



# Handbook

Tudor Grange Academy  
Worcester

**“Big, impressive, full of  
knowledge. These are  
all words to describe  
Tudor Grange Academy  
but one word stands out:  
friendly!”**

**Sway Awford  
W7 Year 9**

**The aim of this guide is to provide you with key information about the Academy to support the learning of your child both in the classroom and at home.**

**It is an important element of the partnership between home and the Academy aimed at giving the best opportunities to all our students.**

**Please take some time to read through the details carefully, and discuss the contents with your child.**



Welcome to the Tudor Grange Academy family. Now into our 9th year of operation, Tudor Grange is firmly putting itself on the map of great schools in the county. The family atmosphere is welcoming and caring, and we value the constant support from our parents, carers and Governors. The secret to our success is a combination of innovative teaching and learning techniques and strong traditional values.

We refer to these values as the Tudor Values and the Tudor in the title stands for the following attributes: Tolerance, Unity, Democracy, Opportunity and Respect. We believe that by understanding these values, our children will live fulfilling and happy lives. By being tolerant of the ideas of their peers, united in their support for one another and their community, they can fully engage in a democratic society and all the opportunities that society offers and enjoy the respect it will foster.

Our focus on developing a 'Growth Mindset' encourages students to see mistakes as a learning opportunity. This will lead to greater confidence, knowledge, opportunities and ultimately the freedom to be who they want to be. Staff create an environment where students feel safe to learn and re-learn. We want students to grow into adults who can be resilient, think independently and strategically; and be happy and healthy. We are all part of a team of devoted people whose every aim is to make this a world-class institution and who want each child, no matter what their starting point or background to have every opportunity to succeed in their lives.

We are well supported by the Tudor Grange Academies Trust and students benefit from the close working relationships staff have with their colleagues at Tudor Grange Academy Solihull, Tudor Grange Academy Redditch and Tudor Grange Samworth Academy and Robert Smyth Academy, CTC Kingshurst. With my dedicated team of staff, we will maintain our distinct brand of blending the best of tradition and innovation, with our mantra of Passion, Clarity and Belief.

This handbook has been designed as a useful reference to help you navigate through the early days of your partnership with us.

During the next seven years, your child will be on a journey with us to prepare them for the intellectual and personal challenges of life, and I look forward to working with you to deliver a happy and successful experience.

Mrs S Roach  
Principal

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# How do I make contact with the Academy?

There may be times when you need to contact the Academy. The College Support Administrators can be contacted on **01905 454627** between 8.00am and 4.00pm. To assist us in dealing with your enquiry effectively please use the examples listed below:

## **I need to confirm a date**

Contact Academy Reception on 01905 454627.

## **What if my child is sick?**

Contact the College Support Administration Office via reception.

## **I need to pass on an urgent message to my child**

Contact the College Support Administration Office via reception.

## **What if my child is late?**

Please write a brief note of explanation in your child's planner. On arrival, your child will need to sign in at student reception.

## **I need to speak to my child's tutor over a minor matter**

Contact the College Support Administration Office via reception.

## **I need to discuss a matter in detail with my child's tutor**

Send in a letter outlining your concerns addressed to the appropriate member of staff.

## **I need to speak to one of my child's subject teachers**

Send in a letter outlining the details addressed to the appropriate member of staff.

## **I am concerned about an incident in a lesson**

Send in a letter outlining the details addressed to the Curriculum Leader or Lead Teacher for that subject.

## **I am concerned about an incident outside of a lesson**

Send in a letter outlining the details addressed to your child's tutor.

# The College Structure

Your child will join a College when he/she enters the Academy and will remain within that College throughout his/her school career. All aspects of support for his/her academic progress and pastoral care will take place within the College.

Your child's named College does not imply that they have a particular aptitude or interest. Your child will have access to the same curriculum provision, choices and Academy facilities irrespective of his/her College.

Tutor groups are of mixed ages, with 4-5 students from each year allocated to each. This 'family grouping' will provide your child with opportunities to learn about leadership and responsibility and take an active role in supporting and encouraging other students. It will also provide your child with a much broader knowledge and understanding of all aspects of school life. Tutor groups have approximately 25 students allowing each Tutor to really get to know their tutees.

There are five colleges: Tyndale, Walsingham, Vesalius, Raleigh and Marlowe and each College comprises of a College Leader, supported by a team of Tutors and College Admin Support.

