



Welcome to Iceni Academy

"I haven't seen them ... so sure about something or excited for so long, it really meant a lot to her that you all went above and beyond to support her!"

"...it is reassuring to see the progress and improvements that have been made to our children's education and the care of their mental well-being."

-Parent comments 2021

A guide for Year 7 Students and their Parents / Carers



Note from our Principal

Dear Student,

I would like to take this opportunity to introduce myself to you. My name is Mrs. Hogg and I am the principal at Iceni Academy. I am very much looking forward to welcoming you in September, and hope that we get a chance to meet beforehand. I am sure that you have lots of questions, so I am hoping that all the information in this booklet goes a long way to answering them.

I want all my students to feel happy, safe and successful during their time with us. You join us at an exciting time in our development. We have been working hard to produce the very best curriculum that gives everyone who attends the academy a strong foundation of knowledge. We expect you to work hard during your time with us to ensure that by the time you leave us you achieve the very best qualifications which will lead you through exciting doorways into the world of higher education and careers. We have a great sense of belonging at our academy. You will find out soon which Community you will be in: Nightingale, Mandela, Pankhurst or Attenborough. These names were chosen as they represent some great people from our recent and present history. These people show the qualities of character that I want us all to work on emulating. You will learn more about these people, as well as the values that they represent, during your time with us. You will also be set some exciting challenges that you will complete in your community groups.

There will be many differences between Iceni Academy and your primary school. This booklet is to help you and your parents or carers in the first few weeks of your new school career. It will contain useful information which will help you to settle in, and also to answer some of the questions you may have prior to starting. Please contact Mrs. Samantha Cutts, the Transition Manager, on admissions@iceni.attrust.org.uk if you require any further assistance.

I look forward to meeting with you soon, and welcoming you into our family. I'm sure you are going to love it!

Lesley Hogg

Principal.



Joining a Community

When you start at Iceni Academy, you will be placed in one of four Communities and you will remain in the same Community throughout your time with us. Each Community is divided into forms and your Form tutor will oversee your progress throughout your time at Iceni Academy.

The College names are:

Mandela

Attenborough

Nightingale

Pankhurst



The Head of Year is the person who, along with your Form tutor, is responsible for overseeing your academic and pastoral progress while at Iceni Academy. They will meet regularly with your Form tutors and ensure that you are maximising all of your opportunities.

The most important person, however, is your Form Tutor as it is their job to support and encourage you as you make your way through the Academy. They are your first point of contact if you have any challenges and they work closely with your Head of Year and teachers, to ensure you are maximising every opportunity. They are also the first point of contact for your parents and carers.

Remember - We are all here to help and support you! We want you to achieve the very best for yourself.

Mrs L Hogg - Principal

Mr D Carmichael - Vice Principal, Designated Safeguarding Lead (DSL)

Miss A Staniforth – Vice Principal, Curriculum and Achievement

Miss S Turner - Assistant Principal, SENCo

Mr A Carter - Assistant Principal, Behaviour

Mrs C Franklin - Safeguarding Manager

Mrs K Stonach (Safeguarding manager – maternity cover)

Mrs T Doughty – Student Support officer for Year 7



The Academy Day

The Academy Day begins at **8.40 am** and ends at **3.15 pm**. Every day is divided into 5 lessons of 60 minutes. You will have a Form Time, a break time of 30 minutes and a lunch break of 45 minutes.

Everyone is expected to arrive punctually at the Academy in the morning and at every lesson. However, if for any reason you are late you must report to the reception and register your arrival. You will be rewarded for great attendance but may be given a lunchtime detention if you are persistently late!

You will be issued with a 2-week timetable and a yearly planner by your Form Tutor on the first day of term. The planner is used to record your homework and can be used to communicate between your family and the academy. You must have it in every lesson.

During the day, you will be expected to go to different 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. This information will also be on your timetable.

Warning Bell	8:35
PL Time	8.40 – 9.00
Period 1	9.00 – 10.00
Period 2	10.00 – 11.00
Break 1	11.00 - 11.30
Period 3	11.30 - 12.30
Period 4	12.30 – 13.30
Break 2	13.30 – 14.15
Period 4	14.15 – 15.15

Change over between 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.



