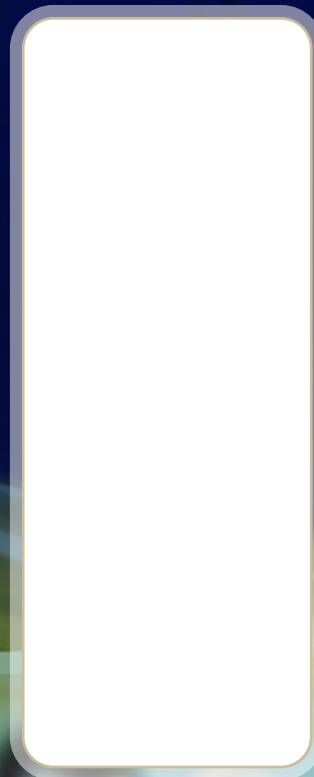


ARCHBISHOP SENTAMU ACADEMY

CHURCH OF ENGLAND



Y6 TRANSITION GUIDE 2022-2023

Essential information to help students and parents
during the transition to secondary school



ARCHBISHOP
SENTAMU
ACADEMY
CHURCH OF ENGLAND

1 Bilton Grove
Hull, HU9 5YB
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Hope SENTAMU
LEARNING TRUST

Executive Principal: Mrs Helen Winn



Our distinctively Christian vision, ‘to lead the best life possible’, is lived through our values of Respect, Community, Courage and Wisdom.

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Hope SENTAMU LEARNING TRUST

To lead the best life possible

Welcome to Archbishop Sentamu Academy and thank you for entrusting us with the care of your child. I hope that your child will be happy here and that they will enjoy the experience of learning with us in all kinds of ways.

There are many reasons why schools are regarded as successful, but one of the main elements is through the collaboration and relationships between student, parent and school. I would like to reassure you that my colleagues and I will always be available to discuss the education and personal development of your child. As part of this commitment I make it a priority that any parent is responded to within 24 hours of an enquiry and I keep in touch with all parents regularly.

As a school community we promise to do everything

possible to help your child make the most of their individual gifts and talents. Over the next few weeks we look forward to continuing to work closely with all our new students and their families in order to ensure that the move to secondary education is as effective as possible. As such, this booklet is designed to explain the induction process and provide a variety of useful information to assist you in supporting your child's transition to secondary education.

Archbishop Sentamu Academy opened on the current site in 2010 and joined Hope Sentamu Learning Trust in September 2021. The Archie family is renowned in the local community and in joining our school you are joining a vibrant and successful Academy.

At Archbishop Sentamu Academy we offer a wide and

varied programme of extra-curricular opportunities and whole school celebrations, both for students at the end of each term and for the entire school community, including many primary transition events that your child may have already taken part in. We are a school committed to ensuring that our students develop in all ways and at the heart of everything we do is a commitment to 'Leading the best life possible.' This permeates across all aspects of school life, whether this be academic or pastoral. May I finish by saying how much I am looking forward to meeting you and your child and working together in the years ahead. The future for Archbishop Sentamu Academy is an exciting one and I am confident that collectively we can support your child to reach their potential in everything they undertake.

Mrs Helen Winn
Executive Principal,
Archbishop Sentamu Academy



Welcome from
your Vice Principal,
Mr Fraser

I am delighted to introduce myself as the Vice Principal for Inclusion, Behaviour & Attitudes. I am really excited at the prospect of getting to know you all, and with your help and enthusiasm continuing to develop a school community that is friendly, hardworking and high achieving. Some of the most influential experiences in life occur in secondary schools and by being firm, fair and consistent we aim to maximise our students' academic and personal achievement.

At Archbishop Sentamu Academy we recognise that success comes through hard work. Each student is a valued member of our school community and they will be challenged, supported, and encouraged in equal measure to achieve their full potential.

Mr Fraser
Vice Principal: Inclusion,
Behaviour & Attitudes



Key staff

As a parent, you may need to contact school either before your child starts with us or when they move in to Year 7. Here are the school contact details as well as the names of key staff who you may need to contact in future.

