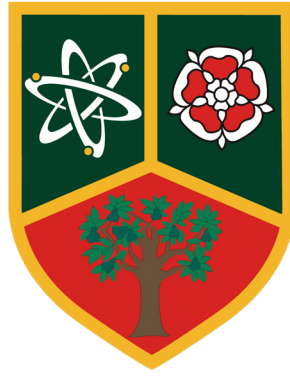


Handbook

Tudor Grange Academy
Worcester



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.

**“Tudor Grange is the best school in the uk!
The teachers are inspiring, compassionate
and kind”**

Welcome to the Tudor Grange Academy family. Now into our 14th year of operation, Tudor Grange is firmly putting itself on the map of great schools in the county. We are now officially the most sort after state school in all of Worcestershire. 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 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
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 they will gain.

Our focus on becoming a **proactive learner** encourages students to see mistakes as a learning opportunity. This will lead to greater confidence, knowledge and opportunities; 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 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.

We are well supported by the Tudor Grange Academies Trust and students benefit from the close working relationships staff have with their colleagues at the 12 other Tudor Grange schools. 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 guide to help you navigate through the early days of our partnership.

During the next seven years, your child will be on a journey 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.

Mr D Butler
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, check the website

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 contact reception to let them know. 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 or email outlining your concerns addressed to the appropriate member of staff, or call reception to make an appointment.

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

Send in a letter or email outlining the details to be addressed to the appropriate member of staff, or call reception to make an appointment.

I am concerned about an incident in a lesson

Send in a letter or email outlining the details addressed to the Curriculum Leader or Lead Teacher for that subject, or call reception to request an appointment.

I am concerned about an incident outside of a lesson

Send in a letter or email outlining the details addressed to your child's tutor, or call reception to request an appointment.

The College Structure

Your child will join a College when they enter the Academy and will remain within that College throughout their school career. All aspects of support for their 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 their College.

Tutor groups are KS3 (Years 7-9), with approximately six 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 20 students allowing each Tutor to really get to know their tutees.

There are five Colleges:



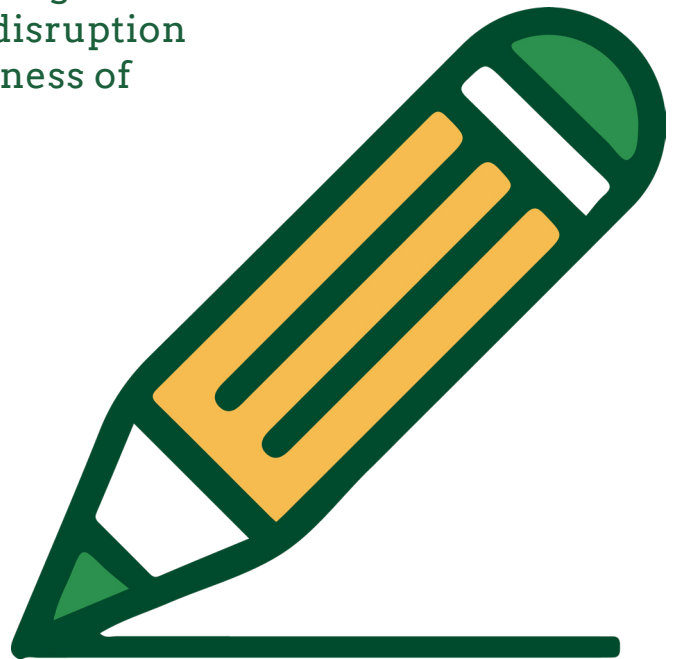
Each College comprises of a College Leader, supported by a team of Tutors and College Admin Support.

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 a new building with 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:

- My Child At School is available to all parents, and you can access key information including all assessments and letters. Log-in details will be issued individually.
- Reports are issued each term on My Child At School detailing how well your child is progressing and indicating attendance.
- As part of our commitment to the environment, we have a paperless system, therefore "Parent 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, the newsletter and access to homework and online learning resources.
- The website can be found at www.worcs.tgacademy.org.uk.
- You can also follow the school on our X posts.



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 8.30am during Tutor Time and at 2:00 pm at the start of Period 5. Prompt attendance is expected throughout the day.