Iceni Academy foundations for behaviour and learning

Our foundations have been designed so that they apply to everybody (adults and students) in the academy. These do not replace our code of conduct but are to be used to maintain focus and direction in our academy life. If we all adhere to these foundations then we will all be contributing to a better academy.

- 1. Everyone is treated fairly, equally and kindly in the manner in which we would like to be treated.
- 2. We look after ourselves, each other and our academy.
- 3. We always have high expectations of ourselves and those around us.
- 4. We do what is right, not what is easy.
- 5. We never give up.



Iceni Academy Code of Conduct

Like most academies we have a code of conduct for students to follow to back up our fundamental rules which apply to everyone in the Academy (staff and students).

- We arrive to class on time, line up quietly, being appropriately dressed, and bring all necessary equipment
- We enter the classroom in an orderly way, comply with the seating plan, and have our planners and equipment on our desks ready to learn
- We listen to instructions and follow directions, taking responsibility for our learning and progress
- We display positive Behaviour for Learning (complying with the Academy Behaviour for Learning strategy)
- We always wear correct uniform (complying with Academy rules for jewellery, hairstyles and make-up)
- We work to the best of our ability at all times, displaying a positive Attitude to Learning
- We respect Academy staff, our peers, our environment and our community
- We walk calmly on the left-hand side of corridors, holding doors open for others
- We welcome visitors to the Academy and talk to them in a positive manner
- We remain outside during breaks and lunchtimes (unless a wet weather bell is sounded)
- When in the Academy building, we do not:
 - Consume food and drink (unless in the dining hall)
 - Wear outdoor clothing
 - Use our mobile phones anywhere on site
- We will be rewarded for complying with the Academy Code of Conduct



Uniform Guidance

You are expected to wear Academy uniform. We believe that uniform fosters a sense of unity, pride and identity with the Academy, whilst also avoiding discrimination, inspiring positive behaviour for learning and setting a high standard. Smart students will enhance the reputation of the Academy within the local community.

Blazers, Jumpers, Shirts and Tie*

A blazer, shirt (tucked in at the waist) and tie must always be worn in the Academy. You must ask permission to remove your blazer in a lesson but must put them back on before leaving the classroom. Plain black, 'V' necked; jumpers/cardigans can be worn under the blazer during the winter months.



Skirts and Trousers*

Skirts must be black, knee length (split skirts are not permitted) and have the school badge stitched on them. Trousers must come to below the ankle and without adornments. They must also have the school badge stitched onto them. Skin-tight trousers (between the knee and ankle), jeans and leggings are not permitted. Trousers will be considered skin-tight if it is not possible to pinch an inch of the material midway between the ankle and knee without pinching the skin (this includes stretchy trousers, which have to be prised away from the leg before the material can be pinched).

Appropriate, branded, skirts and trousers can be purchased from our online uniform shop Birds of Dereham (www.yourschoolwear.co.uk), or in person at their store.

Birds of Dereham supplies a range of trousers for our students including elasticated back or flat front trousers.

Elasticated back



Flat front



Senior





Coats, Hoodies and Outside Clothing

Hoodies/outside coats/outside clothing may only be worn outside the main Academy buildings (all outer garments must be plain-coloured and unadorned by badges or slogans). PE Hoodies may be only worn outside the academy buildings, in a PE lesson or on a fixture.

Footwear and Socks

Students must wear low-heeled, plain black shoes made from leather, synthetic leather or similarly robust material (fabric such as canvas is not permitted). Black, leather or faux-leather trainers are allowed if there is no visible branding. Students may not wear plimsolls or boots. Socks must be plain black or grey.

Jewellery

Students can wear a maximum of one small stud in each ear and a watch. No other jewellery (such as rings and bracelets) is allowed and under no circumstances may students wear any facial jewellery (such as nose studs and tongue piercings). Clear retainers are not permitted as an alternative. All jewellery must be removed during PE lessons.

