

BEAUFORT CO-OPERATIVE ACADEMY



PARENTS' HANDBOOK

2017-2018

Name.....

Year.....

House.....

Tutor Group:

Beaufort Co-operative Academy
Holmleigh Park

**Tuffley
Gloucester GL4 0RT**

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**Mr D Bishop
Principal**

INTRODUCTION

We believe that students achieve their best when Academy and family work together. Therefore it is important for parents to know what happens on a day-to-day basis within their child's Academy.

This booklet is intended to provide a handy point of reference for parents about the many routine matters of Academy life. We hope that much of what goes on in the Academy will seem clearer and you will be better able to support your son or daughter in their work at Beaufort.

This booklet cannot tell you everything, but may help you to decide what else you need to know - and who to see to find out more. Please keep in touch with your child's teachers, especially the Tutor and the Leader of Learning Community. With your help, they are better able to assist your son or daughter with their work.

If ever you are concerned about any part of the education your son or daughter is receiving, do not hesitate to contact the Academy. An appointment makes life much easier for us all, but if you are worried, just come in and talk to us. I and other Senior Staff are always prepared to meet parents to discuss any concerns.

If you have any comments about the contents of the Handbook, especially if you feel we have left out anything, please let us know. We will endeavour to put things right in next year's edition.

David Bishop - Principal

Copies of the Parents' Handbook can always be obtained from the
Academy Office without charge



Beaufort Co-operative Academy
Home / Academy Agreement 2017 / 2018
“Success for All, Care for All”



Student name: _____

At Beaufort we believe that working closely with parents/carers brings about the best outcomes for our students.

	The Academy will:	Parents will:	Students will:
Curriculum	Offer a carefully planned curriculum matched to the needs of your child	Support the Academy’s curriculum provision	Engage with the opportunities presented by the curriculum
Learning	Ensure that the work set will be well prepared and appropriate to each child	Make every effort to support my child’s learning at home	Work to the best of my ability
Attendance and Punctuality	Contact you if we are concerned about your child’s attendance and punctuality	Send my child to the Academy every day on time and avoid taking my child on holiday in term time	Attend the Academy everyday (apart from illness) on time
Pupil Responsibility	Have high expectations of behaviour and contact you if we are concerned about the behaviour of your child	Work with the Academy to try and ensure that my child behaves when at the Academy	Take responsibility for my behaviour by following the Academy behaviour policy
Appearance	Have high expectations regarding uniform and student appearance and will contact you if we are concerned about how your child presents themselves	Support the Academy’s uniform policy to ensure that my child wears uniform for learning	Arrive at the Academy wearing uniform for learning
Ready to Learn	Encourage all students to have a bag with the correct equipment for learning	Ensure that my child has equipment for learning	Ensure I have a minimum of a pen, pencil, ruler and rubber, planner and PE kit
Care and Support	Care for and provide support for your child throughout the year	Talk to the Academy if my child is worried about anything that may affect my child’s learning	Talk to a member of Academy staff you trust if you have a problem or difficulty at Academy
Partnership	Respect, value and show consideration to each child	Respect and show consideration to all Academy staff	Show respect and consideration for all members of the Academy and local community

Please read this agreement carefully. Acceptance of this agreement is assumed as part of your child’s attendance at the Academy.

ACADEMY ORGANISATION

Every student at Beaufort Co-operative Academy belongs to a tutor group within a year group and is also a member of a House – Northgate, Southgate, Eastgate or Westgate. Normally students from the same family will be members of the same House.

Within each year group, students are placed in tutor groups. The tutor groups are numbered according to their year groups and House e.g. 7N1 or 9S2.

If you have concerns, your child's tutor is the best person to contact in the first instance. The Heads of Year (HoY) and Deputy Heads of Year (DHoY) can also be contacted about concerns about their progress or welfare.

OUR VALUES AT BEAUFORT CO-OPERATIVE ACADEMY

Everyone at our Academy is expected to maintain an atmosphere which supports learning. We are courteous, pleasant, helpful and consistent in our dealings with one another. All students come to Academy to learn and any behaviour which detracts from this will not be tolerated.

