



The Ilfracombe Academy

A Specialist Arts School & Sixth Form

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www.ilfracombeacademy.org.uk

Welcome Pack 2021



A Church of England Academy
Life In All Its Fullness



Ofsted
Good
Provider

Academy Aims and Values

We serve and support our community providing a child-centred education that reflects Christian values. Respecting the dignity and potential of each individual person and sensitive to the needs of a diverse society, we strive to enhance and strengthen our values:

- Hope
- Kindness
- Courage
- Integrity
- Trust
- Respect
- Responsibility

These values are central to our school.

We are committed to the highest standards of academic excellence; we are dedicated to providing the best possible education for all our students by developing the knowledge, understanding and skills essential for learning and leading a fulfilled life.

We are looking forward to working with you as a family and value your contribution to the school.

At The Ilfracombe Academy we aim to develop outstanding students who...

Listen	<ul style="list-style-type: none">• Listen to other students and staff and do not interrupt, use putdowns or talk over other people
Collaborate	<ul style="list-style-type: none">• Cooperate with others in pairs or a group to complete a task• Share resources and ideas• Help others, takes turns, share group roles• Seek the opinions of others
Are prepared	<ul style="list-style-type: none">• Arrive to lessons on time• Bring the necessary equipment• Complete homework
Ask for help	<ul style="list-style-type: none">• Ask other students for help• Ask staff for help when not sure how to progress
Always aim high and do not give up	<ul style="list-style-type: none">• Work with determination• Show resilience when attempting challenging work• Support other students to do their best

The School Day

Students should arrive at school in good time for registration. We operate a five lesson school day with each lesson lasting an hour (55 minutes on a Friday, to allow for an early finish).

Monday – Thursday		Friday	
8:45am – 9:05am	Tutor	8:45am – 9:05am	Tutor
9.05am – 10.05am	Period 1	9.05am – 10am	Period 1
10.05am – 11.05am	Period 2	10am – 10:55am	Period 2
11:05am – 11:25am	Break	10:55am – 11:15am	Break
11.25am – 12.25pm	Period 3	11:15am – 12:10pm	Period 3
12.25pm – 1.25pm	Period 4	12:10pm – 1:05pm	Period 4
1.25pm – 2.05pm	Lunch	1:05pm – 1:45pm	Lunch
2.05pm – 3.05pm	Period 5	1:45pm – 2:40pm	Period 5
3.05pm – 3.25pm	Prep time (Years 7,8,9,10,11) Each student completes one piece of homework in school. Two other pieces of homework to be completed at home or in school.		

Prep time

All students at The Academy will have the last session of the day back with their tutor group to be used as an independent study session. This dedicated time is for pupils to complete one of three homework tasks for that evening using their Knowledge Organiser and supported by their tutor. This is so that students learn both the content required for each subject and how to improve their study skills well in advance of the GCSE exams, to help them achieve the best possible outcome. Any student who chooses not complete the three homework tasks will be collected at lunchtime the following day for academic catch up.

Students will be allocated to a tutor group, who they will stay with for the duration of their time here. Students have a different teacher for each subject.

The Pastoral System

Students will be placed in one of four houses, Michelangelo, Dali, Picasso and Da Vinci, where they participate in house competitions, sports and academic activities to achieve house points.

Each year group will have a Pastoral Coordinator and a Head of Year who will support your child and deal with any day-to-day occurrences.

Year Group	Pastoral Coordinator	Head of Year
7	Miss L Young	Mr R Tilley
8	Mrs A Clinch	TBC
9	Mrs J Fishenden	Mr P McDonald
10	Mrs L Brennen	Mrs S Clarke
11	Mr L Cochrane	Mrs J Tilley Mr J Greenaway one day a week
12 and 13	Mrs C Shobbrook	Mr T Collins

Curriculum Content Overview

The following table outlines the subjects on offer at The Ilfracombe Academy and the number of teaching hours allocated per week. For more detail please see our website under the Curriculum tab.

	Year 7	Year 8	Year 9	Year 10	Year 11
Art	2	2	1	2	2
Biology				2	2
Chemistry				2	2
Design Technology	2	2	2	2	2
Drama	1	1	1	2	2
English	3	3	3	5	5
French*	1	3	3	2	2
Geography	2	1	2	2	2
Health & Social Care				2	2
History	1	2	2	2	2
Information Technology		(In DT)	(In DT)	2	2
Maths	3	3	3	4	4
Media Studies				2	2
Music	1	1	1	2	2
PCRE	2	2	2	3	3
PE***	2	2	2	3	3
Photography				2	2
Physics**				2	2
Science**	3	3	3	6	6
Spanish*	1	3	3	2	2

Notes

In Years 8 and 9 students choose to study either French or Spanish

In Years 10 and 11 students select 3 options from the optional subjects on offer

Literacy and Numeracy

There is explicit teaching of literacy and numeracy skills within English and Maths lessons. In addition, The Ilfracombe Academy's recipe for good teaching encourages all staff to plan activities which support development on literacy and numeracy.

Learning to Learn

New for September 2021, all students in Year 7 will follow a programme of study called Learning to Learn. This will cover teaching on how our students learn best and equipping them with the right metacognitive skills. Students will also have a select few lessons on behaviour for learning and careers and work-related learning.

Knowledge Organisers

Your Knowledge Organiser is part of your toolkit to help you achieve success here at The Ilfracombe Academy. We know that every subject in school requires you to learn and recall a large amount of knowledge. These Knowledge Organisers have been designed to help you learn and apply this knowledge in each of your subjects. They will help you to transfer ideas and key information into your long-term memory, which then enables your working memory to take on new learning in your lessons.

- Your Knowledge Organiser contains key knowledge that you must learn and know
- You can use it to pre-learn, recap, revisit and revise regularly so that your learning can become part of your long-term memory
- You must have your Knowledge Organiser in every lesson; it is as much a part of your equipment as a pen or a pencil
- It can also be used at home to help you complete additional independent study.

