



LAWN MANOR
— ACADEMY —

INFORMATION HANDBOOK

FOR PARENTS & CARERS

2018-2019



WELCOME TO LAWN MANOR ACADEMY

Inspiring and Creating Futures for All

We believe that within each child there is real potential to achieve and that as teachers, it is our job to ensure that this potential is met through academic studies, creativity and high expectations.

We take pride in our school and in the focus we give to each child as an individual and how we help them to develop and grow to achieve well and be a good citizen.

Pupils enjoy their time at Lawn Manor Academy and it is always a pleasure to see them leave us with the qualifications and skills that they need to prepare them for their futures ahead. We take pride in 'Inspiring and Creating Futures for All'.



Sandra Muir
Headteacher



About Us

Newly opened in September 2017, Lawn Manor Academy is part of the Royal Wootton Bassett Academy Trust (RWBAT). RWBAT is a Multi Academy Trust (MAT) and at present consists of two schools, Royal Wootton Bassett Academy (RWBA) and Lawn Manor Academy (LMA). RWBAT has a very clear vision of 'Excellence in Education.' This vision is clear throughout everything we do within the Multi Academy Trust. Our objective is to make Lawn Manor Academy the best school in Swindon within 2 years and the school of choice for most parents who live locally to us.

We have increasing pupil numbers with approximately 800 pupils on roll. Our age range covers boys and girls between eleven and sixteen (from Year 7 up to Year 11).

The Senior Leadership Team consists of the Headteacher, Deputy Headteacher, and four Assistant Headteachers, each with overall responsibility for: Personal Development, Behaviour & Welfare, Achievement, Teaching & Learning, Personalised Learning (including SEND), and Curriculum. Some teachers are Heads of Faculties or Departments with special responsibilities for subjects within the timetable. We have a large non-teaching Student Support Team with special responsibilities for the conduct and wellbeing of all the pupils.

From your child's point of view, the most important person in school will be their I LEARN Tutor, the teacher who is responsible for them during registration, guides them and keeps a watchful eye over their work, their attendance, their I LEARN activities and encourages them in their progress.

The teaching staff are assisted by support staff who are administrators, teaching assistants, technicians, catering staff, mid-days supervisors, cleaners and a site team.

Contents

Welcome to Lawn Manor Academy	1
Term Dates 2018-19	3
Useful Contacts	4
Uniform & Presentation Expectations	5
Equipment	7
Student Support Team	8
Attendance	10
Behaviour, Praise & Recognition	13
Anti-Bullying	15
Statement on Safeguarding our Children 2018-19	16
Communication between the school & home	17
Reports & Assessment	18
Curriculum	19
Religion, Philosophy & Ethical Studies (RPE)	19
Enrichment & Clubs	19
British Values	20
The Library	20
Special Educational Needs & Disabilities (SEND)	21
Homework	22
Lunchtime Arrangements & “The Kitchen” at Lawn Manor	23
ParentPay	23
Free School Meals	23
Progression & Careers Information, Advice & Guidance	24
Lawn Manor Alumni	24

Term Dates 2018-19



LAWN MANOR ACADEMY TERM & HOLIDAY DATES 2018-2019



	September '18					October '18					November '18							
Monday			3	10	17	24	1	8	15	22	29		5	12	19	26		
Tuesday			4	11	18	25	2	9	16	23	30		6	13	20	27		
Wednesday			5	12	19	26	3	10	17	24	31		7	14	21	28		
Thursday		30	6	13	20	27	4	11	18	25		1	8	15	22	29		
Friday		31	7	14	21	28	5	12	19	26		2	9	16	23	30		
Saturday	1	8	15	22	29	6	13	20	27	3	10	17	24					
Sunday	2	9	16	23	30	7	14	21	28	4	11	18	25					

	December '18					January '19					February '19				
Monday	3	10	17	24	31		7	14	21	28		4	11	18	25
Tuesday	4	11	18	25		1	8	15	22	29		5	12	19	26
Wednesday	5	12	19	26		2	9	16	23	30		6	13	20	27
Thursday	6	13	20	27		3	10	17	24	31		7	14	21	28
Friday	7	14	21	28		4	11	18	25		1	8	15	22	
Saturday	1	8	15	22	29	5	12	19	26		2	9	16	23	
Sunday	2	9	16	23	30	6	13	20	27		3	10	17	24	

	March '19					April '19					May '19				
Monday	4	11	18	25		1	8	15	22	29		6	13	20	27
Tuesday	5	12	19	26		2	9	16	23	30		7	14	21	28
Wednesday	6	13	20	27		3	10	17	24		1	8	15	22	29
Thursday	7	14	21	28		4	11	18	25		2	9	16	23	30
Friday	1	8	15	22	29		5	12	19	26	3	10	17	24	31
Saturday	2	9	16	23	30	6	13	20	27	4	11	18	25		
Sunday	3	10	17	24	31	7	14	21	28	5	12	19	26		

	June '19					July '19					August/September '19					
Monday	3	10	17	24		1	8	15	22	29		5	12	19	26	2
Tuesday	4	11	18	25		2	9	16	23	30		6	13	20	27	3
Wednesday	5	12	19	26		3	10	17	24	31		7	14	21	28	4
Thursday	6	13	20	27		4	11	18	25		1	8	15	22	29	5
Friday	7	14	21	28		5	12	19	26		2	9	16	23	30	6
Saturday	1	8	15	22	29	6	13	20	27	3	10	17	24	31	7	
Sunday	2	9	16	23	30	7	14	21	28	4	11	18	25	1	8	

