



THE MARSH ACADEMY

The Skinners' family of schools



INFORMATION BOOKLET



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THE MARSH ACADEMY

Dear Parent/Carer

Welcome to the Marsh Academy.

At this Academy we have a commitment to excellence. We aim for high academic standards but also foster creativity, encourage sensitivity and courtesy towards others, develop self-motivation and a strong sense of self-worth.

The success of each student is measured in a variety of ways and the development of happy, conscientious students in a safe environment, is as important to us as academic achievement. We aspire to prepare our students to play a leading role in the wider world.

We encourage communication between home and school, so please do not hesitate to contact us if you have any concerns. The first point of contact is through your child's Student Development Leader or Tutor. We look forward to working in partnership with you to provide the best possible education for your child.

This booklet gives information on the basic organisation within the Academy and should prove invaluable as a reference - so please keep it safe.

Yours faithfully

Mr Shaun Simmons
Principal

OUR ETHOS & VALUES

Value the Individual

- Serve the needs of every local child irrespective of ability, need or background
- Value uniqueness and promote diversity and difference
- Create a personalised, broad, balanced and inspirational curriculum for all



Achieve Potential

- Strengthen transferrable skills for developing spirit and character
- Expect and support excellent academic progress for all
- Foster a growth mindset for all with high reaching aspirations



Prepare for the Future

- Broaden life experiences at every opportunity
- Provide a school experience rooted in professionalism
- Deliver a relentless focus on preparation for future careers and life



Enhance the Community

- Produce citizens to add value to the academy, local and global community
- Cultivate an academy community based around mutual respect and moral purpose
- Sustain the academy's place as the hub of the community

Year 7 School Timetable

Students are expected to be onsite by 8.35am

| | |
|--------------------|---------------|
| Tutorial | 8:40 - 9:10 |
| Period 1 | 9:10 - 10:10 |
| Break | 10:10 - 10:30 |
| Period 2 | 10:30 - 11:30 |
| Period 3 | 11:30 - 12:30 |
| Period 4 | 12:30 - 1:00 |
| Lunch | 1:00 - 1:30 |
| Period 4 Continued | 1:30 - 2:00 |
| Period 5 | 2:00 - 3:00 |

Extended Day (see page 14) 3.15pm – 4.15pm

SENIOR LEADERSHIP TEAM



Shaun Simmons
Principal



Jon Scrivener
Vice Principal



Karla O'Gormley
Vice Principal



Sally Cavanagh
Assistant Principal



Steve Cartwright
Assistant Principal



Adam Bloomfield
Assistant Principal



Claire Duffy
Assistant Principal



Sam Saunders
Assistant Principal



PASTORAL TEAM

The Marsh Academy's pastoral system fosters a spirit of respect and responsibility while providing opportunities for personal growth through challenging and fun activities.

Years 7-11 are split into 4 Mini Schools; Red, Green, Blue and Yellow. Each Mini School has a Mini School Leader and a Student Development Leader. Students are assigned to a tutor who they will meet daily and who should be their first point of contact if there are any queries or issues. The pastoral system promotes positive performance amongst students and provides opportunities for competitions, celebrations and other activities while also being a valuable source of support and guidance for students throughout their time at the Academy.



Steve Doughty
Mini School Leader
Yellow



Rebecca Wood
Mini School Leader
Red



Elena Cooper
Mini School Leader
Blue/Green



Linette Punnett
Senior Student
Development Leader



Verity Gill
Blue Student
Development Leader



Karen Todd
Yellow Student
Development Leader



Clarissa Winstanley
Red Student
Development Leader



Vince Shell
Green Student
Development Leader



PARENT CONTACT

All general communications should, in the first instance, be through the Tutor or the Student Development Leader (SDL). They will know your child well and will be able to follow up any concerns or queries.

ILLNESS

Should your child fall ill during the school day, we will contact you or the emergency contact and, if necessary, ask for him or her to be taken home from Reception. Further advice on attendance is available from Mrs Hooper, the Academy's Attendance Officer.

MEDICATION

An agreement may be made between parents, Student Office and students when medication is required during school hours. Parents should provide a written note when the student returns to the Academy after an illness. It is important that medical information on the personal information sheet provided is clearly stated. If students are likely to need to ask for any form of painkiller, Student Office must receive written permission beforehand, including dosage and relevant timings, i.e. when last taken and when to be taken. If your child has any allergies, please could you ensure this is communicated to their SDL or Student Office.