Students arriving after 8.30 am without a valid reason will receive a same day detention.

In addition, students can stay after school to attend extra-curricular groups or complete work until 4.00 pm, Monday to Friday.

Hours of attendance

Staggered times for break and lunch times for different year groups are shown below. All year groups will start periods 3 and 5 at the same time.

Years 7, 9 and 11

Tutor	Period 1	Break	Period 2	Period 3	Lunch	Period 4	Period 5
8:30 - 9:00am	9:00 - 10:00am	10:00 - 10:20am	10:20 - 11:20am	11:00 - 12:20am	12:20 - 1:00pm	1:00 - 2:00pm	2:00 - 3:00pm

Years 8 and 10

Tutor	Period 1	Period 2	Break	Period 3	Period 4	Lunch	Period 5
8:30 - 9:00am	9:00 - 10:00am	10:00 - 11:00am	11:00 - 11:20am	11:20 - 12:20am	12:20 - 1:20pm	1:20 - 2:00pm	2:00 - 3:00pm

There is extensive optional Period 6 provision in the Academy, with activities running from 3:00 pm until 4:00 pm and beyond.

Details regarding Period 6 activities are usually available on our website.



Every Moment Matters

Attendance – Tudor Grange Academy Worcester

	Attendance School Year	Equals Days Absent	Numbers of Lessons Missed	Total absence in 5 years	Correlation between attendance and average grades.
Excellent attendance	99%	2 days	10 lessons	2 weeks	+0.3
	97%	5 days	25 lessons	1 month	
Attendance concern	95%	9 days	45 lessons	3 months	-0.0
	93%	14 days	70 lessons	5 months	-0.5
	90%	19 days	95 lessons	7 months	
Persistent absence	85%	30 days	150 lessons	9 months	-1.1
	80%	38 days	190 lessons	1 year	
	70%	59 days	295 lessons	1.5 years	
Serious persistent absence	60%	80 days	400 lessons	2 years	-2.0

Absence

Parents should contact the Academy as soon as possible each day 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. In such cases, a student should not attend the Academy until a medical certificate has been submitted indicating that he/she may do so safely.

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 Reception.

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.



What are the arrangements for lunch?

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

In the restaurant the Academy operates a cashless system.

Students' lunch accounts can be credited over the internet (using the secure ParentPay website). This also enables you to check your child's balance and see details of their purchases. The Academy will provide logon and password details to access the system. Alternatively, parents can purchase a Paypoint card from our Finance Department at a cost of £2 which enables you to top up your child's lunch account at a number of local retail outlets (see www.paypoint.com for locations).

Similar arrangements are in place for school trips and other payments.

Students are identified in the restaurant 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 staff must be followed at all times.

Safeguarding at Tudor Grange

We have a strong culture of safeguarding at Tudor Grange Academy Worcester, ensuring that your child learns in a safe, caring and enriching environment. Through our pastoral and subject curriculum, children are taught and offered support to keep themselves safe, develop positive and healthy relationships and avoid situations where they might be at risk. Safeguarding is the responsibility of every member of staff in school, but we also have a central safeguarding team which includes;

- Designated Safeguarding leads
- Pupil Premium Champion
- Advocate for Looked After Children (LAC)
- LGBTQ advocate
- Tudor Family Support Worker
- Inclusion manager
- Thrive and Trauma informed specialists

Your child's tutor will support and advise them each morning and we operate a Wellbeing Drop-in service for students during social times. We also liaise with external agencies to ensure that you and your child have access to help and support from a wide range of professionals.



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 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, their 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. It is important to cycle safely and not on busy pavements.

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 service for the storage of helmets.

We would recommend your child wears a cycle helmet. Although we cannot insist upon this, we would encourage you to tell your child to wear one and explain the importance of doing so.

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.



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 satchel:one 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 school website 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**
- **Green pen**



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

Mobile phones should not,
under any circumstances,
be used whilst 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 via main reception.

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

The Academy will not take any responsibility for loss or damage to electronic equipment.

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 Monkhouse, 14-16 Pump Street, Cathedral Square, Worcester WR1 2QY or via their website www.monkhouse.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 have a green tie with school badge.

