

FAMILIES HANDBOOK 2021



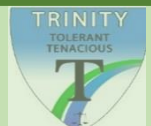
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KEY MEMBERS OF STAFF

MRS JONES – ASSISTANT PRINCIPAL (TRANSITION LEAD)

MRS PAYTON – YEAR 7 PROGRESS LEADER

MISS ROBINSON – YEAR 7 STUDENT WELFARE MANAGER

MRS BRADLEY – SENDCo

MISS MOORE – STEPS (INCLUSION) MANAGER

MISS DALE – SAFEGUARDING

Any queries and questions please contact the above staff at
transition@georgesalter.com



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OUR ACADEMY MISSION

We are George Salter Academy and we are ambitious for every child. We defy disadvantage and believe that all students, regardless of their background, should be equally able to realise personal goals, achieve outstanding outcomes and reach their full potential. We promise to provide the same breadth and depth to our curriculum and provision for all students regardless of background or prior attainment.

Our students will develop a passion for learning which will allow them to make informed decisions and determine their own future amongst the demands of 21st century life.

We want to see a society that benefits from the contributions of our well-educated and empowered young people.

OUR VALUES

Ambition To be <i>ambitious</i> in our <i>thoughts</i> . To have <i>belief</i> in our <i>potential</i> . To be <i>courageous</i> in our <i>actions</i> .	Belief To be <i>ambitious</i> in our <i>thoughts</i> . To have <i>belief</i> in our <i>potential</i> . To be <i>courageous</i> in our <i>actions</i> .	Courage To be <i>ambitious</i> in our <i>thoughts</i> . To have <i>belief</i> in our <i>potential</i> . To be <i>courageous</i> in our <i>actions</i> .
		



Our expectations - PAUSE

P = PUNCTUALITY

Learning begins at 8.40am and students should be on site no later than 8.30am. To ensure that students are in their class for this time the school gate will be locked at 8.38am and they will be given a same day 30 minute detention if they arrive after this time.

Students are also expected to arrive at each lesson on time. Lateness to lessons reduces important learning time and students who are late for lessons will be sanctioned accordingly.

A = ATTENDANCE

Attendance and achievement are closely linked. At GSA, we expect students to have an attendance record of above 98%. Students who achieve this are far more likely to fulfil their potential.

We will make contact on any day of absence to discuss the reason and ways to get your child back into the Academy as quickly as possible.

U = UNIFORM

Please see page 10 below for information about our uniform expectations.

S = STANDARDS

It is important that our students get the same, consistent message on high expectations and your reinforcement of these expectations is really helpful to us. Our Golden Rules to be Respectful, Responsible and Safe are for all members of the academy community and students can do this by:

- Behaving sensibly and following instructions
- Being pleasant and polite
- Being considerate to others
- Completing all work and homework on time

E = EQUIPMENT

We feel it is vital that students are prepared for learning each day; this includes correct uniform and equipment. Students must have an adequate sized school bag to carry books (A4 size) and equipment, plus a pencil case with at least one black or blue pen, a red pen, pencil, ruler and rubber as basic equipment for each lesson.

WHAT CAN YOU DO TO SUPPORT YOUR CHILD?

PARTNERSHIP

We work best when communication between us is strong. You can always call or email us to discuss any concerns or issues but we request that any meeting is pre-arranged with the member of staff by contacting us beforehand to make this arrangement.

READING

Reading forms the foundation of learning. At GSA we are passionate about developing a love of reading. Listening to your child read for 20 minutes each day has been proven to have a positive impact on academic outcomes.

HOMEWORK

We ask that each week you monitor your child's homework, by looking and signing their academy planner. Please encourage them to work hard and to complete homework on time.

SOCIAL MEDIA

If your child has access to the likes of Facebook, WhatsApp and Instagram, we would encourage you to monitor their usage. This will help to reduce any issues arising due to this use from spilling over into the Academy.

WHAT CAN YOU EXPECT FROM THE STAFF AT GSA?

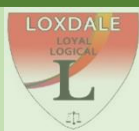
Achieve – As staff we challenge and believe that every student, regardless of background or personal circumstance can achieve highly.

