

**Pupil and Parent Handbook**

*2021 Edition*

*We highly recommend that parents and pupils look after this handbook as it contains lots of extremely useful information which will become extensively supportive in your child’s time at Colours Academy.*

**Introduction**

*My team and I are delighted that you have chosen Colours Academy for your child’s senior school education. We deliver outstanding education from which our pupils achieve the best possible results. If your child already attends our school, welcome back to another exciting year.*

*Your child will experience a subject based education, taught by exceptional teachers, who have specialist knowledge in each curriculum area as well as a duty of pastoral care to every child. Our curriculum is fantastically and creatively diverse, reaslising numerous educational opportunities. Not only this, but Colours Academy aims to excel pupils in the skills required for the wider world as well as further exams at GCSE level.*

*We believe in growing the pupils with a hollistic approach, in a calm, nurturing environment. Our timetable is equipped with fantastic weekly opportunities, embellishing every pupil’s experience with a packed curriculum, with the pupil’s interests at heart. Alongside our weekly timetable, we offer further educational activities, workshops, trips, events, showcases and extra curricula learning throughout the academic year.*

*We are here to help and always will be. We hope that we can flourish a fantastic partnership between parents and the school, and my team and I look forward to sharing your child’s future with you.*

*We hope you find this handbook helpful.*

***Victoria Poole-Birrell***

***Head Teacher***

**Ethos and School Aims**

Colours Academy are on a mission to positively change the lives of learners in how they view education and learning. We aim to:

* Offer Unique Education that cannot be sourced anywhere else and enables pupils to be involved in a wide range of educational opportunities amongst a school community that does not compass a stressful learning atmosphere, learning pressures and large overwhelming classrooms
* Be at the forefront at Supporting Each Individual Child’s Learning Needs. We offer the best possible support in our small classes where our staff are committed to assisting each child to succeed
* A Thriving School Community where we endorse ‘talking and counselling’ to further support pupils and believe in building positive relationships between pupils, parents and staff. Our community thrives on celebration, togetherness and a spiritual ethic of teamwork and support, we allow pupils to express themselves in an environment where they feel comfortable doing so
* Employ Inspirational Teachers that are hardworking in meeting pupil’s needs and determined to meet their goals. Teaching with an adaptable style that focuses pupils in a creative and practical environment that further encourages learners to be curious, inquisitive and fully always engaged
* Create a calm, nurturing Learning Environment where we adapt our teaching to suit the needs of the learners and intertwine interesting, hands-on learning activities, tasks and disciplines that aim to engage pupils with topics in the best possible ways
* Structure Small Classes, in order to maintain a positive learning focus throughout each individual child, where we can have a consistent approach to their progress and how we assess pupils. We aim to build harmony and a passion for learning in the classroom.
* Consistently re-invent Fun in the classroom; after all this is the best way of learning. Our classrooms contain healthy educational spirit and learning energy that is consistent and never leaves our school.

*A PDF Copy of our School Ethos can be downloaded on the school website, alongside all policies and procedures.* [*www.colours.academy*](http://www.colours.academy)

**Incredibly Useful Information**

*The following information can also be sourced on our school website on the Handbooks and Policies page. You can also request further information at* [*enquiries@colours.academy*](mailto:enquiries@colours.academy)*, Where our supportive team will be more than happy to help any of your queries.*

**Our Absence Procedure**

If your child is going to be absent from school, it is crucially important to inform the school office as soon as possible. This should be before registration time, which is at 8:30am. Any pupils missing from registration will be followed up by 12:00pm on the same day. Please ensure that any absences are requested and authorised by the school. Any unplanned or planned absences must be accompanied by a written note explaining why the child is absent.

Absences from school **must** be reasonable and follow national code. If you are unsure whether an absence is reasonable, please get in contact with us.

The school, like others, has a legal duty to follow up on pupils who are missing from Education.

If a pupil is Late, pupils or parents must ensure that someone in reception is aware of their attendance, and they are given a reason for the lateness.

**Dropping off and Collection**

The school will open each day (Monday – Friday) between 8:00-8:30, for pupil drop offs. Pupils should be collected by 4:15pm each day. If a parent or Taxi is late in picking up their child, then they must inform the school at their earliest possible convenience.

Parents or pupil’s taxis should drop pupils off at the East Side of the estate, entering the Redlake Estate via David’s Lane and exiting by going around the back of the estate and exiting via the road that goes under the railway bridge, which runs alongside the main entrance to the school on the west side of the estate. Parents should always follow this one-way system.

Any arrangements between parents and Taxis need to be communicated to meet these requirements which we would appreciate if everyone could kindly follow.

**Opportunities for Communication**

The school office can be contacted via telephone (01752 893526) or email at [enquires@colours.academy](mailto:enquires@colours.academy)

Our out of hours mobile number is 07890269682. This number should only be used outside of school hours if there is something urgent you need to inform the school of, or in the case of an emergency.

