5 September - Academy opens for all other students

Thursday 20 October - Academy closes for half term

Wednesday 2 November - Academy re-opens for all students

Friday 16 December - Academy closes for Christmas

SUMMER TERM 2021

Monday 17 April - Academy re-opens for all other students

Friday 26 May - Academy closes for half term

Monday 5 June - Academy re-opens for all students

Friday 21 July - Academy closes for summer

SPRING TERM 2021

Wednesday 4 January - Academy re-opens for all students

Friday 17 February - Academy closes for half term

Monday 27 February - Academy re-opens for all students

Friday 31 March - Academy closes for Easter

TRAINING DAYS

Thursday 1 September 2022

Friday 21 October 2022

Monday 31 October 2022

Tuesday 1 November 2022

Tuesday 3 January 2023

THE SCHOOL DAY

This is what we are hoping the school day for Year 7 will look like. Depending on circumstances in September this may change, however the start and end times will be roughly the same.

REGISTRATION
8.30-8.40AM

PERIOD 1
8.40-9.40AM

PERIOD 2
9.40-10.40AM

BREAK
10.40-11.00AM

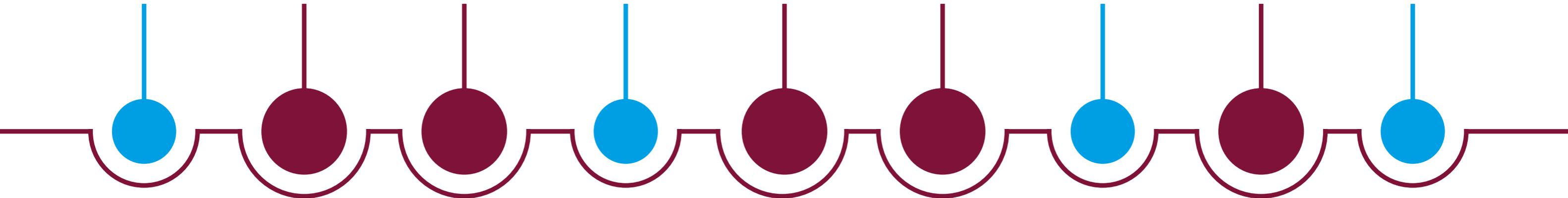
PERIOD 3
11.00-12.00PM

PERIOD 4
12.00-1.00PM

**LUNCH/
TUTORIAL**
1.00-2.00PM

PERIOD 5
2.00-3.00PM

**ENRICHMENT/
SUBJECT SUPPORT**
3.00-4.00PM





ENRICHMENTS

Every student in Year 7 creates their own enrichment programme which adds significantly to the overall experience of attending Macmillan Academy. Although it is actively encouraged that at least one enrichment is attended each week students in many instances choose to do more. This proves how valued the different activities are by the students.

Many different activities are offered each term. Each activity allows students to develop new skills in a fun and exciting way. The activities are led by a member of staff who is qualified in that particular activity or who has a keen interest in the subject.

Students are able to access most enrichments lists through the school website although, students sign up to sports-based enrichments on the day. Sign up will be available from the start of term and students will receive their login details on the first day. Students can access this from home, as well as being able to use the helpdesk and library facilities at break and lunch times. They will also be given the opportunity to sign up during ICT lessons.

Students have the opportunity to sign up to a different enrichment each term.

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:

Compulsory

- Maroon blazer with badge*.
- Academy clip on tie (waist length) *.
- Plain white shirt with collar (including a top button) and sleeves (tucked into skirt/trousers).
- Full length plain black or dark grey trousers with a zip at the front, or skirt. No leggings, jeggings, jeans or jean-type material, no pinstripes.
- Skirts are to be plain, no pleats or buckles. Skirts must not be too short. Skirts that do not reach knee level are not appropriate.
- Dark grey/black ankle socks or plain tights, no patterns.
- Plain black shoes with no badges or large designer labels/symbols. The following are examples of shoes which are not acceptable: trainers, leisure or canvas shoes.
- Plain black boots can be worn but not with a skirt (and must be worn under the trousers).
- None of these items should consist of 'fashion wear'. Visible labels and branding of any type are not acceptable.
- 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, 45 Borough Road, Middlesbrough.

Optional

Plain dark grey or black V-neck sweater or cardigan (worn under the blazer, not below, no zips and never in place of a blazer)

Plain jacket or coat (not to be worn inside the academy buildings)

If a belt needs to be worn, it is to be plain black with a small plain buckle.

Hijab (either plain black or plain white).

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 of good quality and is competitively priced.