Aspire – As staff we reflect and believe that constantly improving practice so that the best teaching and learning experience ensures that all students will aspire to be the best they can be.

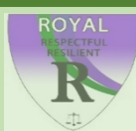
Care – As staff we create and support a sense of belonging so that all members of the school community feel valued, are kept safe and thrive.



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BEHAVIOUR AND REWARDS

Our three golden rules, which are displayed around the academy.

This is our school

...these are our rules

RESPECTFUL

to be respectful I will

- show respect for everyone in the academy
- show respect for all staff by following requests first time
- show respect to my peers' right to learn
- show respect by taking care of any equipment that I use
- show respect for the environment

RESPONSIBLE

to be responsible I will

- take responsibility for my own learning by bringing in the correct equipment each day and completing all work to the best of my ability
- take responsibility for my actions everytime and not seek to blame others
- take responsibility for my own progress by acting upon teachers advice with positivity
- take responsibility for my attendance and punctuality each day
- take responsibility for my behaviour by ensuring I am the best person I can be every day

SAFE

to be safe I will

- keep myself safe travelling around the academy by walking on the left and holding doors open
- keep myself safe in all lessons by listening to the advice from teachers, asking when I am unsure and when using specialist equipment
- keep myself and others safe in the academy by reporting any concerns through the SHARP system
- keep myself safe by using digital technology appropriately
- keep myself safe to and from school by not putting myself or others into danger with my actions



GEORGE
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ACADEMY



ClassCharts is the behaviour monitoring system that is used to collate all behaviour information about you. It records both positive and negative behaviour and can be seen by yourself, your parents and your staff. It is a 'live' resource and this means that your behaviour is monitored as it happens.

Your behaviour is monitored by each department and the pastoral team and you are rewarded for the accumulation of positive points based on your positive behaviour. You are able to use these points to purchase items of stationery and early lunch passes amongst other incentives. These points also contribute towards invites to rewards breakfasts with the Principal, half termly certificate presentations and gift vouchers.



As well as the tracking of positive behaviour, ClassCharts is also used to record and track any negative behaviour you are involved in. If negative behaviour is present then you should expect to receive a sanction in line with the Academy behaviour policy.

You can access ClassCharts by either the internet or mobile APP (available via the Apple App Store or Google Play) and this is available to both yourself and your parents. You are encouraged to download the APP and access this regularly in order to track progress and be able to purchase rewards in the ClassCharts shop.

Logging into ClassCharts

You can access the ClassCharts student website and links to the student apps at:

www.classcharts.com/student/login

(Your password will be issued to you at the start of the school year.)

If you lose this password you will be able to have it re-issued by your Student Welfare Manager.

1. Enter your [email address](#) and [password](#) into the fields provided.

2. Click on the [Log in](#) button.

3. Enter your [date of birth](#) if prompted and click on the [OK](#) button.

Access code *

Your access code

Please enter the access code supplied by your teacher.

☒ Remember me

LOG IN

Date of birth

Please enter your date of birth below.

Date of Birth

12/06/2009

OK CANCEL



Restorative Justice

When you have done something wrong, the Academy uses the restorative justice approach to address the issue and enable you to continue in your education without fear of repercussions based on any previous negative behaviour. This approach allows any negative behaviour to be discussed between yourself and the relevant member of staff with the ambition being that any differences can be resolved and you are able to attend the next lesson free in the knowledge that you have been given a fresh start.



Within a restorative justice conversation, the member of staff will meet with you to discuss the incident and you are both able to express your reasons as to why the incident occurred in the first place. If it is felt necessary, a third person will support this discussion and this person might be a Head of Department, Student Welfare Manager, Form Tutor, SLT or any other member of staff. Once a successful restorative justice conversation has taken place then the matter is considered closed between the teacher and yourself and you are able to return to lesson next time safe in the knowledge that the incident has been put behind you.



OUR HOUSE SYSTEM

As part of our pastoral system and to support our family ethos in the academy, we have four houses. All students are assigned to a house when they start at GSA.

Crescent **Loxdale** **Royal** **Trinity**

All staff are also assigned to a house and throughout the academic year, there are many inter-house activities for students and staff to get involved in. There is a house cup to win at the end of the year, as well as our renowned sports day!

