



BELVOIR
A PRIORY ACADEMY

Year 7

Induction Booklet

For Parents and Carers

2020

The Priory Belvoir Academy
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Dear Parents and Carers,

As we move into the second half of the Summer term, at Priory Belvoir, we are making all the preparations for the arrival of your son/daughter as a prospective student. **It is with regret that due to the current situation, the pop up shop originally planned for Monday 29th June and the Induction Day on Thursday 2nd July are not able to take place.** Like you, we are all disappointed that we are unable to have the normal Induction Day. This year will be different from other years. However, please be reassured that we will do everything we can to ensure your child has a good transition next term and we will keep you up to date of any further arrangements.

We are presently working on putting together some digital resources for our website to support in providing reassurance and familiarisation to our new Year 7 students. These include a virtual tour of the academy site and students sharing their experiences of life at Belvoir. This will be finalised in the next week and you will be able to access this from:

www.belvoiracademy.co.uk (School Information > Year 6/7 Transition)

In the meantime, to help you and your child prepare for their transition to secondary school, this booklet is designed to provide you with all the information we feel you will need to prepare yourselves for this transition, including:

- 1) Academy Prospectus
- 2) Purchases for the start of the year
- 3) Lockers and bags
- 4) Instrumental Lessons – a letter from Miss Form
- 5) Academy Uniform
- 6) Peacock Pride Award
- 7) The House System
- 8) Accelerated Reader
- 9) Monitoring of Progress
- 10) School Transport
- 11) Friends of Belvoir
- 12) Parent App and SharePoint
- 13) Email/Text Communication
- 14) Student Information and Data
- 15) Safe use of the Internet
- 16) Frequently Asked Questions

We are looking forward to getting to know your son/daughter and introducing them to life at Priory Belvoir. I hope that this booklet, clarifies many of your queries. If you have any questions please do not hesitate to contact me. My email is: asteer@prioryacademies.co.uk

Kind regards,

Miss Steer

Head of Year 7

1. Academy Prospectus

You received a copy of the academy prospectus during the Open Week. This is also available on our website www.belvoiracademy.co.uk (follow the link to the prospectus which is under the 'School Information' tab). On the academy's website you will also find useful information about academy term dates and the academy policies that your child will be expected to adhere to once they start at Priory Belvoir.

2. Purchases for the Start of the Term

We understand that starting at Secondary school can involve a lot of purchases and that parents and carers may want to budget for this over the summer. Below is a list of the main items that your child will need:

- Academy uniform, including PE kit (see section (5))
- Equipment - each pupil is expected to have a pencil case which includes all the basic stationery; pens, pencils, erasers, ruler, coloured pencils and although not essential at the beginning of Key Stage 3 students may wish to purchase a scientific calculator (Casio fx-83GTX or fx-85GTX is recommended). Having a reading book is also part of the equipment list.
- A padlock for their locker

The academy will provide each students with a planner at the start of the year. Parents and carers will only be required to pay for a new planner should they need replacing because they have been lost, damaged or covered in graffiti. Students will be provided with exercise books in their lessons by the class teacher, however staff will often ask students to take these books home and cover them – with plastic sleeves, wrapping paper etc., so that students can distinguish their book quickly.

School Transport request that pupils' bus passes are kept safe. They are required to show their passes both morning and evening. Should your child lose their pass, a replacement will cost £10. This can be ordered via the Academy Office. Students must only travel on the bus allocated to them and is stated on the bus pass.

3. Lockers and Bags

All Year 7 students will be allocated a locker which they should use to store their PE kit, school coat, packed lunch and any valuables during the school day. Students are recommended to use a plain black messenger style bag.

At the start of the day students must deposit their PE bags and any items not required for their first two lessons in their locker and only take with them the equipment they require for their first two classes. At break time and lunchtime, students then return to their locker to change over their equipment for the next two lessons, returning finally at the end of the day to collect their belongings to go home. This means that students have less weight to carry around with them but also there is more space to move around corridors without bulky/additional bags.

To secure their lockers, students are expected to provide a suitable padlock (they can no longer be purchased from school). Examples will be on display on the Induction Evening.