Student Absence Line: 01797 363594 Text No: 07860005056
E-mail Address: attendanceofficer@marshacademy.org.uk Tel No: 01797 364593

ATTENDANCE

Ensuring a child's regular attendance at the Academy is the responsibility of parents. Constant, regular attendance helps develop confidence in school work, positive social relationships and the development of independence. Absence impacts negatively upon student progress. Parents/carers are asked to telephone or contact the Attendance Officer before 9.30am each day when a child is absent, giving reasons for absence and the anticipated day of return. This should then be followed up with a written note in every instance. It is a legal requirement that an unexplained absence is kept on record and reported. Kent County Council issues Penalty Notices in accordance with current government legislation.

Family holidays must not be taken in term time, and where possible medical appointments should be arranged to reduce any absence from school.

LOOKING AFTER PROPERTY

Students are advised not to bring large sums of money, expensive clothing or valuables of any kind into the Academy. Personal property is the responsibility of the individual and the Academy cannot accept responsibility for lost, missing or stolen property of any kind. It is important that clothing, bags, instruments etc. should never be left unattended anywhere on the Academy site.

LOCKERS

All students that want one, will be allocated an individual locker. Arrangements for accessing a locker will be explained in September.

WHAT TO DO IF YOU LOSE PROPERTY

The Student Office looks after unclaimed lost property, and valuables are locked in the safe. Students should report lost property to the Student Office only after carrying out a thorough search.

CASH IN THE ACADEMY

Any money brought in should be kept in a blazer pocket or bag. If a larger than normal sum of money has to be brought into the Academy, do not let your child advertise the fact, and please tell him / her to hand it to the Student Office for safe keeping.

CARE OF MUSICAL INSTRUMENTS

Please take musical instruments to the Music Department for safe keeping; also, ensure that insurance terms are met.

HAVE ALL POSSESSIONS CLEARLY NAMED

This is especially important for all items of Academy uniform. Please ensure that students find a way of naming purses, pencil cases, calculators, phones, watches and bags.



SCHOOL UNIFORM

The uniform for the Academy was designed in consultation with the Student Council. As ambassadors, they wanted to be represented in a way in which they would be perceived as smart, proud and grown-up.

Students were keen on the idea of incorporating the four colours of the then Microsoft Windows logo, with the colours of the four mini-schools. The effect is striking, modern and provides a unifying element to the Academy uniform.

The details of the uniform are:

- Black blazer with The Marsh Academy logo on the pocket;
- Black trousers/skirt;
- Formal white shirt, buttoned at the collar;
- Tie – with stripe in mini-school colour;
- Black shoes – not trainers or boots, they need to be plain traditional, black leather shoes.

PE KIT

All students are required to wear a white Marsh Academy PE top with either plain black tracksuit bottoms, shorts or leggings. Appropriate sports footwear should also be worn. Winter kit (optional) information will be provided in due course.

JEWELLERY

All students are expected to wear the correct uniform and to maintain the highest possible standards regarding their individual presentation.

The following jewellery is allowed: a watch and one small, plain earring per ear. No other jewellery should be brought to or worn in the Academy. Make up should not be worn.

STUDENT NOTEBOOK

Every student will be issued with a student notebook at the start of the academic year. Students are required to have their notebooks with them at all times.

| Item | Size | Price |
|---------------------|------------------------------------|--------|
| Blazer | Chest 28", 30", 32", 34", 36", 38" | £34.00 |
| | Chest 40", 42", 44", 46", 48", 50" | £39.00 |
| PE Top Straight Cut | XS, S, M | £14.00 |
| | L, XL, XXL | £16.00 |
| PE Top Fitted Cut | XS, S, M | £14.00 |
| Tie | Standard tie | £5.50 |



CONDUCT

It is necessary for any community to establish a code of conduct, which makes life as pleasant and safe as possible for everyone. We expect your child to maintain the highest standards of behaviour as well as work. Keeping these general rules and following the advice given in this booklet will ensure that these standards are met.

ACADEMY RULES

- Follow the Behaviour for Learning Expectations;
- Follow the uniform policy;
- No swearing or inappropriate language;
- Mobile phones are to be switched off and in bags;
- No littering;
- No chewing gum;
- No smoking;
- No dangerous items on-site.

