

Oasis academy
:mayfield

Parents' Handbook

2009/10

Introduction from the Principal	3
How to get in touch with Oasis Academy Mayfield	4
Our Values	5
Our Vision	5
Academy Council 2009/10	6
Tutors:	7
Year 7 Team:	7
Year 8 Team	8
Year 9 Team	8
Year 10 Team	9
Year 11 Team	9
TERM DATES	10
Key Calendar Dates:	11
Timings of the Academy Day	12
Curriculum Overview	13
Student Planners	14
Equipment List	14
Personal Appearance and Commitment	14
Academy Uniform	14
Reporting Procedures	15
Homework timetable (KS3)	16
Homework timetable (KS4)	16
Examinations Policy	17
Valuables – looking after them	19
Use of IT facilities	19
Rewards	20
Sanctions	21
Punctuality and Attendance	22
Example Weekly Lunch Menu	24

Introduction from the Principal

Oasis Academy Mayfield is committed to working to ensure that traditional high standards of respect and behaviour are promoted to celebrate and develop the unique talents of the whole learning community. This is underpinned by committed staff and well developed systems of pastoral support and inclusion to ensure that all students, during their time at Mayfield, will develop as confident caring citizens prepared to fulfil their aspirations and achieve their potential.

The Academy is an exciting place to work and learn and we take seriously the fact that our young people only get one chance at an excellent education. To this end we strive to ensure that everyone in the Academy community is able to take advantage of the best available facilities and opportunities during their time with us.

Our broad and balanced curriculum with opportunities for personalised learning, incorporates our specialism of Global Communication which contributes to students' understanding of internationalism and their future role in an increasingly international and diverse community.

Working in partnership with parents/carers and the wider community, the Academy will ensure that students grow to be citizens who are responsible and able to contribute positively.

Oasis Academy Mayfield lies at the heart of the community. Please accept our invitation to come and visit.

John Toland
Principal

How to get in touch with Oasis Academy Mayfield

Address KS3 site

Oasis Academy Mayfield
The Grove
Southampton
SO19 9LX

Email: info@oasismayfield.org

Telephone : 023 80328128

Student Services : 023 80328128 option 2

Fax : 023 80328228

Address KS4 site

Oasis Academy Mayfield
Porchester Road
Southampton
SO19 2JD

Email : info@oasismayfield.org

Telephone : 023 80426900

Student Services : 023 80426902

Fax : 023 80685729

Web site

<http://www.oasisacademymayfield.org/>

Our Values

Every child matters

We will identify and develop the gifts, talents and interests of all our students. Our curriculum and extended opportunities will enable all students to engage in their education. They will enjoy learning and achieve success. We will help them learn how to be healthy and stay safe. They will make positive contributions to their Academy, their community and the wider world. They will develop spiritual, social, physical, emotional and economic well-being. The achievements of all our students will be valued.

Education for all

All members of our community will be learners. Our students will be educated for life. Our staff will be developed through teamwork, training and the opportunities that an innovative environment brings. The educational facilities will be shared with local schools and local people. We will provide life-long education.

It takes a whole village to educate a child

This African saying reflects the importance of the whole community in educating our children. We will employ first-class staff. Support will go beyond the classroom and beyond the Academy gate. Parents, carers and families of our students will be expected to be involved in their education. All Oasis Academies offer a broad and balanced curriculum but they also have a specialism. Through our Global Communication specialism we will engage local, national and international partners in the education of our students.

Love your neighbour

Our work is motivated and inspired by the life, message and example of Christ. We recognise the richness that spiritual and cultural diversity brings to our community. We respect the beliefs and practices of other faiths and will provide a welcoming environment for students of all faiths and those with none. We recognise that we are stronger together and value collaboration. We will develop an understanding and tolerance of each other through knowledge, mutual respect, believing the best and forgiveness. Individual rights will be respected and choice will be exercised within a culture of self-discipline.