Other than email and phone, the school can be contacted via our website or social media platforms.

A copy of the academic school calendar is available on the school website.

In the first instance, parents should contact the Form Tutor of their child’s year to discuss matters concerning their son or daughter. Please contact our office if you are unsure as to who is your child’s form tutor. For more serious matters, the first point of contact should always be our Head Teacher, Victoria- who can be contacted via email on [victoria@colours.academy](mailto:victoria@colours.academy)

Parents Evenings are hosted on an annual basis, usually in the Autumn or Summer Term. From September 2021, reports will be available on a termly basis. Information on how we grade and assess pupils across all year groups can be found on the end of term reports.

Upon admission, you will be added to our mailing list, so you will receive frequent notifications and updates from our team.

We will email parents about what ingredients they need to bring in for food technology. This may also include a written letter/ homework slip home with pupils.

Our team prides itself it good communication with parents and this is one our highest priorities.

\**Information and procedure on making formal Complaints can be found on our website.*

**Lost Property**

All pupil’s personal items should be clearly names. Any unmarked items or property will be retained for a reasonable period before they are disposed of. If we find any lost property, it will be reported to parents as soon as possible.

**Photographs and Media Coverage**

During your child’s time at Colours Academy, we may wish to take photographs or videos of the activities your child is doing. Media may be used for school displays, publications and on our website and social media.

Photographs may also be taken at school events, such as our end of year prize giving ceremony, where they will receive special awards for their achievements and academic progress. Photographs may also be taken on trips and local excursions.

Photography or filming will only take place with the permission of the parent and in line with child protection guidelines. Parents should complete a technology user agreement, which specifies further details of this content. Please advise the school if you would like your agreement to be changed by contacting our school office.

**Medical Information**

Medical forms should be completed before a child’s admission to Colours Academy.

If a child is unwell, we will ask parents to pick them up. If a child has a sickness, of diarrhoea or vomiting then a child should not return to school until 48 hours has passed. No child should attend school with a temperature.

Any prescribed medication brought into school should be handed into the school office with completion of a medical administration form, which details when the medication should be taken and level of dosage. Parents are responsible for replenishing a pupil’s medication. Pupils cannot keep medication in their bags.

*A full list of prohibited items is available on the school’s behavior policy. If you have any specific queries, please contact our office.*

**Pupil Behaviour**

Pupil code of conduct has been detailed below.

**These are the things that I should do:**

* **Treat every peer, member of staff and visitor with respect**
* **Treat everyone equally, no matter of their race, religion, gender, or being different in any way.**
* **I will wait my turn to speak.**
* **Dress appropriately, sensibly and suitably for school and activities**
* **Try my best at all my work**
* **Ask for help when I am not sure what to do**
* **Get to lessons on time**
* **Tidy up after myself and help others when needed**
* **Tell an adult if I witness bullying, if someone is wrong or if there is an emergency**
* **Always set an example to others**

**These are the things that I should not do:**

* **Make rude or harmful comments about others**
* **Swear/curse, spit, hit, push or touch someone else without their consent**
* **Interrupt others when they are talking**
* **Bring anything into school which** might **be dangerous**
* **Use my mobile phone during school time**
* **Run around in school**
* **Litter, graffiti, lose or damage any school equipment**
* **Use any school equipment without permission**
* **If I make mistakes or behave poorly, I will try to improve**

Pupils will be reminded if they break any of these rules. Pupils who do not adhere to these requirements will be given a verbal or formal warning.

*\*A full summary of information in relation to behaviour at school, can be found in our Behaviour Policy, as well as information about Anti-Bullying (which there is also another specific policy for) You should contact the school if you have any concerns of if you are worried your child is being bullied.*

**Pupil Appearance & Dress Code**

We embrace individuality throughout our school; however, we expect the following code to be considered when it comes to appearance and Dress Code. Please note that Colours Academy is a non-uniform school.

Clothing worn by pupils should be suitable for the school day and appropriate for the activities which will be encompassed throughout the school day.

Pupils should not wear any clothing which is inappropriately revealing, including:

* Crop-tops
* Clothing which is see-through
* Any clothing which is netted

Pupils should not wear any clothing which has visible:

* Tears, rips or holes (regardless of whether they are part of the apparels design)
* Frayed edges of material
* Stains

Clothing must be clean and in good presentable, wearable condition.

Clothing printed with any inappropriate text or imagery is not welcome.

Any skirts, dresses or shorts should be worn at knee length (or just above the knee) unless they are fashioned with tights or leggings.

Visible tattoos and body piercings are not accepted, ear piercings are an exception to this rule, ensuring that the earrings are not hooped, are not ‘*stretchers’* and the length of any hanging earring does not extend pass the chin.

Any makeup should be presentable and tidy and not applied in an excessive fashion. Any false nails should not exceed any longer than 5mm from the free edge of the nail. Hair should be clean and tidy in appearance.