BEHAVIOUR FOR LEARNING EXPECTATIONS

- Be ready to learn;
- Be respectful;
- Excellent effort.

HEALTH AND SAFETY

In the interests of the implementation of the Academy's Health and Safety Policy, students are expected to:

- Exercise personal responsibility for the safety of themselves and others;
- Observe standards of dress consistent with safety and hygiene (this precludes unsuitable footwear and other items considered dangerous);
- Observe the safety rules of the Academy and, in particular, the instructions of staff given in an emergency;
- Use and not wilfully misuse, neglect or interfere with any item provided for safety.



BULLYING

At The Marsh Academy we do not tolerate bullying in any form. It is the responsibility of every member of the Academy community to support this ethos and to contribute towards creating a caring environment in which all students can participate with confidence.

We define bullying as any behaviour by an individual or group that deliberately or thoughtlessly causes another person or group to feel uncomfortable, inferior or isolated.

Bullying can take place in many forms:

Physical: hitting, pinching, pushing, kicking, wilfully damaging or taking possessions from another individual;

Verbal: teasing, name calling, making sexual remarks, passing malicious gossip, making prank/threatening phone calls, writing notes; and to include email, texts, social networking sites and other online environments;

Emotional: exclusion from a group, spreading rumours, tormenting, using emotional blackmail or making threats to coerce others.

Students are urged not to tolerate any sort of bullying behaviour, but always to inform a member of staff and their SDL.

The Academy's Bullying Policy outlines clearly that all incidents will be recorded, investigated and, if substantiated, followed by clear action. The Academy's Bullying Policy is available in full on the website

COMPLAINTS

We hope that, before you feel the need to make a complaint, you will have communicated your concern to us via your child's SDL. In the event that you are unable to resolve your concerns, the Academy's complaints procedure, available from the Academy, will outline the steps that should be followed. In the first instance, please write to the Principal at the Academy.



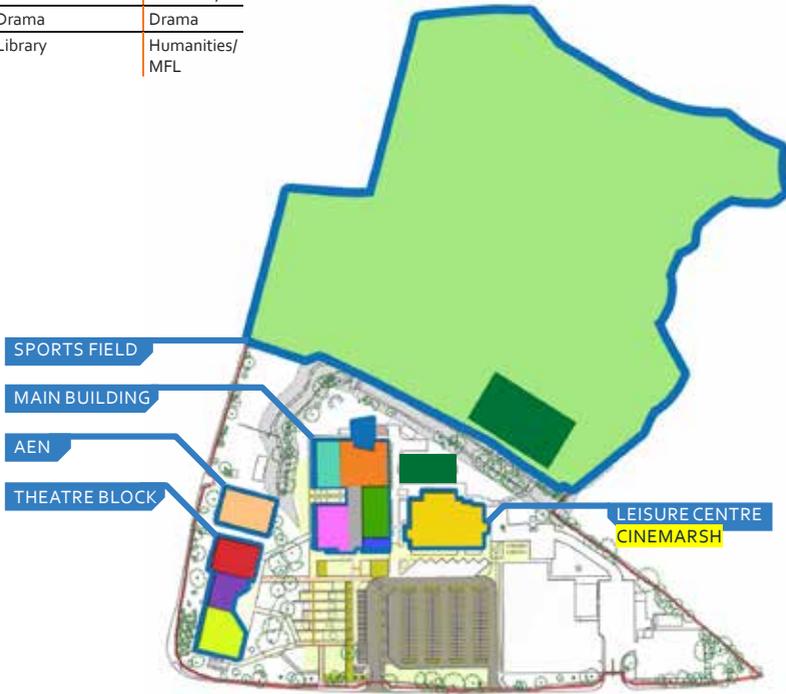
" Pupils report that they feel safe and know who to approach should they have concerns."

-Ofsted 2017

SITE FACILITIES

| GROUND FLOOR | | FIRST FLOOR |
|----------------------------------------------------------------------------------|-----------------|--------------------|
|  | Conference Room | N/A |
|  | Catering | Science |
|  | Business/IT | English |
|  | Technology/ Art | Mathematics |
|  | Food Hall | N/A |
|  | Music | P16 Study |
|  | Drama | Drama |
|  | Library | Humanities/ MFL |

| | | | |
|-----------------------------------------------------------------------------------|--------------------------|-----------------------------------------------------------------------------------|------|
|  | SEND |  | MACH |
|  | Leisure Centre/Cinemarsh | | |
|  | MUGA Space & Hard Court | | |
|  | Academy Car Park | | |



“The behaviour around the school created a calm and purposeful atmosphere.”
-Ofsted 2017

HOME COMMUNICATION

We will ensure we stay in touch in the following ways:

- Parents' evening;
- Progress updates;
- General communication via e-mail, letter, telephone and text;
- Weekly Parent Bulletin.