Our Vision

Oasis Academy Mayfield will:

- Equip students to successfully compete in an international workforce and thus become productive citizens of the global community.
- Utilise the specialism of Global Communication to raise standards
- Provide students with heightened international awareness and an appreciation of culture and identity
- Use creative approaches to the curriculum in order to facilitate new and innovative activities
- Embrace the talents and skills of all members of our community
- Value entrepreneurial and technological skills

Academy Council 2009/10

Billy Kennedy (Chair)

Dave Watson (Vice Chair)

John Toland (Principal)

Mike McKenna (Admissions Committee / Health & Safety Committee)

Jane Butler (Child Protection Committee)

Maureen Edwards (Looked After Children and SEN Committee)

Rob Marsden (Sponsor Appointee)

Jonathan Cathie (Sponsor Appointee)

Joe Dilger (Head Of Governance Services OCL)

Councillor Royston Smith (LEA Appointee)

Juno Hollyhock (Student Voice Representative)

David Spratt (Teaching Staff Representative)

Sue Kinch (Parent Representative)

Clare Wilson (Clerk)

Tutors:

Your first point of contact in the Academy should be your child's tutor and you are encouraged to get in touch with them on any issue or any change in home circumstances either by phone, e-mail, letter or a note in your child's planner. The tutor is in the unique position of having an overview of all aspects of student performance at any one time.

Student Services should be informed about illness, absence, dentist or hospital appointments.

Subject related queries should be directed towards the subject team and you are encouraged to get in touch with them through the main Academy phone number.

Our Year Leaders help students and families when further pastoral support is required.

Year 7 Team:

Year Leader: Mandy Knight **Leadership Team Link:** Jane Hibbs
Senior Staff Link: David Spratt

Tutors:

- 7E Chris Brown
- 7M Sandra Harris
- 7L Saida Mohsni
- 7D Alison Rouse
- 7F David Spratt
- 7Y Michelle Buxton (maternity leave)
- 7A Kim Wood

Year 7 Tutor Timetable

Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> •Register •Uniform check •Equipment check •Notices •Discuss/reflect on theme of the week 	<ul style="list-style-type: none"> •Register •Uniform check •Planner check and sign •Notices •Reading 	<ul style="list-style-type: none"> •Register •Uniform check •Planner check and sign •Homework check •Notices •Weekly Quiz 	<ul style="list-style-type: none"> •Register •Uniform check •Notices •Student councillors feedback discussion (Council meetings to be confirmed) 	ASSEMBLY

Year 8 Team

Year Leader: Clare White **Leadership Team Link:** Lou West

Senior Staff Link: Kim Wood

Tutors:

- 8E Nikki Crosse
- 8F Catrina Padgham
- 8L Helen Huggins
- 8A Petrus Powell-Tucker
- 8Y Osei Osawe
- 8I Evelyn Munoz
- 8D Roger Drewery

Year 8 Tutor Timetable

Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> • Register • Uniform check • Equipment check • Notices • Group discussion of the theme of the week 	<ul style="list-style-type: none"> • Register • Uniform check • Equipment check • Planner check and sign • Homework check • Notices • Reading 	<ul style="list-style-type: none"> • Register • Uniform check • Planner check and sign • Notices • Student Council Discussion/feedback 	ASSEMBLY	<ul style="list-style-type: none"> • Register • Uniform check • Pick up and reinforce any issues from assembly • Group discussion reflect on week

Year 9 Team

Year Leader: Liz Bolwell **Leadership Team Link:** Darren Warwick

Senior Staff Link: Paul Reid

Tutors:

- 9I Paul Harrison
- 9E Maria Roberts
- 9F Jeanette Singleton
- 9A Christopher Lee
- 9Y Hazel McKnight
- 9M Jonathan Fischer
- 9L Ruth Beardshaw

Year 9 Tutor Timetable

Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> •Register •Planner check and sign •Uniform check •Equipment check •Notices •School Council reps to address group 	<ul style="list-style-type: none"> •Register •Uniform check •Planner check and sign •Homework check •Notices •Reading 	ASSEMBLY	<ul style="list-style-type: none"> •Register •Uniform check •Notices •Discuss/reflect on theme of the week 	<ul style="list-style-type: none"> •Register •Uniform check •Group discussion to reflect on week

Year 10 Team

Year Leader: Sarah Harvey **Leadership Team Link:** Liz Wagner

Senior Staff Link: Edie Owusu

Tutors:

- 10M Jan Thompson Hay
- 10D Stuart Johns
- 10I Mark Jones
- 10Y Richard Marsh
- 10L Eugene Prince
- 10A Edmund Owusu
- 10E Simon Ashworth
- 10F Gloria Mato Richards