Jumper

Sleeveless or Long Sleeved V neck, mid grey. (Light grey or black are not permitted.

The jumper must be worn during the Half Terms 2,3 and 4 and optional during the Half Terms 1,5 and 6.

Round-necked jumpers, hoodies 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

Mid grey straight legged trousers are to be worn. Tight fitting trousers, leggings, shorts, cargo pants or fashion trousers (skinnies) of any kind are not permitted in school. (Pictures of unacceptable trousers can be found on our website alongside a list of suggested stockists).

Socks

Plain black or dark grey. Light, white or patterned socks are not permitted. Tights must not be worn with socks.

Tights

Grey, plain/neutral or black tights are allowed for all years. Patterned tights, leggings or socks worn with tights are not permitted

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 and skater style shoes are not permitted. Students wearing shoes that are not in keeping the uniform code, will be asked to change into black pumps.

Coats

We encourage pupils to wear coats in adverse weather conditions. Please do not wear coats with slogans on that could cause offence to others and please note that coats are not worn inside the school buildings. Pupils will be asked to remove them when entering.

Hoodies are not allowed

Academy Bag

A bag fit for the purpose of carrying school equipment, books and A4 folders. Small hand/shoulder bags and carrier bags are not allowed. Bags should be black only, many year 7 & 8 have Academy bags purchased from School Togs. Small, subtle logos are permitted.

Scarves And Gloves

Scarves and gloves must be plain and must not be worn inside the Academy. Patterned scarves are not permitted.

Hats

Hats, of any type, are not to be worn in or outside of the academy during academy hours. Unless in extreme weather, in which instance the school will communicate this to students and parents.

Hairstyles

Hairstyles should be kept in a smart fashion. Examples of hairstyles not permitted include; close shaved or skin-fade, decoratively shaved, lines in hair, extreme variations in length such as an undercut, two tone colouring, unnatural hair colouring, extensive highlighting and decorative braiding.

We support the halo code where students require specific styles in order to conform with racial or ethnic identity.

Hairbands, if worn, should be plain in colour; either bottle green, dark brown, dark grey or black (or colour of hair). The Principal's decision on permitted hair styling is final.

Jewellery

No student is permitted to wear jewellery. This includes piercings of any kind. Watches may be worn.

If a student arrives at school with incorrect uniform a member of SLT or the Principal may:

- (a) Send the student home to change, having first contacted the parents
- (b) Provide a change of uniform
- (c) Issued with penalties
- (d) Be set a college detention
- (e) Send the student to the isolation room to work for the day.

The Principal's decision on acceptable uniform is final.

Tudor Grange Academy

Physical Education Kit

Girls' Kit

Black/ bottle green with logo -
Haze Ladies Fit Polo Shirt
Black/bottle green
with logo - Cuatro Fleece Top or
Black Hoodie with logo
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 trainer socks
- Black - Plain sports Leggings for girls (no logos)
- Gum shield (advised for rugby)
- Black Hoodie with logo (for boys)

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.

The Academy uniform can be purchased in person or online at [Schooltogs.com](https://www.schooltogs.com).

What about security?

All articles of clothing and all personal property must be marked clearly with the owner's name. Students are not allowed to borrow another student's property (including PE or games kit) with or without the consent of the owner.

As we operate a cash and mobile phone free site, money or valuables of any kind must not be left in coat pockets. This will ensure that during practical activities such as PE when blazers and other clothing may be changed, money and valuables cannot be interfered with.

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, they 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 break times.

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.



Teaching and Learning

Rationale

Tudor Grange Worcester has implemented a Quality First Teaching framework that provides clarity on the expectations for teaching and learning across the academy. The main focus for the implementation of the framework is that teaching is shaped around the needs of the students and is highly developed in order to achieve this.

Our teaching and learning focus this year is split into two strands:

1. Enabling students to be proactive learners through explicit teaching of good learning habits
2. Enabling students to be confident, independent writers

The development of positive relationships are also a central feature in ensuring that our Passion, Clarity, Belief ethos remains at the heart of our work with students.

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.

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

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 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 enrolment forms.