In Class	
Quiz your neighbour	Your teacher will tell you which section to focus on. Test each other by making up questions.
Low Stakes Quiz	Sometimes your teacher will prepare a quick quiz for you at the start of your lesson.
Key words in context	Sometimes your teacher will ask you to practise writing sentences using key words.
Spelling test	Sometimes your teacher will give you a spelling test on the key words.
References	If you get stuck, check whether the information you need is here.
Extended writing	Incorporate the information you have learned into long pieces of writing' to show more specialist in-depth knowledge.
Knowledge test	At the end of a unit, your teacher will give you a test to see how well you have learned the information.
At Home	
Create mind maps or flashcards.	Challenge yourself. After creating your mind map, can you reproduce it from memory? Flash cards can help you test yourself on key concepts. Keep them simple.
Use the 'Look, cover, write and check' strategy. To be done for key words and diagrams.	Study the information then reproduce the information from memory. Always check and correct your work.
Write your own basic recall quizzing questions around the keywords and definitions.	Test yourself with these questions and then leave it overnight to answer them the next day.
Put the key words from your KO into new sentences.	Using the words in different sentences helps your brain to place the word in your long-term memory.
Learn key quotes (if applicable).	Consider what you may say about these quotes e.g. what the author is trying to make you think/feel, their choice of language, what can be inferred from it.
Draw a comic strip, storyboard or a timeline describing any series of events.	This is particularly helpful in history but can also be used in other subjects such as understanding the plot line of a novel or play.
Draw diagrams of key processes or theories.	Visual representations can be really useful to help us remember.
Pre-learning	Read a section of your Knowledge Organiser prior to the lesson.

Homework Expectations

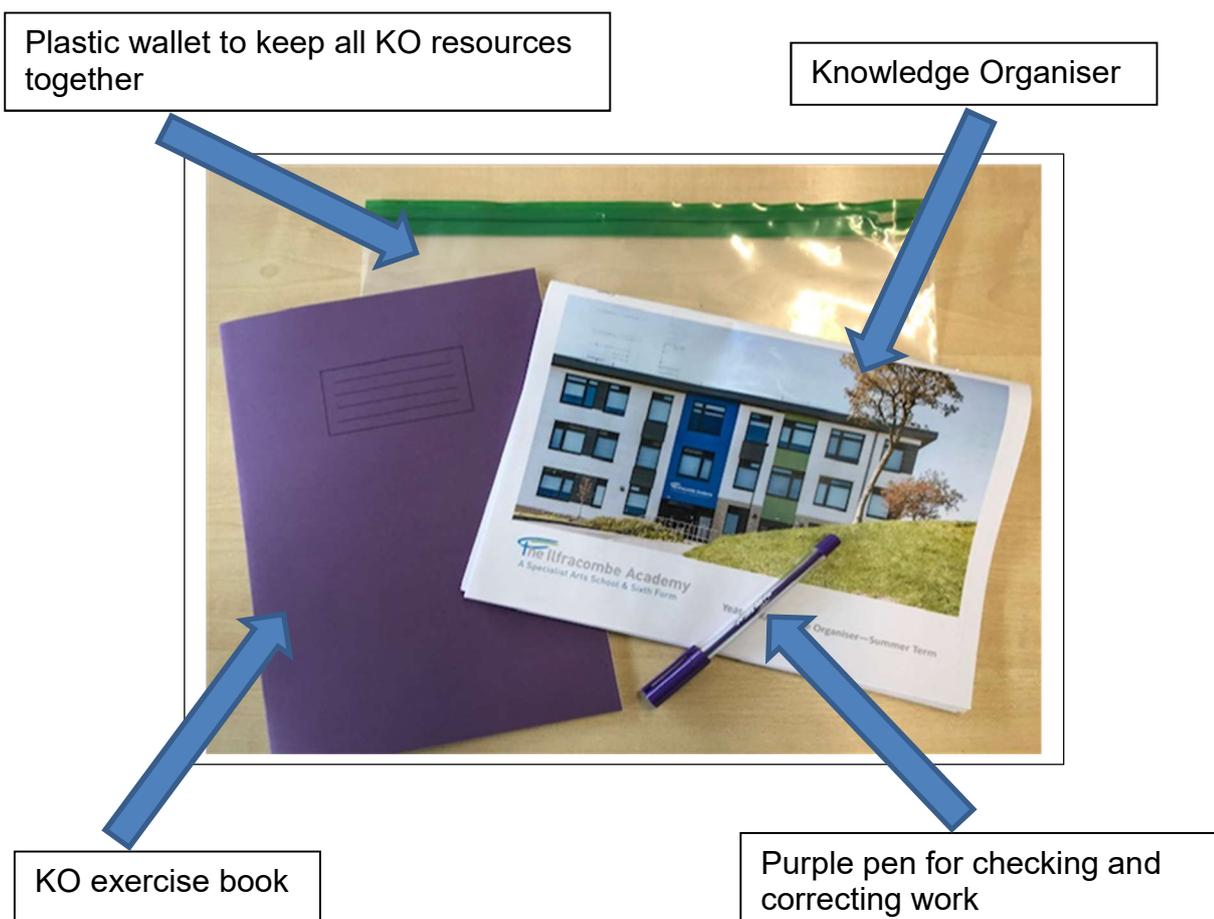
In Years 7-9 homework will be set using our Knowledge Organisers. The expectation is that students will complete three homework tasks each day from Monday to Thursday, as outlined in the Preparation Time section of this booklet. There is a further requirement to complete two homework tasks over the weekend.

Each homework task should take twenty minutes and will be completed in the students' Knowledge Organiser (KO) exercise book. Students are expected to check and correct each homework. This work will be checked by tutors every morning.

Students must complete the correct subject homework each evening. There may be occasions when the class teacher sets specific sections of the KO for completion. This will be noted on ClassCharts.

Our newly introduced Preparation Time is designed to enable students to complete one of the three homework tasks each day from Monday to Thursday, meaning that only two need to be completed after school.

Failure to complete the three homework tasks each day will result in students being collected for academic catch up during lunchtime the following day. It is an expectation that homework is complete.





ClassCharts Learning Tool

ClassCharts is our main online learning tool at The Ilfracombe Academy. It can be accessed by teachers, parents and students via a web portal, or a mobile app. ClassCharts is easy to use and includes the features listed below.