Main school contact details – Reception:

Tel: 01482 781912 Email: hello@asa.hslt.academy

KEY TRANSITION STAFF

**Executive Principal/
Trust CEO:** Mrs H Winn

Vice Principal: Mr P Fraser

Head of Year 7: Mr R Donaldson

Y7 KEY CONTACTS

Vice Principal: Mrs T Drinkwater

Designated Safeguarding Lead:
Mr T McNaught-Roberts

**Special Educational Needs
Co-ordinator:** Mrs B Norton



Welcome from
Head of Year 7,
Mr Donaldson

I'm delighted to welcome you to the Archie family and I'm really excited at the prospect of getting to know you all! I know that with your help and enthusiasm we can continue to develop a school community that is friendly, hardworking and high achieving. All our students are valued members of the school community and they will be challenged, supported, and encouraged in equal measure to achieve their full and exciting potential.



A fresh start

A FRESH START

The first day at secondary school can be exciting but sometimes daunting and it is important that your child is fully prepared and equipped to ensure the day goes as smoothly as possible. Use the handy checklist on this page to help make sure that your child is organised and ready for what the day has in store!

ADDITIONAL INFORMATION

Students can purchase a locker at a cost of £5.00. This cost is refundable upon return of the key when the locker is no longer required. Lockers are provided on a first come, first served basis. If you think your child would benefit from the use of a locker please see the Admin team.

Your child will be given a planner and their timetable when they arrive. The planner is the main mode of communication between the Academy and home so be sure to familiarise yourself with this.

BREAKFAST

We all know that breakfast is the most important meal of the day. Even if your child feels nervous, try to encourage them to eat something, as it's a long time until lunch! If you prefer, we

operate a breakfast club before school from 8.00am, which all students are welcome to attend. Children who attend breakfast club are entitled to either a bagel or cereal and a bottle of water free of charge. Other breakfast items can be purchased.

UNIFORM

Take the time to check that your child's uniform is correct. A comprehensive list of the uniform can be found on page 7 of this booklet.

BACKPACK /BAG

A sensible bag is vitally important for school. It should be very strong and durable (and waterproof if possible). There will be lots of things for your child to carry and you should check that your chosen bag has enough room for several A4 sized books.

LUNCH/CASHLESS SYSTEM

If your child will be eating in the school canteen, please ensure that they have enough funds on their ParentMail account. Your unique log in details and a how to guide can be found on page 13. If a packed lunch is being provided from home, remind them to double check that they have it in their bag.

READING BOOK

Reading is a priority for all subjects and there is time throughout the week for students to read for pleasure as well as for learning. Please remind your child to bring a reading book every day.

EVERYDAY EQUIPMENT

All academy students are expected to bring the following to school every day; Academy planner, pen, pencil, ruler, eraser, pencil sharpener, some coloured pencils. Students are required to carry their equipment in a plain school bag. Students may purchase items of equipment from the Admin Office if required during opening hours only.

Archbishop Sentamu Academy boasts an amazing library with books for both research and pleasure



YOUR SCHOOL UNIFORM CHECKLIST

SCHOOL UNIFORM

- ① Plain white shirt
- ① Year group tie*
- ① Blue Archbishop Sentamu Academy blazer for years 7-10*
- ① Black tailored trousers (denim/cord material is not acceptable or skinny style). The trouser should be able to fit over the shoes and must not have external pockets, zips or decoration.
- ① Socks must be plain black and cover the ankle
- ① Plain black flat shoes (trainers/canvas/branded/spongy soles are not permitted)

PE KIT

For PE lessons, all students are expected to wear:

- ① Blue/white reversible rugby shirt* OR Royal blue short sleeved polo shirt depending on the season
- ① Black shorts or tracksuit bottoms
- ① Royal blue sports socks
- ① Appropriate trainers or football/rugby boots depending on events taking place
- ① All items marked with an asterisk (*) must be purchased from Steady Schoolwear Limited.