If your child is having their ears pierced, please could this be done at the beginning of the summer holidays? This is to give them sufficient time to heal, as all jewellery **MUST** be removed for PE lessons. Even if the earrings in place comply with the school uniform policy, they must still be removed for PE. The use of tape is not permitted.

All non-permitted jewellery will be confiscated.

Tattoos

Visible tattoos (including henna tattoos) are strictly forbidden.

Hair Fashions and Colouring

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

Nail Varnish/Make Up

Only clear nail varnish is acceptable, and a discreet amount of make-up is allowed.



Travelling to and from the Academy

You need to arrive at the Academy by 8.35 am every day at the latest and you should be in your Form room by 8.40 am each morning.

Bicycles

If you live locally, you are encouraged to cycle to the Academy. There is a cycle shed to park your bicycle. Please remember to secure your bike with a good quality cycle lock. We expect that you will wear a cycle helmet and ensure that your bike is always roadworthy.

Walking

If you walk to the Academy, you enter the site via the main student entrance. If you arrive at any other time of day, you will need to enter the Academy via the Main Reception and sign in. For reasons of safety please keep to the left-hand side of the car park in the designated pedestrian walkway.

Cars

If you are brought to the Academy by car, please make sure that your parents / carers follow the safety regulations, particularly not stopping in the cordoned off areas or blocking the bus access. If your parents/carers are visiting the Academy there are parking bays available at the front of the Main Reception area.

Disabled parking spaces are clearly labelled and should not be used by those who do not have a disability. At the end of the Academy day, we recommend that parents/carers park in an orderly fashion along the main road away from the yellow school markings.

Buses

Bus Passes - You will receive an application letter after confirmation of your place at the Academy. If you do not receive an application form and believe that you are entitled to free transport, please contact Norfolk County Council Transport on 0344 800 8020. The County Council will issue all passes during the summer holidays.

Transition Period - If you are entitled to free school transport, a temporary authorisation letter will be provided for the transition period students living outside of the catchment area and those who are allocated a taxi space in September will have to provide their own transportation for this time.

Pickup / Arrival – You will be picked up at the time and place stated on your bus pass, please ensure that you arrive in plenty of time and behave in an orderly manner. Whilst on the bus, you must adhere to Norfolk County Council's behaviour and safety guidelines. Upon arrival at the Academy, you must leave the bus in an orderly manner, enter the Academy via the student entrance and make your way to the back playground or the hall, if you arrive before 8.20am.



Departure – You will wait for your bus in the designated area. When called by the duty teacher you will make your way in an orderly fashion to the front of the Academy where another teacher will ensure that you get on the bus safely. Please do not leave the academy premises and then return for your bus. You must stay on site until your bus departs.

If, for any reason, you miss your bus, don't panic, please return to the Main Reception and a call will be made home – don't worry we always make sure that you get home.

Remember the right to travel on the bus to and from the Academy can be taken away from you if you abuse it. If you do not behave appropriately whilst on the bus, you will be dealt with as if it had happened in the Academy.

Service Buses

All service buses are contracted by Norfolk County Council and you must contact them with regards to costs and timetables. The following link maybe useful

[School bus timetables - Norfolk County Council](#)

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 Parent/Carer explaining why. Before leaving the site, you must report to the main reception with your note. Your parent/carer must sign you out before leaving the site; students will not be released to anyone who has not been identified as a person with parental responsibility or on the Academy's main computer system as an emergency contact.

Parents / Carers

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, your child should go to Reception at break or lunchtime to request 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 will need to purchase a new one by applying to Norfolk County Council Transport Department. This will cost £10.00.

Thank you in advance for your help with this.



Academy Transport – Code of Conduct

Please remember that you are fully responsible for your conduct on the journey to and from school as well as during the day!

Before the journey, students should:

- Be at the pick-up point in good time, at least ten minutes before the stated time
- Wait in an orderly manner, away from the road side, if possible
- Keep clear of the vehicle until it has stopped
- Allow other passengers to get off the vehicle before boarding
- Get on the vehicle one at a time, without pushing
- Have their travel pass ready and show it to the driver when boarding the vehicle
- If transport is running late, students should wait for 30 minutes before returning home. Please make sure you have arrangements in place in case this should happen.