# Academy Policies

Particulars of policies relating to bullying, safeguarding, child protection, health and safety, the promotion of good behaviour and sanctions adopted in the event of students misbehaving are available on the Academy website or upon request from the Principal's PA.

The core business of the Academy is teaching and learning. We want to dedicate our resources and time to ensuring that every student achieves. The behaviour policy of the Academy is therefore designed to ensure that we eradicate any disruption or distraction to our core business of teaching and learning.

Details of the complaints procedure adopted by the Academy are also available upon request from the Principal's PA and on our website.





# Communication with home

In January 2013, students and staff moved into first class facilities and so we now enjoy a sophisticated, innovative environment and IT provision second to none. Our focus on high standards of behaviour, and achievement and our caring atmosphere enables us to develop our provision so we can continue to improve and grow. The relationship between the Academy and parents is very important and communication is key.

The Academy will communicate important general information in the following ways:

The parent portal is available to all parents, and you can access key information including all assessments and letters. Log-in details will be issued individually.

Common Assessment reports are issued each half term detailing how well your child is progressing in each subject and indicating attendance. Your child will also receive one full written report each year outlining their overall progress.

As part of our commitment to the environment, we have a paperless system, therefore "Thursday post" can be found on the website and the parent portal unless you have opted to receive a paper copy.

The Tudor Grange Academy Worcester website includes a calendar of events, Academy term dates, lists of Parents' evenings, Tudor Grange Academy news and access to the Virtual Learning Environment. The website can be found at [www.worcs.tgacademy.org.uk](http://www.worcs.tgacademy.org.uk). You can also follow the Principal on Twitter.

# When will my child attend?

Hours of attendance - Monday to Friday inclusive:

## The Academy Day

Students are registered during each period of the day. The statutory registration of students takes place at 8.35am and at 1.55pm at the start of Period 5. Prompt attendance is expected throughout the day.

In addition, there are supervised study/homework facilities available in the Learning Resource Centre until 4.00pm, Monday to Friday.

## Hours of attendance

**Monday to Friday inclusive:**

	<b>Key Stage 4</b>	<b>Key Stage 3</b>
8.30am	Arrive	Arrive
8.35am	Tutor Period	Tutor Period
8.55am	Lesson 1	Lesson 1
9.55am	Lesson 2	Lesson 2
10.55am	Break	Break
11.15am	Lesson 3	Lesson 3
12.15pm	Lunch	Lesson 4
12.55pm	Lesson 4	
1.15pm		Lunch
1.55pm	Lesson 5	Lesson 5
2.55pm	End of day	End of day

There is extensive optional Period 6 provision in the Academy, activities running from 2.55pm until 3.55pm and beyond. Details regarding Period 6 activities are usually available on our website.

# Absences

Parents should contact the Academy as soon as possible if a student is not going to be in school. Students who have been absent for whatever length of time should bring in a parental note of explanation on the day they return. When a student has been off sick for more than three days, it is important for parents to contact the Academy to update us about the problem.

Please notify your child's tutor of any infectious or contagious illness occurring in the household of a student. In such cases, a student should not attend the Academy until a medical certificate has been submitted indicating that he/she may do so with safety to other students.

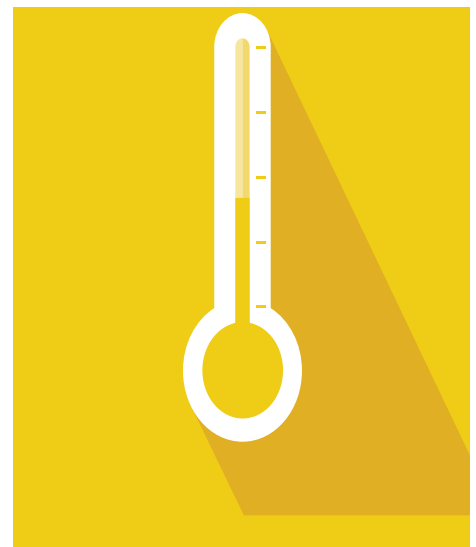
## Leave of absence

If a student needs to attend a medical appointment or requires a leave of absence for any other reason, a letter must be brought from home. The letter should be shown to the Tutor and then passed to the College Support Administration Office who will issue a 'leave of absence permission slip'. The leave of absence should be obtained before the day it is needed, except in an emergency. For details on how to apply for requests of leave of absence for family holidays, please see Leave of Absence for family holidays on the next page.