ADDITIONAL INFORMATION

The following are not allowed at the academy under any circumstances:

- ① Jewellery (other than a single, small gold/silver, plain, stud in each ear lobe no bigger than 4mm in diameter)
- ① Body modification piercings
- ① Coloured nail varnish
- ① Eyeliner, mascara, lipstick or any other form of make-up. (Light foundation to cover up skin blemishes will be allowed.)
- ① False eyelashes
- ① Fashion belts
- ① Patterned or coloured t-shirts that are visible underneath a white shirt
- ① Dyed hair of an unnatural colour i.e. pink, purple, green
- ① Mohican or other extreme fashion hair cuts such as 'tramlines' or symbols cut into hair
- ① Chewing gum



PRIDE IN OUR APPEARANCE

It is essential that we ensure that all students adhere to the uniform standards set by Archbishop Sentamu Academy.

We would like to remind parents/carers of our uniform standards prior to you purchasing uniform. We are proud of our

uniform which helps to create a purposeful atmosphere. We expect all students to wear the correct uniform at all times. We encourage students to take responsibility for ensuring they come to school dressed in a tidy and neat manner.

BUYING YOUR UNIFORM: Our uniform providers are **Steady Schoolwear**. They are located at 29 Holderness Road, Hull HU8 7NA. All branded uniform – both day wear and PE kit, can be purchased in-store or online at <https://steadyschoolwear.co.uk/>

THE USE OF ELECTRONIC DEVICES

The use of any electronic equipment in any lessons is prohibited unless specifically allowed by a member of staff. Items issued by the Academy can be used.

Students are not allowed to use mobile phones, MP3 players or other electronic devices in the Academy.

If any student is found using a mobile phone it will be confiscated by a member

of staff until the end of the day.

① After a third offence, a parent will be required to collect confiscated electronic devices from the Main reception (9.00am – 4.00pm Monday to Thursday, 9.00am – 3.30pm on a Friday).

① The Academy will not be responsible for the loss or damage of these items under any circumstances.



The school day

ATTENDANCE

Education lays the vital foundation of a child's life. Regular and punctual attendance is both key to academic and social development, which in turn will improve the life chances of children and young people.

Lots of people think that missing the odd day at school here and there can't do too much harm, but even taking a short amount of time out can be a problem. Your child might fall behind in their work and not be able to catch up. If there are gaps in their knowledge they will suffer when school assessments come around.

DID YOU KNOW THAT:

- a child who is absent one day per week misses an equivalent of two years of their school life;
- 90% attendance from Year 7 to Year 11 is equal to half a year absent from school;
- 90% of young people with absence rates below 85% fail to achieve five or more good grades at GCSE and around one third achieve no GCSEs at all;

- poor examination results limit young people's options and poor attendance suggests to colleges and employers that students are unreliable;
- poor school attendance is also closely associated with crime. A quarter of school age offenders have truanted repeatedly.

We want every child to have the best life chances and this is why we are asking parents to support us by doing the following:

WHAT SHOULD I DO IF MY CHILD IS ILL?

Please consider; does your child really need to miss school? Children can attend school with minor ailments. If you are unsure then please telephone the academy for advice. If your child is unwell please inform the Attendance Office before 9.00am. Tel: 01482 781912 and select option 1 from the menu. Please avoid making medical/dental appointments for your child during the school day.

If an appointment cannot be made at any other time then depending on the time of the appointment please ensure your child attends before and after the appointment; by doing this it will have a minimal effect on their overall attendance.

WHAT WILL HAPPEN IF MY CHILD DOES NOT ATTEND REGULARLY?

Parents/carers have a legal responsibility to ensure their child's regular attendance at the school where they are registered. If a child of compulsory school age fails to attend regularly, their parent/carer is guilty of an offence under Section 444(1) of the Education Act 1996.

HOLIDAYS IN TERM TIME

Taking holidays in term time will affect your child's learning as much as any other absence and we expect parents to help us by not taking students out of school during the academic year.

The current law does not give any entitlement to parents to take their child on holiday during term time. In this respect, all requests for holiday leave of absence in term time will be refused and classed as unauthorised.

We will only review this in exceptional circumstances, for example when a pupil has a parent in the forces who has no leave due during school holidays, or there is an extreme family crisis.

Holiday application forms can be collected from Student Services. These forms must be completed prior to the holiday taking place. Please be aware that the Local Authority may issue a penalty notice for any unauthorised absence due to holidays.