Student Account Key Features:

- **Behaviour** – students can keep up to date with behaviour points awarded to them
- **Announcements** – students can view updates and reminders
- **Homework** – Students can stay up to date with specific KO tasks set by their teachers
- **Timetable** – Students can access their full timetable information

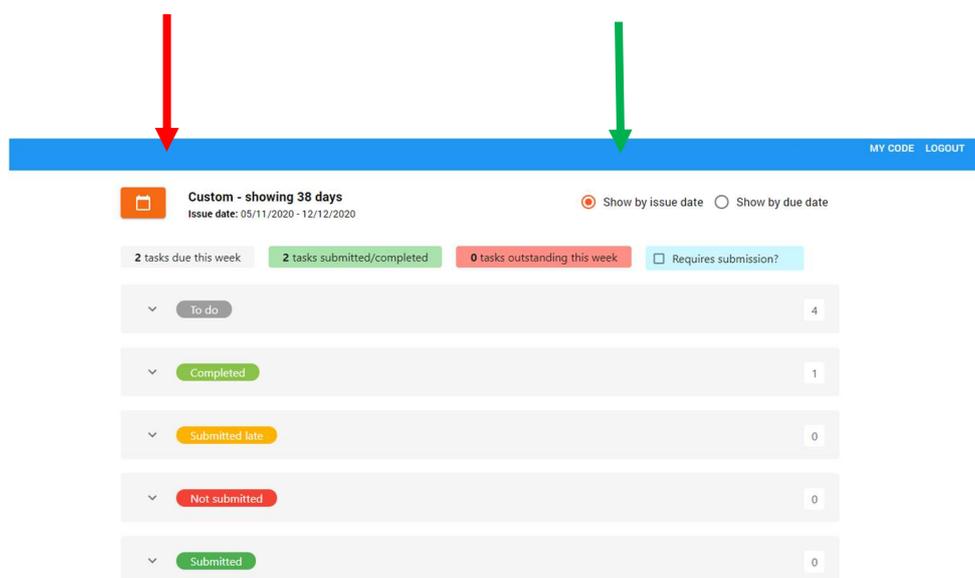
Students will be supplied with a login code and should open a web browser and go to <https://www.classcharts.com/student/login>. They input their code and log in to the student portal.

Parents have their own portal, which can be accessed with the above ClassCharts web address, but by selecting the Parent login. Multiple logins can be registered for each child. Parents can access their child's timetable, reports on behaviour, and homework.

If you have any queries relating to ClassCharts or require login assistance, please contact Claire Pearce at cpearce@ilfracombeacademy.org.uk.

Navigating ClassCharts Homework Tab:

1. Log in and select the Homework tab on the left-hand side.
2. Click the orange calendar box, shown by the red arrow below, and set to preferred dates, e.g. 'since August'. Select the dates shown according to your preference.



3. Use the drop-down arrow on the 'To do' tab, to view work set by teachers.

ClassCharts Data Protection:

The system is secure and access is only available to parents who are given a unique login code to register. ClassCharts complies to the school's Data Protection Policy (available on our website). For further information please see the following links or contact the school.

<https://www.ilfracombeacademy.org.uk/information/policies-and-documents>

<https://www.edukey.co.uk/privacy>

Microsoft Office:

All students are issued with their own school Microsoft Office 365 account and email address. This will usually take the format firstnamesurname@ilfracombeacademy.org.uk. This allows each student access to Word, Outlook, and other Microsoft applications.

The login details are the same as those they use to access computers in school. In order for students to be able to access all work content set on ClassCharts, they will need to also be logged in to their school Microsoft account in a separate browser tab.

For any log in issues, please contact Mr Denyer: icthelp@ilfracombeacademy.org.uk.

Uniform and Appearance

A high standard of personal appearance is expected of all students. We will always contact parents where students arrive at school in non-uniform or inappropriate footwear. Students may be asked to go home to get changed or spend a day in internal exclusion.

Compulsory School Uniform

- It is expected that all students will wear full school uniform to and from school.
- Jewellery should be simple and discreet and is limited to a single stud or sleeper in each ear. Sleepers or earrings should be no larger than a 1p piece. Facial piercings are not permitted.
- Exaggerated hair styles and colours are not acceptable; natural hair colours only.
- In some subject areas, all jewellery must be removed or covered for health and safety reasons.

We do not allow students to wear the following:

- Denim/leather garments
- Extremes of fashion
- Facial piercing of any kind (students may have one small piercing in their ear)
- Bracelets or necklaces
- Baseball caps or hoods
- False nails

Acceptable	Not acceptable
White shirt or blouse with collar	Coloured or patterned shirt or blouse
School blazer and tie with school logo	
School jumper with school logo	Any other coloured sweatshirt
School black skirt (from uniform suppliers)	Excessively short or tight-fitting styles
School black trousers or shorts (tailored)	Denim, cord, canvas or any extreme design, tight-fitting trousers or leggings
Plain black footwear (no coloured logo or pattern)	Boots, high heels, thick platforms, sandals, flip-flops or any extreme design
White/black/grey socks or black tights	Coloured or patterned socks or tights
Plain black belt	Coloured, studded or extreme fashion belts
Jewellery is limited to a single stud/sleeper in each ear.	Any other facial piercing
Hair must be of natural colour	

Sports Clothing

PE Kit and Expectations

Every student should take part in every PE lesson and to ensure this happens students will need to know the following expectations.

Students will not be excused from PE with a note from home. A note may be written from home to inform the teacher of previous illness/injury, but the teacher has the responsibility to suggest the level of activity a student can participate in. If necessary, the teacher may request a student changes group if the nature of the activity is unsuitable for that student's needs.

Students take part in PE with or without kit if it is safe to do so. If a student has forgotten all or part of their kit, they must borrow kit that is available within the department stores. If a kit is not available, the student will have to take part in their uniform or change groups for that lesson only. Sanctions will be set for missing kit.