Year 10 Tutor Timetable

Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> •Register •Uniform check •Planner check and sign •Equipment check •Notices •Reading 	ASSEMBLY	<ul style="list-style-type: none"> •Register •Uniform check •Notices •Discuss/reflect on theme of the week 	<ul style="list-style-type: none"> •Register •Uniform check •Planner check and sign •Homework check •Notices •Student Council views/feedback to tutor group 	<ul style="list-style-type: none"> •Register •Uniform check •Group discussion to reflect on week

Year 11 Team

Year Leader: Sam Dowling **Leadership Team Link:** Phil Dagger

Senior Staff Link: Ruth Westerling

Tutors:

- 11E Charlotte Jones
- 11M Andrew MacKay
- 11F Kent Smith
- 11Y Richard Scott
- 11I Steve Bywater
- 11L Colin Old/Ruth Westerling
- 11A David Baker

Year 11 Tutor Timetable

Monday	Tuesday	Wednesday	Thursday	Friday
ASSEMBLY	<ul style="list-style-type: none"> •Register •Uniform check •Equipment check •Notices •Discuss/reflect on theme of the week 	<ul style="list-style-type: none"> •Register •Planner check and sign •Uniform check •Notices •Reading 	<ul style="list-style-type: none"> •Register •Uniform check •Planner check and sign •Homework check •Notices •Student Councillors feedback discussion (Council meetings to be confirmed) 	<ul style="list-style-type: none"> •Register •Planner check and sign •Uniform check •Notices •Weekly Quiz

TERM DATES

Autumn Term

Staff Development Days: Thursday 3 and Friday 4 September

All years school starts: Monday 7 September

Half Term Break: Mon 26 October – Friday 30th October

Christmas Break: Monday 21 December – Friday 1 January

Spring Term

Staff Development Days: Monday 4 January

Half Term Break: Monday 15 February – Friday 19 February

Easter Break: Friday 2 April – Friday 16 April

Good Friday: Friday 2 April

Easter Monday: Monday 5 April

Summer Term

Staff Development Day: Monday 19 April

May Day Bank Holiday: Monday 3 May

Half Term Break: Monday 31 May – Friday 4 June

Summer Break: Mon 26 July – (to be announced)

Key Calendar Dates:

2009	
Monday 7 th September	Term starts for all students
Monday 7 th September – Friday 18 th September	Year 11 Work Experience
Monday 14 th September	Year 7 CATs start
Thursday 17 th September	Sailing Group Boat show visit
Friday 18 th September	Year 7 CATs finish Year 7 Photos
Monday 21 st September	Year 7 NFER Test Year 9 CATs start
Wednesday 23 rd September	Year 6 Open Evening
Friday 25 th September	Year 9 CATs finish
Tuesday 29 th September	Science Fun Day
Wednesday 7 th October	Years 7,8 & 9 SSQ Skills for the Future Day
Thursday 8 th October	Year 7 Progress Evening
Friday 9 th October	World Mental Health Day Visit
Tuesday 13 th October	Years 10 & 11 First HPV Vaccination
Wednesday 14 th October	Launch of Stop the Traffic 'Start Freedom' School Nurse in a.m. (Year 7)
Monday 19 th October	Year 11 Geography Field Trip
Wednesday 21 st October	School Nurse in a.m. (Year 7)
Thursday 22 nd October	Year 8 First HPV Vaccination
Wednesday 4 th November	Years 10 & 11 SSQ Skills Festival
Wednesday 11 th November	Year 10 St Marks Institute – Remembrance day visit
Thursday 12 th November	Year 11 Exam Support Parents' Evening
Tuesday 24 th November	Years 10 & 11 Second HPV Vaccination
Monday 30 th November	Year 11 Mocks (1) start
Thursday 3 rd December	Year 8 Second HPV vaccination
Friday 11 th December	Year 11 Mocks (1) finish
2010	
Monday 4 th January	CPD Day
Monday 18 th January – Thursday 21 st January	MFL/ Science trip to Paris
Thursday 28 th January	Year 11 Parents' Evening
Thursday 4 th February	Years 10 & 11 Royal Navy Presentation (p.m.) KS4 Pathways Evening
Monday 15 th February – Friday 19 th February	KS4 Intervention
Monday 1 st March	'Start Freedom' week
Monday 15 th March	Year 11 Mocks (2) start
Tuesday 16 th March	Year 9 Assessment Support Evening
Tuesday 23 rd March	Year 7 Parents' Evening
Friday 26 th March	Year 11 Mocks (2) finish