All members of our Academy have:-

The right to learn or teach uninterrupted

The right to be safe

The right to be heard

The right to be treated with respect

All members of our Academy must therefore accept the responsibilities which protect these rights.

1. **WE TREAT OTHER PEOPLE WITH KINDNESS AND RESPECT IN THE WAY THAT WE WOULD LIKE THEM TO TREAT US**

This means you always speak and behave politely to everyone, even if you feel in a bad mood, and always use a low voice. There are times and places when you need to be silent, and you must obey any reasonable request from a member of staff.

2. **THE ACADEMY IS A PLACE OF WORK**

This means in class you make it as easy as possible for everyone to learn. This means arriving on time and with everything you need for the lesson, beginning and ending the lesson in a courteous and orderly way, listening carefully, following instructions, helping each other and being polite and sensible at all times.

3. **WE MOVE CAREFULLY AND QUIETLY ABOUT THE ACADEMY**

This means never barging or running or shouting, but being ready to let people pass opening doors and showing patience as you move about.

4. **YOU KEEP THE ACADEMY CLEAN AND TIDY**

This means keeping the Academy a welcoming place we can all be proud of by putting litter in the bins, keeping walls and furniture clean and taking care of displays, particularly other people's work.

5. **WE ARE NEAT AND TIDY IN OUR DRESS**

This means following the students' dress code set out in the Parents' Handbook.

6. **YOU SHOULD STAY WITHIN THE ACADEMY BOUNDS**

This means staying on the Academy premises unless you have express permission to go out of the Academy, and a member of staff knows where you are, so that we know you are safe and are not worrying about you unnecessarily. Remember the Code of Conduct applies when you are off the premises on Academy trips and on the journey to and from home.

ACADEMY EXPECTATIONS

Arrival on time to lessons, properly equipped and dressed

- Students remove all outdoor wear as they enter the room
- Required minimum equipment is an Academy bag, pens, pencils, ruler, rubber and planner
- All mobile phones + electrical equipment must be switched off and placed in an Academy bag during lessons and when moving between period 1 and 2 and lesson 3 and 4.

Listen when the teacher is speaking

- Look at and listen to the teacher when they are talking
- Follow all instructions first time
- Asking questions appropriately
- Do not disrupt the learning of others

Work to the best of your ability

- Attend all lessons on time
- Focus fully on the task
- Complete work set
- Complete and hand in any independent study work on time

Respect people, belongings, environment and equipment

- Speak politely
- Put all litter in the bins provided
- The Academy is a no smoking site
- Do not damage Academy property
- Walk in the Academy building

BULLYING

Beaufort Co-operative Academy does not tolerate bullying of any kind and all cases are treated very seriously.

Bullying is any behaviour which has the potential to affect adversely the well being of an individual and results in the individual being frightened or upset. It can include exclusion from the group, name-calling, teasing, threats and extortion, threatening gestures or grimaces and physical assault on a person or their property. It can be a single frightening incident or a series of such incidents.

Initially contact should be made with your son/daughter's Tutor who will make enquiries and attempt to deal with the situation quickly, and hopefully, defuse any potential repercussions. The Tutor will record all reported incidents. If the situation deteriorates or is not resolved the Tutor will pass the matter on to the relevant Head of Year. You may also contact your son/daughter's Head of Year if you think a situation is not being resolved satisfactorily. The Head of Year will also record reported incidents and will attempt to reassure potential victims and deal with the alleged perpetrator of the bullying.

In extreme cases, senior members of staff, and/or the Principal, will become involved and not only will the matter be recorded officially in the Academy Incident Book, but also exclusion from Academy may result.

REMEMBER: if you have any concerns as a parent, contact us so that we can deal with the situation quickly.

REWARDS

We encourage positive attitudes towards work and behaviour in our students by a rewards system open to all. We use "Good News" postcards to inform parents of students in all years about their successes. In addition we celebrate success in Achievement Assembly each term.

SANCTIONS

We expect the highest standards of behaviour from students towards each other, towards staff and towards the fabric of the Academy. First and foremost our Academy is a place of work and students must come to Academy prepared and equipped to work and must not prevent other students from working. In addition behaviour which is unacceptable or illegal out of Academy is regarded equally seriously in Academy and students must expect to face the consequences of such actions.