All new Year 7 students are required to purchase one of the three available packages (Gold, Silver or Essential) as this is the minimum kit required. The details of these kit packages are outlined on the link on our website. The package required will depend on how much PE and sport your child will be participating in. For example, if your child is not planning to participate in any extra-curricular sport then the essential package is designed for two PE lessons per week. Silver would be recommended for students attending at least one enrichment whereas the gold package is designed for students who plan on participating in a wide variety of extra-curricular and school sport fixtures etc. Crucially, these prices are inclusive of the embroidery of the student initials and academy logo to assist if kit is lost or misplaced. Additional items can of course be purchased if required.

To view the kit and sizes you can contact the Motif8 shop (at the Gladstone Industrial Estate, Stephenson Street, Stockton on Tees, TS17 6AL) which is very close to the Academy. This will obviously be subject to any restrictions in place given the current situation, details of the current appointment system are also on our website. Alternatively, you can visit www.motif8.co.uk and place your orders there.

Please also note that appropriate sports footwear will also need to be purchased. 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. Boys 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 this is a must for two hour lessons and summer time lessons. In the winter we allow students to wear layers under their PE kit in addition to a plain black hat and gloves.

Please do not hesitate to contact either Mr Coates (Head of PE) or Miss Wilson (Head of Core PE) should 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.

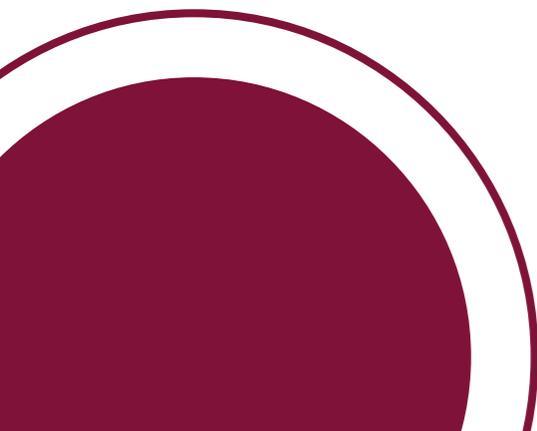
Damage to Academy Property

All students should be aware that if they are responsible for any malicious damage to academy property, then they and their parents 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 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 are not to be seen at all on academy premises. If a member of staff sees a mobile phone 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 2021. The academy reserves the right to amend during the academic year 2021/22

ATTENDANCE

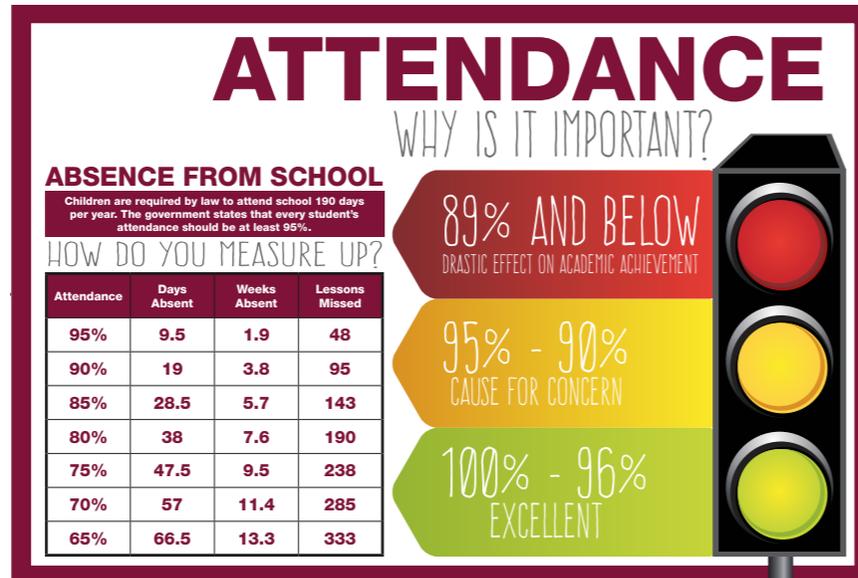
The academy holds excellent attendance in high regard. All students should aim for 100% throughout the academic year. However, there may be times when a student is unable to attend due to illness. If this is the case, parents are advised to phone the academy to explain the circumstances, before 8.30am 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 & 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 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 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 comprehensive health education programme within lessons, enrichments, tutorial activities and the assembly programme. In addition, students will be encouraged to use the traffic light nutritional coding system to enable them to make informed healthy meal choices.

Catering is provided in our dining room by our own staff and the service is available to all students from 8.00am – 8.15am and at morning break, at a cost of (40p-£1)* depending on choice.

A full range of lunches are provided including a daily vegetarian choice, weekly halal dishes and a range of sandwiches and salads. Low fat meals are a priority. 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 £2.35.*

The academy uses School Gateway, an e-payment system, which allows a student's account to be topped up online or via money loading machines situated around the academy. 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.