During the journey, students should:

- Remain seated, facing forward at all times
- Wear seat belts if provided
- Keep the gangway clear of bags and equipment
- Do as the driver says if there is an emergency or breakdown
- Do as the bus monitor, prefect or passenger assistant requests
- Not speak to or distract the driver, except in an emergency
- Not to throw things in or out of the vehicle
- Not smoke, eat or drink
- Not shout or use foul and abusive language
- Not try to operate the doors
- Not damage the vehicle in any way. Parents may be invoiced for the repair of any damage caused.

At the end of the journey, students should:

- Stay seated until the vehicle stops
- Ensure they take all their belongings with them
- Use the proper exit and wait until the driver opens the door
- Get off the vehicle in an orderly manner
- Not cross the road in front of or behind the vehicle, but wait until the vehicle has moved off
- Stay well clear while the vehicle is moving off.



School bus timetable 2020/21

[School bus timetables - Norfolk County Council](#)

The above link will take you to the most up to date timetable for the school buses. Please check the times in the week preceding the start of the academic year.

STUDENTS ALLOCATED SPACES ON THE ICENI ACADEMY RUN DOWNHAM MARKET BUSSES WILL RECEIVE INDIVIDUAL CONFIRMATION LETTERS AND TIMETABLES.

Information available from <http://schooltravel.norfolk.gov.uk/schoolbustimes/>



Academy Attendance

All students should aim for excellent attendance and we believe that this should be recognised regularly. We acknowledge this through our rewards strategy.

Frequent absence is a serious problem for students as often much of the work they miss is not made up, leaving those students at a significant disadvantage for the remainder of their school career. There is a clear link between poor school attendance and low levels of achievement. Your help and support are required to address this problem as quickly as possible.

At present, the main reason for student's absence from schools in Norfolk is illness. When deciding whether your child is too unwell to attend school ask yourself the following questions:

Is my child well enough to participate fully in the school day?

Does my child have an illness or condition that could be passed on to other children or staff?

Would I take the day off if I had this illness or condition?

Think carefully before keeping your child away from school for medical reasons. If they wake up saying they are unwell, consider whether the symptoms they have mean they need to stay at home. Do you keep your child away from school “just in case, when they could be in class learning with their friends?

If your child requires a medical appointment these should be made **outside school hours or during the school holiday** wherever possible.

Lateness

It is a parent(s)/carer's responsibility to ensure their child arrives at school on time. Lateness can disrupt the learning of others and can result in a student feeling greater stress and achieving poorer outcomes.

If a student arrives after registration has closed; the absence will be recorded as unauthorised for that session. If this persists, legal action in the form of a Penalty Notice or Prosecution under Section 444(1) of the Education Act 1996 may follow.

Family Holidays and extended leave during term time

In accordance with Norfolk County Council guidelines, no holiday taken in term time will be authorised unless there are exceptional circumstances. Any application must be made in advance and the Principal must be satisfied that there are exceptional circumstances which warrant leave. A leave of absence is granted entirely at the Principals' discretion.



Medical Appointments

Parents/Carers should book routine/non-urgent dentist, optician, or GP (General Practitioner) appointments after school or in the holidays.

If your child is referred to a hospital specialist or similar and the appointment must be during school hours, please request a late afternoon appointment, which would only affect the last lesson of the day.

Parents/Carers should ensure that when your child attends a medical or dental, appointment they are only absent for the duration of the appointment and not absent for the whole day.

Providing proof of appointments is vital in establishing where a student has been when absent from the school premises. The school is responsible for the Safeguarding of all students on their school roll.

The school will not authorise medical or dental appointments unless they are provided with a doctor / dentist's letter (a copy is acceptable) or an appointment slip or card clearly stating the appointment date and time.

When a student arrives late to school after a medical or dental appointment, a parent / carer or child must show their letter / appointment slip / card to the Office when they sign in late after attending the appointment otherwise the absence will not be authorised.