What will I be studying?

Each week is broken down into 25 periods of study (lessons). The table on the right tells you which subjects you will be learning, how many hours a week you will have and how the groups are set up.

HOMEWORK

Your child will receive homework on a regular basis. Class teachers will clearly set homework during lessons and ask pupils to record the details in their planner, including the date it is due in.

Homework tasks can vary hugely, however the expectation is that a 'standard' piece of homework in Year 7 should take between 20-30 minutes. If you find that on a regular basis your child is taking longer or shorter amounts of time to complete homework please make contact with their Form Tutor.

Organisation is crucial with homework. We recommend that you supply your child with a strong (plastic) folder within which they can transport homework-related items safely to

and from home thereby avoiding losing or damaging worksheets or other such resources. We also recommend that pupils complete homework as soon after it is set as possible whilst knowledge and understanding is still current in their mind.

Pupils must develop effective use of their planner to help with the organisation of homework. Each week, parents are expected to sign their child's planner. This is an opportunity for you to check that your child is receiving and completing homework.

When your child is doing homework, please try to ensure that they have somewhere to work, which is away from distractions or potential interruptions. Access to a suitable device to work online from home would be desirable.

Subjects that have only one hour per week will set homework fortnightly. Subjects that have more than one hour per week will set homework weekly. Staff will endeavour to set homework on the same lesson each week,

thereby encouraging pupils to develop a regular routine for completing the homework.

Detentions will be given to pupils who do not complete homework on time without a valid reason.

Subject	Periods per week
English	4
Maths	3
Science	3
Geography	2
History	2
French	2
PE	2
Personal, Social & Health Education (PSHE)	1
Religious Education	2
Design Technology and Food	1
Digital Studies	1
Art	1
Creative Arts (Drama & Music)	1

THE 2022-2023 ACADEMIC YEAR
AUTUMN TERM 2022
■ Thursday 8 September - Friday 21 October
■ HALF TERM HOLIDAY Monday 24 October - Friday 29 October
■ Monday 31 October - Friday 16 December
SPRING TERM 2023
■ Wednesday 4 January - Friday 10 February
■ HALF TERM HOLIDAY Monday 13 February - Friday 17 February
■ Monday 20 February - Friday 31 March
■ EASTER HOLIDAY Monday 3 April - Friday 14 April
SUMMER TERM 2023
■ Monday 17 April - Friday 26 May
■ BANK HOLIDAY Monday 1 May
■ HALF TERM HOLIDAY Monday 29 May - Friday 2 June
■ Monday 5 June - Friday 22 July



Setting the standard

THE POSITIVE DISCIPLINE BEHAVIOUR POLICY

Our school believes in the development of each individual and is committed to providing the best opportunities for all in an atmosphere of mutual respect.

We seek to provide an environment in which effective teaching and learning can occur, where the qualities of trust, honesty, fairness, tolerance, compassion, respect for self, others and property are valued and pursued.

The school's behaviour policy is built upon the 'Positive Discipline' model, and seeks to provide a clear framework of what is acceptable in terms of behaviour, attitude to learn, and conduct.

Students are introduced to 'Positive Discipline' upon transition to Archbishop Sentamu Academy. Our students are reminded about expectations on a regular basis so that they have a clear understanding of the policy, and they review their positive and negative behaviour choices with their tutor, Student Liaison Officer and Head of Year.

Our **CLASSROOM STANDARDS** that our students are expected to meet when they are at Archbishop Sentamu Academy are:

- Arrive on time, fully equipped and ready to work for each lesson.
- Do as you are told by all staff – first time, every time.
- Listen carefully when the teacher or another person is talking.
- Put your hand up and wait for permission to speak.
- Always try your best, without disturbing others.
- Always do your homework properly and hand it in on time.

The **AROUND-SCHOOL STANDARDS** that our students are expected to meet when they are at Archbishop Sentamu Academy:

- Be polite and show respect for other people.
- Do as you are told by all staff – first time, every time.