Before leaving the Academy, the student should report to Student Reception and sign out. Students must be collected by parents from Reception unless a letter, giving specific permission to leave the Academy alone, is received. On returning to the Academy, the student should immediately sign in and hand the slip into the College Support Administration Office.

## In Confidence

If there are circumstances at home which may affect your child's work or behaviour at the Academy (e.g. illness in the family), please notify the Academy. Such information will be treated with discretion, though, if you wish, teaching staff will be informed in general terms that there is a problem.



# Leave of absence for family holidays

It is against the law to take your child out of school for a holiday. We have a strong belief that attendance and academic success go hand in hand so would urge that Academy term dates are adhered to, in accordance with recent guidelines.

From the 1st September 2013 in accordance with the Education(Pupil Registration)(England) Regulations 2013 amendment of the 2006 Regulations, Tudor Grange Academies Trust will be complying with the amendment in that the Principal will not be authorising leave of absence unless there are "exceptional circumstances".

The Academy has a responsibility to safeguard every child on roll at the Academy and therefore a Leave of Absence form must be completed in any circumstances, three weeks before the planned leave and submitted to the office for the Principal's decision.

A letter confirming that the Leave of Absence form has been received and whether the absence has been either authorised or unauthorised will be sent to parents within seven days of receipt of the Leave of Absence form.

If the Academy has referred the student/family to the Local Authority for any form of legal action the absence will not be authorised even if it falls into an exceptional circumstances category.

The parent/guardian should be made aware that if they do take a holiday in term time and it does not fall into the category exceptional circumstances, it will lead to the student being automatically marked as an unauthorised absence. The Academy will then consider whether to refer the matter to the Local Authority to take appropriate legal action.



## **How will my child get to and from the Academy?**

We want all students to arrive at the Academy safely and on time. Please read through this information and then discuss and agree to the travel arrangements with your child.

### **Walking to the Academy**

Any students walking to the Academy should use public footpaths and wherever possible should walk to the Academy with a friend. Good standards of behaviour and respect for all our neighbours' property and privacy are expected at all times; students should be aware that whilst they are wearing the Academy uniform they are representing the Academy.

### **Cycling to the Academy**

As an Academy, we would like to encourage as many students as possible to cycle. Tudor Grange has an area where bikes can be locked to rails. Your child would be expected to lock their bicycle using a suitable cable and we will provide a cloakroom service for the storage of helmets.

We would prefer your child to wear a cycle helmet. Although we cannot insist upon this, we would encourage you to tell your child to wear one.

### **Car**

In order to ensure the safety of all our students, parents who bring their children to the Academy by car should not bring their vehicles onto the Academy site or car park.

Please refrain from dropping students off in the busy pedestrian zone immediately outside the entrance and on the pedestrian crossing.

## **How will my child know what books to bring?**

Your child should check their timetable each evening and pack their bag ready for the next day. All students are issued with their own personal planner at the beginning of each term for this purpose. It has a number of functions.

- A personal diary for daily work
- A place to record work to complete at home
- A communication medium between parent and teacher



Teachers at Tudor Grange endeavour to set homework for your child which is engaging, relevant, creative and enhances their learning.

Homework is important as it prepares students for examinations and supports students in developing life skills such as:

- learning to work independently
- meeting deadlines
- presentation and development of ideas
- selecting and structuring information to good effect
- preparing for examinations

We use an online system called Show My Homework which helps parents keep track of your child's homework and is a simple homework calendar enabling us to ensure homework is set and communicated to all students and parents/carers. Some of the benefits are:

- 24/7 access giving parents/carers a deeper insight into the homework your child receives
- Being able to view the quality and quantity of homework
- Being able to monitor the homework your child is being set as deadlines and assignments are clear and set out in calendar or list form
- Worksheets and other resources can be added to support students with independent learning.

Students, parents/carers are issued with a unique pin with which to log in either via the show my homework website [www.showmyhomeworkco.uk](http://www.showmyhomeworkco.uk) or you can download the app.

# What equipment will my child need at the Academy?

Students are required to be fully equipped with the following items.

Tutors perform regular equipment checks and Students without full equipment will be sanctioned

- **2 pens**
- **2 pencils**
- **1 pencil sharpener**
- **1 eraser**
- **1 ruler (15cm minimum)**
- **1 glue stick**
- **1 pack of colouring pencils**
- **1 highlighter pen**
- **Maths calculator**
- **Named pencil case**
- **Named water bottle**





Please note that for safety reasons liquid ink erasers, such as Tippex, are not allowed.