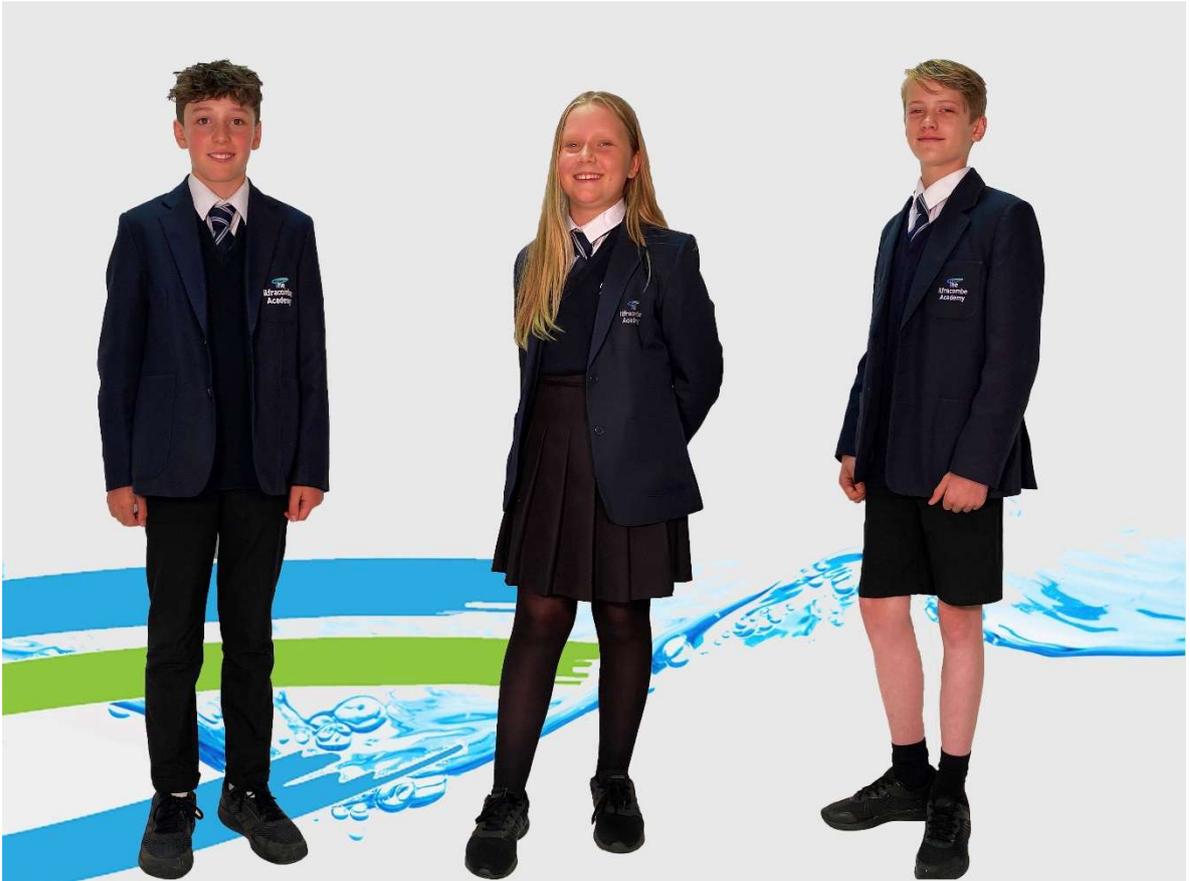
Kit requirements:

This year new students in Year 7 need to have the new PE kit comprising of the clima-cool t-shirt and quarter zip jumper. There is no expectation for students in other years to buy the new PE kit, but if they have outgrown or need to replace an item of their kit they will need to buy the new style.

- Long-sleeved quarter zip school logo jumper
- School logo clima-cool navy short-sleeved t-shirt
- School logo navy rugby training top (optional)
- Plain navy or black shorts
- Plain navy or black jogging bottoms or plain sports lycra leggings
- Training shoes (not boot style) and non-marking soles exclusively for PE
- Football socks (navy or black)
- Studded boots (worn on all weather pitch and wet grass). Note: plastic or rubber studs only to be worn on the all-weather pitch, no blades or trainers
- Shin pads for football
- Gum shield for rugby
- No jewellery
- Long hair tied back

No jewellery is to be worn. Newly pierced earrings can be taped but must be taken out for invasion games and gymnastics.

Examples of correct Uniform/PE Kit



FOOTWEAR FOR THE ALL WEATHER PITCH

To protect and maintain the high-quality playing surface, approved footwear must be worn at all times. The only footwear permitted is round rubber/plastic moulded studs or metal/plastic screw in studs (Astroturf trainers, flat trainers, shoes and blades are not allowed for health and safety reasons).

Examples of suitable footwear



Examples of non-suitable footwear



FOOTWEAR FOR THE SPORTS HALL

To protect and maintain the surface, students are expected to wear clean, non-marking indoor trainers. We recommend the following styles of trainers.

Examples of suitable footwear



Equipment

The school will provide students with:

- Textbooks
- Exercise books
- Student Planner
- Knowledge Organiser

Students will need a bag with writing and drawing equipment (pens, pencils, ruler, rubber, pencil sharpener and some pencil crayons). The bag should be large enough to carry reading books, exercise books, homework and PE kit.

For Science and Maths, students will need a GCSE level calculator, we use Casio FX 83GT plus (available from school), an HB pencil, a protractor, a set square and a pair of compasses. It is useful to carry a pocket size English dictionary as well as a dictionary for Modern Foreign Languages (French or Spanish).

All items of clothing and equipment should be marked with the student's name. Clearly labelled possessions are easy to identify and can be returned to their owners if they are misplaced.

Lockers can be hired for £5 per year and a returnable £5 deposit so that students do not need to carry heavy bags or PE kit around the building. Please note, the use and availability of lockers may be affected by any remaining Covid-19 restrictions.

Valuables

The Academy is unable to accept responsibility for valuable items, including expensive outdoor coats, which are brought into school. Money, calculators and watches should be kept about the person at all times, except when given to a member of staff for safekeeping, e.g. in PE lessons. Speakers are not allowed in school.