- Wear your school uniform correctly at all times. Coats and hoodies should be removed before entering the school building.
- This is your school, look after it. Look after property and put all litter in bins.
- Eat and drink in the right place at the right time.
- Walk around the school sensibly and quietly and keep to the left.
- Be on time at the start of the day, and for every lesson. Once school is closed, there should be no student on site without staff permission.

POSITIVE DISCIPLINE COMMENTS

A **POSITIVE DISCIPLINE** comment will be issued by staff when a student fails to meet one of the school expectations. These will be shared with students and their meaning explained clearly. Expectations will be modelled at all times.

DETENTIONS

Some detentions are held by individual staff to facilitate a restorative conversation. Other detentions are held more centrally, with the most serious escalating to the Executive Principal.

If a student fails to attend a detention the sanction escalates. Failure to attend a Principal's detention will result in the student completing a day in seclusion. This can then escalate to a suspension, however we aim to avoid this at all points.

REWARDS

Student achievement is celebrated through rewards events that take place regularly and also through prizes won by way of the number of positives the students collect. The system is designed in order to not only embed a sense of achievement for each individual student, but also a sense of belonging

and collective responsibility as part of both a tutor group, year team and member of the wider school community.

All members of staff reward good progress, active engagement in lesson and meeting both the classroom and around-school expectations. Students will be given clear guidance on how they can achieve rewards and how the system works:

- Rewards are given for a variety of reasons including arriving on time; being fully equipped; having excellent attendance; being in correct uniform; producing good work; demonstrating positive behaviour; and helping others.
- During tutor sessions, rewards and competitions are discussed and promoted
- Students have options for small and larger rewards such as stationary, trips; prom; leaver's hoodies etc.





Getting to school

PUNCTUALITY

- Students are expected to be in school before the first bell in the morning
- Latecomers will receive sanctions which will escalate depending on how often the student arrives late and how late they arrive
- All Year 7 students should enter and leave school through the gates on Preston Road.
- Students will leave at 3.00pm unless they have an after school activity or detention
- Students who leave after 3.00pm will leave via Main Reception

Students are still representing the school on their journey to and from school, and therefore we expect them to:

- Wear their uniform appropriately.
- Behave in a sensible and responsible manner.
- Be on time to school in the morning.
- Dismount their bikes and walk them through the school gates.
- Show members of the public respect and represent the school in the correct manner.

Any positive actions and misdemeanours reported to school from the public whilst the students is representing the school will be treated as if the child were in school.

CYCLING

To make cycling to and from school a positive experience for everybody concerned, we expect our students to:

- Ride sensibly and safely and to follow the Highway Code.
- Check that their bicycle is roadworthy and regularly maintained.
- Behave in a manner which shows them and the school in the best possible light and to consider the needs of others when cycling.
- Consider wearing a cycle helmet.
- Ensure they can be seen by other road users, by using lights and wearing high-visibility clothing, as appropriate.

How to pay for school essentials

We are a cashless Academy. All payments must come through ParentMail, a secure online cashless system, so students will not be required to bring cash to school at all.

This decision has been made to avoid students losing money between home and school, reduce the risk of bullying and put all students on a level platform.

WE CANNOT ACCEPT CASH OR CHEQUE PAYMENTS WITHIN SCHOOL.

WAYS TO PAY

ParentMail is an online payment system for schools. It allows parents to pay quickly and securely for school meals, trips and activities, uniforms, music lessons and fees. You simply top-up your ParentMail account

online by debit or credit card, or in cash through PayPoint stores.

Your ParentMail balance can be used to pay for any of your children's items at any school.

WHAT ARE THE BENEFITS TO PARENTS AND PUPILS?

ParentMail is easy to use and will offer you the freedom to make online payments whenever and wherever you like – 24 hours a day, 7 days per week.

The online payment technology uses the highest internet security available ensuring that your money will reach school safely – offering you peace of mind.

Your child accesses this account at school through a biometric system. A consent form is in your welcome pack. Parents who do not wish their child to use this service will need to speak to school.

ParentMail is a secure, online payment system for parents and schools.

To get started, download this app.