Bank and Public Holidays 2018/2019	
Christmas Day Holiday	25 th December 2018
Boxing Day Holiday	26 th December 2018
New Years Holiday	1 st January 2019
Good Friday	19 th April 2019
Easter Monday	22 nd April 2019
May Day Holiday	6 th May 2019
Spring Bank Holiday	27 th May 2019
Summer Bank Holiday	26 th August 2019

Key	
 	Holiday Dates
 	Professional Training Days – School closed to students
 	Inset Days – School Closed to Students
 	Bank Holidays
 	Years 7 & 11 Start
 	Whole School Starts

NB - 5 days are available for Professional Training Day closures during term-time
These days are set by the Headteacher and Governors

Dates are correct at the time of publication

All pupils are required to be in school by 8.35am for the start of their I LEARN lesson. Pupil access to the school is via pedestrian gates on Queens Drive and Falmouth Grove. Good preparation is key to good learning and we expect all pupils to be punctual. Pupils are expected to stay on the school site at morning break and lunchtime.

8:40am – 9:00am	I LEARN
9:00am – 10:00am	Lesson 1
10:00am – 11:00am	Lesson 2
11:00am – 11:20am	Morning Break
11:20am – 12:20pm	Lesson 3
12:20pm – 1:00pm	Lunch time
1:00pm – 2:00pm	Lesson 4
2:00pm – 3:00pm	Lesson 5

Useful Contacts

Postal Address: Lawn Manor Academy, Salcombe Grove, Swindon, Wiltshire, SN3 1ER

Main Switchboard: 01793 487286

Student Services: 01793 427755

To report absence: 01793 427749

Email: admin@lawnmanor.org

Website: www.lawnmanor.org

Headteacher	Mrs Sandra Muir	head@lawnmanor.org
PA to the Headteacher	Mrs Stacy Nicholas	snicholas@lawnmanor.org
Deputy Headteacher - Pastoral and Safeguarding Lead	Mr Russell Langdown	rlangdown@lawnmanor.org
PA to Mr Langdown	Mrs Julie Stacey	jstacey@lawnmanor.org
Assistant Headteacher – Achievement	Mr Jonathan Hill	jhill@lawnmanor.org
PA to Mr Hill	Mrs Tracy Knight	tknight@lawnmanor.org
Assistant Headteacher – Teaching & Learning	Mr Justin Delap	jdelap@lawnmanor.org
Assistant Headteacher – Curriculum	Mr Brett Prevost	bprevost@lawnmanor.org
PA to Mr Delap & Mr Prevost	Mrs Andrea Cook	acook@lawnmanor.org
Assistant Headteacher – Personalised Learning & SENDCO	Mrs Helga Maddock	hmaddock@lawnmanor.org

Student Support Team

Head of Student Support	Mr Christopher Simmons	csimmons@lawnmanor.org
Year Leader, Year 7	Mrs Fiona Harper	fharper@lawnmanor.org
Year Leader, Year 8	Mrs Felicity Roberts	froberts@lawnmanor.org
Year Leader, Year 9	Miss Charlotte Fox	cfox@lawnmanor.org
Year Leader, Year 10	Mr David Franklin	dfranklin@lawnmanor.org
Year Leader, Year 11	Mrs Ayeasha Rani	arani@lawnmanor.org
Student Services Officer (Student Reception / First Aid)	Mrs Gemma Willis (Mon-Tues) Mrs Julie Wells (Weds- Fri)	studentservices@lawnmanor.org
Safeguarding & Partnership Officer	Miss Hannah Wolfe	hwolfe@lawnmanor.org
Transfer & Inclusion Coordinator	Mrs Becci Benson	bbenson@lawnmanor.org
Internal Exclusion Room (IER) Manager	Mrs Allison White	awhite@lawnmanor.org
Personalised Learning Centre (PLC) Manager	Mrs Sue Horrobin	shorrobin@lawnmanor.org
Attendance Liaison Assistant	Mrs Sue Pocock	spocock@lawnmanor.org

Heads of Faculties and Subjects:



Head of English	Mr Keith Horan	khoran@lawnmanor.org
Head of Maths	Mr Marek Koza	mkoza@lawnmanor.org
Head of Science	Mr James Maher	jmaher@lawnmanor.org
Head of History & Business	Mr Andrew Bull	abull@lawnmanor.org
Head of Creative Technologies	Miss Mary-Ann Harris	mharris@lawnmanor.org
Head of Sport & Leisure	Mr Mark Oliver	moliver@lawnmanor.org
Head of Modern Foreign Languages	Ms Nina Tebby	ntebby@lawnmanor.org
Head of Geography & RPE	Mrs Laura Burchall	lburchall@lawnmanor.org
Head of Expressive Arts	Mr David Jones	djones@lawnmanor.org
Head of Dance	Ms Ann-Marie Keep	akeep@lawnmanor.org
Head of Art	Ms Caireen Young	cyoung@lawnmanor.org
Head of Media	Miss Lucy Townsend	ltownsend@lawnmanor.org
Head of Drama	Mrs Sally Owens	sowens@lawnmanor.org
EAL Coordinator	Mr Sumeswar Das	sdas@lawnmanor.org

Uniform & Presentation Expectations

High standards of uniform and presentation are expected of all pupils at Lawn Manor Academy and the school unashamedly takes pride in this. There are good reasons for this. A smart uniform helps to create a sense of community; it also removes distraction and competition which may be caused by an individual's style of dress, and allows pupils to concentrate on learning. Uniform must be worn to and from the Academy; it is not acceptable for pupils to arrive to school in non-uniform items and then change them. The Dress Code and Behaviour policies are clear that there are no exceptions to these expectations and they explain the consequences that will be put in place should a pupil not meet the requirements.