SIMS PARENT APP

The SIMS Parent App provides a convenient and accessible solution for us to communicate with parents on all aspects of school life including attendance, behaviour, assessment and school diary events. Parents with more than one child attending The Marsh Academy can access information on both children from the app. The app is easy to use and accessible from a smart phone, tablet or PC. Parents and carers will receive an invitation to SIMS Parent once their child starts school.



SAFEGUARDING & CHILD PROTECTION PROCEDURES

If you have safeguarding worries or concerns regarding any of our students please contact a member of our Safeguarding Lead Team:



DSL: Jon Scrivener, Vice Principal
Tel: 01797 364593 Extension: 382
e-mail: JScrivener@marshacademy.org.uk



Deputy DSL: Michelle Whitewood, Senior Inclusion Leader
Tel: 01797 364593 Extension: 220
e-mail: MWhitewood@marshacademy.org.uk



Sam Ball, Assistant Mini School Leader
Tel: 01797 364593 Extension: 361
e-mail: SBall@marshacademy.org.uk



Sally Cavanagh, Assistant Principal
Tel: 01797 364593 Extension: 279
e-mail: SCavanagh@marshacademy.org.uk



Elena Cooper, Mini School Leader
Tel: 01797 364593 Extension: 216
e-mail: ECooper@marshacademy.org.uk



Linette Punnett, Lead Student Development Leader
Tel: 01797 364593 Extension: 267
e-mail: LPunnett@marshacademy.org.uk



Rebecca Wood, Mini School Leader
Tel: 01797 364593 Extension: 210
e-mail: RWood@marshacademy.org.uk

Alternatively, if out of school hours, please inform the Leisure Centre Duty Manager who will pass concerns on via the out of hours number

REWARDS

The Academy believes that rewarding good behaviour, high achievement and 100% attendance will encourage the students to make the most of their time at The Marsh Academy. Students can earn points in a variety of different ways and can be rewarded with subject merits, merit certificates and commendation letters.

SANCTIONS

Different sanctions are used for a range of behaviours that contravene the agreed code of conduct.

Sanctions are consistent with the Academy's behaviour policy and range from a reprimand to a no notice detention, depending on frequency of behaviours and their seriousness. Detentions can be issued to students for lateness, rudeness, disobedience or failure to complete class or homework. No notice detentions given by a member of staff take precedence over other Academy activities; including rehearsals, team practices, games and clubs. In more serious cases, students may be secluded (on or off site) or excluded. Parents will be notified of any detentions by 2.45pm on the day of the detention.

BEHAVIOURS 4 Learning

I will be successful because I am:

- Organized
- Driven
- Self-aware
- Resilient
- Self-assured
- A good communicator

"The school promotes an inclusive environment that encourages pupils to be respectful and to have positive attitudes."

-Ofsted 2017



SEND PROVISION

At The Marsh Academy we cater for many types of additional educational needs. Many students will have an additional need at some point in their school lives, so we work closely with the pastoral and academic teams to meet these. Of these, only a small percentage will require additional support to enable them to experience success. If you are concerned that your child may have additional educational needs, then please contact the Academy and ask the SNED team for advice. In most cases the Academy will be able to meet your child's needs from within its own resources.

We work closely with your child's primary school to ensure that information about any of these needs is transferred with the student, allowing us to plan ahead to ensure provision is in place. If an additional need is identified, we work quickly to ensure that we help the student with this. We have a dedicated team of Curriculum Support Assistants (CSAs), who specialise in different areas, to enable the SEND Department to offer support in a variety of ways. Further information and useful links are available on the Marsh Academy website.

The SENCO, Katy Jackson can be contacted at SEN@marshacademy.org.uk

THE DOMMETT CENTRE – SRP FOR CHILDREN WITH ASD

The Dommsett Centre can provide support for children who have a diagnosis of ASD and an Education Health and Care Plan (EHCP) with a primary need within the Communication and Interaction dimension. The provision has a lead teacher and curriculum support assistants with knowledge and understanding of children with ASD.