Tutor Groups

7C1 – Mr Rasoul	7L1 – Miss Higgins	7R1 – Miss Digpal	7T1 – Miss Akter
7C2 – Mr Dunn	7L2 – Miss Jahan	7R2 – Miss Whitworth	7T2 – Miss Woodhouse
7C3 – Miss Bains	7C3 – Mr Dudley		

You will soon be receiving a letter from your tutor, explaining which group and house you are in.



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UNIFORM AND DRESS CODE

It is imperative that all of our students wear correct uniform in order to promote equality, a sense of belonging and pride in being part of the Academy. Any student not adhering to this policy without any medical or other exemption will face a loss of social time until the issue is addressed.

SCHOOL UNIFORM

Black trousers of a suitable length – the trouser must sit on the top of the shoe and not 'cling' to the leg
Knee length skirt – must not be 'stretchy' material or of a 'tight' fit
White shirt
Academy tie
Academy blazer
Academy / Black V Neck jumper (optional)
Black shoes
Black outdoor coat

ITEMS NOT PERMITTED

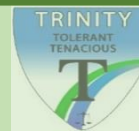
Multiple earrings – earrings can only be worn as a single stud with one in the lobe of each ear
Boots
Caps
Hoodies
Multi-colour coats
Trainers (except for use in PE)
Facial piercings
Fake nails/Extensions
Non-natural coloured hair dye or excessive hair accessories
Coloured nail varnish – nail varnish can only be worn if it is clear
Excessive make up

FOOTWEAR

Black shoes must be worn by all students – Trainers or boots that are ankle height or higher are not permitted. They must cover the whole foot.
'Dolly' shoes or shoes that have an 'open' top are also not allowed.
Full socks are also required, not trainer socks

THE ACADEMY TIE

The colour of the tie will depend on the house your child has been placed.
Crescent = Yellow Stripes
Royal = Purple Stripes
Trinity = Blue Stripes
Loxdale = Red Stripes





PE KIT

It is imperative that all of our students wear the correct PE uniform and bring their kit to every PE and Dance lesson. The complete PE kit consists of:

Academy PE Shirt

Academy PE Shorts

Academy PE Socks

Academy Sports Jumper

Academy jogging bottoms / leggings

Training shoes – must be suitable for indoors and outdoors / Astro turf.

Canvas 'pumps' / fashion trainers are not appropriate.

In PE and Dance we operate a **100% participation policy** where students are expected to participate in all lessons. Students are expected to bring all of their PE kit to every lesson.

Students are encouraged to bring a note if there is any reason they cannot participate fully. We will endeavour to ensure the lesson is fully adapted to their temporary needs. We expect students **with notes to bring their PE kit and get changed** as they will still play an important part of the lesson and continue their learning as a coach/referee/choreographer/class reporter.

All students who arrive without their PE kit will be expected to borrow kit so that their learning is not affected.

**Uniform is available to purchase from clivemark.co.uk or in the store
(Please check for opening times)**



EQUIPMENT

At the start of the academic year, students will be issued with a planner. This must be brought to school every day and placed on the desk alongside the equipment needed for the lesson.

This is used by students to record their timetable, homework, attendance and any other useful day to day information. It also contains many useful curriculum related information pages to help guide them along the way.

The planner is a useful document for communicating between home and the Academy and should be signed each week by the parent / carer as well as the form tutor to ensure it is being used properly.

If your child misplaces or loses their planner, the cost of a replacement is approximately £3

Please also ensure you bring with you every day:

An adequate sized bag to fit in all necessary books/equipment for the day (The bag should be able to fit an A4 sized book)

A pencil case with the very least - a black/blue pen, a red pen, a pencil, rubber and a ruler.