Mobile phones should not, under any circumstances, be used in the Academy.

If a mobile phone is seen it will be confiscated and we will ask that a parent or carer comes to the Academy to collect it at a convenient time. Contact between parents and students and vice versa can always be made through the College Support Administration Office.

Students can sign their phones in and out of student services at the start and end of the day if absolutely necessary.

**The Academy will not take any responsibility for loss of electronic equipment if rules are not met.**



# What should my child wear at the Academy?

Tudor Grange Academy is very proud of the standards it maintains with uniform. This is achieved through the partnership between the Academy and home. To enable you to support the Academy the full uniform requirements are listed here.

Please note that items of uniform can only be purchased through School Togs, New Street Worcester WR1 2DP or via their website [www.schooltogs.com](http://www.schooltogs.com)



## **Blazer**

Green with gold braiding and Academy badge on pocket, single-breasted, two-button blazer.

## **Shirt**

White buttoned shirt, which should be tucked in at all times

## **Tie**

Official Tudor Grange tie, reaching the waist. Ties should not be tucked into shirts, and must be worn showing seven stripes. Year 11 students have their own tie to indicate their seniority.

## **Pullover, sleeveless or long sleeved**

Medium grey. The pullover must be worn during the autumn and spring term and is optional during the summer term. Round-necked and sweatshirts are not permitted.

## **Skirts**

Grey pleated boxed skirt to be worn on or just above the knee. School Togs have a wide range of sizes and lengths available.

## **Trousers**

Plymouth/Putney grey of an orthodox style, neither unduly tapered or flared.

## **Socks**

Plain black or dark grey.

## **Tights**

Plain, neutral colours in nylon for pupils other than Year 7. Thick tights in grey or black are allowed for all years. Patterned tights are not permitted. Tights must not be worn underneath socks.

## **Shoes**

Shoes should be Plain black leather with a maximum heel height of 5cm and a maximum sole thickness of 2cm (the heel height is measured from the ground to the welt up the back of the heel). Boots, boot-style shoes, stiletto heels, sling-back shoes, canvas shoes, suede shoes, trainers, skater style shoes, ballet pumps and canvas pumps are not permitted.

## **Coats**

Plain grey, dark green, navy or black with no stripes, designs, patterns, slogans or fur. A very small brand logo is allowed, please contact the Academy if in doubt.

## **Academy Bag**

A bag fit for the purpose of carrying school equipment, books and folders. Small hand/shoulder bags and carrier bags are not allowed. Bags should be black only, it is preferred that year 7 & 8 have academy bags purchased from School Togs.

## **Scarves And Gloves**

Plain bottle green, black or grey or the Academy official scarf

## **Hairstyles, Jewellery and Make-Up:**

Extreme hairstyles, cuts and colours are not allowed on any occasion. Examples of extreme hairstyles include close shaved, decoratively shaved as well as, for boys, hair length below the collar. Two-tone colouring, extensive highlighting and decorative braiding are not allowed.

Hairbands and slides, if worn, should be bottle green or plain black.

No student is permitted to wear jewellery.

Watches may be worn.

Girls may wear a discreet amount of mascara only. No other make-up, nail varnish or false nails are allowed.

## **Turbans**

Black or bottle green.

## **Hejabs**

Black and pinned under the chin to stay on the head comfortably. Hejabs worn around the neck only are not permitted.

## **Hats**

Plain black beanie style or Academy hat.

# Tudor Grange Academy

## Physical Education Kit

### Girls' Kit

Black/ bottle green with logo -  
Haze Ladies Fit Polo Shirt  
Black/bottle with logo - Cuatro Fleece  
Top  
Black/white - Skort\* OR Cuatro  
Shorts\*  
Black/bottle green with TGA letters -  
Sports Socks

### Boys' Kit

Black/ bottle green with logo -  
Vapour Polo Shirt  
ProTec Rugby Shirt  
Black/white - Cuatro Shorts  
Black/bottle green with TGA letters -  
Sports Socks

### Optional Extras

- Black/white - Cuatro Track Pants
- Black - Base layer Top (highly recommended)
- White sports socks
- Black - Leggings(no logos)
- Gum shield (advised for rugby)

Please remember:

Academy uniform should not be mixed with non-uniform items. School bags should be an appropriate size and free of graffiti. The sports clothing specified in the uniform list must be worn for PE and games, and for matches with other schools.