Wednesday 31 st March	Year 8 Parents' Evening
Monday 19 th April	
Friday 23 rd April – Sunday 25 th April	Years 9 & 10 Paris visit
Wednesday 5 th May	Years 10 & 11 Final HPV Vaccination
Thursday 6 th May	CPD day
Monday 10 th May	Year 11 Exams start
Thursday 13 th May	Mums & Daughters Evening
Saturday 15 th /Sunday 16 th May	Years 8-10 Sailing Weekend
Friday 21 st May	Ex Sch: Silver Surfers Day
Saturday 22 nd May	Lads & Dads Event
Monday 24 th , Tuesday 25 th , Wednesday 26 th , Thursday 27 th & Friday 28 th May	Year 8 Geography Local Fieldwork
Saturday 19 th June	Community Fun Day
Thursday 24 th June	Year 10 Parents' Evening
Friday 25 th June	CPD Day
Thursday 1 st July	Year 9 Parents' Evening
Monday 5 th July – Thursday 8 th July	Year 9 & 10 Geography residential
Wednesday 7 th July	Year 6 Induction Today
Friday 16 th July	Year 11 Science/Geography visit to Iceland

Timings of the Academy Day

8.30am	Tutor/assembly time	
8.45am	Lesson 1	8.45 – 9.35 (1A) 9.35 – 10.25 (1B)
10.25am	<i>Break/travel</i>	
10.50am	Lesson 2	10.50 – 11.40 (2A) 11.40 – 12.30 (2B)
12.30pm	<i>Lunch/travel</i>	
13.05pm	Lesson 3	13.05 – 13.55 (3A) 13.55 – 14.45 (3B)
14.45	Extra Curricular Activities Programme/End of the timetabled day	

Curriculum Overview

Our aim is to offer a curriculum that enables young people to become successful learners, confident individuals and responsible citizens.

All students have the opportunity to learn

- how to communicate effectively
- to understand number and logic and their application to everyday life
- how to understand and appreciate other beliefs and cultures
- how to keep a healthy body and mind by making sensible choices
- how to apply thinking and learning skills to everyday situations

In year 7 students follow a competency based curriculum for one third of the timetabled week. The competency curriculum includes important combinations of attitudes, skills and knowledge aimed at developing high achieving enterprising young people. These transferable skills are then encouraged and promoted as students attend specialist lessons in art, design technology, drama, English, food technology, French, IT, maths, music, PE and science for the remainder of their curriculum time. In order to extend and develop our students, an accelerated group of year 7 students have been identified as being able to learn at a faster pace.

In year 8 the competency curriculum is continued with identified students and the remainder of our students continue their learning in specialist areas. The students are in ability sets for English, geography, history, IT, languages, maths, RE and science. Students are in mixed ability groups for art, design technology, drama, food technology, music and PE. There is one accelerated group in year 8 who study subjects in all the specialist areas at a faster pace with opportunities to develop a deeper and wider understanding to enable GCSEs to be taken earlier.

In year 9 students are in ability sets for English, geography, history, IT, languages, maths, RE and science. Students are in mixed ability groups for art, design technology, drama, food technology, music and PE. There is one accelerated group in year 9 and these students will start preparation for GCSE in identified subjects.

At KS4 students continue to study core subjects, English, IT, maths, PE, RE and science along with three subjects of their choice. These GCSE subjects include art, business studies, child development, drama, French, geography, graphic products, history, media studies, music, PE, resistant materials, Spanish and textiles. Students, with an aptitude for science, have the chance to study triple science while others will study additional, applied or core science. Students in the top sets for maths take GCSE statistics at the end of year 10.

The curriculum for 2010 onwards will include BTEC in media and in public services, with plans in hand to introduce further BTEC subjects in subsequent years.