4. Instrumental Lessons – a letter from Gina Form, Teacher of Music

Welcome to the Priory Belvoir Music Department! I really hope that your child makes the decision to learn, or to continue learning, an instrument with us. It has been proven that learning to play an instrument can improve memory, better mathematical ability and enhance reading and comprehension skills, as well as relieving stress and promoting happiness. Not only that, but colleges, universities and employers are all looking for people that stand out and are not just after high levels at GCSEs – playing an instrument shows self-discipline and creativity, and the younger you start, the better!

Currently, we provide the following instrumental lessons:

Private instrumental teachers - £12 per 20-minute lesson (1 per week)		Lincolnshire Music Services currently provide the following lessons - £12.27 per 20-minute lesson (1 per week)
Guitar	Jon Wilson	Strings (violin and cello)
Drums	Martin Collins	Flute
Piano	Mrs Donnelly	Harp
Singing	Mrs Donnelly or Ellie James	

If your child wishes to play an instrument that is not listed above, please do not be put off – generally, if there are more than two students wanting to take up an instrument, Lincolnshire Music Service can provide us with teachers.

All lessons take place at the academy during lesson time – students on are a rota system so they do not miss the same lessons every week, (although where there are fewer students learning an instrument, the rotations will be shorter.)

It is important to note that your child must have an instrument to practice on at home – learning an instrument only works if there is regular practice outside of the lesson. **Some** instruments are available to hire for a small termly cost from Lincolnshire Music service, which we can arrange where required, so please do not let not owning an instrument stop you.

All teachers require payment in advance. For non-Lincolnshire music staff, the music teacher will contact you directly to organise payments and dates for lessons. For Lincolnshire Music services staff, you will be invoiced via the Academy.

If you are happy to proceed with lessons, please fill in the information below and sign to agree to your contact details being shared with the individual music teachers above. The earlier you can get this back to us, the easier it will be to process for a September start. I am happy to accept scanned copies/photos of the information below – whatever is easiest for you to get it to me. My email, gform@prioryacademies.co.uk, is the address all correspondence regarding music lessons should go to. I will be in touch as soon as possible regarding invoicing, start times and dates, but if you do have any queries in the meantime, just let me know via the email address above.

Music has brought me much happiness over the years – I would love for your children to be able to experience the same!

**Instrumental
Lesson
Application
Form**

Name of student	
Instrument	
Previous experience <i>(i.e. have they had lessons before/have they passed any grades (please write which exam board)/any live performances completed etc)</i>	
Is your child currently in receipt of free school meals?	
Are you (parent) a member of the armed services?	
Do you require the hire of an instrument? <i>(If you have listed more than one in the instrument box above, please state which instrument you require)</i>	PLEASE NOTE, NOT ALL INSTRUMENT ARE ALWAYS AVAILABLE.
Please write your email address clearly here <i>(This is the main method of contact regarding music lessons, so it is important we have the correct address).</i>	My email address is...
Parent/Carer Signature	
Date	

School Uniform – Compulsory Items

Blazer	Navy blue with Academy badge*
Skirt	Belvoir Academy kilt/skirt (those reaching 10cm above the knee will be deemed too short).
Trousers	Plain black (straight, classic style – no stretch fabrics, turn ups or flairs). No denim. Trousers should not be cropped.
Tie	Priory Belvoir tie (worn so that there is no gap between the top of the trousers/skirt and the bottom of the tie).
Shirt	Plain white with a stiff collar to button up to the neck (no polo shirts).
Socks	Plain black (no trainer or 'invisible' socks).
Shoes	Black with flat or low heels (less than 5 cm from where the heel joins the shoe). No platform or ballet style shoes. Shoes must be of a solid construction, polish able and suitable for a busy academy environment. Boots and trainers are not permitted.
Academy bag	Should be suitable for a school environment.