ParentMail



You will be provided with a unique username and password. If required, a ParentMail user guide is also available at www.parentmail.co.uk/help/parenthelp/

BENEFITS OF USING PARENTMAIL

- You can access ParentMail with your own login and have access to your own personal feed - away from a busy, email in box.
- Top up your dinner money balances and pay for school items online or through the free mobile App.
- Receive automatic reminders letting you know when a payment is low or when a payment is due.
- Have all your school communications delivered to one place, so you can find them quickly and easily.



Our Sports Scholarship Programme

SCHOLARSHIP PROGRAMME

Our Sports Scholarship Programme is the only one of its kind in the country and has won national awards for its academic and sporting prowess. Students have timetabled scholarship lessons, where they will be developing skills, educated by rugby (Super League level) and football qualified (professional level) coaches.

The boys football and rugby scholars will form specific academic groups for all subjects throughout Year 7, 8 and 9 - the groups will then split depending on choices made for GCSE options in Year 10 and 11. We would like our scholarship students to stay with us through Year 10 and 11, but they would have to choose the Cambridge National Sports Studies course in order to do this.

To complement all of this, we are the only school to have a direct link to the University of Hull, with whom we work very closely. The link allows us to use their facilities to give scholars an insight as to what professional sport, and further education, looks like through experiencing many future opportunities that are available.

The scholarship is a privilege to be a part of, but a student's place is subject to their behaviour, attendance and application around the academy. We aim to develop independent, intelligent learners on and off the field through the guidance of dedicated coaches, mentors and support staff.

A place on the scholarship is subject to the Local Authority admissions team allocating your son/daughter a place at the Academy. Scholars will work with Mr Grayburn (Director of Scholarship and Head of Rugby), Mr Abbott (Player Performance Manager and Sports Coach), Mr Stead (Head of Football) and Miss Warvill (Sports Coach) - some students may have worked with Mr Abbott and/or Miss Warvill in Year 5 or 6 though the ASA Primary Coaching Programme.

Subject to ASA scholarship sporting aptitude testing, your son/daughter would receive the following:

RUGBY SCHOLARSHIP

- Scholarship kit to be used in scholarship lessons
- The opportunity to be selected on an Australia tour in

Year 9 or 10 (behaviour and attendance dependent)

- Super League qualified coaching
- Timetabled Scholarship lessons
- Opportunity to play in Yorkshire and national competitions
- Plus many more benefits...

FOOTBALL SCHOLARSHIP

- Scholarship kit to be used in scholarship lessons
- The opportunity to be selected on European tour in Year 9 or 10 and 6th form (behaviour and attendance dependent)
- Coaching from ex-professional footballer
- Timetabled Scholarship lessons
- Opportunity to play in Yorkshire and national competitions
- Plus many more benefits...

GIRLS' MULTI-SPORT SCHOLARSHIP

- Scholarship kit to be used in scholarship lessons
- The opportunity to be selected on European tour(s) (behaviour and attendance dependent)
- Super League qualified coaching
- Coaching from ex-professional footballer
- Timetabled Scholarship lessons
- Opportunity to play in Yorkshire and national competitions
- Plus many more benefits...

For more information please get in touch with our team via email: scholarship@asa.hslt.academy or call **01482 781912**.

To purchase Scholarship kit please visit www.steadyschoolwear.co.uk and follow the links to the Scholarship Programme.

HOW DOES IT WORK?

Scholarship students' timetables will be unique to any other student in the academy as they will be placed into specific rugby scholarship lessons throughout the week. Rugby Scholarship students will be coached by Super League-qualified coach, Albania National Head Coach and former Hull Kingston Rovers Head of Youth Development, Mr Grayburn.

Football Scholarship students will be coached by Mr Stead who has played

football at a professional and semi-professional level and has also managed and coached at a semi-professional level. In addition to this, he also coached the Humberside Under 18s team for five years.

Behaviour and attendance is monitored and the scholar's place on the programme is subject to their behaviour, attitude and attendance in all areas of the school environment. Students will have the opportunity to visit Australia on a Rugby League tour or Europe on a Football tour in Year 9 or 10 (European tour is for both Football Scholars and Multi Sport female Scholars).