Below is a clear outline of our expectations around the uniform and presentation.

ITEMS TO BE PURCHASED FROM UNIFORM DIRECT			
Lawn Manor Academy Blazer	Lawn Manor Academy Tie	Lawn Manor Academy Jumper / Cardigan	
The school blazer with logo must be worn at all times around the school and the vicinity. Staff will advise pupils if they may remove their blazers in class or in hot weather or because of a practical activity.	The tie must be of traditional size and worn to an appropriate length just above the waist. The Senior Leadership Team will advise pupils if they may remove their ties in hot weather.	OPTIONAL: Jumpers / Cardigans are optional, but if worn, must be the Lawn Manor Academy navy jumper or cardigan. The jumper / cardigan cannot be worn without the blazer.	
ITEMS TO BE PURCHASED FROM YOUR CHOSEN SUPPLIER			
White Shirt	Mid-Grey Trousers or Skirt	Plain black socks & tights	
Plain white traditional school shirt. Shirts must be long enough to be <u>tucked in</u> at all times. Shirts can be short or long sleeved. If an extra t-shirt is worn underneath the white shirt, it must be plain white, short sleeved and not visible.	Plain mid-grey trousers or skirt. No additions such as stripes, studs, overstitching or embellishments etc. (NOT grey jeans/combat style trousers, trousers with patterns/stripes, leggings, jeggings, denims, jersey material, tight fitted style, cords or 3/4 length). Skirts must be plain mid-grey, appropriate length - no more than 2" above the knee. No micro-skirts, jersey material, or tight fitting skirts.	Socks must be plain black. Tights may be of natural colour or plain black.	
Coats, Hats & Belts	Jewellery	Make-Up	Hair
Outdoor coats should be plain black or dark coloured. Hoodies (zipped, buttoned or pullover), denim jackets, leather jackets, training tops or non-Academy cardigans must not be worn or brought into the school. Hats are permitted in cold weather and caps are permitted in hot weather as guided by SLT, although must not be worn in the building. Belts must be plain black and not studded or fashion belts.	One small stud earring may be worn in the lower lobe of each ear and <u>no other</u> piercings are allowed, E.g. No lip, nose, eyebrow piercing, stretchers, plugs, retainers, clear studs or plasters. Only one small ring on one hand and one small bracelet may be worn. A necklace may be worn but must be worn underneath the pupil's shirt.	Make up should only be worn, if very discreet and barely visible. No false eyelashes, nails or lipstick are permitted and nail varnish can only be worn if clear.	Extreme hairstyles that detract from the smart appearance are not allowed. The definition of what is extreme will change with fashion but includes: shaven or excessively short hair (no shorter than a grade 2), hair with patterns cut into it, hair of two obviously different lengths, extensions, or non-naturally coloured hair. Headscarves worn for religious reasons must be plain dark blue or black. Garments covering the face are not permitted.

Acceptable Shoes	Shoes	NOT Acceptable Shoes
	<p>Plain black traditional school shoes</p> <p>Black trainers, boots, daps, sandals, shoes that look like trainers, or shoes without backs are not allowed; all heels should be no more than 1½ inches.</p> <p>Shoes should be worn to and from Lawn Manor Academy.</p>	

Uniform can be purchased online from our supplier, Uniform Direct, at: www.uniform-direct.com

PE Kit

ALL TOPS, SHORTS AND SOCKS MUST BE PURCHASED FROM UNIFORM DIRECT		
PE KIT (Indoor Sports)	GAMES KIT (Outdoor Games)	Recommended
<p>Boys & Girls – All Years</p> <p>Grey/Teal t-shirt* Grey/Teal shorts* Grey /Teal games socks* Trainers</p> <p>*All tops, shorts & socks must be purchased from Uniform Direct</p>	<p>BOYS All Years Rugby shirt* Grey/Teal shorts* Grey/Teal games socks* Football Boots</p> <p>GIRLS Grey/Teal zip games jumper* Grey/Teal shorts* Grey/Teal games socks* Football Boots</p> <p><u>For Health & Safety:</u> Gum shield Shin guards</p> <p>Years 9, 10 & 11 GCSE pupils: Navy / polo top to be purchased from Uniform Direct*</p>	<p>Grey tracksuit bottoms – optional in the colder weather for outdoor sports (these do not need to be purchased from Uniform Direct).</p> <p>Football (studded) boots</p> <p>Shin guards</p> <p>It is strongly recommended that pupils have shin guards and mouth shields to participate in Hockey, Football and/or Rugby.</p> <p>Dependent on the weather: hat and gloves, sun screen.</p> <p>Pupils should have their water bottles with them at all lessons.</p>

Equipment

In most subjects, textbooks are provided for pupils. Pupils are responsible for all textbooks placed in their personal care and must look after them, not lose them, and return them to the school in a well-kept condition.

A school bag is necessary to carry books/equipment and a bag is needed for carrying PE and Games Kit.

Each pupil must be equipped with the following basic equipment every day in a pencil case:

Pen

Pencil

Ruler

Eraser

Green Pen

A Scientific calculator would also be beneficial (available from the school at a cost of £6.60 each).