School Uniform – Optional Items

Jumper	V-necked jumper. Plain dark grey.
Coat	Must be an outdoor coat. Hooded tops are not permitted.
Tights	Black tights or flesh coloured tights.
Earrings	Earrings must be studs (only one stud per ear). In some practical subjects, e.g. PE, earrings will need to be removed. Plasters may not be worn to cover earrings.
Jewellery	Students may wear a watch. No jewellery is to be worn in the eyebrows, nose, tongue or any other body piercing. If smart watches are worn during the Academy day, they should be disconnected from mobile phones. Smart watches are not permitted to be worn in examinations.
Hair	Accessories (eg, hair bands, bobbles) must be navy blue or the colour of the hair, plain in style.
Hair styles	Hair should be smart and safe for a working environment. Any long hair may be required to be tied back at a member of staff's discretion. Extreme hairstyles (as decided by the Academy) are not permitted: e.g. no tram lines/edges/steps. Hair colour must be natural and one shade throughout.
Muslim Hijab	If worn, it must be navy blue.
Make-up	Key Stage 3 students (Year 7-9) are not allowed to wear make-up except in exceptional circumstances where light foundation will be permitted to disguise skin complaints. Key Stage 4 students are allowed to wear discrete make-up. The Academy will be the arbiter of the term 'extreme'.
Nails	Acrylic (false) nails and nail polish are not permitted.

PE Kit - Indoor

PE Kit - Outdoor

Academy polo shirt*	Plain black tracksuit bottoms
Academy shorts or plain black shorts (not navy)	Academy reversible sports shirt
Academy skort	Academy waterproof jacket
White ankle socks	Outdoor trainers
Clean indoor trainers	For rugby and football, boots needs to be worn along with Academy royal blue OR Academy hoop sports socks



5. Academy Uniform

We are proud to be an academy that believes in the value of academy uniform, which serves to give students a sense of identity and belonging to our community. Students in Year 7-11 are required to wear academy uniform at all times and Tutors will make a daily inspection. Therefore, parents and carers are asked for their full co-operation in ensuring that their child is properly equipped. A full copy of the academy uniform policy can be found on the academy website.

www.belvoiracademy.co.uk

It is with regret that due to the current situation, the pop up shop originally planned for Monday 29th June 2020 is not able to take place. Please be assured that the staff at Uniform Direct are very experienced in supporting parents.

Latest update, **Uniform Direct** are hoping to open their Dixon Way branch from 15th June (subject to confirmation by the Government that this can go ahead). However, they are encouraging every parent to order online whenever possible. They are more than happy to take phone calls to assist with sizing advice if required and of course they supply prepaid labels if items do not fit. They have also removed the delivery charge on all orders over £25 which is a blazer and tie, or skirt and PE top or more items as required. When open, they are hoping to offer a by appointment service only. Unfortunately, changing rooms are not expected to re-open, and they are also expecting there to be queues. If you wish to make contact with them directly you can initially by email through customerservices@uniform-direct.com.

6. Peacock Pride Award

Our rich programme of study is supported across the school by our Peacock Pride Awards. This is our recognition and values system that acknowledges and rewards effort within the Academy and outside of it, including all manner of extra-curricular activities. By engaging in a variety of challenges and venturing into pastures new, students can work towards Bronze, Silver and Gold badges in the five different areas below:

Physical Award - health and well being

Responsibility Award – leadership and support

Inspiration Award – creativity

Drive Award - being the best you can be all the time

Engagement Award - being generous with your time and skills in and out of school

7. The House System

Our new House system runs in conjunction with Peacock Pride Awards. There are five Houses, one for each of the five awards. Each House is named after an iconic or inspirational person for that award.

P = BOLT	The greatest sprinter of all time.
R = MALALA	The youngest Nobel Peace Prize laureate striving for a world where all girls can learn and lead.
I = MERCURY	An extraordinary singer/song writer/producer
D = ROWLING	Author of the best-selling series of books <i>ever</i> with an OBE for services to children's literature.
E = ATTENBOROUGH	For inspiring us to preserve the natural world.

Each tutor group represents a House. All students will get the opportunity to take part in House events related to all five Peacock Pride Awards.

8. Accelerated Reader

As an academy, we use the Accelerated Reader programme to engage and encourage our students with their reading. Students can select a book, read it, and then quiz on it. In so doing, they gain points and can keep a track of how many words they have read. This encourages competitiveness as there are whole academy rewards available for success in reading. There are trophies and cupcake rewards for the tutor groups that have read the most words over a term, as well as certificates and pens for individual success.