Absence

Parent(s)/Carers are expected to contact the school before 9:00am on **each** day of your child's absence and provide a reason for their absence. This can be done either via text message (**07860 055644**) or by using the attendance hotline (**01366 728333**). If no explanation for the absence is provided, the absence will be recorded as 'un-authorised'.

If a student is not present by 9:20am and their absence has not been explained, then a message is sent out via the "In-Touch" system which automatically texts parents to let them know their child is not in school.

If no reply / reason has been provided on **each** day of absence, then this absence will be marked as unauthorised. We require parents to text / telephone in on each day to ensure the safety of their child.



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/carer to write a note to your teacher explaining that you could not complete the work given to you in the set time.

Your Form Tutor and parent / carer should sign your planner each week.

You must have your planner with you at every lesson. It is a very important way in which we can communicate with you and your parent / carers. Your planner is free but if lost or damaged you will have to pay £2.50 for a new one.

Homework

It is an essential part of your Academy work. It enables you to continue to extend work begun during lessons. Homework also teaches you to work independently, 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.

Every day you need to bring as a minimum:

- Pen
- Pencil
- Ruler
- Eraser
- Scientific calculator

PE Kit

Don't forget your PE kit when you have a PE Lesson! **You must bring your kit even if you are ill or injured**, as you will be expected to be changed for the lesson and participate as an official or coach.



Break 1 and 2

A range of drinks and 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 or classrooms. You will also be able to get hand held food from the 'Snack shack' on the playground.

Academy Meals

We will have 2 breaks, of the same length, and food will be available at both of these. A cafeteria service is available if you wish to buy food. Students enter their dinner pin into the till readers and their food is charged to their School Money accounts. Free Schools Meal students can spend their £2.30 across break and lunch.

Sample of Canteen Prices

Mid Morning Break		Lunch		Cold Beverages	
			Meal deal (Main course + fruit pot or dessert + fruit cuplet or still water)	£2.20	
Nachos	£1.00	Main meal	£1.85	Capri sun Fruit Crush 200ml	£0.75
Topped bagel	£0.95	Pasta with selection of sauces	£1.50	Fruit juice carton	£0.55
Chicken wings	£1.00	Extra toppings	£0.50	Vliva Milkshake	£0.65
Cheese on toast	£0.50	Additional vegetables	£0.40	Rapidz fizzy fruit water	£0.95
Pancakes	£0.50	Portion of Carbs	£0.45	Juice burst	£0.95
Waffles	£1.00	Buritto	£1.85	Radnor fruit fizz	£0.85
Focaccia Pizza	£0.80	Trattoria pizza	£0.95	Radnor fruit still	£0.85
Potato wedges	£0.70	Hot filled baguette	£1.75	Still water	£0.50
Hot Dog	£0.95	Hot dessert	£0.55	Yazoo Milkshake	£1.00
Bacon Roll	£1.10	Home baking	£0.65	Calypso cup	£0.60
Crumpet	£0.50	Mousse pots	£0.65	Large Health Drink/Juice	£1.00
Brunch Muffin	£0.95	Jelly Pots	£0.65		
Iced Finger	£0.80	Cereal/Snack Bars	£0.85		
Baked donut	£0.75				
Pretzel	£0.95				
			Available all day		
			£0.50 Selection of filled baguettes from	£1.50	
			£0.95 Selection of filled wraps from	£1.30	
			£0.75 Boxed salads from	£1.75	
			Selection of sandwiches from	£1.30	