If a student breaks one of the rules, they are issued with a consequence in order of seriousness:

- Verbal warning
- Second verbal warning and/or held back for up to 10 minutes
- Up to half hour detention set by teacher
- After Academy department detention of upto 1 hour
- Senior Leadership detention of 1½ hours on a Friday

For more serious offences or repeated poor behaviour a student may be placed in on-site provision to work for one or more days in the Behaviour Support Centre within the Academy, or receive a fixed term exclusion of up to five days. Students may be placed on a Pastoral Support Plan to support them in improving their behaviour. In very serious cases and for a failure to meet targets in a Pastoral Support Plan students may face a prolonged fixed term exclusion or a permanent exclusion from Beaufort Co-operative Academy.

ATTENDANCE

Absence:

Regular Academy attendance is essential if students are to maximise the opportunities offered at Academy. Please do not keep your children away from Academy without good cause. Students should not be absent from Academy for reasons such as shopping, child care, or family holidays and visits during term time. We expect 100% attendance from all students.

The Academy operates 'Truancy Call' to alert parents of students absence or failing to register.

We ask parents to follow these guidelines:

- students should bring a note of explanation following absences which should be handed to their Tutor.
- if absence through illness is for more than three days, parents should inform the Academy as soon as possible.
- if the absence is known in advance (e.g. for a hospital appointment), please send a note beforehand. Every effort should be made to book appointments outside of the Academy day.
- if your child needs to be absent for part of the day (e.g. for a dental appointment) please provide a note to show their Tutor. They must sign out at the Academy Office before leaving.
- **Please note that holidays in Academy term are regarded as unauthorised absence, and will result in a parent receiving a penalty notice.**

Punctuality:

We encourage punctuality to Academy and to lessons. Please ensure that your son or daughter arrives at the Academy by 8.30am. However, we cannot accept responsibility for supervision for students before 8.20am unless attending pre-Academy club. Students arriving after registration has closed will receive a "late" mark. Late arrivals must report to the Academy Office and attend a late detention during breaktime in the performing arts centre. It is very important that the register shows whether your child is in Academy or not in cases of emergency. It is the responsibility of each individual student to ensure that their tutor records their attendance. This will prevent an unnecessary telephone call.

We may need you to attend a meeting to discuss your child's punctuality if they are frequently late arriving to the Academy.

Accidents and Illness:

If your child becomes ill or has an accident he or she will be cared for as far as possible by a member of staff in the Welfare Room. However, we may need to contact you to ask you to take your child home or to hospital. It is vital that we have an emergency telephone number for this purpose.



Uniform Requirements Clarity on roles and responsibility

Years 7 - 11

Girls	Boys
<ul style="list-style-type: none"> ▪ Knee length black skirt (photos of acceptable styles are available on the academy website) ▪ Black long trousers ▪ Plain sky blue shirt ▪ Black, grey or navy socks ▪ Black grey or navy tights ▪ Navy blue tie with house colour ▪ Grey Academy Blazer with the academy badge 	<ul style="list-style-type: none"> ▪ Black long trousers ▪ Plain sky blue shirt ▪ Black, navy or grey socks ▪ Navy blue tie with house colour ▪ Grey Academy Blazer with the academy badge

- Blazers may be removed in class with permission of the teacher in charge.
- Blazers may be removed when on the academy site during the summer term at break time and lunch time.
- A grey jumper with the academy badge is optional. No other jumper is allowed under the blazer.

Shoes:

Black shoes must be worn (Daps or trainer style shoes are not permissible).

- No heel, a flat sole
 - No boots
 - Plain black laces
 - Photos of acceptable styles are available on the academy website
- Trainers may be worn at break and lunch time if playing sports.
- Trainers must be removed by the end of break and lunch time.

Jewellery, Make-up & Hair

Discrete make-up and no jewellery, except for a pair of small stud earrings in the ear lobes, not to be larger than the lobe. No other piercings are permissible. The tutor will decide if the make-up is subtle enough to be permissible.

No false nails or nail varnish.

Watches are permissible.

Discrete headbands and hair-slides may be worn to clip back hair.