Contacting the Academy

By telephone:

Please telephone 01271 863427 to make an appointment if you wish to speak to any member of staff. The school office and telephones are staffed from Monday to Friday 8.30am – 4.30pm. There are answering machines available for members of the Pastoral Staff on occasions when they are unavailable.

By email/text:

The school uses Weduc parent communication app which allows you to text or message the school directly, or you can email admin@ifracombeacademy.org.uk

In person:

All visitors must sign in at reception. The staff at reception will assist with all enquiries. Please note that it may not always be possible to see a specific member of staff immediately as they may be teaching. Please can we encourage you to make an appointment before coming up to the school if you wish to see a member of staff. All visitors are expected to follow our school values.

Weduc Parent Communication Tool



Weduc is a parental communications tool that will be the one stop shop for all school communication, information and payments.

We are a **CASHLESS** school and The Ilfracombe Academy uses an online payment system called sQuid via the Weduc app to take payments for dinner money, school trips, books and equipment using an online web portal, mobile app or Paypoint.

Weduc is easy to use and there are lots of exciting features:

KEY FEATURES

- **Newsfeed** - A social media style community allowing you to view any information, videos, pictures or posts related to your child's education
- **Notices** - Reminders and school updates all in one place
- **Calendar** - All events in one place
- **Targeted Messaging (two-way)** - Via push messages, texts and email
- **Digital Library** - View study guides, web links, work experience forms and other documents
- **Resource Hub** - Direct access to important information and links such as GCSE Pod, Hegarty Maths, Show My Homework, Class Charts etc.
- **Payments** - Pay for dinner money, trips, books and equipment
- **Parents Evenings** - Book your appointments easily
- **Parent Portal** - Here you can:
 - View your contact information and other information we hold on your child
 - Report absences
 - View attendance, behaviour, timetable, teachers, detentions and achievements
 - Complete trip consent and change of contact details forms
 - Access your child's school reports

You will be provided with a login code by the school. We strongly recommend that you download the app so that we can message you for free, thus saving the school money. Do not worry if you do not have a smart phone, Weduc can also be accessed via an online web portal. If you have any queries about Weduc please contact Mrs Stephanie Addie admin@ilfracombeacademy.org.uk

Data Protection

The system is secure and access is only available to parents who are given a unique login code to register. Weduc and sQuid comply to the schools Data Protection Policy (available on our website), for further information please see the following links or contact the school.

<https://www.ilfracombeacademy.org.uk/information/policies-and-documents/>

<https://weduc.co.uk/privacy-policy/>

<https://www.squidcard.com/privacy-policy>

Student Absence or Illness

Absence:

On the first day of absence parents are expected to contact the school, the absence line is **01271 869257**, or via the Weduc app. Students returning to school following a period of absence are expected to bring with them a short written note from their parent/carer explaining the reason for absence.

Students Experiencing Accident or Illness:

Parents of a sick or injured child are contacted by telephone whenever possible and no student is sent home without prior warning. If parents/carers require further information regarding such conditions as epilepsy, asthma and diabetes, policies are available from the Academy.

Attendance:

Academy attendance is an important requirement and great emphasis is placed upon the importance of excellent attendance. Regular attendance improves student performance and raises student expectations. It has a direct impact on achievement and ultimately final grades. The Academy expects every student to attend every day unless they are ill. Student attendance is monitored constantly; parents are contacted on the first day of a student's absence, unless sickness has been reported or authorised absence has been arranged. If the Academy is not informed of an absence or the Academy has reason to be concerned regarding your child's attendance we may involve the Educational Welfare Service.

Medical and Dental Appointments:

Appointments should be made, whenever possible, before the start of the school day and after 3.30pm. Students who know they will need to be absent for part of the day for routine medical and dental appointments should inform the school in advance either by writing, addressed to their tutor from their parent/carer, or by bringing in their appointment card as confirmation.

Please note that all students must be collected from the school reception by their parent/carer if they are leaving for an appointment.

Only the Academy, within the context of the law, can approve absence. The law says that a child must attend school every day. If they are unfortunately ill, parents/carers should inform the school as soon as possible and always before 9:30am.

Family Holidays:

The Government has changed the regulations in relation to term time absence and the result is that we will only be able to authorise an absence during term time under exceptional circumstances. Parents are required to complete an absence request form BEFORE the proposed absence (available from Reception). Any absence not covered by a request in advance will be unauthorised.

The Academy will not authorise any absence during the first half term of the September term or for students studying for their GCSE exams in Years 10 and 11. Additionally, if a student has a poor level of attendance, below 98%, holiday absence will not be authorised.

Schools are only able to authorise absence during term time following a request from the parent or carer with whom the child lives.

Please note: if your request for absence has not been authorised and you take your child out of school during term time anyway, you may be subject to a fixed penalty notice.

Lunchtime Arrangements

All students should stay on the school premises during lunchtime and have either a school lunch or bring a packed lunch.

Under certain circumstances, and with written parental permission and school approval, students that live in Ilfracombe may be able to leave the site with a lunchtime pass.

Hot and Cold Food

Hot snacks are available at morning break between 11:05am-11:25am (10:55am-11:15am on Friday).

Main meals are available at lunchtime between 1:25pm-2:05pm (1:05pm-1:45pm on Friday). The cost of a 'meal deal' is £2.20; this includes a main meal, pudding and drink. This cost may be reviewed during the course of the academic year.

Sandwiches, baguettes and salads may be purchased during morning or lunchtime break.

The Academy runs a biometrics system and payment may be made in cash by students directly into the machines that we have on site, or by parents electronically via the Weduc/sQuid system, which you will be invited to register with when your child is admitted.

Water

Free chilled water is available before school, at break and at lunchtime from the specified water dispensers, and we encourage all our students to drink water at regular intervals throughout the day.

Free School Meals

Parents in receipt of income support and/or family credit are entitled to claim Free School Meals. All parents in such circumstances are urged to register. An application form is available online (go to <https://new.devon.gov.uk/educationandfamilies/school-information/school-meals>) or at the Academy, parents can also telephone Devon County Council on 0845 1551019 with any queries.

Please read the information sheet on the next page if you think you may be eligible, and contact Claire Pearce if you require any assistance.

Free School Meals – Info Sheet

Is My Child Eligible for Free School Meals?