chartwells
EAT LEARN LIVE



Sample Break Menu

WEEK ONE			WEEK TWO		
LUNCH		LUNCH		SOCIAL	
MONDAY	TUESDAY	WEDNESDAY	MONDAY	TUESDAY	WEDNESDAY
DEEP SOUTH DINER Choose a main: BBQ Pulled Beef Brisket OR Feta & Potato Frittata Y New Orleans Red Bean Rice Southern Greens	MEDITERRANEAN Chicken Shawarma Flatbread Paprika Wedges House Slaw	SPEEDY ITALIAN Veggie Supreme Pizza Y Veg Bolognese Pasta Y Margherita Pizza Y	DEEP SOUTH DINER Choose a main: Chipotle BBQ Pork OR Queen Sausage Patti & Cheese Bun Y Paprika Wedges Red Slaw	BRITISH Cheese, Tomato & Potato Bake Y Carrots Peas	SPEEDY ITALIAN Veggie Hot One Pizza Y Arrabiatta Pasta Y Margherita Pizza Y
WINGS & THINGS Choose a main: Special Marinated Roast Chicken Drumsticks with BBQ or Sticky Tabasco OR Mac 'N' Cheese Garlic Bread Chips Chipp Salad	CHINESE Five Spiced Beef Beignets Noodles Peas	SPEEDY ITALIAN 3 Cheese Sicilian Pizza Y Arrabiatta Pasta Y Margherita Pizza Y	WINGS & THINGS Choose a main: Special Marinated Roast Chicken Drumsticks with BBQ or Sticky Tabasco OR Smokey Cauliflower Cheese Y Garlic & Herb Bread Wedge BBQ Beans	CHINESE Lemon & Ginger Chicken Wholegrain Rice Wok Tossed Oriental Vegetables	SPEEDY ITALIAN Cajun Chicken Stirler Pizza Herby Tomato Pasta Y Margherita Pizza Y
DEEP SOUTH DINER Choose a main: Beef Burger OR Sweet Potato & Spinach Casserole Y Chipotle Wedges Corn on the Cob	BRITISH Roast Pork with Stuffing & Apple Sauce Roast Potatoes Seasonal Cabbage & Carrots	SPEEDY ITALIAN Hawaiian Pizza Chunky Vegetable Pasta Y Margherita Pizza Y	DEEP SOUTH DINER Choose a main: Piri Piri Pulled Pork Burger OR Louisiana Bean Pot Y Fajita Wedges Sweetcorn	MEDITERRANEAN Spanish Beef Fajitas Garlic & Herb Bread Wedge Lemon & Garlic Brussel Sprouts	SPEEDY ITALIAN Veggie Supreme Pizza Y BBQ Chicken Pasta Margherita Pizza Y
WINGS & THINGS Choose a main: Texas BBQ Chicken OR Boston Bean Pot Y Layered Potato Bake House Slaw	INDIAN Chicken Tikka Masala Rice Cucumber Raita	SPEEDY ITALIAN Bacon Pizza Beef Lasagne Margherita Pizza Y	WINGS & THINGS Choose a main: Marinated Chicken Wrap OR Mac 'N' Cheese Y Cajun Wedges Apple Slaw	JAPANESE Teriyaki Glazed Chicken Thigh Japanese Noodles Pickled Cucumber Salad	SPEEDY ITALIAN Bacon Pizza Beef Bolognese Margherita Pizza Y
DEEP SOUTH DINER Choose a main: New York Hot Dog OR Veg & Bean Quesadilla Y Chips Sweetcorn	BRITISH Home-made Battered Fish Fillet Chips Peas or Baked Beans	SPEEDY ITALIAN Veggie Hot One Pizza Y Herby Tomato Pasta Y Margherita Pizza Y	DEEP SOUTH DINER Choose a main: Creamy Fish Pasta Bake OR Corn, Black Eye Bean & Feta Soft Tacos Y Mississippi Rice Crunchy Salad	BRITISH Home-made Battered Fish Fillet Chips Peas or Baked Beans	SPEEDY ITALIAN Sicilian Cheese & Tomato Pizza Y Italian Chicken Pasta Margherita Pizza Y

What else can you do at lunchtime?

Several clubs and activities are available at lunchtimes for all students including dodgeball, access to the fitness suit and the board game club. Why not join some and make new friends, represent your Academy or just have fun!

If you have a group of friends with a similar interest why not considering starting your own club or running your own activity.

The library is also open and other teachers run a range of activities throughout the year.

Look out for information on your Form room notice board or ask your Form tutor for more information



Safeguarding

The Academy is committed to ensuring the well-being and personal safety of all the students 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 - www.icenimethwold.attrust.org.uk

If you or your parents / carers have any concerns relating to child abuse, you should report these to the Academy's Designated Safeguarding Lead (DSL) – Mr D Carmichael.