No extreme hair colours (natural colours only) or styles will be permitted, including 'tram lines'. If you are in any doubt please consult your Head of Year **beforehand** to avoid unnecessary conflict.

Hats and Coats:

Inside the academy building hats or any form of head wear will be removed including having hoods up. Hoodies are not permissible.

Role of Tutor

The tutor must be aware of uniform policy and if tutees break any of these rules it is the responsibility of the tutor to contact parents and raise the concerns of the academy. Students who arrive in the academy without particular items of academy uniform e.g. a tie, blazer, shoes etc. must immediately inform their tutor and visit OSP to borrow as necessary. Any pupil in the academy unable or unwilling to borrow uniform will be referred to OSP for the remainder of that day. Students may also be sent home to correct their uniform if required.

Role of Parent/Carer:

The parent or carer needs to ensure that their child arrives at the academy properly attired. If this is not possible due to unforeseen circumstances a note or letter for the tutor is required.



KIT REQUIREMENTS FOR PHYSICAL EDUCATION

All compulsory items unless otherwise stated

Boys PE Kit

Beaufort Rugby Shirt *
Beaufort Rugby Shorts *
Beaufort Rugby Socks *
Rugby or Football Boots
Trainers
Beaufort t-shirt
Swimming shorts
Optional Mouth Guard (highly recommended)

Girls PE Kit

Beaufort Girls Polo *
Beaufort Skort *
Beaufort Socks *
Trainers
Swimming costume
Optional - Beaufort fleece top *
Optional – Plain black leggings
Optional - Football boots

Items indicated with a * can be ordered from Trutex in Northgate Street, Gloucester.

**Please ensure that all items of sports kit are clearly and permanently named - either
with indelible ink
or name tapes**

SAFEGUARDING YOUR CHILD

The health and safety of your son or daughter is of paramount concern to us. Please take time to read the following guidelines.

1. Students must take personal responsibility for remaining on the Academy site during the Academy day.
2. Students who need to leave the Academy during the day must have permission to do so. Students must sign out at the Academy office and receive a permission slip.
3. Students cannot leave the premises at break or lunch time.
4. When visiting the Academy parents and carers should report to the Academy reception.
5. If your child becomes unwell or has an accident he or she will be cared for as far as possible by a member of staff in the Welfare Room. However, we may need to contact you to ask you to take your child home or to hospital. It is important that we have an emergency telephone number for this purpose.
6. There are specific health and safety regulations for practical subjects in the Academy curriculum such as Science and Design and Technology. Students must obey these rules and wear protective clothing or equipment such as goggles.
7. We recommend the following items of equipment for PE lessons:
 - Football - shin pads
 - Hockey – shin pads and mouth guards
 - Rugby – mouth guard

PERSONAL PROPERTY

Please do not allow your son or daughter to bring anything valuable into Academy unless essential. This includes mobile phones, MP3 players and other electrical equipment. These will be confiscated if used inappropriately. We cannot take responsibility for items of personal property and they are not covered by the Local Authority's insurance policy. *This particularly applies to mobile telephones which should be switched off, placed in bags and not visible inside Academy. They should be privately insured and pass worded.*

Students who bring bicycles to Academy must lock them securely in the cycle racks. Cycles should not be left elsewhere on the Academy site. Students must take responsibility for their own cycles and parents should ensure that they are covered by their own family insurance policy.

We strongly discourage students from bringing any money into Academy.

If your son or daughter loses an article of clothing or item of equipment in Academy, the loss should be reported immediately and we will do our best to find it as quickly as possible. Lost property can be reclaimed from the medical room. However, every year we have many items of lost property which are unclaimed which we are unable to return, as they have no name marked on them.

THE ACADEMY DAY

8.30- 8.55	<i>Registration</i>
8.55-9.55	<i>Period 1</i>
9.55-10.55	<i>Period 2</i>
10.55-11.20	<i>BREAK</i>
11.20-12.20	<i>Period 3</i>
12.20-1.20	<i>Period 4</i>
1.20-1.50	<i>LUNCH</i>
1.50-2.55	<i>Period 5</i>
2.55	<i>END OF ACADEMY DAY</i>

If for any reason the Academy is unable to open, such as heavy snow in winter, we inform parents using our website. The closure will also be notified to the County Council website and to BBC Radio Gloucestershire.