Our focus is on building successful inclusion in the academy and the amount of time each child spends in their mainstream classroom is specific to each child. Children will access specialist interventions and support in the SRP as well as in their classroom as appropriate.

Please note that admission into the Dommsett Centre is discussed at an advisory group before Kent County Council make the final decision.

For more information about The Dommsett Centre, please email hedmunds@marshacademy.org.uk





EXTENDED DAY AND AFTER-SCHOOL ACTIVITIES

Extended Day will run on Tuesdays and Wednesdays from 3:15 pm to 4:15 pm. For students in Year 7 it will be compulsory to choose at least one activity. Students will choose from many interesting activities ranging from learning a language to playing golf and have the opportunity to select new activities every term.

We also run a number of sports clubs after school, including Badminton and Football. These are held in the Leisure Centre and are free-of-charge.

| | |
|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>FOOD & H&S CARE CATCH UP</p>  | <p>To complete outstanding work from NCFE Food and Cookery and BTEC H&S Care. With Ms Lee in 114.</p> |
| <p>GOLF CLUB</p>  | <p>Golf coaching at Littlestone Golf Course with a PGA professional. With Mr Gardner.</p> |
| <p>HOMEWORK CLUB</p>  | <p>Come and catch up on your homework. With Ms Edmunds in Business.</p> |
| <p>THE SCHOOL SHOW</p>  | <p>Become part of the School Show. With Ms Ball, Ms O'Mahoney and Mr Maxim.</p> |
| <p>MOVIE CLUB</p>  | <p>Watch fun movies and documentaries of your choice. In room 218 with Ms Sohi.</p> |
| <p>KEEP CALM AND KEEP COLOURING</p>  | <p>Mindfulness colouring in a calm environment. With Ms Godden.</p> |
| <p>CRICKET</p>  | <p>Learn skills and improve your performance in Cricket. With Mr Lunnan.</p> |
| <p>CSI CLUB</p>  | <p>For students that haven't done this activity before - learn how to become a CSI, the procedures they use from assessing a crime scene to prosecuting in court. With Miss Baldoock.</p> |

(PREVIOUS EXTENDED DAY OPTIONS)

TO AND FROM SCHOOL TRANSPORT

Kent County Council (KCC) produces a 'Code of Practice' leaflet setting out how children are expected to behave on transport to and from the Academy. You will be informed if your child is behaving inappropriately on transport, and should such behaviour continue, your child's bus-pass may be removed. It is important for you to realise that transport is the responsibility of KCC and any problems, queries or complaints must be addressed directly to them at the following address:

Admissions & Transport Team
Room 2.24
Sessions House
County Hall
Maidstone
Kent ME14 1XQ

Tel No: 0300 333 6472
Email: homeschooltransport@kent.gov.uk

It is essential that every child shows his / her pass on entering the vehicle for insurance purposes, one exception being the first day of term. Passes will be issued to children during their first day at the Academy,

provided that a timely application has been made. Year 7 students are permitted to travel without a pass until The Marsh Academy has issued them with one. Lost passes must be replaced at a cost to parents of £10. Application forms are available at Student Office. The Academy cannot issue any temporary passes whatsoever.

PUNCTUALITY

Parents are responsible for ensuring that students leave home in time to arrive to school by 8.35am, ready for an 8.40am start. Students arriving late should report to the Student Office in order to sign in before going to lesson. Detentions may be given for lateness.

CYCLISTS

Students may cycle to the Academy; however, the Academy accepts no liability for any loss or damage to cycles left on Academy premises. It is therefore strongly advised, that if a student cycles regularly to the Academy his / her bicycle is locked securely and is covered by their parents' insurance. Students are expected to wear school uniform when cycling to and from school; we also advise them to wear a safety helmet.



"My daughter started in Year 7 last September and is very settled. Any concerns have been dealt with very quickly and very professionally and I have been happy with the outcome"

SCHOOL VISITS

School visits have always been considered to be a vital part of education, whether for recreation or as part of the curriculum. Regular school visits are made to museums and places of geographical, historical and technological interest. Please see the 'Charging and Remissions Policy' for details of how such visits are funded in accordance with the 1988 Education Act.

Please send a note of any changes in your circumstances to your child's Student Development Leader. Notice of any planned visits will be given in advance with full details of the expenses involved.