All uniform must be clearly labelled. The use of laundry markers is proving to be most effective in the return of mislaid items.

In travelling to and from the Academy, while at the Academy, and while representing the Academy at functions or matches, students must wear full Academy uniform. Uniform is also normally to be worn during educational visits.

## **What about security?**

All articles of clothing and all personal property must be marked clearly with the owner's name.

A student is not allowed to borrow another student's property (including PE or games kit) with or without the consent of the owner.

Money or valuables of any kind must not be left in coat pockets. During practical activities such as PE when blazers and other clothing may be changed, money and valuables must be left with the staff in charge of the activity.

If your child forgets to bring anything you may bring the articles, clearly labelled with name and tutor group, and leave them for collection in the College Support Office via student reception.

## **Lost Property**

Losses of property must be reported without delay. Those who find lost property must hand it in to the College Support office via student reception. If a student loses something, he/she should first look for it in the most obvious places.

Lost PE kit will initially be held in the PE office before being passed to Lost Property. Students who have lost items of property may check Lost Property via student reception before and after school and during morning break.

## **Academy Property**

Students are expected to look after all Academy property, including the fittings and furnishings of the Academy and the fabric of the buildings. Students must not interfere with light switches, heating controls, blinds or any equipment installed for fire prevention in the Academy.

Any damage done must be reported immediately to a member of staff. Students will be expected to pay for any damage which could have been avoided.

What about l



earning?

## Teaching and Learning

Through ongoing research and development Tudor Grange staff have identified six key levers that are all present in great teaching and highly successful learning experiences for students. Teachers must have an understanding of these six key levers and how they impact on their own practice. These key levers are: Decoding assessment criteria, Entitlement vocabulary, Questioning, Marking and feedback, Interleaving and Low stakes testing. The planner is a key tool for communication between Tutors and home.

Please sign and check it every week.

Policies for teaching and learning; assessment and e-safety are available on the website.

# What are the arrangements for lunch?

Students can either purchase food from the Academy restaurant or bring a packed lunch.

In the restaurant the Academy operates a cashless system.

Students' accounts can be credited by posting a cheque payable to Tudor Grange Academy Worcester. We do not take cash in the Academy to credit lunch accounts. The internet payment system is the preferred means of payment for all Academy activities. The Academy will provide logon and password details to access the system. Cash machines are available outside the restaurant and in the hub to make payments to your child's account should this be necessary.

Parents will be able to view their child's lunch account balance and the details of what is being purchased using the Parent Pay system when it is activated.

Students are identified in the restaurant and in the LRC for loan of library books by use of biometric data held for this purpose. This involves a finger scan which is converted into numeric data and stored for each student. No register of fingerprints is kept, nor is it possible to reconstitute a finger print from the data we hold. If you are unwilling to have your child's biometric information used in this way, or would like to talk further about this, please contact your child's College Leader. For the benefit of everybody good standards of behaviour are expected, and the instructions of the lunchtime supervisors must be followed at all times.

# Marking and feedback

Students make outstanding progress when they receive support at home. Please take time to review your child's books and go through the feedback they receive from their teachers. All children regularly receive time to act on feedback through "Dedicated, Improvement and Reflection Time" known as "DIRT tasks".

Should you have any concerns or queries regarding marking or feedback, please do not hesitate to contact the school.

We are constantly developing online resources to enable you to support your child's learning. Some departments publish all their resources on our online learning environment:

TGiSpace. For some subjects, students are able to review materials they have studied in class.

A set of key principles underpins our expectations with regard to independent study/homework:

- Enable the student to reinforce and consolidate learning that has occurred in the classroom
- Help to further establish the attributes of a learner that are at the heart of the Academy's aspirations, such as independence and perseverance
- Give the students experience of tasks which cannot be easily undertaken in the classroom: investigations, enquiries etc. especially where these contribute to supporting the development of independent learning routines
- Promote engagement of parents/carers or community partners in helping to further the education of the student
- Enable the student to develop the skills they require to be successful learners: to be able to organise themselves, their time, their resources and their learning space



# SAS



The **S**kills, **A**ction **S**ervice, curriculum is part of our core provision within the Academy. We dedicate two hours every Wednesday afternoon to a variety of courses which are designed to ensure that students develop a skill of their choice and plan to put it into action, using it to serve a local, national or even international community.