A reading book (These can be borrowed from our school library)

Your planner

PE kit (Depending on your timetable)

Books/Homework (Again, depending on your timetable)



THE ACADEMY DAY

FORM TIME	8.40am-9am	LUNCH ARRANGEMENTS Each year group is allocated a time slot to arrive at the canteen to purchase their lunch. We expect students to line up sensibly before entering and be respectful and helpful by clearing away their plates and cutlery. There is a wide selection of hot food available and a variety of sandwiches and baguettes. Students are of course allowed to bring their own lunch and eat it in one of their allocated year group common rooms or outside in the quad area. Please note that fizzy drinks are not allowed in the academy.
PERIOD 1	9am-9.50am	
PERIOD 2	9.50am-10.40am	
BREAKTIME	10.40am-11am	
PERIOD 3	11am-11.50am	
PERIOD 4	11.50-12.40pm	
LUNCHTIME	12.40pm-1.20pm	
PERIOD 5	1.20pm-2.10pm	
PERIOD 6	2.10pm-3pm	

We operate a cashless system when students pay for their lunch.

On your first day in the academy, you will have your finger scanned to create an account for you to put money onto.

You can put cash into one of the machines allocated around the academy, then you will pay for your lunch via scanning your finger in the canteen.

At GSA we use the online system – ParentPay. This enables all parents to pay for their child's school meal. You can then check what they have purchased for their lunch!

Any trips that take place can only be paid for online via ParentPay. **Please make sure we have the most up to date email address from you as parents.**

Your child will receive a letter in September with an activation code for ParentPay



INCLUSION SUPPORT

We are a mainstream Academy; we aspire for all of our students to achieve their potential, including those with SEND. Students are identified as SEND when their progress has significantly slowed or stopped, and the Academy interventions or resources we normally put in place do not enable improvement. We have specific intervention programmes which help and support development and enable progress to be accelerated.

Our teachers closely monitor the progress made by all students and ask advice from the SENDCo/ Assistant Principal as soon as they have concerns about any student. The SENDCo will support teachers with planning specific teaching and learning activities (such as producing individualised differentiated work) and they may enrol students on specialist intervention programmes to offer additional support. If these activities do not help the student to make better progress, the SENDCo / Assistant Principal might suggest temporary additional support, or ask for advice or assessment from an external specialist service. If the student's progress is still significantly below that of their peers, the SENDCo / Assistant Principal, Progress Leader / Student Welfare Manager will meet with parents/carers and student in order to collectively agree what additional SEND support will be put into place.

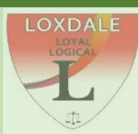
We regularly review data for all students and evaluate the impact of interventions. Subsequent interventions will be put in place if needed and referrals may be completed for external agency support. We conduct staff and student voice sessions where the contributions of both are considered. The SEND team will assess and review the progress of all students with SEND at key data points in the year. The SEND team focus upon academic progress, and the pastoral team focus upon attendance, behaviour, attitude to classwork and homework.

As an Academy we have the highest possible expectations for all of our students. All teaching and learning is based on your child progressing and making the expected or above expected progress. The Academy will put in place a variety of different teaching and learning techniques so that your child is fully involved in learning in class; the teacher will put in place specific strategies which may be suggested by the SENDCo or specialists from outside agencies to enable your son or daughter to access the learning tasks. We also have an extensive study support programme that will enable students to achieve their full potential.

Our SEND policy is also accessible on our website and will give you the information you need about how we make provision for all students with SEND. You can access all academy policies on our website in the tab entitled "The Academy". If you would like to discuss our SEND provision or find out more, please contact our SENDCo via email: c.bradley@georgessalter.com.



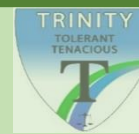
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George Salter's Inclusion department; STEPs, supports students with eliminating personal barriers to learning through:

- Academic support
- Therapeutic mentoring programmes
- In class support
- Extra-curricular clubs
- External agency interventions



The STEPs department supports over 200 students per academic year through small group or one to one work with our dedicated team of mentors and Mental Health First Aiders.

Through our unique interventions like *Craft-Esteem* and extra-curricular clubs such as *Growing Together*, we support students with developing the skills and confidence they need to learn and aid them in making the best possible decisions socially and emotionally.



*"Mentoring has helped me
with my confidence"*
- Y7 Student





SAFEGUARDING

George Salter Academy recognises its responsibility to safeguard the welfare of all its students by protecting them from physical, sexual or emotional harm, neglect or bullying.

George Salter Academy will always endeavour to:

Take action to enable all children and young people to secure the best outcomes.

Ensure that children grow up in circumstances consistent with the provision of safe and effective care.

Prevent impairment of children's health or development.

Protect children from maltreatment.