PE DEPARTMENT

Students will be offered a wide range of sporting opportunities such as invasion games, net wall, striking and fielding, health and

fitness and aesthetics to name a few. Students will have two hours each week for core PE and will be expected to bring their PE kit for each session - PE kit consists of PE t-shirt, black shorts and suitable footwear. Students will have the opportunity to further their development in their chosen fields at the many after school clubs run by PE staff.

ANY QUESTIONS?

WE'RE CONSIDERING THE SCHOLARSHIP PROGRAMME BUT LIVE OUTSIDE OF THE CATCHMENT AREA - IS THIS AN ISSUE?

No! The Scholarship Programme is for everyone. We are given 10% allocation for out-of-catchment students, so please put ASA as your number 1 choice of secondary school (please also put

Sports Scholarship on your application). We also encourage all interested parties to email scholarship@asa.hslt.academy to arrange a visit before the application process.



Going the extra mile

At Archbishop Sentamu Academy we are proud to be able to offer a whole range of extra-curricular opportunities, both in and out of school time. These range from small clubs at break and lunch time to fantastic trips to other countries and even continents!

Below are just some of the different opportunities on offer:

PHYSICAL EDUCATION

The PE department runs lunchtime and afterschool clubs covering a host of different sports including football, netball, rugby league and union basketball, athletics, rounders and tennis. We enter teams for boys and girls across all year groups into competitions, giving students the chance to represent their school.

DRAMA

The school has put on some wonderful productions over the years such as Hairspray,

Grease, Adams Family and our upcoming production Oliver. We also have a highly successful Performing Arts Scholarship Programme, following which a number of our scholars have gained places and scholarships at prestigious drama schools across the UK and internationally.

All budding actors and actresses should keep an eye out for information about our exciting extracurricular activities.

MUSIC

Whether you play an instrument, are a singer or just want to get involved, everyone is always welcome at the music clubs and we also have a range of different instruments being learnt by our students in individual music lessons. As with drama, the clubs are a chance to practise before performing in the bigger productions that everyone looks forward to!

STUDENT COUNCIL

Student voice is taken seriously here at Archbishop Sentamu Academy and as such, we have a strong Student Council and associated student newspaper, the *Sentamu Sentinel*.

Student Council meetings take place in year teams, which in turn feed into a whole School Council and cover a wide range of issues, both in and out of school. As part of our unyielding mission to ensure all students lead the best life possible we also have additional student



voice committees for students who identify as part of the LGBTQIA+ and Black, Asian and Minority Ethnic communities and are always actively working with our students to ensure that no-one in our community feels marginalised.

TRIPS

There are lots of chances to go on a range of educational visits at Archbishop Sentamu Academy. The Modern Foreign Languages Department has run trips to Auschwitz and a trip linked to the Mandarin Excellence Programme (look out for further information on the chance for students to learn Mandarin).

The Geography Department has run numerous fieldwork excursions and trips to Yorkshire Wildlife Parks; PE and Scholarship take students around the country for fixtures; Motor Vehicle staff have run a visit to FGM Repair Services.

The English Department has run a trip to East Park to further develop students' love of reading in the outdoors; the Music team have taken students to perform at Hull Minster and pre-Covid, a group of students went on a trip of a lifetime to Australia.

This is just a taste of some of the things you will be able to enjoy in the coming years at Archbishop Sentamu Academy.



Any questions?

WHAT DO I DO IF I DON'T LIKE THE TUTOR GROUP I AM IN?

Speak to Mr Donaldson straight away. The earlier we are made aware of any issues the quicker we can resolve them.

WHERE DO I GO ON MY FIRST DAY?

Go to the courtyard where staff will be waiting to greet you.

WHAT IF I CAN'T DO MY HOMEWORK?

See your subject teacher straight away!

WHAT IF I AM LATE TO SCHOOL?

Go to Main Reception and sign in.

WHAT IF I LOSE SOMETHING?

Go to the Admin Office within their opening hours and they will check lost property for that day. Please make sure all of your uniform and equipment is clearly labelled with your name so it can easily be returned to you.