Your child's English teacher and form tutor will keep a track of the amount of quizzes your child is taking, and what books they are quizzing on to ensure they are reading materials suitable for their reading age. Your child can also keep track of their performance in the student planner.

We use a colour classification system for our library, which is linked to reading ages and Accelerated Reader, ensuring your child can pick the most appropriate book for themselves. The colour codes are in your child's planner, and they will have a coloured sticker on the inside front cover of their planner indicating their allocated colour.

Most of our books in the library are on the AR system, and if you are looking to purchase books for your child, then you can pop the title and/or author into this website to see if the book is on the AR system: www.arbookfind.co.uk

We would never limit students to solely reading books on AR, but it just means that they will not be able to take a quiz on it and build up their word count on the programme if they read a non AR book.

9. Monitoring of Progress

There are four monitoring points in year 7.

October	Transition Parents' Evening	This is an opportunity to speak to your child's form tutor, Head of Year Miss Steer, and SENco Mrs Jays to find out how they have settled into Priory Belvoir.
End of Autumn Term	Report	Each subject teacher will assess your child's academic progress and report on their behaviour and attitude to learning. You will also receive an update on the holistic elements of school life, such as reward points and awards, negative behaviour marks, attendance and reading age.
Spring Term	Report and a Parents' Evening	Again, each subject teacher will re-assess your child's progress against the same criteria as the autumn term and an update on the holistic elements will also be reported. Any issues can be discussed at parents evening which will be around the same time.
Summer Term	Report	Again, your child's academic and holistic progress will be reported similarly to the Spring and Autumn terms, but this time teachers will also identify specific areas of strength and areas to improve. Your child will also be given one specific piece of advice for each subject so they can continue to make progress. Their form tutor will also write a report in prose outlining your child's development and engagement since arriving in secondary school.

In addition to the monitoring points above, you can contact subject staff or form tutors directly either by phone or email at any point during the year. Or if you would prefer you could contact Miss Steer by email: asteer@prioryacademies.co.uk

10. School transport

Your local Authority will be in touch if your child is entitled to transport. Expect bus passes to be sent to you during the holidays.

Leicestershire Buses

For information please contact Leicestershire County Council on 0116 3057247.

	Company (this varies yearly)	Route (this varies yearly)
S28	Nesbit Coaches	Stonesby, Waltham on the Wolds, Eaton, Eastwell
S29	Nesbit Coaches	Skillington, Sproxtun, Saltby, Croxton Kerrial, Branston, Muston
S30	Central	Long Clawson, Hose, Harby, Stathern
S31	Central	Harby, Stathern, Plungar, Barkestone Le Vale, Redmile

Lincolnshire Buses

For information please contact Lincolnshire County Council on 01522 782020

	Company (this varies yearly)	Route (this varies yearly)
5598	AC Williams	Claypole, Dry Doddington, Westborough, Long Bennington, Foston
6324	AC Williams	Allington, Sedgebrook, Woolsthorpe

Out Of Catchment

Please see the transport tab on the academy website with information on Public transport options including train and bus details. As these are public routes, please check the timetables carefully. Currently there is a train and bus route/service from Grantham to Bottesford and a train route from Bingham.

11. Friends of Belvoir

The Friends of Belvoir is an association of parents, carers and supporters of the school who work in various ways with the school. They are involved in fund raising, helping staff events and trips, providing skills and knowledge in specialist areas. The group relies upon the support of parents, carers and members of the community to help achieve its goals. If you would like to become a member of the committee or offer help then please email friendsofbelvoir@prioryacademies.co.uk to express your interest.

12. Parent App and Sharepoint

www.belvoiracademy.co.uk

Once your child starts in September they will be given an induction to explain how to use the Sharepoint along with an individual username and password for accessing computers at school as well as working on the Sharepoint from home. We will also write to you in September to invite you to sign up for the Parent App where you can view attendance and achievement data, and the homework which

has been set for your child. The system also allows you to see what contact information we hold on file for you so you can ensure this is always up to date.