The Charging and Remissions Policy along with all other policies can be viewed in full on the Academy website.
www.marshacademy.org.uk

OFF-SITE ACTIVITIES (OSA)

If your child wishes to take part in a school-organised trip, an OSA2 (Off-Site Activity) Form must be completed by a parent/carer, as it gives parental authorisation for the child's involvement. It also provides us with accurate information on emergency

contact numbers. Please ensure that your contacts know that they may be used and required to act in the event of a delay or an emergency. All parents/carers will be asked to complete an OSA2 annually to be used for off-site activities that take place locally involving a short journey on foot or in a minibus/ coach during the school day. For any trips outside the local area or that take place partly or fully outside school hours, you will be asked to complete an OSA2 per trip to ensure the contact and medical information is accurate and specific for the day in question.

CHARGING FOR ACTIVITIES

Parents may be asked to make voluntary contributions towards the cost of a range of activities that take place during the Academy day, such as visits and practical lessons involving the purchase of ingredients and/or materials. No student will be excluded from a compulsory visit or activity because of the cost. Parents should contact the Principal in confidence, if they need financial assistance. However, parents should also be aware that, if insufficient students are able to contribute, the full range of trips, visits and activities may not take place.



FREE SCHOOL MEALS

If you are in receipt of any of the following your child / children could be entitled to free school meals.

- Income Support;
- Income-based job seekers allowance;
- Guaranteed element of State Pension Credit;
- Child tax credit (without working tax credit) and an annual income below £16,190;
- Employment and Support allowance (income related);
- Support under Part VI of the Immigration and Asylum Act 1999.
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for working Tax
- Universal Credit - if you apply on or after 1st April 2018 your house hold income must be less than £7,400 a year (after tax and not including any benefits you get)

Students can collect forms to apply from the Student Office.



CASHLESS CATERING

We have a cashless catering system, using a secure service called ParentPay. This system is used for making all payments in the Academy, including payments for school trips, making the Academy site a cash-free environment. All parents have a secure online account activated using a unique user-name and password and students are issued with a swipe card, which also gives them access to the Academy buildings. The initial student card that they use for entry to the main building and purchasing lunch is given to them free of charge, however, if they are lost or damaged then a replacement will need to be purchased at a cost of £2.00.

Each student's card is automatically set up with a £5 daily limit, meaning students cannot spend more than £5 in any one day. This can be changed by contacting the Finance Department or Catering Manager.

EATING AREA

There is one Dining Hall, which is located in the main building. A menu and price list for the week is published every Monday. Students who are entitled to Free School Meals select a meal from the published menu. This will ensure your child receives a proper, healthy two-course meal. The Food Hall is also open between 7.45 am to 8.35 am for those of you who have missed that all-important first meal of the day!



EQUIPMENT

Students are expected to attend each lesson with the correct equipment. Essential equipment for most lessons:

- a blue or black pen;
- pencil;
- ruler;
- rubber;
- pencil sharpener;
- student notebook.

Students are provided with the necessary books for each subject, but they must ensure they have the correct books for each day's lessons. The timetable in the student notebook will allow students to check this. Books and equipment should be carried in a suitable bag.

PE kit should be brought in on the correct day (a separate bag would be advisable to protect books).



STATIONERY



ID BADGE



NOTEBOOK



UNIFORM

TOP 5 HEALTHY LUNCHBOX TIPS

1. Base the main part of the lunch on starchy foods like bread, rice, cereal, pasta or potatoes.
2. Include some protein such as lean meat, chicken, tuna, ham, cheese, eggs or houmous.
3. Aim to have at least one fruit or vegetable-based food or drink in the lunch box to count towards your child's 5-a-day.
4. Children need to eat regularly to maintain energy levels, so don't forget to include a snack. These might include fruit, a box



- of raisins, crackers with cheese, biscuit, yoghurt, samosa, chapatti, scone, or a fruit bun.
5. Fluids are an important part of a child's diet. Try a variety of different drinks such as a carton of fruit juice, water, yoghurt or milk drink.

In order to promote a healthy lifestyle we discourage students from eating and drinking high fat and sugar foods and drinks. In some circumstances we will permanently confiscate these.







THE MARSH ACADEMY

The Skinners' family of schools



THE MARSH ACADEMY
STATION ROAD
NEW ROMNEY
KENT
TN28 8BB

01797 364593

INFO@MARSHACADEMY.ORG.UK

WWW.MARSHACADEMY.ORG.UK