Regulations regarding the use of mobile phones:

1. Phones must be **switched off during tutor periods, lessons** and in between lesson 1 & 2 and Lessons 3 & 4 and placed in their bag or blazer.
2. Mobile phones are **not allowed to be used in the classroom unless at the direct request of a member of staff.** (*Staff will never give permission for students to listen to their own music in class even through headphones*). If mobile devices are required as a teaching/learning tool then the teacher will pre-book and use the school's resources or give permission for mobile phones to be used (this permission will only be for that actual period of time specified by the member of staff and cannot be used as permission for other times).
3. Students must **never** take photos or video in or out of the classroom on a personal phone except if given express permission by a member of staff to do so as part of a lesson (*it can be a criminal offence and will be dealt with severely*).
4. Students should **never** upload photos or video of any member of the Academy on to any external network except with the express permission from a member of staff who has undertaken all the necessary checks related to child protection.
5. Students **must not** use their phones whilst walking along the corridors at any time of the day. This includes the wearing or use of headphones or wireless speakers.
6. Students **cannot** play music through speakers, leave their headphones hanging out from their shirt, or use the phone as a means of ignoring staff.
7. When talking to a member of staff anywhere the student must put the phone away if requested.
8. Students **cannot** use a mobile phone in an exam – even as a calculator (as per exam board regulations). Mobile phones must be switched off and placed in the student's bag for the examination period.
9. Students **can** only use their mobile phones before 8.30am and during break and lunchtimes. They can access the internet, listen to music through headphones and play games but at the end of these breaks they must ensure that their phones are switched off and placed in their bag or blazer.

Students failing to follow the regulations related to the use of mobile phones

1. If at any point a student decides not adhere to these requirements related to the use of their mobile phone or refuses to follow the above regulations, a member of staff can confiscate the phone.
2. This will be done by a single verbal request and a student cannot under any circumstances refuse to hand their mobile phone to the member of staff. The phone will be placed in a clear plastic bag along with the details of the student. The student will be given an identification number which they will need to collect their phone at the end of the confiscation period from the Academy Office.
3. A confiscated mobile phone will be placed in the Academy Office to be picked up at the end of the day. For any serious breach of these requirements the student's phone will need to be collected by a parent/carer.
4. The confiscation will be recorded for monitoring purposes
5. If a student has their mobile phone confiscated for a second time the student's phone will need to be collected by a parent/carer.
6. Any further breach of these requirements will see the student banned from using/bringing their mobile phone into the Academy at any time.

Where the phone has been used for an unacceptable purpose

1. The Principal or a designated staff member will have the right to view files stored in confiscated equipment and will seek the cooperation of parents in deleting any files which are in clear breach of these regulations unless these are being preserved as evidence.
2. If required, evidence of the offence will be preserved by secure storage and/or by taking photographs of the screen.

3. The Academy will consider whether an incident should be reported to the school safeguarding officer and the police.
4. Students who are subject to a mobile phone ban can bring their phone in the morning but must hand it in to the Academy Office by 8.30am and can then collect it at 2.55pm.

Point 4 ensures that students can still have their mobile phone in relation to safety and security on their way to and home from the Academy.

Any student who brings a mobile phone into school does so **at their own risk** and the **Academy will not be held responsible for any loss or damage**. It is important that all phones are **password protected** and **insured**.

ACADEMY WORK

Curriculum Overview

Key Stage Three (Years 7 and 8)

When students are admitted to the Academy they are placed in broad, equal ability teaching groups. The placement of students is decided after consultation with primary schools, analysis of key stage 2 test scores and the results from CATs tests taking into account factors such as ability and friendship groups. In the first year most subjects will be taught in these groups.

In Year 7 higher ability students will be put into an OUR pathway group that ensures stretch and challenge for the most able students.

Thereafter, as students advance through the Academy, they will be placed in sets according to ability so that students are matched to the pace of the work. Students will be set for Mathematics, English and Science within the first year.