Your child may be able to get Free School Meals if you get any of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Guaranteed element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have a gross annual income of no more than £16,190)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get Free School Meals.

If your child is eligible for Free School Meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31st March 2022.

How Does It Work?

If eligible, the student's account is automatically credited with £2.20 per day for them to spend on their choice of meal, using their fingerprint to authorise the purchase. If the item(s) cost exceeds this amount, the difference will need to be paid. If a student does not use all/any of the credit that day, it expires; funds credited through the Free School Meals scheme cannot be rolled over. Students receiving Free School Meals should not feel singled out or different at all, as the process of purchasing food is the same for all students, thanks to our cashless system.

Checking eligibility is quick and easy, using the following web address:

<https://new.devon.gov.uk/educationandfamilies/school-information/school-meals> or
https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE/en

Once approval has been received, take a screenshot of the application approval page and email it through to cpearce@ilfracombeacademy.org.uk to activate.

Families registering for Free School Meals is incredibly important for us, as it attracts additional 'pupil premium' funding for our school, to support learning. This is on top of the £2.20 per day allocated for your child's meal.

For any queries, please contact Claire Pearce in the main school office, either via the email address above, or on 01271 863427 extension 261.

General Procedures and Information

Offensive and Illegal Substances

No addictive substances e.g. cigarettes, alcohol or any illegal substances are allowed on the Academy premises or in school grounds at any time. Their use by students in school uniform, whether travelling to or from school, is unacceptable. If dangerous weapons or addictive substances are brought onto the premises, it may result in the exclusion of the student responsible.

Please note that aerosols of any kind are not permitted in school, anti-perspirants and deodorants should be in a 'roll on' or 'stick' form.

Medicines – if students need to take medicine at school they must bring a letter from their parents/carers stating when they need to take it. All medicines should be left at Student Services. The exception to this would be if students use an inhaler for asthma.

Peripatetic Music Lessons

In addition to music that is available as a subject to all students, visiting specialist teachers offer private instrument lessons. Students are withdrawn from their normal lessons on a rota basis to minimise the disruption to their studies. Further details can be obtained from the school. Parents will be invoiced by peripatetic teachers direct. Subsidies may be available on application to the Finance Department.

Rewards and Recognition of Achievement

The students have the opportunities to earn rewards throughout the year and, where circumstances allow, there are regular Achievement Assemblies for all year groups. Our major awards are presented to students at our Presentation Evening held in July.

We regularly monitor and reward students for attitude to learning, attendance, homework and academic achievement. Rewards include good news postcards, lunch passes, certificates for 100% termly attendance, non-uniform days, subject-specific certificates, trips and visits, activity days and end of year prizes.

This system will be reviewed during Academic Year 2021/22.

Payments

We are a cashless school and no cash is accepted on site. The Ilfracombe Academy uses a secure online payment system, sQuid via the Weduc parent communication portal, to take payments for dinner money, school trips, books, equipment, using the web, mobile app or PayPoint.

We encourage parents to monitor their child's account and ensure they have the necessary funds to purchase food each day.

Facilities

Here at The Ilfracombe Academy we offer a wide range of facilities accessible to the students before, during and after the school day. These consist of the library, music/drama rooms, computer suites and the prayer room. We also offer a wide range of afterschool sports clubs and activities.

Please note that while Covid-19 restrictions are in place, the use of some spaces will be limited.

School Policies

Attendance Policy

Not only is regular attendance essential in order for students to achieve their full potential, it is also a legal requirement and parents/carers are responsible for ensuring that their child attends school regularly. The school works in partnership with parents to support full attendance and employs an officer of the Local Authority to challenge poor attendance and take action with parents/carers when required.

We promote excellent attendance:

- To ensure that no student is deprived of the opportunity to receive an education that meets their needs and personal development.
- To help parents and students alike to understand their responsibilities in ensuring full attendance at school, as required by law.
- By providing the appropriate rewards and support for students and/or parents in helping them to meet their attendance obligations and responsibilities.
- By involving and working in conjunction with external agencies, as necessary, in order to secure full attendance.
- Through assemblies, PCRE and the tutorial programme.
- By monitoring attendance on a daily and weekly basis.
- By liaising with our feeder primary schools to promote and share best practice with regards to good student attendance.

We expect the following from all our **students**:

- That they attend school regularly.
- That they are punctual and are appropriately prepared for the school day.
- That they inform their tutor, or any other member of staff, of any problem or reason that may prevent them from attending school.

We expect the following from **parents/carers**:

- That they contact the school before 9.30am whenever their child is unable to attend, and that the school is notified of the reasons for absence.
- That they ensure that their child arrives at school well prepared for the school day with the correct equipment and homework completed.
- That they will contact the appropriate member of staff to discuss in confidence any problem that may prevent their child from attending school.
- That they offer evidence clarifying the reason(s) for their child's absence/non-attendance when requested by the school.

Parents and students can expect the following from **the school**:

- Efficient and accurate recording of attendance information.
- Contact from the school when a child fails to attend with no good reason given.
- Immediate and confidential action on any problem which prevents a child from attending school.
- Praise and acknowledgement for excellent attendance.
- Daily monitoring of student lateness. This will also feature on Interim Reports.
- If attendance falls below 95% then support will be offered.

Behaviour Policy

The policy aims to:

- Set high expectations, that all students will be encouraged to learn the social, emotional and behavioural skills required for being part of a vibrant learning community.
- Maintain a school environment where students are encouraged to attend regularly and behave appropriately because they feel that they are valued members of the school community, in which they are safe and secure.
- Ensure that students do not have a negative impact on their own education, and that of their peers.
- Encourage a positive approach to behaviour through positive role modelling and appropriate use of praise and recognition for good behaviour.
- Ensure that the environment, the curriculum and other facets within the school's control are monitored to ensure the promotion of good behaviour.
- Ensure that where behaviour falls short of the accepted standards, procedures are followed and sanctions are applied fairly, consistently and where necessary differentiated approaches and reasonable adjustments are implemented to ensure that students are given every opportunity of being successful in school.
- As a community it is essential that we recognise this policy must apply to the behaviour of all its members, to adults (teachers, other staff, parents/carer, and visitors) as well as to students' behaviour.
- We also recognise the success of the policy depends on the full support of parents.