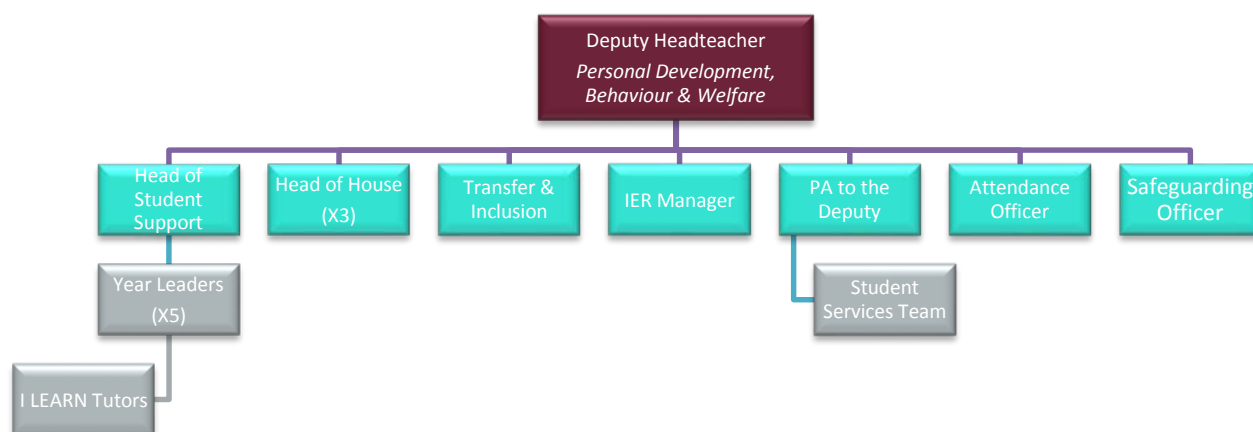
It would be useful for pupil to have their own flash drive memory stick for saving work.

Being prepared is another important life skill and therefore failure to bring equipment to school is unacceptable and is taken very seriously. Pupils must ensure they bring a pencil case with them and that it is placed on their desk in all lessons. Pupils must also ensure that they bring their PE & Dance Kit and Accelerated Reader books to school as directed. A same-day detention of 1 hour will be issued for any pupil who fails to bring their equipment to school. Complete Pencil Cases are available to purchase at Student Services.

LOCKERS:

Lockers are available for pupils to rent for the duration of their time at Lawn Manor Academy at the cost of £25 (£5 refundable on return of locker key). Full details can be found in the welcome pack, or contact the Main Office for further details.

Student Support Team



I LEARN Tutors

Pupils are allocated an I LEARN Tutor Group and their I LEARN Tutor is responsible for the day to day academic and pastoral support. The I LEARN Tutor is your first point of contact should you wish to communicate with the Academy about your child.

Head of Student Support

The Head of Student Support is a non-teaching role and has an oversight of all of the five year groups, and supports the Year Leaders in creating a positive learning and behaviour ethos within the Academy.

Year Leaders

A Year Leader is attached to each Year Group and are non-teaching roles. Their main role is to create a positive learning and behaviour ethos within the Academy and support pupils with any difficulties they might have in school to ensure that every pupil achieves their full potential. The Year Leaders report to the Head of Student Support.

Transfer and Inclusion Co-ordinator

Our Transfer and Inclusion Co-ordinator spends a lot of time throughout the academic year in partner primary schools getting to know all of the children in Year 6 before they come to Lawn Manor Academy. She ensures that the Academy has a large amount of information on the learning needs, medical needs, behaviour and social and emotional profiles of every pupil before they join Lawn Manor Academy. All Year 6 pupils experience a secondary school 'Artsmad Day' in September and a Transfer Day in July. Year 5 'I LEARN' days take place in June/July.

Student Support Interventions

Lawn Manor Academy aims to work with young people to increase self-esteem, raise expectations, improve their motivation and help them to recognise and achieve their potential. We offer structured and targeted interventions for pupils with a variety of social, emotional and behavioural needs. Pupils are referred through the Year Team. All interventions take the form of small group or 1-2-1 work, and usually have a fixed duration of six to ten weeks. School based interventions include: Tranquillity Zone, Nurture Groups, Attendance Groups, Anger Management, and therapeutic work. The school also has a Personalised Learning Centre within Learning Support, known as the PLC, which offers a bespoke programme of support to pupils.

Assistant Headteacher (Personalised Learning):

Mrs Helga Maddock – hmaddock@lawnmanor.org

Safeguarding & Partnership Officer

Lawn Manor Academy has a designated Safeguarding and Partnership Officer to support pupils and their families in matters related to Safeguarding. For more information, please see the Safeguarding section below, or the Safeguarding page on the website.

Attendance

Attendance is a Home-School Partnership and a Legal Requirement

Under Section 44 of the Education Act 1996, parents and carers are legally required to ensure their child attends school every day. **Lawn Manor Academy** aims to ensure that pupils receive a full-time education that maximises opportunities for each pupil to reach their true potential.

- Parents/Carers must send their children to school regularly and they may risk prosecution if they do not.
- It is their responsibility to ensure that their child attends punctually and remains in the school.
- The school must support attendance and take seriously any problems, which may lead to non-attendance.
- By law, the Local Authority (LA) must enforce school attendance. Our Education Welfare Officer (EWO) acts on behalf of the LA.
- By law, only the school can authorise absence, not the parent/carer.

Why is regular attendance important?

- Having a good education will help to give your child the best start in life.
- If your child does not attend school regularly, he or she will have gaps in their learning and will not be able to make good progress.
- It helps pupils maintain good relations with their peers.
- Employers want people they recruit to be reliable, so pupils that have a poor attendance record have statistically a lesser chance of getting a good job.
- Young people who are absent from school for no good reason are at risk of becoming victims of anti-social and safeguarding concerns.
- The official leaving date for pupils in Year 11 is the last Friday in June in the academic year in which the child reaches age 16. This requirement is binding on all children and their parents and carers.