The subjects followed are in line with the National Curriculum. These are - Maths, English, Science, French, History, Geography, RE, Art, Performing Arts (Music and Drama), Information Technology, Computer Science, Catering, PE and Citizenship.

Key Stage Four (Year 9, 10 and 11)

All students continue to study Maths, English, English Literature and Science to GCSE level. Physical Education, Citizenship and RE are also core subjects taught to all students.

The subjects which students can elect to take include Geography, History, French, ICT, Computer Science, Art, Photography, Health and Social Care, Drama, Music, Catering, Textiles, Media Studies and Business Studies. All of these subjects are either full GCSE courses or BTEC qualifications.

The subject choices are made in consultation with parents following a Parents' Information Evening with the Principal and subject teachers. It is the Academy's policy to enter students for GCSE and similar examinations in at least 9 subjects. A small number of students follow an alternative curriculum which may include work placements and time at a further education college.

Further details of the courses offered in the Academy are available to any parent upon request to the Principal.

Details of the provision for students with Special Educational Needs can be obtained from the Academy office. As part of Citizenship lessons students will have some lessons relating to the Academy's programme of sex and relationships education. Parents who wish to know more about the content of the course and their right to withdraw should contact the Academy office.

INDEPENDENT STUDY

One hour spent on additional work each night for five years has the effect of adding an extra year's education for your son/daughter between the ages of 11 and 16. Homework is, therefore, an important part of our curriculum. It may be written, research, revision, preparation or other task.

Please check the parents section of Show My Homework (SMHW) and encourage your son/daughter to complete and submit tasks on-time. Work set will be recorded on SMHW and parents are asked to check each week to acknowledge work is undertaken. A work timetable is issued to all students and space is provided on the last page of this handbook for students to record the subjects set each day.

In Years 10 and 11 there may be additional work in the form of controlled assessments based on the requirements of individual GCSE courses. In the event of no formal homework being set for whatever reason, please ensure that your son/daughter reviews the work of the day, and makes notes as appropriate. In many subjects revision guides are available through the Academy and we strongly recommend purchasing them.

Homework clubs are available to support work at lunchtimes and the Academy library and computer rooms are open every lunchtime and after Academy for individual study.

ASSEMBLIES AND RE

The Academy policy on Collective Worship and RE is available for parents from the Academy office. Parents have a right of withdrawal of students from collective worship and RE which is detailed in the Academy policy statement.

ASSESSMENT AND REPORTING

Assessment

Assessment is an important part of the teaching programme at Beaufort Co-operative Academy. Students are assessed in line with requirements of the National Curriculum during all five years through the regular marking of work and frequent tests. More formal assessments are made during an exam period for year groups as shown on the Academy calendar.

Students in Year 11 are entered for GCSE and BTEC exams in up to nine subjects in May and June.

Reporting to Parents

Achievement is reported to parents by an annual formal written report covering all subjects studied, with comments from the Tutor and Head of Year as well. There is an annual Parents' Consultation Evening for each Year when your child's Teachers, plus Tutor and Head of Year are available to discuss progress. These dates are set out in the annual calendar. This is a vital meeting so please take this opportunity to talk with your child's teacher.

In the terms in which we do not have a formal report or parents' consultation evening, staff complete "Reviews of Student Progress" and Head of Year will contact parents if concerns have been expressed or improvements noted.

TERM DATES FOR 2017/2018

2017 AUTUMN TERM

Sept 4	<i>In-Service Day (staff only)</i>
Sept 5	Academy starts for Students
Sept 29	<i>In-Service Day (staff only)</i>
Oct 20	Academy closes for half term
Oct 30	Academy re-opens
Dec 20	Academy closes for Christmas Break

2018 SPRING TERM

Jan 5	<i>In-Service Day (staff only)</i>
Jan 8	Academy re-opens
Feb 9	Academy closes for half term
Feb 19	Academy re-opens
Mar 29	Academy closes for Easter break

2018 SUMMER TERM

April 16	Academy re-opens
May 7	MAY DAY
May 25	Academy closes for half term
June 4	Academy re-opens
July 23	Rewards Day – all students to attend
July 24	Academy closes for Summer Break
July 24	<i>In-Service Day (staff only)</i>
July 25	<i>In-Service Day (staff only)</i>

The term dates for 2018/2019 will be published later in the Academy year.