Pupils can wear any footwear, ensuring that it is not platformed and the heel is no bigger than 3.5 inches high. Any open toed sandals should have a backing around the heel.

Pupils cannot wear any clothing which could be considered dangerous for school or goes against any health and safety requirements or could become hazardous.

Pupils should be equipped with a coat to wear to school in case it is cold, or it rains.

*If you are interested in any of the* ***Colours Academy Clothing****, you can find out about it more at* [*www.colours.academy/shop*](http://www.colours.academy/shop)

**Pencil Case Requirements**

Pupil’s pencil cases should include:

* Pens (Black or blue writing pen, either biro or roller ball)
* Pencils
* A short selection of colouring pencils
* Eraser
* Pencil Sharpener
* Ruler (30cm)
* Glue Stick
* Small Pair of scissors
* Highlighter
* Scientific Calculator
* Compass
* Set Square

**Structure of the school day**

|  |  |
| --- | --- |
| 8:30 – 8:55 | From Time/ Registration (We may also have assemblies in these times) |
| 8:55 – 10:00 | Lesson 1 |
| 10:00 – 10:15 | Morning Break |
| 10:15 – 11:20 | Lesson 2 |
| 11:20 – 12:25 | Lesson 3 |
| 12:25 – 1:10 | Lunch |
| 1:10 – 1:55 | Lesson 4 - ECT (Extra Curricula Time) |
| 1:55 – 3:00 | Lesson 5 |
| 3:00 – 4:00 | Lesson 6 |

\**If you have any queries about timetables or your child is in KS4 and you require support with structuring a timetable, this is something we can assist parents with. Please contact individual form tutors to enquire about this.*

You can request a copy of your child’s timetable by contacting our office.

**Homework**

We do give homework at Colours Academy, however we are very flexible in how this is organized, structured and provided to pupils. Colours Academy gives homework if:

* Pupils need to complete unfinished work
* There is any work to be completed as projects
* Pupils ask for additional work to do at home

**GCSE Options & Examinations**

GCSEs are opted for in the Autumn term of year 8, following a survey which will later result in option blocks being published in the latter half of the Summer term, when the new timetable is released. Pupils at Colours Academy take the following Subjects as core:

* English Language
* English Literature
* Mathematics
* Science (Either Double Award, or Single)
* 4 Optional subjects (These subjects may vary over time, based on interest and viability, but we can always ensure that our options will be diverse and consider the pupil’s best interests at heart

The majority of our subjects are taken with Edexcel, however some are taken with AQA.

Pupils start their GSCEs in year 9 and complete examinations in May/June time in year 11.

**Designated Safeguarding Lead (DSL)**

Safeguarding is one of the School’s highest priorities.

Our DSL is: Victoria Poole-Birrell

Our DDSL (Deputy Designated Safeguarding Lead) is: Peter L

Both staff members can be contacted through the school’s telephone or email.

**Pupil Welfare**

Form tutors are the first port of call for pupils if they have any questions or need help, or if they just need to talk to someone. Whatever the problem, do not forget that talking to someone will always help.

There is also Childline, there number is: 0800 1111

**Information about Form Tutors**

Form tutors are available to talk to for any pupils in a specific year group. This is a key member of staff that is responsible for ensuring that pupils are fully supported in school. As well as monitoring and registering Form tutors in the morning, tutors will notify pupils and help them be organized and reassured.

Form tutors rotate every year, meaning they will have the same tutor throughout the life at Colours Academy.

From September 2021, form tutors will have the following groups:

* Year 7 – Carmen
* Year 8 – Alice
* Year 9 – Henri
* Year 10 & 11 – Pete & Gemma

Teachers will lots of time to get to know the children in their forms at the beginning of the year.

**Sex & Relationships Education**

Colours Academy offers a spiritual and PSHE education, which contributes to wider world skills, including careers guidance and support, for the whole school community. Pupils are prepared for the complex challenged of relationships and Sec education, through our PSHE curriculum. The curriculum approaches with a moral and social framework at heart as well as outline the statutory provisions specified by the Department for Education.

Parents hold the right to withdraw their child from Sex and Relationships Education, but no other part of the curriculum taught at Colours Academy. You should advise the school if you wish to do this, however we would like to encourage all pupils to participate in this essential part of learning.

**Other key policies and footnotes**

*\*For further information about Admissions, requirements and plans- please see our school Admission policy*

*\*For information about fees, invoices and accounts- please see our School Fees Policy or contact* [*accounts@colours.academy*](mailto:accounts@colours.academy)

*\*Full information on how we use your data can be found in our school Data Protection Policy*

*\*Our equality aims and standards are located in our Equality Policy*

*\*A complete policy on First Aid and Health and Safety can also be found on the school’s website. All activities and excursions are risk assessed.*

*\*Further information about SEN and Safeguarding can also be found on the school website*

***\*Please note that all admission paperwork must be completed before a child is admitted to the school***