13. Email and Text Communication

The school now communicates with parents and carers electronically either by email or text message. A weekly update is sent by the Headteacher to keep parents and carers informed of activities and dates for the diary. Please remember to inform us of any change in mobile phone number or email address to ensure you can continue to receive communications we send in this way. Parents and carers who do not have access to either a mobile phone or email will still be able to elect to receive relevant communications in the form of letters home, sent via their child.

14. Student Information and Data

To ensure a smooth transfer, primary schools pass student information and data onto Priory Belvoir. To make sure nothing is missed, all primary schools have been sent a detailed Student Transition form for the students' teacher to complete. In addition, school visits are also arranged by Miss Steer (Head of Year 7) and Mrs Jays (SENCo) to meet with the students and to speak to their classroom teacher.

However, if you have any further information please speak to Miss Steer concerning general and medical specifics. Alternatively you may need to speak to Mrs Jays concerning Special Educational Needs. Both will be available at the Induction Evening. Alternatively, please do not hesitate to ring the school.

15. Safe Use of the Internet

Social networking is hugely popular. Many young people are sophisticated in the way they use social media apps and websites, tailoring their communication for different audiences, and accessing them from a range of devices including smartphones, tablets, and games consoles. But social media, like all forms of public communication, comes with some risks. Not all of these risks turn into actual problems; and if children never face any risks, they never learn how to deal with them. By helping your child understand what the risks are, you can play a big part in preventing them from turning into problems.

What Parents / Guardians Can Do

It is important to establish an environment where you can talk to your child openly about the benefits and the risks attached to using electronic devices and the Internet. Indeed sharing the benefits with them will allow you to model good practice in terms of keeping safe. It is recommended that you put in place relevant parental controls and that you monitor what your child is accessing, ensuring it is age appropriate, when they are accessing and for how long. If conflicts arise involving other children from school, particularly if it affects them during the school day, keep us informed so that we can help educate pupils accordingly. We have also devised a list of useful websites that are available via the school website link below, many of these websites provide helpful tips and suggestions of how to keep your child safe online. Please refer to the E-safety section on the Academy website.

Mobile Phones

Use of mobile phones and other electronic devices are prohibited in order to safeguard the wellbeing of all are young people and staff; pupils can still bring a phone or other electronic device must be turned off (this includes headphones), otherwise they will be confiscated. On the first instance, we will return the item at the end of the school day and notify parents this has happened. For any future confiscations, we will ask parents to come and collect the item.

What the School Will Do

We need to ensure that all pupils feel safe, secure and happy in school; in such an environment, young people are better able to focus on their learning. We deliver the knowledge and skills of how to keep themselves safe online, primarily through the PSHE curriculum but also through other subjects and specialist assemblies where guest speakers such as the police or NSPCC representative will deliver presentations. We will also communicate regularly to pass on information or to discuss particular individual concerns.

16. Frequently Asked Questions

Who is the Head of Year?

Miss Steer

How do you decide on Tutor groups?

The Head of Year works closely with the primary school in forming the tutor groups. If there are more than three students from their primary school, they will be put with another pupil from your school and the group will be split between the five tutor groups. All students are really eager to make new friends so making new friends will happen quickly. Many children who come from primary school move up on their own and we find that all children make new friends and also are able to stay close to their primary school friends even if they are not in their tutor group.

What time do I need to be here on your first day?

At 8.40am and collect your child at 3.05pm. When your child arrives there will be staff outside to help direct your child to the Main Hall. At the end of the day there will be several staff ensuring your child catches the correct bus.

How do I pay for school dinners?

Full information on our Cashless Catering system will be issued to you before the start of term.

Where do I socialise?

For the first term Year 7's have exclusive use of the Debdale courtyard area, they are allowed in the other areas of the school grounds which includes the field (when dry), library and the VLE.

How do I find out about clubs?

There are lots of different clubs and activities at lunchtime including PE/Games/Music/History Club/Science Club etc – a timetable will come out in the first week of term. The timetable is renewed every term.

When are the holidays?

Please check the academy website www.belvoiracademy.co.uk

How much homework will I get?