Staff List 2017-2018

Last Name	First Name	Job Information
Adams	C	Teacher of PE
Allen	N	Administrative Assistant
Anderson	E	Behaviour Improvement Officer
Armstrong	H	Higher Level Teaching Assistant
Arnott	B	Teacher of English
Ashby-Barlow	J	Reading Co-ordinator
Baggott	N	Director of Finance
Barry	C	Teacher of English
Bircher	P	Science Lab Technician
Bird	R	Sports Community Team Leader
Bishop	D	Principal
Brooker	H	Teacher of Science
Brown	P	Clerk to the Governors
Browning	A	Subject Leader Girls PE + DHoY 9
Buckenham	C	Lead Teacher of KS3 Mathematics
Burns	E	Subject Leader History
Bury-Brunsdon	C	Teacher of PE + HoY 11
Callinson	D	Exams Administrative Assistant / Senior Invigilator
Campbell	L	Specialist Learning Support Assistant
Cayless	D	Welfare Assistant
Connelly	J	Higher Level Teaching Assistant
Crisp	S	Progress Leader for years 12 & 13
Daniell	H	Deputy SENCO
Davey	C	Teacher of English
Davies	G	Teacher of Mathematics
Davies	L	OUR HR & Operations Manager
Davies	S	Learning Support Assistant
Davis	L	Teacher of Health & Social Care
Diacio	S	Teacher of English
Edwards	C	Progress Leader for attendance
Elliott	S	Teacher of Computer Science
Emery	N	IT Services Team Leader
Enderby	J	Teacher of History + HoY 12
Exton	A	Behaviour Improvement Officer
Fanning	G	Learning Support Assistant
Fiander	A	Lead Teacher of Science
Fitch	J	Lead Teacher High Prior Attainers + Teacher of English
Furleger	T	Teacher of English + HoY 8
Glover	S	Teacher of Sociology
Goddard	E	Teacher of Design Technology
Goodchild	H	Learning Support Assistant
Goodridge	A	Teacher of RE
Gransmore	N	Teacher of Cz/RE
Greenough	J	Teacher of Science
Guenec	S	Subject Leader Modern Foreign Languages
Gumbrell	J	Teacher of Modern Languages

Hall	A	Teacher of Science
Hall	B	Lead Teacher Science
Hamilton	N	Teacher of Maths
Hammond	E	Teacher of Humanities + HoY + HoY 10
Hankey	C	Vice Principal – Director of Learning, Quality & Standards/Progress Leader Year 10
Harrington	K	Attendance Officer/Administrative Assistant
Harris	J	Lead Teacher of L&T
Harris	S	Head of Behaviour Support Centre
Harrison	L	Principal's PA
Hlad	G	Teacher of PE
Howes	P	HLTA - Maths (Head Westgate House)
Hunt	J	Reprographics Technician
Hussain	M	Subject Leader RE/Teacher of Cz
Hutchinson	H	Finance Assistant
Izatt	J	Progress Leader for Pupil Premium
Jameson	T	Teacher of Citizenship/RE
Jennings	L	Teacher with responsibility of Health & Social Care
Jones	A	Facilities Supervisor
Jones	C	Specialist Learning Support Assistant
Jones	J	Learning Support Assistant
Kavanagh	J	Acting Head of Business Studies + Acting Lead External Verifier for BTEC
Kilmister	J	Facilities Manager
King	H	Specialist Learning Support Assistant
King	J	Assistant Principal - Progress Leader KS4 (Yr 9 & 10)/Teacher of PE
Kingston	Z	Teacher of Art & Photography – (Head Northgate House) + Associate Head Photography
Kubinski	A	Teacher of Science
Laing	T	Specialist Learning Support Assistant
Leach	A	Science Technician
Lewis	E	Teacher of Music + DHoY 10
Lewis	J	Teacher of Maths
Lockett	J	Higher Level Teaching Assistant
Lockett	M	Senior Exam Invigilator – (Head Southgate House) + CEIAG + Tutorial Programme
Marment	N	Assistant Principal - Wider Engagement and Progress/Teacher of PE
Marsden-Green	C	Assistant Principal -Progress Leader KS5/Teacher of Geography
Marshall	S	Higher Level Teaching Assistant
Mason	J	Citizenship Co-ordinator /History
Masters	G	Unqualified Teacher of Science
McJennett	J	Subject Leader Performing Arts - Drama
Mcrae	N	Specialist Learning Support Assistant
Merrick	K	Teacher of Geography + DHoY 7
Mihoc	R	Teacher of Mathematics
Mortimer	J	Teacher of Science
Murphy	T	Grounds Assistant
Murrant	K	Teacher of Design Technology i/c Textiles
Myers	K	Subject Leader Science
Nicholas	P	Teacher of PE
Nicol	E	Senior Science Technician
Norwood	F	Behaviour For Learning Officer