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

What do I do if I am worried about something?

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 Head of Year or your Student support officer (SSO). They can be found in the Head of Years office at the side of the Quad. Remember to talk to your parents/carers 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!

You can get help from the SEND Department,

Miss Turner (SENCo), together with our team of Learning Support Assistants are here to help you. If you have a special need or a disability, you may need some extra support. If you need, help to have full access to all that the Academy offers, you and your parent/carers should arrange to speak to your Form Tutor and to Miss Turner. There are toilets for students and parent/carers 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 Iceni Academy. The Academy is committed to equality and is fully inclusive.

Other Students to Help You:

When you join Iceni Academy, you will be placed in a Form Group with other Year 7 students. Within your community, there will be the full range of years, so feel free to speak to the older children including Members of the Academy Parliament, if you have any concerns. It is very likely that they have already experienced all the things you are going to face. We also have 'Worry boxes' which you can use, anonymously, to raise any concerns that you may have.

Sickness / First Aid:

First Aid trained staff are always available to administer first aid and assistance to students who are unwell / injured during the school day. You should tell your teacher if you are unwell or hurt. Your teacher will decide if you need to visit first aid. The First Aider will contact your family if you are unwell so that you do not need to.



Academy Services



Go4Schools is an online service that your parents and carers (and you) can log into using the email address you have provided to us. By logging in you will have access to all your assessments, attendance and behaviour data along with your timetable and homework. All your termly academic checks and your yearly main report will be saved to your Go4Schools account and will be emailed out and accessible to download by your parents/carers.

Parents/Carers: please ensure we have your [email address](#) to enable us to provide you with these valuable services.



As a “cashless” Academy, we use an online company called School Money to manage all transactions that require a payment.

School Money is an easy, safe and secure way for your parents/carers to pay for your trips, dinners and other expenses online using a debit or credit card.

On receipt of your child's admission form and prior to them starting at the academy, parents/carers will be sent an email / text with log in details and password. There will also be a guide on how to download the new Eduspot App.

Parents/Carers - please follow the online instructions to ensure that there is money available for your child to purchase food on the first day of the transition period / school. Free School Meal students will automatically be allocated the standard £2.30 each day. Please be aware that this money does not accumulate but is for that day only.



Frequently Asked Questions

What happens if I miss my bus?

Return home after 30 minutes and ring the Academy on 01366 728333. Unfortunately, if your parent/carers are not available you will have to remain at home for the day. This will be marked as an unauthorised absence. If it happens at the end of the day tell any member of staff who is on duty or go to main reception and they will help you.

What happens if the bus doesn't turn up?

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 30 minutes and then return home. If there is ever a problem with a bus that means it will be later than this, the Academy is usually notified. You can phone the Academy yourself to find out what is happening if you are not sure.

What do I do if I forget my bus pass?

Without a bus pass, the bus driver may not allow you to travel. During your break, you will need to go to Main Reception and ask for a temporary pass. The temporary bus pass is only valid for 2 weeks. If you have lost your pass, your parent / carer must apply to Norfolk County Council for a new pass, at a cost of £10.

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 write a note in your planner explaining why. Long-term medical reasons will need to be supported by hospital or doctor's evidence. You will still need to bring and change into your PE kit, as you may be able to participate in other ways such as umpiring matches or keeping score.

What happens if I get lost in my first week?

You will have a map on the back of your timetable to help you find your way around but if you still get lost ask anyone and they will help you. Members of Parliament will be on hand to escort you around the school during your transition experience and answer any questions you may have.

What happens if I forget my PIN number?