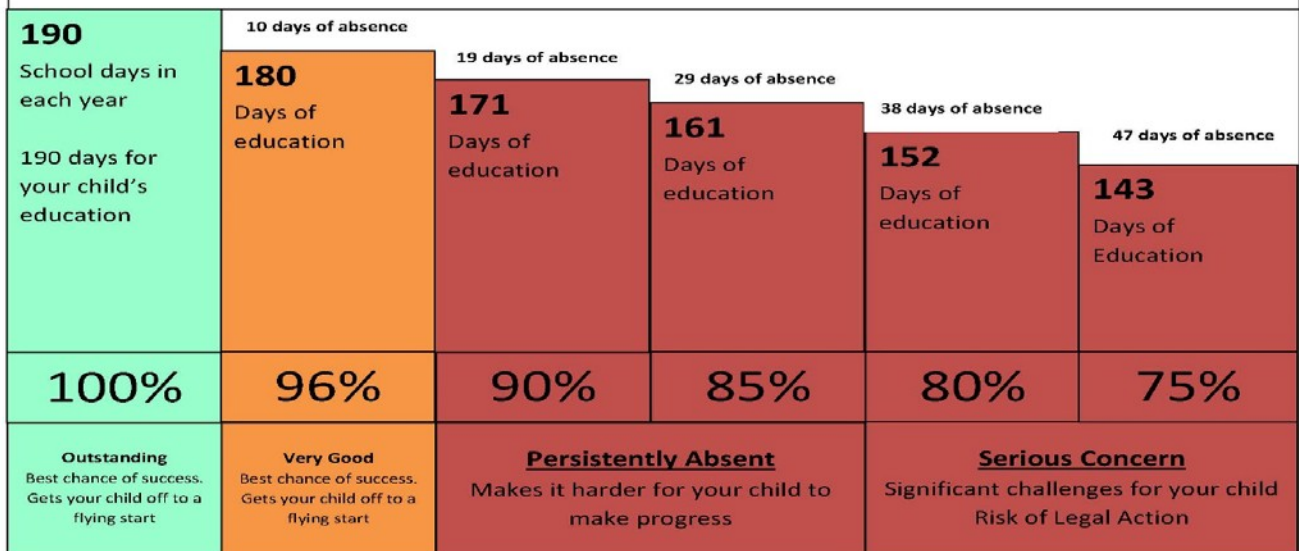
All educational research would suggest that there is a strong correlation between outstanding attendance and outstanding achievement.

We endeavour to work with pupils and families to ensure that we provide the best education possible for your child in order for them to achieve their potential and goals in life. We can only do this if they are in school!

Our minimum expected attendance is 96%.

90% or 95% sounds good, however the following table demonstrates the impact of such an attendance figure:

There are **175** non-school days in a year to spend on family-time, holidays, shopping and other appointments



How do we record attendance?

At Lawn Manor Academy, I LEARN Tutors record pupils as present or absent on an electronic registering system at 8.40am., as do class teachers at 1pm at the start of Period 4. Any pupil who arrives after 8.40am will be marked as late. Subject teachers also record attendance at every lesson.

Reporting absence

Parents/carers **must** inform the school via the dedicated absence line (01793 427749) of a reason for absence as soon as possible on the first day of absence and no later than 9am. Parents/carers must send a note to cover all dates of absence on the pupil's return to school.

An absence may be authorised if:

The school is satisfied that the pupil is absent because of genuine illness or bereavement and a note has been received to that effect.

- The school is informed in writing of the absence before it happens, e.g. a medical appointment. We ask that where possible, such appointments are not made during school time.
- The absence is on a day, which is of religious significance to the family.

An absence is unauthorised if:

- There has been no explanation for an absence.
- The absence is for a reason that is unacceptable to the school, e.g. shopping, birthday treat, care of younger siblings.
- The absence is one which should not have happened but has been supported by parents.
- The pupil is frequently late without good reason.
- The pupil arrives late after registers have closed.
- The pupil has truanted.

Planned Absence [Holidays] during Term Time

In 2013 the law changed regarding taking holidays in term time. The Governing Body have decided that pupil holidays will not be authorised for any pupils, regardless of year group, except in exceptional circumstances. A 'leave of absence request form' must be completed and submitted regarding any requests for absence providing full details; a letter will be sent from the Headteacher regarding the decision made.

There are approximately 175 non-school days each year - PLEASE use these for holidays.

1 week holiday - 2.5% drop in Attendance - 25 lessons missed - 25 hours missed learning

2 week holiday - 5% drop in Attendance - 50 lessons missed - 50 hours missed learning

NB: *If a child takes unauthorised holiday in term time a penalty notice fine may be issued to each parent.*

Returning after absence

- Pupils must bring a dated and signed note to explain the absence and this must be handed in to their I LEARN Tutor on the day of return.
- The note should include days and dates of absence.
- All notes will be checked and, if necessary, followed up.
- Pupils should arrange with their teachers, to catch up on any missed work.
- In exceptional circumstances, the school may require medical evidence for every absence.

Persistent absence – Attendance of 90% and below

- The school will contact home in the first instance.
- If necessary, the school will ask for the help of our Education Welfare Officer (EWO), who may arrange a Home Visit and act as a link between home and the school.
- The school has agreed to follow the Swindon Borough Council's code of conduct on Fixed Penalty Notices. These will be issued to the parents of pupils who persistently fail to meet Academy attendance requirements.

Celebrating Outstanding Attendance

We aim to recognise pupils with good or improved attendance, via texts, postcards and letters home, achievement certificates, as well as inter-I LEARN group competitions.

Lateness

Good punctuality is a vital life skill and therefore lateness to school is unacceptable and is taken very seriously. A same-day detention of 1 hour will be issued for any pupil who is late to school. Parents will be notified by text. Conduct points will be issued for any pupil who is late to lesson.