Ogden	C	Teacher of Humanities + HoY 9
Park	A	Associate Vice Principal, Director of Curriculum and Data/Progress Leader Year 1
Pearce	D	Teacher of English /i/c Media
Pellatt	H	Higher Level Teaching Assistant
Pepler	T	Learning Support Assistant
Phillips	C	Education Welfare Officer - South Glos Learning Trust
Philps		Curriculum Data Manager/Exams Officer
Phipps	A	Science Lab Technician
Price	A	Subject Leader Geography
Price	E	SENCO
Pugh	J	Subject Leader PE
Quarry	I	IT Services Technician
Reeks	K	Teacher of IT
Rigby	A	Director of Maths Faculty
Robbins	R	Director of English Faculty
Robinson	J	Teacher of Maths
Roberts	E	Teacher of MFL + DHoY 8
Roberts	S	Teacher of English
Robinson	G	Teacher of History + HoY 13
Rogers	L	Teacher of Maths
Sandford	R	Facilities Assistant
Scognamiglio	S	Specialist Learning Support Assistant - Hearing Impaired
Screen	A	Teacher of KS3 English, Maths & PE + HoY7
Sinden	J	Teacher of English
Skuse	J	Subject Leader Art & Photography
Smith	D	Food Technology/Textiles Technician
Stokes	S	Unqualified Teacher of IT and Computing
Stratton	P	Teacher of English
Tanner	G	Subject Leader of ICT
Taylor	C	NQT Science
Taylor	S	Teacher of Art
Thomas	G	Lead Teacher Mathematics - Associate Director Student Support & Progress
Thompson	C	Teacher of PE/Science + Head Eastgate House
Thomson	E	Finance Manager
Tinklin	H	Teacher of Art/Photography
Tomlin	S	Teacher of English - Lead Teacher Systems
Ukandi	A	Teacher of Science
Wallace	D	Specialist Learning Support Assistant - Hearing Impaired
Waters	D	Welfare Assistant
Watson	N	Sixth Form Guidance Tutor
Watt	S	Teacher of Business Studies
Watts	D	SCS Admin Assistant - Office Team Leader
Wayman	G	Senior Administrator
Westlake	B	IT Services Technician
White	H	Teacher of Maths
Williams	R	CEO OUR Academies Trust
Witts	M	Receptionist
Wright	S	Teacher of Design Technology (Food)

Cleaners	
ANDREWS	S
ANTHONY	S
BAKER	M
COLEMAN	J
DALDRY	K
EVANS	H
GOODMAN	C
HALFORD	I
HALFORD	O
HALL	C
HOWELL	C
MEEK	C
O'BRIEN	M
ROBERTSON	H
SLEET	M
SMITH	A
STOKES	D
WILSON	S
Sports Centre	
BIRD Robert	
DEVLIN Michael	
LAWS Bryony	
Lunchtime Supervisors	
Carole Howell	

TIMETABLE

	AM REGISTRATION 8.30 (25 mins)	PERIOD 1 8.55 (1 hour)	PERIOD 2 9.55 (1 hour)	BREAK 10.55 (25 mins)	PERIOD 3 11.20 (1 hour)	PERIOD 4 12.20 (1 hour)	LUNCH 1.20 (30 mins)	PM Registration Period 5 1.50 1 hour 5 mins End of day 2.55
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