Student Planners

Students are given a Student Planner at the beginning of Autumn Term in which they are able to record information including homework, involvement in activities, subject area targets, notes and achievements. The Planner is an important document which all students in the high school are expected to use and value. It should be brought to school at all times. It is a vital part of recording necessary information.

We would ask that each week you check the Student Planner is being used properly and sign your name in the allocated area. Tutors will also check regularly that the Student Planners are being used properly so that together we can monitor the progress and organisation of your child's work. If, for any reason, your child loses their Student Planner, they will be expected to pay the full cost for a replacement immediately.

Equipment List

Students are expected to bring the following to the Academy everyday: Blue or black pen, pencil, ruler, sharpener, eraser and calculator. Specialist equipment for Science, Design Technology and Art should be brought as required. An adequately sized school bag is required, please ensure that this is designed to protect your child's back during use.

Personal Appearance and Commitment

Individual personal appearance and commitment reflects on the entire population of the Academy. It is therefore important that all members of the Academy should take care over their appearance, and take a pride in their Academy by behaving in a polite, dignified and considerate manner at all times. To this end:

1. Every student must adhere to the Academy regulation uniform at all times. This includes sport and other practical activities.
2. It is expected that students will behave in an appropriate manner on travelling between home and the Academy, on visits and journeys and other events connected with Academy life.
3. Students will be expected to take personal responsibility for their work (at the Academy and at home), behaviour, punctuality and attendance.

Academy Uniform

Compulsory Clothing

- Black blazer with Academy badge
- Mid-Grey trousers
- Academy tie
- Plain, short, or longed sleeved white shirt (not revered or tailored)
- Black low heeled shoes (trainers or black shoe like trainers are not allowed)
- Black or grey socks
- Black, dark grey or flesh coloured tights

Optional Items

- Academy sweatshirt
- Regulation mid-grey skirt (available from Skoolkit only)

PE and Dance

- Academy polo shirt
- Academy rugby shirt
- Academy sports socks
- Academy sports shorts

Jewellery and Make-up

No jewellery is to be worn with the exception, if necessary, of one pair of small stud earrings and a watch. Hair styles must be neat and tidy: close-shaven, obviously coloured hair or extreme styles are not allowed.

Make-up may only be worn at KS4 and should be discreet.

Reporting Procedures

Oasis Academy Mayfield believes that individual monitoring and target setting supports students' progress. We intend to communicate our findings with home through:

- **Parents' Evenings**
- **Interim reports**
- **Full written reports**

Aims

- To ensure that the statutory requirements for assessment and recording are met
- To provide parents and students with meaningful, timely, accurate attainment data
- To provide a framework for setting targets for all students based upon prior attainment and progress
- To emphasise the positive and identify areas for future development
- To involve and engage students to review their progress

What is expected of students?

Students should:

- Attend the Parents' Evenings interviews on time
- Read and engage with targets set out in their reports
- Contribute to their target setting by being aware of their current attainment levels and aware of strategies for improving levels of attainment
- Set (with guidance from their subject teacher) one or two curriculum targets for improvements over the next term/half term, and one or more other behaviour and attendance targets with their tutor

Homework timetable (KS3)

	Monday	Tuesday	Wednesday	Thursday	Friday
Year 7					
	GL	Art O/Dr/Mus	Maths A	Science	Maths O/M
4.9 hrs	Comp	English	Comp	Tech	Art M
		ICT		PE	Comp
Year 8					
	Comp O	Art M	Maths	Comp M	Geography
6.25 hrs	Science	English	Art O	RE	History
	PE	Drama	ICT	GL	Tech
			Music		Media
Year 9					
	Maths O	History	Maths M	Art M	Geography M
7.25 hrs	English	PE	Geography O	ICT	Art O
	Drama	Tech	RE/SE	GL	Science
					Music

Homework timetable (KS4)

Monday	Tuesday	Wednesday	Thursday	Friday
Year 10 (11 hours)				
Option C	Science	Option B	Maths	English
RE	CW	ICT	Option A	CW
Year 11 (12.5 hours)				
Maths O	Maths M	Option C	Option A	Option T
Science	Option B	Top up/CW	Top/CW	English
	Top up/CW			

Key: O/M = Block
 CW = Coursework

Year 10/11 – 1.5 hour core and others 1 hour (short course 30 minutes)
 Recommended 1.5 – 2.5 hours per night. 7.5 – 12.5 hours per week.