Students work in vertical groups: it is fantastic to watch Year 12 students side by side with Yr 7 students working towards a common goal.

This part of our curriculum achieves a wide variety of objectives: students develop essential skills and attributes such as project management skills, self-confidence and enterprise. The time we dedicate to this option allows talented students to immerse themselves in their area of expertise, and everyone develops a keener awareness of the needs of communities and the benefits of utilising our skills to benefit others.

Just as importantly, we know that students very much enjoy their SAS option.





# Tudor Grange Academy

## BEHAVIOUR POLICY

(Abridged version - full version can be found at [www.worcs.tgacademy.org.uk](http://www.worcs.tgacademy.org.uk))

### Introduction

The aim of the Academy behaviour policy is the promotion of positive student behaviour such that the Academy aim itself may be successfully fulfilled. Paramount to this policy is the health and safety of all members of the Academy community.

### Roles and Responsibilities

Students are expected to:

- o know what the Academy means by good behaviour
- o know and understand all Academy rules
- o follow the Academy's Code of Conduct
- o adhere to the lesson expectations
- o set an example to others by their own behaviour
- o accept and respect rewards for good behaviour
- o understand that poor behaviour is unacceptable and will be sanctioned
- o take responsibility for ensuring good behaviour
- o inform a member of staff of poor behaviour by others, whether in the Academy or on the way to or from the Academy

### Parents are expected to:

- o accept and support the Academy's student behaviour policy
- o recognise the Academy's need to balance the rights of the individual student with the effective conduct of the Academy as a whole
- o provide direct practical support to ensure that the child abides by the Academy rules, for example ensuring correct Academy uniform, daily punctuality, homework undertaken in line with Academy policy; participate in the Academy's behaviour-related procedures, for example monitoring the personal diary, and attending meetings with Academy staff to discuss the child
- o inform the Academy of any personal circumstances which may be relevant to the child's in-Academy behaviour
- o take an interest in the child's in-Academy behaviour, using home-based rewards or sanctions in support where appropriate
- o Agree to matters being referred to other agencies such as the Education Welfare Officer if recommended by the Academy
- o Follow the appropriate procedures for contacting the Academy when it is necessary

The responsibilities of the Academy, the parents and the student are summarised in the Home/Academy agreement which is signed by the Academy, the student and parents on the student's entry to the Tudor Grange Academy Worcester.

### **Rewards**

Rewards are the positive recognition of achievement and progress and are an important part of maintaining student motivation and high expectations. The following are probably the most common examples but are not a finite list:

- o Praise/verbal comment – an often underestimated, important reward
- o Written comment
- o Prominent display of students' work
- o Merits
- o Certificates of merit and commendation
- o Letters and merits for good attendance
- o Praise postcard
- o Uniform reward cards
- o Public commendations (in assembly for example)
- o Letter from the Principal

### **Sanctions**

High standards of student behaviour and discipline provide a positive environment in which teachers can teach and students can learn. We should expect these high standards at all times but the list below represents the most common sanctions against less than acceptable behaviour:

- o Rebukes to individual, group or class
- o Movement to another seat
- o Entry in planner
- o Penalty mark
- o Report to teacher at break time / lunchtime / end of day
- o Written sanction e.g. additional or re-attempt work
- o Referral to Curriculum Leader / Lead Teacher
- o Isolation in another class
- o Placement "On Report" – parents informed
- o Parents asked to visit Academy, joint monitoring by parents, tutor and / or College Leader
- o Detention

## **Serious Offences**

For more serious incidents, the offence will be dealt with as soon as possible by the Curriculum Leader/ Lead Teacher and ideally on the same day. If necessary a member of the Leadership Group may be contacted to agree further action. A record will be kept on the student's file and appropriate sanctions may include:

- o Same day detention after notifying parents
- o Cooling off period in Academy
- o Withdrawal from circulation at break and lunchtime
- o Withdrawal from lessons (arranged by leadership Group only)
- o Internal exclusion or TATE\* (arranged by leadership Group only)
- o Home time "delay"
- o Collection of student by parent after Academy
- o Parent informed
- o Parent asked in
- o Student placed on a TAP (Targeted Action Plan)

For some offences, or where there are continuing behavioural difficulties for which other sanctions have been unsuccessful, a fixed term exclusion may be an appropriate sanction. In some circumstances, a lunchtime only exclusion may be considered a suitable option. The exclusion must be authorised by a member of the Leadership Group. In all cases of more than a day's exclusion, work will be set and marked.