A homework timetable will be issued in the first week of term – your child will be expected to complete about one hour of homework each evening. The biggest change for primary pupils is organisation. The type of homework's set are very similar to primary school. Students will find that subjects will have different lengths of time to complete and due days. A planner is issued on the first day of term to help with their organisation. Parents are encouraged to look through their planners weekly. A homework reminder by the subject teacher will also uploaded onto the Student and Parent App.

What bag should I bring?

Students should have a plain 'messenger' style bag or a rucksack.

What basic equipment will I need?

All students are expected to bring with them each day the following basic equipment:-

- Blue or Black Pen
- Pencil
- Pencil Sharpener
- Ruler
- Eraser
- Set of coloured crayons
- Scientific Calculator (Casio fx-83GTX or fx-85GTX is recommended).
- A reading book

Protractors and a compasses are recommended for Mathematics.

What type of shoes can my child wear?

Students need to wear black leather shoes with flat or low heels (less than 5 cm from where the heel joins the shoe). No platform or ballet style shoes. Shoes must be of a solid construction, polishable and suitable for a busy academy environment. Boots and trainers are not permitted. Please check the website before buying your shoes, there are examples of suitable types of shoes.

Can my child wear tailored shorts?

Girls can wear the Belvoir Academy skirt or trousers and boys can wear trousers. Please check the website for the details on the school uniform.

Does my child need every item on the PE kit list?

Students will have PE lessons inside and outside. There will be times when the weather is wet and cold so the following will be needed:

- Short sleeved top
- Long sleeved top
- Outdoor trainers/football boots are best for grip on wet ground
- Indoor trainers
- Plain black shorts (boys)
- Academy Skort (girls)
- Plain black tracksuit bottoms
- Football socks
- White indoor socks
- Shin pads and gum shield (optional for rugby and hockey)

The short and long sleeve tops, skort and the socks need to be bought from Uniform Direct. The other items are generic, therefore they can be bought elsewhere.

Is my child allowed to bring a mobile phone?

If a student has a mobile phone it is expected that they remain in their bag. If students are involved in clubs afterschool a mobile phone is really useful for students to arrange lifts. If this is not the case, we recommend that students leave their phone at home, if they need to contact you during the day they can ring from the academy office. If students bring devices in to school it is their responsibility to look after them.

My child is having their ears pierced in the holidays – is that ok?

Academy Policy permits pupils to wear up to two, not ostentatious or flamboyant, ear studs worn in the ears, i.e. one in each ear or both in a single ear. No other jewellery (except wristwatch) or piercings are acceptable. No jewellery is allowed to be worn during PE lessons so any ear piercings must have healed before September. No make-up or nail varnish is allowed to be worn during the academy day.

Similarly, hair should be smart and safe for a working environment. Extreme hairstyles (as decided by the Academy) are not permitted: e.g. no tram lines/edges/steps. Hair colour must be natural and one shade throughout.

What happens if my child is absent?

We place great emphasis on excellent attendance. This allows pupils to make continued progress and prevents a build up of pressure. Please let us know in advance of any planned absence. In order to ensure the safety of your child, we ask parents and carers to contact us by 10.00am on the day your child is absent. When your child returns to school, it is expected that the parents and carers should write a note explaining the absence. This could be written in your child's planner.

Our expectation for students is that their attendance will be 100%

As a parent or carer, how can I get involved?

If you would like to offer help and become a member of the committee then please email:

friendsofbelvoir@prioryacademies.co.uk

Who do I contact if I have any worries or problems concerning my child?

School office	School Transport, illness or absence, letters, Medical Forms and free School Meals generalenquiries@prioryacademies.co.uk
Form Tutor	Absence note, homework diary, general progress and concerns
Head of Year Miss Steer	Long term illness/absence, disciplinary matters and parental Concerns asteer@prioryacademies.co.uk
SENCO Mrs Jays	Additional educational support fjays@prioryacademies.co.uk
Senior Staff	School Policy matters, complaints and permission for leave from school
Designated Safeguarding Lead	Any safeguarding concerns jmiller@prioryacademies.co.uk

My child has medical issues – who do I talk to?

Please make sure that you have filled in the Admission form with as much detail as possible so that we can support your child in school.

If you have any further questions, please email Miss Steer:

asteer@prioryacademies.co.uk