A full copy of the school's Attendance Policy is available from the school, and is also on the policy section of the website.

Key Staff:

Attendance Liaison Assistant:

Mrs Sue Pocock

spocock@lawnmanor.org

Behaviour, Praise & Recognition

Behaviour in Lessons

Lessons are calm and purposeful. The school also uses a C1, C2 warning system to help pupils correct their behaviour in lessons; failure to do so leads to a C3 being issued. A C3 is a 'Safety Net' system whereby they are required to work in an alternative room to regain focus and so as to not further disrupt the learning of other pupils. Pupils who are issued with a C3 Safety Net also receive a 1 hour same-day detention.

More information relating to the school's consequence system in the event of a pupil's failure to complete homework can be found in the Homework section of the website for parents.

Behaviour outside of lessons

Lawn Manor Academy has high expectations of behaviour around the site and during unstructured times (outside of lessons) and pupils need to conform to the "Lawn Manor Way" which includes the expectations outlined by "PUPIL". Pupils will be expected to carry Conduct Cards at all times and should they fail to meet the school's expectations, then staff will record a Conduct Point. I LEARN Tutors will check Conduct Cards each morning and should a pupil receive 5 Conduct Points, then they will be issued with a C4 detention. If a pupil loses their Conduct Card, then they will be issued with a C5 detention.

Detentions

Detentions are part of the school's consequence system to encourage pupils to recognise that their behaviour or attitude to learning has not been acceptable. When issued, detentions are compulsory. Failure to attend a detention will result in the pupil being placed in the school's Internal Exclusion Room (IER) as a consequence. **Whilst the Department for Education states that schools are not required to give notice, given reasons, or gain parental consent for a detention, Lawn Manor Academy will send a text to advise parents of same-day detentions.** It is important that parents/carers keep the school up to date with the contact telephone numbers.

Lawn Manor Internal Exclusion Room (IER)

This is a specially designated room for pupils whose behaviour has been unacceptable. They are supervised by the IER Manager at all times and it runs between 8.40am and either 4.30pm or 5.00pm depending on the level of consequence. Pupils are expected to work in silence and are given appropriate work to complete.

If a pupil who is booked into the IER refuses to take their place, this will lead to a Fixed Term Exclusion (FTE), although the pupil will still be expected to return back to IER upon their return to school as part of the reintegration from Fixed Term Exclusion. If the pupil is absent from school and does not attend their session, then the session will be automatically rebooked into the IER for the following day.

Exclusions

Lawn Manor Academy will follow government guidance on exclusions, unless there is a good reason to depart from it. The school aims to operate within the principles of fairness and natural justice. Exclusions can take the form of:

- Fixed Term Exclusions
- Lunchtime Exclusions
- Permanent Exclusions

The school's policy on exclusions applies to serious breaches of discipline occurring on and off of the school premises. On occasion, a pupil may be placed on Internal Exclusions in the IER or with another member of staff. This may be as a consequence or whilst members of staff are dealing with whatever situation has occurred.

More information on our systems to promote outstanding behaviour for learning is available on our school website.

The school will always seek to recognise and celebrate achievement. We celebrate positive attitudes to learning in many ways, including the following:

- Texts home
- Letters or postcards home
- Certificates
- Voucher draws
- Public acknowledgement around the school
- Pupil of the Month
- Cake with the Head

House System

The House system is designed to promote, acknowledge and maintain good behaviour for learning and attendance. All staff and pupils belong to a 'House' and there are numerous opportunities for pupils of all ages to work together in competitions and in raising money for good causes. Student Leadership opportunities are led by a House Council of pupils who have an important role in the development of Lawn Manor Academy. Our Houses are called: Goddard, Pleydell and Fitzroy.

The Graduated Response to Behaviour

This is a graduated response to encourage pupils to demonstrate a positive attitude to learning. If a pupil accrues 3-5 negative 'Attitude to Learning' points, they will be placed on an inclusion level and no improvement will result in them escalating through levels 1-4.

Parents/Carers will be informed of a pupil being placed on any level. Parents/Carers are requested to attend any necessary meetings and to support by checking their child's report card each day and encouraging their child to engage with interventions offered.

Anti-Bullying

If a pupil feels safe at school, they are in a much better position to realise positive outcomes. Lawn Manor Academy is committed to providing a caring, friendly and safe environment for all of our pupils so that they can learn in a relaxed and secure atmosphere.

What is bullying?

Bullying is unprovoked behaviour by an individual or a group that is a deliberate attempt to hurt, frighten, humiliate or threaten you or someone else. Bullying is usually behaviour that is repeated or persistent but can also be one incident.

Bullying of any kind is unacceptable at Lawn Manor Academy. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING* academy. This means that *anyone* who knows that bullying is happening is expected to tell a member of staff.

We know too that reporting can raise awareness of an issue across the school and things can change because of that through discussion and education. Reporting someone who is bullying, for example, can very often focus attention on that person and is sometimes enough to change their behaviour. Whilst a report may not always get the solution you want to see, reporting bad behaviours can often stop them from happening to others. If people know their unacceptable behaviour will be reported they are less likely to do it and this can have a positive effect across the whole school.