If a further incident necessitating a fixed term exclusion occurs the procedure should be followed with additional in-Academy sanctions on return.

## **Illegal Substances**

Any student involved in a drugs-related incident is liable to be permanently excluded. This applies whether in the Academy, to or from the Academy or on an Academy activity. It covers not only the taking or possession of drugs, but also involvement in the purchase, sale or passing on of drugs, even if the drug itself is not brought into the Academy.

## Academy Rules

To get the most out of academy life , pupils need to feel confident and cared for – and it is in this respect that Tudor Grange makes a difference. As an Academy we commit to providing an academic and creative education and we will ensure all students leave the Academy ready to take on the world.

We believe that students will be prepared for their role and place within society should they practise the TUDOR Values, these are:

<b>Tolerance</b>	Tolerating the thoughts of others; being kind, patient and thoughtful
<b>Unity</b>	Working together as a member of the academy community to make it great; being hungry for knowledge and wearing your uniform with pride; moving calmly and purposefully to, from and around the Academy
<b>Democracy</b>	Listening, being optimistic and logical and utilising Student Voice as the channel for instigating change
<b>Opportunity</b>	Being creative and determined; challenging yourself to try new things and broaden your horizons
<b>Respect</b>	Being well mannered, self-controlled and disciplined, listening and responding to staff and students positively

### **The Academy's general rules and code of conduct are:**

- o Do not use verbal or physical violence or threat. Demonstrate kindness, thoughtfulness and patience to all staff and student
- o You must not exhibit extremist views, eg. Racism, sexism, homophobia, or harassment of any kind. You must tolerate and respect the thoughts and feelings of others
- o Do not interfere with other people's property
- o The possession and use of smoking materials, drugs and alcohol is strictly forbidden.
- o Do not bring to Academy any item which may cause injury or has the potential to be used as a weapon.
- o Do not bring any personal belongings including iPods and other players, mobile phones, cameras or other such items to Academy except those required for lessons. Swapping or selling items on Academy premises is not allowed.
- o Large amounts of money should not be brought into Academy, but if it is essential to bring it in, it should be left in Student Services Office.

### **The Academy's rules of movement are:**

- o Move calmly and purposefully, without running around the building. Remember to keep to the left and in single file on stairs and in the corridors.

- o Leave Academy at the end of the day sensibly, wearing full Academy uniform
- o Travel to or from Academy demonstrating respect for private property and the local community
- o Use only the designated hard or grass areas around the buildings for games. Out of bounds areas are strictly forbidden.
- o Students must not be on the Academy site without the prior knowledge and permission of a member of staff.
- o During the hours of 8.35am and 2.55pm, students must not leave the Academy site without permission.

\*TATE (Tudor's Alternative To Exclusion)

**The Academy uniform rules are:**

- o Wear the full Academy uniform correctly at all times, including to and from the Academy.
- o Do not wear outdoor clothing indoors (this includes, hats, scarfs, coats, jackets, and gloves). Hooded jumpers are not to be worn, even in place of a coat.
- o Adhere to the Academy's jewellery, hair and make-up regulations.

**The Academy's rules relating to respecting the environment are:**

- o Look after books and materials issued. (The cost of replacing lost or damaged books is the responsibility of the student's parents.)
- o Look after and respect the buildings and the furniture
- o Put litter in the bins provided
- o Do not eat in classrooms, corridors or on the first floor of the site at any time. Fizzy drinks are not allowed (other than water)
- o Chewing gum must not be brought into the Academy.
- o Do not bring correcting fluid into Academy
- o Do not bring cans or glass bottles of drink into the Academy

## **Photographic Images**

At Tudor Grange Academy we take the issue of student safety very seriously. This includes the use of images of students in Academy publications and on the Academy website. Research has shown that using digital images and videos in education can motivate and enthuse students, help encourage creativity and improve communication and team-working skills.

At the Academy, we would like to use images of students for educational and promotional purposes on the Academy website, in printed publications on CD-ROM and in digital video productions. Schools, however, have a duty of care towards students, which means that students will remain unidentifiable in digital images, reducing the risk of inappropriate contact if images are used in this way.

If you are unwilling for images of your child to be used in this way, please indicate this on the appropriate form.

# NOTES



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