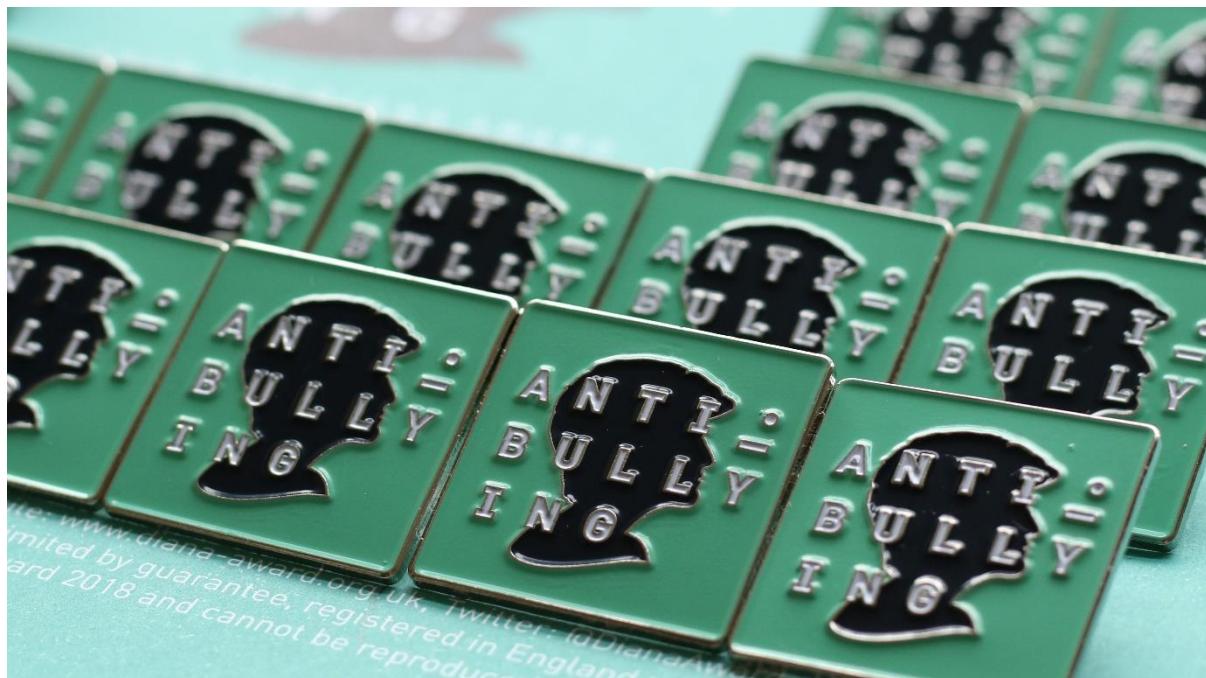
There will be staff on duty in the hall at both break and lunchtimes that will be able to help you.



What happens if I am 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 straight away. Don't put up with it; we definitely won't.

The most important thing is to tell someone and keep telling people until it gets sorted.



How will the Academy contact my parent/carers if they need to?

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

Can I have Free School Meals?

Families receiving certain benefits may be able to claim for free school meals. An online application can be completed via Norfolk County Council's website.



What equipment do I need to bring on my first day?

You will need to bring in a sturdy school bag, a pen, pencil, ruler, eraser, pencil sharpener, scientific calculator, your PE Kit (shorts, T-shirt, trainers etc.).

What happens if I don't understand the work?

Your teacher, and other adults, will be on hand during your lessons to ensure that you understand what you need to do. Just put your hand up at a suitable time and they will help you. Although some students worry about this, they are usually reassured to find that there are many ways of explaining things to help their understanding.

What happens if the work is too easy for me?

Your teacher, and the other adults in your lessons, will be able to provide you with extension tasks if you find the work is too easy. Just let them know.

What happens if I forget to do my homework?

Hopefully you will have written your homework into your planner, so you won't forget! However, if you do forget you can log onto Go4Schools to find out what the task is. Teachers generally understand if you forget (occasionally) to bring homework in but its best not to do it too often to avoid getting in trouble! Students who forget homework regularly (without a valid reason) will be placed in detention.

Am I allowed to bring a Mobile Phone to school?

You are allowed to bring your mobile phone to school, but it must be kept on silent and not used, at any time.

See you soon!

We hope that you find this booklet useful. If you have any questions, please do not hesitate to ask a member of staff.

Remember; make the most of Iceni Academy, this is **your** community school. We look forward to welcoming you!