Examinations Policy

Internal and External Examinations

Examinations play an important role in assessing students' progress through the Academy and each year group has formal calendared examinations which take place during the Academic Year. All of these exams are operated in line with guidelines produced by the Joint Council for Qualifications (JCQ). We have very high expectations from our students during these examinations, inappropriate behaviour is taken very seriously and, if regulations are contravened during external examinations, then the JCQ are informed. This may lead to students being disqualified from an examination, or a series of examinations depending on the severity of the offence.

It is very important that all examinations should run smoothly and we have clear policies in place for the management of examinations within the Academy. In particular your attention is drawn to the following key points with regard to exam arrangements, behaviour and equipment.

Examination Arrangements for students

- You must not sit an exam in the name of another candidate – this is a criminal offence.
- It is the student's responsibility to check the examination timetable.
- Students must sit in their designated seat as displayed on the seating plan.
- Copies of the seating plan will be on display both inside and outside the examination hall. They will also be on display in the year base.
- Do not take notes, bags, mobiles, iPods into the exam room. If you are found with any of these items in your possession within the examination hall you will be disqualified.
- All personal items should be left on the labelled trolleys outside the examination hall
- Any item of value can be left at reception, although our school policy does make it clear that such items should not be brought to school.
- Water can be taken into the examination hall but labels must be removed from the bottle.
- If a student is going to be absent from an exam then the Academy should be contacted so that, where possible, alternative procedures can be put in place.
- If a student misses an external exam without a valid reason then parents/carers will have to pay for the exam entry.

Behaviour

- Full Academy uniform must be worn or the student WILL NOT be admitted into the examination room.
- Students must not communicate with or disturb other candidates once in the examination hall. If there is evidence of communication then the examination paper will be disqualified.
- Students must not write on exam tables.
- Students must not write offensive comments on examination papers.

Equipment

- All equipment should be stored in a clear, see through pencil case.
- The pencil case should contain the following:
 - pencil
 - black pen plus a spare
 - sharpener
 - eraser
 - ruler
- In some exams students are allowed to use a scientific calculator, we therefore advise that you have one with you for mathematics and science examinations.
- Students who fail to have the correct equipment will be unable to fulfil their potential.

KS3

During KS3, students will be required to take a number of exams to provide baseline assessment as well as assessing their progress.

In years 7,8 and 9, students will take a NfER test to assess their reading and spelling age.

In years 7 and 9, students will take a CAT (cognitive ability test). This is an online test that supports identification of any specific needs a student may have. These test also support the target setting progress in KS3 and for GCSEs.

Students in year 9 have a week of exams in English, Mathematics and Science. These take the same format of the SATs which are used to report students' attainment to the DSCF. Some students may be given the opportunity to take GCSE's in year 9.

KS4

Students in KS4 will take a series of mock GCSE examinations. The first takes place at the end of year 10, the second at the end of the Autumn term in year 11 and the final mock takes place during the spring term. These mock exams allow progress to be tracked effectively and ensure students are entered into the most appropriate tier in the final GCSE examinations.

A number of GCSE subjects follow modular courses and exams, these are scheduled by the exam board. Curriculum Leaders will inform you of these dates as they approach. As you will appreciate, these exams are very important and they will contribute to the final GCSE grade awarded to your child.

Valuables – looking after them

Valuables

The Academy will do its best to assist in safeguarding your child's property, however it cannot be held responsible for the loss or damage to personal property brought into the academy. You must make your own arrangements for insurance of bags, clothing, watches, pens, bicycles etc. – usually by an extension of your home insurance.

Please never allow your child to bring anything expensive or of sentimental value into the Academy, particularly pens, watches, jewellery or large sums of money. Students should not bring valuables or money unnecessarily to school.

Lost property

Lost property is always returned to students if the name is on the item. Please help us by checking that name tags are on each garment. Lost property that cannot be identified is left with Student Services for students to claim.