W.I.S.E.R - Personal Development at TGAW

At Tudor Grange Academy we value each child's personal development journey. Every child has individual skills, interests and personality traits that we want to foster by providing a wide range of opportunities and learning experiences.

We have developed a **W.I.S.E.R** framework that will support pupils in becoming confident and well-rounded young adults, able to make safe and well-informed decisions, while actively contributing to the community.

The **W.I.S.E.R** framework covers the following areas:

- Be **Well**
 - I know how to support my positive mental health
 - I know how to support my physical health through an active lifestyle and healthy diet
 - I understand the risks of substance misuse

- Be **Inclusive**
 - I know the protected characteristics
 - I value equality and diversity
 - I know the British Values
 - I know the Tudor Values

- Be **Safe**
 - I understand the difference between healthy and unhealthy relationships
 - I understand the importance of safe sexual relationships
 - I know how to stay safe online and through social media
 - I understand the risks of criminal exploitation and sexual exploitation
 - I understand the risks of radicalisation and extremism, and understand the law regarding FGM

- Be **Engaged**
 - I know where and how to ask for support
 - I am proactive and take part in after school clubs and sporting opportunities.

- Be **Ready**
 - I understand what it means to be a good citizen
 - I understand the importance of democracy, individual liberty, the law and respect
 - I understand what next steps are available to me after I leave school
 - I know how to get careers advice in school

W.I.S.E.R is covered in lesson time, assemblies, via guest speakers, during after school activities, and through visits, clubs and sporting opportunities. From September 2024, students in years 7 – 10 will have one hour a week of **W.I.S.E.R** on their timetable.

Personal Development

“Success is a journey, not a destination.”

Here at Tudor Grange Academy, we recognize the importance of our students' personal development. We want them to share our high expectations and core values as well as grow as individuals, taking advantage of the many opportunities we offer to become truly global citizens.

Our Tudor values, Tolerance, Unity, Democracy, Opportunity and Respect, underpin all we do. Our learning habits of courage, commitment and curiosity give the students a concrete framework on which they can learn about themselves and the world around them. We focus not only on developing knowledge and intellect but on the broader person, their social skills, emotion, motivation, perception and identity. In short, we want to develop the whole student in order to prepare them for the challenge of growing up, and face this change with resilience and good humour.

A life shaping opportunity is what we want for every child.

Tudor Values

Tolerance	Tolerating the thoughts of others; being kind, patient and thoughtful
Unity	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
Democracy	Listening, being optimistic and logical and utilising Student Voice as the channel for instigating change
Opportunity	Being creative and determined; challenging yourself to try new things and broaden your horizons
Respect	Being well mannered, self-controlled and disciplined, listening and responding to staff and students positively

Tudor Grange Academy

BEHAVIOUR POLICY

(Abridged version - full version can be found at www.worcs.tgacademy.org.uk)

Introduction

The school considers that a student's behaviour both, reflects their attitudes and commitment, and will ultimately define the levels of success and development they experience. The school is committed to providing a high quality academic and creative education and an environment that upholds high expectations for every student, while providing the structure and support needed to both promote these values and instil them in our students. Paramount to this policy is the health and safety of all members of the Academy community.

Roles and Responsibilities

Students are expected to:

- know what the Academy means by good behaviour
- know and understand all Academy rules
- follow the Academy's Code of Conduct
- adhere to the lesson expectations
- set an example to others by their own behaviour
- accept and respect rewards for good behaviour
- understand that poor behaviour is unacceptable and will be sanctioned
- take responsibility for ensuring good behaviour
- 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:

- accept and support the Academy's student behaviour policy
- recognise the Academy's need to balance the rights of the individual student with the effective conduct of the Academy as a whole
- 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
- inform the Academy of any personal circumstances which may be relevant to the child's in-Academy behaviour
- take an interest in the child's in-Academy behaviour, using home-based rewards or sanctions in support where appropriate
- agree to matters being referred to other agencies such as the Education Welfare Officer if recommended by the Academy
- 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:

- praise/verbal comment – an often underestimated, important reward
- written comment
- prominent display of students' work
- merits
- certificates of merit and commendation
- letters and merits for good attendance
- praise postcard
- Pin badges
- public commendations (in assembly for example)
- letter from the Principal
- trips and Visits
- inclusion in Grand Prize Draw

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, the flow chart on the next page details the sanctions where behaviour doesn't meet these standards.