WHAT IF I FORGET MY PACKED LUNCH, PE KIT OR BOOKS OR IF I HAVE TO CONTACT HOME IN AN EMERGENCY?

Visit your year office in the first instance.

WHAT IF I HAVE PROBLEMS?

See your Form Tutor, Student Liaison Officer, Safeguarding Team or the nearest member of staff as soon as possible.

WHAT IF I FEEL ILL AT SCHOOL?

Let your class teacher know. They will either ring for a first aider or send you down to Admin who will assess and provide first aid.

WHAT IF I AM ABSENT?

Your parent/carer needs to telephone school on 01482 781912, selecting the attendance option on the first day of illness and each day thereafter, and explain why you are absent.

WHAT IF I FORGET MY NETWORK PASSWORD?

Speak to your Tutor who will arrange for it to be changed.

WHAT DO I DO IF MY FAMILY CONTACT DETAILS CHANGE?

It is important that you let us know of any changes of circumstance that occur in the future, including changes of address, changes of telephone numbers (including your own, your named emergency contacts and your doctor), or any other personal changes. Please write a note or contact Reception with the new details.

WHAT IF I BRING MONEY OR VALUABLES TO SCHOOL?

You are advised not to bring valuables into school. You are responsible for all valuables brought into school.

WHAT IF I BRING MY BIKE TO SCHOOL?

We have enough bike points for all bikes to be locked up. Please leave your bike in the bike sheds and make sure it is locked securely through the frame and wheel.

WHAT IF I LOSE MY LOCKER KEY?

Go to Admin and they will be able to help you.

WHAT IF I FEEL I AM BEING BULLIED?

Tell any member of staff straight away and they will be able to sort it out for you.

WHAT IF I HAVE NO CREDIT ON MY CASHLESS CATERING (PARENTMAIL) ACCOUNT?

Go to Admin and they will be able to ring home and arrange for you to have some lunch.

WHAT IF I FORGET MY PLANNER?

See your Form Tutor straight away and they will assist you in obtaining a temporary planner sheet for the day/ week. If you repeatedly forget you will receive a sanction. If you lose your planner you will have to purchase a new planner.

WHAT IF I AM NOT VERY HAPPY?

Talk to your Form Tutor or any member of staff - we will all be able to help you!

HOW WILL MY PROGRESS BE REVIEWED?

There are a number of ways throughout the school year including reports, parents' evenings and examinations.

WHERE DO I SPEND BREAK AND LUNCH TIMES?

All Key Stage 3 students spend break times either in the Dining Hall or the Courtyard - if it is wet, we will open the Hall. There are also some quiet spaces such as the Library and the Chapel where students can spend these times. At lunch time the astroturf and field are open, depending on conditions.

WHERE ARE THE TOILETS? WHEN CAN I USE THEM?

Toilets can be used before school, break time, lunch time and after school only, unless students have a medical need. Only children with a pass may leave a lesson to go to the toilet so make sure you go when you have a break. There are toilet cubicles at the side of the main dining halls and on each floor. We do not have any communal toilets. All our toilets are individual self-contained toilet and wash basin cubicles, and as such are gender neutral.

KEY TRANSITION STAFF

Executive Principal/

Trust CEO: Mrs H Winn

Vice Principal: Mr P Fraser

Head of Year 7: Mr R Donaldson

Y7 KEY CONTACTS

Vice Principal: Mrs T Drinkwater

Designated Safeguarding Lead: Mr T McNaught-Roberts

Special Educational Needs Co-ordinator: Mrs B Norton



Have you:

- ☐ **COMPLETED AND HANDED IN THE ADMISSION INFORMATION BOOKLET?**

☐ **ORDERED THE APPROPRIATE UNIFORM FROM STEADY SCHOOLWEAR?**

☐ Blazer

☐ Year 7 tie

☐ Reversible PE top

☐ **WHERE NECESSARY SPOKE TO OUR SEND TEAM REGARDING SUPPORT?**

☐ **WHERE NECESSARY BOUGHT THE APPROPRIATE EQUIPMENT FOR YOUR FIRST DAY?**

☐ Bag

☐ Pencil

☐ Ruler

☐ Reading book

☐ Calculator

Notes...