*please note prices may be subject to change.



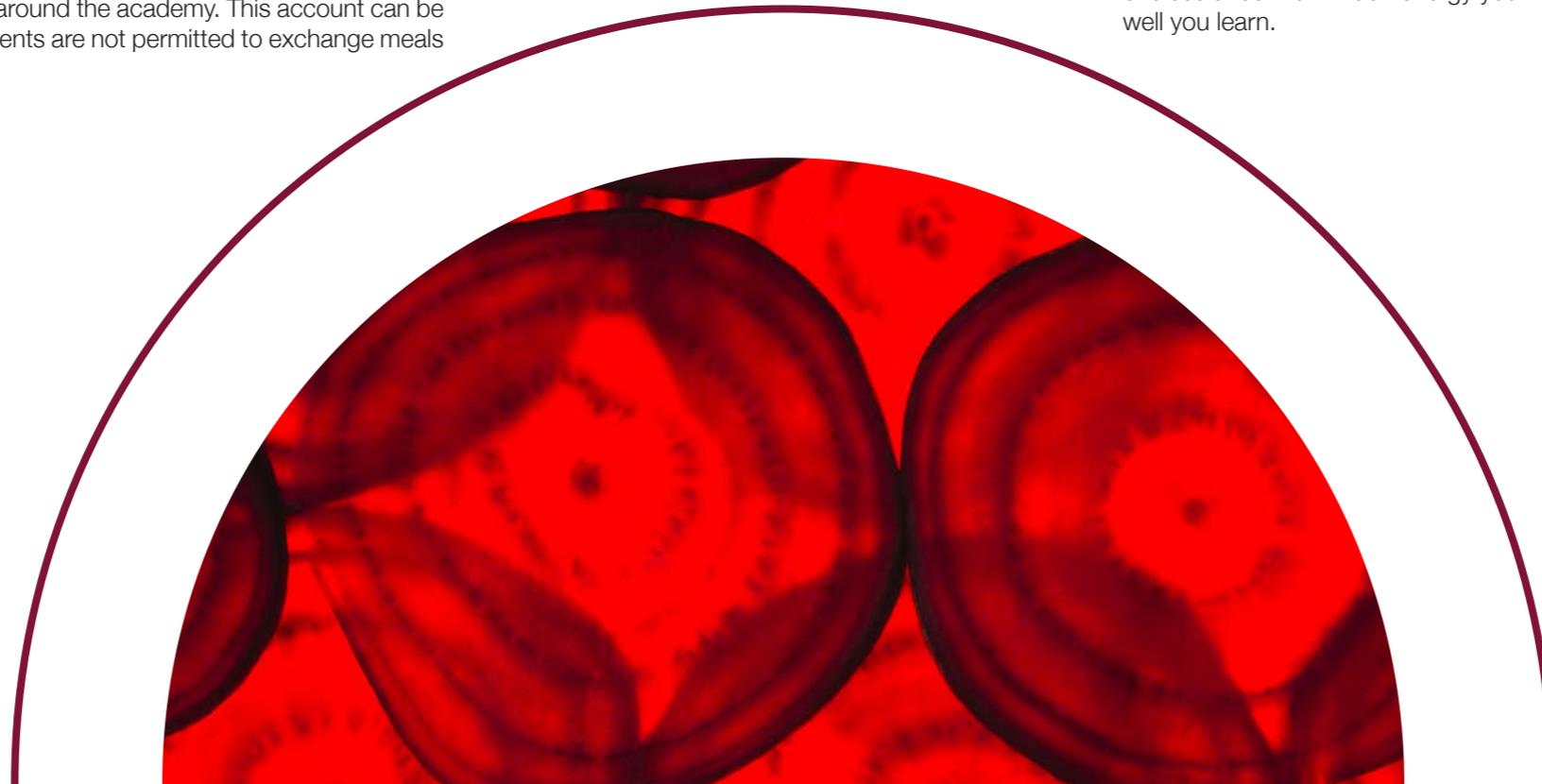
Healthy Schools Policy – Message to students

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
- morning tutorials
- 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 playgrounds
- 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.
- Punish - bullies must understand that they can be severely punished 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 £3 each and this is payable in the first week in September.

FROG

This is an online tool used to set and record homework. A detailed description of all homework set by the teacher and the deadline dates can be accessed from this site. This is a platform from which students and staff can communicate. Your child will be supplied with login details during their first lesson of IT. Parents will also be sent log ons so that you can monitor homework.



School Gateway (School Comm)

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

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

- Achievements
- Behaviour
- Attendance
- Lesson timetable
- Assessment results
- Academy details
- Student details
- 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

Mrs Richardson

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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