This policy will be reviewed throughout Academic Year 2021/22.

Classroom Expectations – Remind, Record, Remove:

Remind: 1st warning. Student reminded of the “5 Golden Expectations” – responsibility, respect, trust, kindness and courage.

Record: 2nd warning. Behaviour recorded in ClassCharts.

Remove: Student removed to another classroom. If a student is removed twice in one week, they will receive a day in internal exclusion.

At times, when all reasonable adjustments have been exhausted to support a student's needs, the school may look to offer the student an alternative curriculum to ensure they continue to receive an effective education but also reduce the risk of Permanent Exclusion.

Student behaviour outside of school is also observed, and a student may be disciplined for any misbehaviour when they are:

- taking part in any school-organised or school-related activity
- travelling to or from school
- wearing the school uniform
- in some other way identifiable as a student of the school

or misbehaviour at any time, whether or not the conditions above apply, that:

- could have repercussions for the orderly running of the school
- poses a threat to another student or member of the public
- could adversely affect the reputation of the school.

Anti-Bullying Policy

The staff and governors at this Academy will not tolerate bullying of any kind. This includes physical, verbal and emotional bullying.

Physical	-	hitting, kicking, taking belongings
Verbal	-	name-calling, teasing, insulting
Emotional	-	being unfriendly, tormenting, spreading rumours
Cyber	-	inappropriate use of social media, texts, email and images

Bullying is an unpleasant experience; most of us will experience it at some time in our life. The Academy has a zero-tolerance of any form of bullying.

This policy ensures that the school provides an environment where every child can feel:

- Safe
- Healthy
- Able to enjoy and achieve
- Able to contribute to future economic wellbeing
- Able to make a positive contribution

To protect the rights of all students to have a safe and secure learning environment, The Ilfracombe Academy will continuously work towards preventing acts of bullying, harassment, and other forms of aggression and violence. These behaviours are unacceptable and interfere with both our school's ability to educate children and a child's ability to learn. If such a case arises, staff at the Academy will follow the anti-bullying guidelines. This will enable staff to:

- Identify children displaying unacceptable behaviour and know how to support them in order that they develop the necessary skills to participate in the school community effectively and positively.
- Keep all other children safe, happy and confident.

Mobile Phone Policy

The policy allows all students to bring their mobile phone to school. However, phones must be switched off and placed at the bottom of school bags, unless students are directed by their teacher to use their phone in lessons for educational purposes. These rules also apply to headphones or similar accessories. These expectations apply at all times whilst your child is on the school site; including curriculum lessons, lesson changeovers and social times of the day.

We do recognise that students need to be able to contact their parent/carer on request during the school day for essential conversations, and before and after the school day to ensure their safety. If students need to call their parent/carer they should come to Student Services to discuss this. We also request that parents/carers contact their child through the school switchboard rather than text or phone their child's mobile directly during the day.

If students decide to contravene the policy then the usual behaviour management process of Remind, Record and Remove will be used during lessons, with staff confiscating the child's phone. Staff also have the right to confiscate phones at any time during the school day if students have phones out of their bags. If staff see a mobile phone it will be removed, placed in the safe in Student Services and returned at the end of the day, unless it needs to be retained if there is a safeguarding concern.

If a student's phone is removed on more than one occasion it will result in:

2nd time – afterschool detention

3rd time – parents will be called to come and collect the device.

Safeguarding: We continue to encourage students to share any safeguarding concerns relating to their phones, such as social media issues, bullying and so on which may occur out of school, with pastoral staff by bringing their phone to Student Services.

Special Education Needs Policy

Close liaison is maintained between teachers of primary and secondary schools with responsibility for supporting students with Special Educational Needs.

Students needing extra support within the classroom or in a small group are identified and their learning needs assessed as part of an ongoing review programme within the SEND Code of Practice 2014.

Those students who need additional help and those with more serious learning, emotional, behavioural or medical difficulties, are provided with Student Passports to address their needs. It is recognised that a student may, at any time, have difficulties that inhibit learning and the school will support in identifying and addressing such difficulties.

Students with Special Educational Needs are integrated into mainstream classes and are provided with support on an individual basis or in small groups. Students with special aptitudes are encouraged to develop at a challenging pace. Students with physical disabilities are also integrated into mainstream classes as the school is fully accessible. Parents are routinely contacted when difficulties are identified and plans are put into place.

The school is supported by external agencies such as learning support and behavioural support services.

If you have any questions about Special Educational Needs provision please contact school.

Equal Opportunities Policy

The Ilfracombe Academy is committed to seeking equality of opportunity for all, irrespective of ethnicity, gender, religion, age, socio-economic background, marital status, sexual orientation or disability. All students have equal rights, equal opportunity and equal access to a full and comprehensive education. They are entitled to receive the appropriate support they need to become valued and active members of the community. All students have the right to be respected and valued by their peers and members of staff. Discrimination is not accepted and diversities in race, gender, language, religion, culture, physical and mental ability are considered to be a positive advantage to the school.

Racist, sexist and other forms of prejudiced behaviour are not acceptable, whether expressed physically, verbally, through graffiti, by distributing racist or sexist material, wearing political badges or insignia, or through a refusal to work or cooperate with others. Such incidents are challenged when encountered and dealt with appropriately.

Child Protection Policy

Students have the right to have their basic needs met and to be free from harm. The protection of children is enshrined in law and the Academy follows the procedure outlined in the County Safeguarding Procedures. Mr Cronin is the member of staff with designated responsibility for implementing the procedures established by the LA. If you have any safeguarding or child protection concerns, please do not hesitate to contact us immediately.

Charging Policy

Whilst maintaining the right to free school education, the Governors wish to charge parents for activities where it is permitted by the Education Reform Act 1988:

- Board and lodging on residential visits
- Extra-curricular activities, which are not essential for the curriculum
- Fees for public examinations which a student fails to attend
- Damage to school property through negligence or malicious intent

Parents will always be informed by letter of a proposed visit or activity. The Governors and the Academy will endeavour to support students in cases of genuine financial difficulty and guarantee that no student will suffer educationally from a parent's inability to pay.