Non – negotiables

The non-negotiables when it comes to life in the Academy:

- Students are to follow the Oasis Academy Mayfield Code of Conduct
- No jewellery with the exception if necessary of one pair of small stud earrings/watch
- Hair styles must be neat and tidy; close-shaven, obviously coloured hair or extreme styles are not allowed
- No make-up is to be worn
- Sensible school bag
- Hoodies and caps are not to be worn in or around the Academy
- Chewing gum is not to be brought to the Academy

Mobile phones

Mobile phones should be kept switched off completely during lessons. If they are seen or heard during lessons they will be confiscated by staff.

Use of IT facilities

Access to the facilities

Students will be issued with a password which will allow them to access the computer network. This password should be kept safe and not revealed to others. Students should not allow others to use their computer accounts as they will be held responsible for any non-permitted use.

Rules of use of the Internet (as detailed in Students' Planners)

The Internet service at Mayfield is provided by Oasis Community Learning and is filtered to exclude content inappropriate for use in schools. Details of Internet use, including e-mail, may be recorded against the computer and name of the user.

Students should:

- Follow instruction given by Academy staff when accessing Web sites or searching the Internet.
- Acknowledge the source of any material copied from the Internet for Academy work.
- Use the Virtual Learning Environment and e-mail responsibly.
- Understand that if the rules regarding internet usage are broken, access to e-mail and the Internet will be removed.
- Understand that the Academy can check computer files and the Internet sites visited.

Students should not:

- Use Internet instant messaging or chat rooms.
- Give home address or phone numbers or arrange to meet someone without permission.
- Use the Internet for private investigations or checking e-mails without permission during lesson time.

Rewards

Vivo Miles is the new web-based reward system to motivate our students using a range of tools, from easy-to-manage performance league tables to rewards-based shopping.

Students will be awarded Vivo miles for the following categories:

- Excellent work/Progress
- Excellent effort in class/home work/coursework
- Extra curricular activities/workshops
- Representing the Academy
- Voluntary work/helping others

Students amass and trade Vivos (V) for a choice of goods from the academy on-line catalogue (and develop their financial capability in the process).

Vivo Miles work in several interconnected ways to bring clear benefits to the academy and to our students. Our Vivo Reward System is about:

- Rewards and currency
- Education and learning
- Personal responsibility and choice

Developed with the latest web technology. Vivo Miles will help rewards become a powerful way to raise standards and for students to achieve economic understanding and well-being.

Sanctions

When learning is disrupted or the Code of Conduct is not adhered to, sanctions will be applied by the teacher. After clear guidance on what is expected and warnings that behaviour is unacceptable, the teacher may need to issue detention and start the following procedure:

BEHAVIOUR FOR LEARNING – DETENTION SYSTEM

CURRICULUM	PASTORAL
<p>Phase 1 – Class Teacher</p> <p>20 minutes detention Record in Planner Input into SIMS</p> <p style="text-align: center;">↓</p> <p>30 minutes detention Record in Planner Input into SIMS</p> <p style="text-align: center;">↓</p> <p>Green Report</p> <p style="text-align: center;">↓</p>	<p>Phase 1 – Tutor</p> <p>20 minutes detention Record in Planner Input into SIMS</p> <p style="text-align: center;">↓</p> <p>30 minutes detention Record in Planner Input into SIMS</p> <p style="text-align: center;">↓</p> <p>Green Report</p> <p style="text-align: center;">↓</p>
<p>Phase 2 – Curriculum Leader</p> <p>40 minutes detention Record in Planner Input into SIMS</p> <p style="text-align: center;">↓</p> <p>60 minutes detention Record in Planner Input into SIMS Letter home</p> <p style="text-align: center;">↓</p> <p>Amber Report</p> <p style="text-align: center;">↓</p>	<p>Phase 2 – Year Leader</p> <p>40 minutes detention Record in Planner Input into SIMS</p> <p style="text-align: center;">↓</p> <p>60 minutes detention Record in Planner Input into SIMS Letter home</p> <p style="text-align: center;">↓</p> <p>Amber Report</p> <p style="text-align: center;">↓</p>
<p>Phase 3 – ALT/Senior Staff</p> <p>Appropriate sanction Intervention/Support (SA)</p> <p style="text-align: center;">↓</p> <p>Red Report</p> <p style="text-align: center;">↓</p>	<p>Phase 3 – ALT/Senior Staff</p> <p>Appropriate sanction Intervention/Support (SA)</p> <p style="text-align: center;">↓</p> <p>Red Report</p> <p style="text-align: center;">↓</p>
<p>Phase 4 – ALT</p> <p>Appropriate sanction Intervention/Support (SA+)</p>	<p>Phase 4 – ALT</p> <p>Appropriate sanction Intervention/Support (SA+)</p>

Mayfield Home/Academy Agreement

We encourage the highest achievement of every student at every level: this demonstrates our commitment to high quality teaching and learning. We believe that the partnership of the family and the Academy is essential for success. Our commitment to "Caring" in the Academy must be matched by family support outside of the Academy.