Statement on Safeguarding our children 2018-19

At Lawn Manor Academy we take our Safeguarding responsibilities very seriously, and this is summarised in the following ways:

- We ensure that full discussion of the school's Safeguarding & Child Protection Policy is included in the induction of all new members of staff and volunteers to ensure that there is common understanding and to maintain a safe culture at the forefront of staff consciousness.
- We have five fully trained Designated Safeguarding Leads. These staff are the Headteacher, Deputy Headteacher, Safeguarding & Partnership Officer, Transfer and Inclusion Co-ordinator, and Year 7 Leader. Members of the Senior Leadership Team have also completed the DCSF accredited Safer Recruitment Training.
- All staff at Lawn Manor Academy have read and signed the 'Keeping Children Safe in Education - 2016' document.
- All staff receive Child Protection & Safeguarding training as a minimum every three years with regular updates or briefings throughout the year; Designated Safeguarding Leads receive higher level training every two years.
- Our school policy encourages all staff to raise any concerns they may have about pupils; the interests of the young person are paramount and take priority over professional loyalties.
- Supply agency staff are made aware of the school's safeguarding procedures and are provided with a written leaflet outlining this; visitors to the school are also provided with written procedures upon arrival at reception.
- Our staff selection and interview process will rigorously assess all candidates' suitability and their commitment to safeguarding children.
- We are all expected to share any concerns we have about staff conduct around children with the Headteacher. As in all schools, if there are concerns about the conduct of the Headteacher, then these should be shared with the Chair of Governors. The staff 'Whistleblowing Policy' has been discussed and adopted and all staff have access to this document.
- In addition to their I LEARN Tutors, pupils have pastoral support from their Year Leaders. Pupils can also access the support of a School Health Nurse.
- Please Note: There may be occasions when our concern about a child means that we have to consult other agencies before we contact parents.
- We also follow the South West Child Protection Procedures and the Local Safeguarding Children's Board (www.swindonlscb.org.uk) local guidance and have systems in place to share concerns regarding children's welfare with our Designated Safeguarding Leads, with parents and with relevant external agencies. Part of our legal duty to safeguard our children, may also include us needing to consult specifically with and take advice from, the Police or Children's Social Care, should the need arise.
- By working closely together as a staff and with our partner agencies, we firmly believe that we will continue to offer a safe learning environment for all our children.
- **Internet/Electronic Safety** – Parents may find this website useful in gaining more information about e-safety. <https://www.thinkuknow.co.uk/parents/parentsguide/>
- **Safeguarding & Child Protection Policy, Behaviour Policy and the Attendance Policy** – these can be found in the Policy area of the school website along with the names of the school's Safeguarding Officers.

Please take the time to read our policies and do not hesitate to contact the school should you have any questions.

Communication between the school & home

If you have any concerns about your child's progress or welfare whilst at the school, please do not hesitate to contact us (see 'useful contacts' at the beginning of this booklet).

If you wish to see a member of staff:

1. Telephone/email the school office to make an appointment.
2. For reasons of security and the safety of the pupils, all visitors, including parents/carers, must report to reception at the main entrance upon arrival to sign in and collect a visitor's badge.

When you have a matter you wish to discuss with a member of staff, the following table may be a useful guide in directing you to the most appropriate person. Please understand that a matter addressed to the Headteacher or other members of the Senior Leadership Team, which is within the responsibility of another member of staff, may be passed on to him/her for initial action.

WHO	WHEN	WHY
I LEARN Tutor	Progress Review Days, telephone, email, or by appointment	General Progress, matters of routine, dress, absence, health, homework, etc.
Year Leader	Telephone, email, or by appointment	Matters of concern in the year, Progress Reports, general welfare
Head of Student Support	Telephone, email, or by appointment	Matters of concern in the year Progress Reports, general welfare. The Head of Student Support has an oversight of all of the five year groups and supports the Year Leaders
Subject Teachers	Parents' Evenings, telephone, email or by appointment	Progress in a particular subject
Heads of Department	Parents' Evenings, telephone, email or by appointment	Serious problems or difficulties in a subject
Special Education Needs & Disability Coordinator (SENDCO)	Parents' Evenings, telephone, email or by appointment	Matters related to special educational needs and safeguarding
Senior Leadership Team	Parents' Evenings, telephone, email or by appointment	Matters which may not be resolved by other staff or matters of a serious personal nature

Teachers2Parents

Information from the school is sent to parents/carers by email or text using the Teachers2Parents system. Parents/carers are asked to provide their current email address and mobile phone number, and ensure that this information is updated when necessary.

Reports & Assessment

Years 7 and 8

In Years 7 and 8, you will receive three reports a year. These provide information on the progress they are making in their subjects and an effort level. Pupils are recorded as working above, at, towards or below the level they should be aspiring too and this is informed by their performances in the termly assessments alongside other pieces of class work and homework. Their reports will also include their latest assessment grade in English, Maths, Science, History, Geography, and Spanish. They sit formal assessments three times a year in these subjects and will receive a grade between 9 and 1 for each one.

Years 9, 10, 11

In these years your child will also receive a report three times a year. It will indicate your child's GCSE target, the grade we currently project them to receive if they continue to work as they are at that point, and an effort level. Your child's projected grade is based primarily on formal assessments they will complete termly in each subject though progress evidenced in class throughout the term is also factored in. In Year 11 two of your child's reports will also include the grades they achieved in their preliminary 'Prelim' exams.



Ofqual
Grading new GCSEs from 2017

New grading structure	Current grading structure
9	
8	A*
7	A
6	B
5	C
4	
3	D
2	E
1	F
	G
U	U

Year 7 'Meet the I LEARN Tutors Evening'

If you are the parent of a child in Year 7 you will be invited into the school to meet your child's I LEARN Tutor in the first term of Year 7 to find out how your child is settling in and the early progress they are making. This is an excellent opportunity for us to work together with you in helping ensure your child has the best start possible at Lawn Manor Academy.