No Smoking Policy

It is illegal to smoke in, or on, any part of school grounds. This includes the bus bays. We would ask parents to discourage smoking and avoid it themselves, especially when in the car with their child as this is known to damage children's health.

Information from Parents Policy

The Academy is required to have details of the names and addresses of all persons with Parental Responsibility for each child. Parents must inform the Academy of any change of address, emergency contacts or telephone numbers.

Other Academy policies are reviewed and amended every few years. Further details of the above policies, and others, can be found on our website and include:

Admissions Protocol
Anti-Bullying
Attendance
Behaviour
Complaints Procedure
Data Protection
Drugs
Equal Opportunities
Homework
Keeping Children Safe
Marking and Assessment
Teaching and Learning
Data Protection and GDPR

Our policies are available on our website as required by the DfE.

Transport

Devon County Council has a policy on the provision of school transport. It provides, for example, free school transport where a student of compulsory school age lives beyond the agreed statutory distance from the school serving the home address. The statutory distance is defined as:-

*for students of secondary age who live more than **three** miles from the school, measured by the shortest available walking route*

There are some exceptions to this policy. Some students may be given free transport even when they live within the distance, for special reasons, e.g. medical grounds, and free transport may also be offered to students who have a place at a maintained school that is not the designated school but which is closest to the home and beyond the walking distance.

Since September 2008, the statutory right to free transport for secondary intake has been extended to cover all children aged 11-16 from low-income families to any of the three nearest schools to the home address.

- a) The school must be between 2 and 6 miles from the home address.
 - b) Distances less than 2 miles are measured by the shortest available walking route.
 - c) Distances over 2 miles are measured by the shortest available road route for the entirety of the distance.
- It is the parents' responsibility to arrange for children to travel in safety between the home and picking-up and setting-down points.
 - Post-16 students will be required to meet their transport costs, however those entitled to such transport who are in receipt of the appropriate benefits, may apply for a bursary from the Academy to assist with some of the transport costs. No assistance is offered to students who are over 19 years of age.
 - Where the Local Authority is not obliged to provide transport, it is the parents' responsibility to make arrangements for, and meet the costs of, travel between home and school.
 - Where spare seats on the County Council's school transport vehicles or contractors' vehicles are available, these may be occupied by children not entitled to free school transport on the purchase of a concessionary ticket. Adequate warning will be given to parents should the concession need to be withdrawn.
 - If parents are unhappy about the way in which the policy has been applied, the Local Authority will be willing to discuss any concerns. An appeal procedure exists for parents who feel that their circumstances merit exceptional consideration.
 - Detailed pick up/drop off points and timings are made known to the parents of new students by the Transport Coordination Service. At the end of the school day teachers supervise the departure of the buses. Any enquiries or worries about transport should be addressed to the Admin Department or the Deputy Headteacher.
 - **Students travelling by school bus will be issued with a pass which they must ensure they have every day, as they will not be allowed to travel without it.**

Parents delivering and collecting students to and from school by car should use the allocated drop off/pick up zone by the school gates, to avoid blocking up the road.

Devon County Council's policy can be found on the following web page:

<https://new.devon.gov.uk/educationandfamilies/school-information/school-and-college-transport>

Biometric information, Privacy Notice and RoPA

The Ilfracombe Academy uses student information in an automated (i.e. electronically-operated) recognition system. This is so that students may purchase a meal at school. The information from the student that we use in this system is referred to as 'biometric information'

Biometric information and how it will be used

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint/iris/palm. The Ilfracombe Academy would like to take and use information from each students' fingerprint and use this information for the purpose of processing payment for meals at school.

This system will take measurements of the student's fingerprints and convert into a template to be stored on the system. An image of the fingerprint is not stored. The template will be used to permit access to services. You should note that the law places specific requirements on schools when using personal information, such as biometric information, for example:

- The Ilfracombe Academy cannot use the information for any purpose other than the purpose for which it was originally obtained and made known to the parent(s) and students
- The Ilfracombe Academy must ensure that the information is stored securely
- The Ilfracombe Academy must tell you what it intends to do with the information
- Unless the law allows it, the school cannot disclose personal information to another person or body. The Ilfracombe Academy only shares information with **Cunninghams**, our supplier of biometric systems. This is necessary in order for them to manage and update our system.

Providing your consent/objection

Under the Protection of Freedoms Act 2012 (sections 26 to 28), and the General Data Protection Regulations 2018 we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use biometric information for an automated system. Consent given by one parent will be overridden if the other parent objects in writing to the use of the student's biometric information. A parent can also object to the proposed processing of a student's biometric information at a later stage or withdraw any consent previously given. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

Even if the parent has consented, a student can object or refuse at any time to their biometric information being taken/used. Student objection does not need to be in writing.

The school is also happy to answer any questions you may have. If you do not wish for your child's biometric information to be processed by the school, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system. This would be in the form of a card. In the event of loss or damage to the card, a charge of £2 would be made for a replacement.

If you give consent to the processing of your biometric information, please sign and date the section on the enclosed Data Collection Form and return it to the Academy. Please note that when you leave the school, or if for some other reason you cease to use the biometric system, all biometric data will be securely deleted.

Further information and guidance

<https://www.gov.uk/government/publications/Protection-of-biometric-information-of-children-school>

Privacy Notice

For information on how we use personal data, please see our Privacy Notice at <https://www.ilfracombeacademy.org.uk/policies>

Third Party Organisations used by The Ilfracombe Academy (Record of Processing Activities)

For further information on external organisations we may share data with, and why, please see the Third Party Agencies tab at <https://www.ilfracombeacademy.org.uk/policies>



The Ilfracombe Academy

A Specialist Arts School & Sixth Form

Worth Road
Ilfracombe
North Devon
EX34 9JB

“This is a good and improving school. The personal development and welfare of pupils are strengths of the school.”
OFSTED April 2017

“A strong sense of hope pervades this rapidly improving school. Students grow into well-rounded and self-motivated young people.”
SIAMS Report February 2017