1. The Academy

We shall:

- make every reasonable effort to contact parents if there is a problem with attendance, punctuality or equipment;
- let parents know about successes, concerns or problems that affect their child's work or behaviour and arrange a parents' evening during which progress will be discussed;
- record and report regular "attitude and attainment" assessments and present an annual student review;
- set, mark and monitor homework and provide study support facilities for students after the school day;
- keep parents informed about Academy activities through regular newsletter, the website and notices about special events;
- maintain the complaints procedure for parents.

2. The Parents

I/We shall:

- see that my/our child goes to the Academy on time, properly dressed and equipped;
- follow the Academy's procedure for notification on any absence;
- let the Academy know about any concerns or problems that might affect my/our child's work or behaviour;
- support the Academy's policy and guidelines for reward, behaviour and use of the Academy planner;
- encourage my/our child to reach the highest possible standard in the Academy, homework and other opportunities for out-of-Academy learning;
- make every effort to attend parents evening to discuss my/our child's progress;
- get to know about my/our child's life at the Academy;
- support the Academy's Internet Users' Policy.

Punctuality and Attendance

Punctuality

Punctuality is an important part of self-discipline and is essential to good time management.

Students should always make sure that they are in the appropriate classroom on time.

If students arrive after 8.35am and before 9.00am they must sign in at Student Services and attend a 'Late Detention'.

Attendance

The proper place for students on a school day is at the Academy. If students are not at the Academy there must be a justifiable reason and parents should telephone Student Services before 9.00am on the first day and each following day(s) of absence. On their return students should bring a note from their parents explaining the absence.

Holidays During Term Time

In line with Government legislation, no holidays taken during term time will be authorised by the Academy. If parents take students out of school during term time for a holiday they risk being issued with a Fixed Penalty Notice, which will increase if not paid within 14 days.

Signing In and Out

Occasionally students will need to leave the Academy during the day for an urgent visit to the doctor, hospital or dentist. They must bring a note from you to show to their Tutor at morning registration and explain to the member of staff who is teaching them at the time that they need to leave.

At the correct time students should excuse themselves from their lesson and go to Student Services where they must sign out. They will be issued with an official slip to authorise their absence.

In case of emergency evacuation, no student should ever leave the Academy without signing out. When they return they should sign back in and go straight to their current lesson. Whenever possible appointments for your child should be made out of school time.

Example Weekly Lunch Menu

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
Main Meal	Fish Cake	Cottage Pie	Chicken Fajita	Chilli Con Carne	Chicken Curry
Vegetarian	Veggie Enchilada	Pasta Pot of the Day	Macaroni Cheese	Crumbed white fish in a bun	Cheese & Tomato Pizza with Sweet corn
Starchy Food	Chipped potatoes	Baked Potato Wedges	Chipped Potatoes	Rice	Rice
Vegetables	Vegetables of the Day Salad Selection	Vegetables of the Day Salad Selection	Vegetables of the Day Salad Selection	Vegetables of the Day Salad Selection	Vegetables of the Day Salad Selection
Grab & Go	Jacket Potato with various fillings Selection of Sandwiches & Baguettes	Jacket Potato with various fillings Selection of Sandwiches & Baguettes	Jacket Potato with various fillings Selection of Sandwiches & Baguettes	Jacket Potato with various fillings Selection of Sandwiches & Baguettes	Jacket Potato with various fillings Selection of Sandwiches & Baguettes
Pudding	Cake/Cookie of the Day	Cake/Cookie of the Day	Cake/Cookie of the Day	Cake/Cookie of the Day	Cake/Cookie of the Day
Selection of drinks daily					

There is a different menu for week 2 and week 3. Further information can be obtained from www.myschoolunch.co.uk