For more extreme offences, or where there are continuing behavioural difficulties for which other sanctions have been unsuccessful, suspension may be an appropriate sanction. In some circumstances, a lunchtime only supervision may be considered a suitable option. The suspension 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 suspension occurs the procedure should be followed with additional Academy sanctions on return.

Illegal Substances and potentially dangerous items

Any student involved in a drugs-related incident or bringing in an item which could cause harm 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.

Behaviour Curriculum – Responses

Stage 1 - Remind and Encourage

Staff will share expectations and rules, remind you and reward you.

Stage 2 - Penalties (with verbal warning)

Penalty 1

Penalty 2

Staff will let you know what needs to change about your behaviour and log penalties online.

Stage 3 – Curriculum Detention

This will be issued if.

- you are hot spotted from a lesson.
- or
- Your poor behaviour

This will be logged online.

-2 behaviour point

Stage 3 – College Detention

This will be issued if;

- You behave poorly during social times.
- You have poor punctuality.

This will be logged online.

-1 behaviour point

Stage 4 – SLT Detention

This will be issued if;

- Your behaviour continues or escalates.
- or
- You fail to attend other detentions.

This will be logged online. -3 behaviour point

Stage 5 – Internal isolation

You will be booked into internal isolation if:

- you refuse a hot-spot.
- or
- Your poor behaviour continues or escalates. *We will write to your parents/carers*

-5 behaviour point

Stage 6 – TATE and Suspension

These will be arranged by Mr Butler and the College Leaders. *Your parents/carers will be invited to a meeting in school.*

TATE -8 Points

Suspension -10 Points

Excellence in Behaviour

The Academy is committed to upholding high standards for behaviour in three key areas: Academic study, Community and Standards. These three aspects are seen by the Academy as vital in securing high levels of success and opportunity for student's both in school and into their future. Excellence in behaviour in each of these areas is seen as a key vehicle for student's progress and development, and the continual development of the school.

Academic: be proactive in your learning

Academic success is an expectation for every student as it will provide a sense of self worth, a developed understanding of the world and provide greater opportunities in the future. It can have a direct bearing on a student's future prospects, relationship, happiness and well being.

We expect students to value their academic study and see learning as their primary purpose in being at school. The rules relating to students' academic study are:

- Arrive to your lesson on time and fully equipped.
- Listen to the teacher and follow their instructions.
- Demonstrate proactivity by showing commitment, curiosity and courage in your studies.
- Do not engage in behaviour that disrupts the learning environment or the learning of others.
- Listen to, and respond positively to any feedback or guidance given to you by the teacher regarding your work or your behaviour.

Standards: Be prepared and show you care

The Academy expects all students to adhere to and maintain high standards in the way they present themselves, how they prepare themselves for their learning and in the choices they make. Student's standards of uniform and equipment reflects their attitudes and commitment, both to the Academy as a community and its rules, as well as their own development. This commitment is key in allowing students to fully embrace their role as a part of the Academy's community and all the opportunities this brings. It is also great training for future experiences where success may rely on their ability to follow and uphold a set of standards.

The rules relating to student's standards are:

- Maintain high standards of uniform and equipment at all times, including travelling to and from the Academy.
- Do not wear outdoor clothing indoors (this includes, hats, scarfs, coats, jackets, and gloves). Hoodies are not to be worn, even in place of a coat.
- Adhere to the Academy's jewellery, hair and make-up regulations.
- Students are encouraged to drink water, fizzy drinks are not allowed (unless it is fizzy water).
- Cans and glass bottles of drink should not be brought into the Academy
- Chewing gum must not be brought into the Academy.
- The possession and use of smoking materials, vapes, drugs and alcohol is strictly forbidden.
- Do not bring to Academy any item which may cause injury or has the potential to be used as a weapon.
- 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.
- There is no need to bring money as we are a cashless site, however, if it is essential to bring it in, it should be left in Student Services Office.



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