Parents Evenings

A Parents Evening is held every year for each year group where you will get an opportunity to meet all of your child's teachers and to discuss the progress they are making. Additional Parents Evenings are regularly scheduled for parents of Year 11 pupils as well.

Curriculum

The school aims to provide a broad and balanced curriculum for all pupils so that they can fully develop their talents. We place a strong emphasis on the core subjects of English, Maths and Science. At the same time, we recognise that every child should be given the opportunity to explore their interest in the wide range of subjects that we can offer them at Lawn Manor Academy.

We believe every child can be successful and achieve given the right opportunities; we believe that our curriculum provides these opportunities and as a consequence, pupils at Lawn Manor Academy make good progress and leave us with the knowledge and skills that enable them to be successful in their adult lives.

Our school offers an environment where knowledge and skills learnt at Primary are developed by high quality teaching at Lawn Manor Academy that ensures all pupils are both supported and challenged in the classroom. We focus on the building blocks of learning in the core subjects and we pride ourselves on identifying areas of need and providing top quality interventions where necessary in order to ensure timely support for the best progress. We ask that pupils see obstacles as challenges to be overcome and find the necessary strength in themselves (with our help) to rise to new and more difficult challenges.

There is a strong focus on key literacy and numeracy skills throughout the school in all subjects not just Maths and English. We believe good literacy and numeracy skills are at the heart of all good learning so we ensure that opportunities to develop these skills are provided within the curriculum from Year 7 to 11.

Our curriculum is organised as a one-week timetable of 25 one hour lessons. Key Stage 3 takes place in Years 7 and 8 with pupils choosing their options towards the end of Year 8. Key Stage 4 starts in Year 9 with pupils studying their GCSE subjects over three years giving the pupils an opportunity to study the subject in greater depth and therefore make better progress.

We have a broad and balanced curriculum that can inspire and create a great future for all pupils who study at Lawn Manor Academy.

Religion, Philosophy and Ethical Studies (RPE)

All pupils have lessons in religion, philosophy and ethical education in Years 7 and 8 and the day and time when these take place is recorded in your child's timetable. Parents/carers have the legal right to withdraw their child from religious education lessons. Parents/carers who are considering this are asked to write to the Headteacher.

Enrichment and Clubs

It is expected that all pupils will regularly participate in the varied enrichment opportunities and take part in one enrichment activity over the course of the year. Pupils will be made aware of opportunities throughout the year, but they may include: trips, sport training or competitions, performing arts training or performances, film club, bingo, gardening, debating, and many other activities.

British Values

The Government have recently reinforced the need “to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values.” It has set out its definition of British values, which can be summarised in the following ways:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect
- Tolerance of those of different faiths and beliefs

Lawn Manor Academy recognises the multi-cultural and multi-faith community that it serves. We understand that the school plays an important role in ensuring that groups and individuals within the school community can understand and apply these five important values.

The Library

The Library is open to staff and pupils from 8.30am to 4.00pm Monday to Thursday and from 8.30am to 3.00pm on Friday. Pupils are welcome to use the Library during morning break, lunch and after school.

As well as a large collection of both fiction and non-fiction books, the Library provides computers, which may be used by pupils for school work, magazines and a collection of educational games that pupils may use during break times. All pupils may borrow two items from the library for a period of two weeks, although this can be extended on request. The Library also holds a huge collection of Accelerated Reader books used in all KS3 English classes.

The Library has a vibrant, welcoming atmosphere that helps engage the pupils when they visit. Each month there is a theme with an excellent collection of books and is featured in all the after school clubs.

The Library runs after school clubs four days a week:

Monday 3-4pm	Year 11 Heaven This for Year 11 only and is a time to revise and catch up on any work and share revision techniques with other pupils.
Tuesday 3-5pm	Film Club This is for all year groups. Pupils vote to watch a particular film out of the choice given by the Library Officer. Refreshments are provided!
Wednesday 3-4pm	Quiz and Bingo Night This is open to all year groups. Quiz – pupils will pick their team of up to six and take part in a quiz or other activities. Each pupil receives a certificate and prize for taking part with a larger prize for the winners. It is a very competitive evening, but lots of fun! Bingo – Its eyes down in the Library, where pupils try for one line, two lines, then a full house! Great atmosphere and fun.
Thursday 3-4pm	Chess Club & General Library This is session open to all year groups and is for general use of the Library. Chess Club is for all year groups, this will suit beginners and experienced Chess players.

Special Educational Needs & Disabilities (SEND)

Our Learning Support Department is set up to address the wide range of special education needs. A SENDCO and well-trained Teaching Assistants work to support pupils both within class and by way of specialist interventions.

For most pupils with SEND, extra help will be provided within the classroom through Quality First Teaching and Differentiation. Teaching Assistants may work alongside pupils in class, in subjects across the curriculum.

Pupils across the year groups may be given additional literacy, numeracy, emotional and social support. Where support involves spending some time outside the classroom, it will nonetheless be in the context of the inclusive curriculum.

The inclusive curriculum will be based on the principles of:

- Setting suitable learning challenges
- Responding to pupils' diverse learning needs
- Overcoming potential barriers to learning

The appropriate level of intervention is determined by pupil needs in a graduated approach beginning with grouping strategies used within the classroom, access to small group tuition, attendance at I LEARN Interventions/ lunchtime support clubs, limited periods of withdrawal and 1-1 teaching.

Assistant Headteacher, Personalised Learning (SENDCO):

Mrs Helga Maddock – hmaddock@lawnmanor.org

Support for pupils who speak English as an additional language (EAL)

Lawn Manor Academy is rich in diversity. We celebrate the cultural and linguistic backgrounds of all pupils, whilst having a strong focus on aspects of British Culture.

We have dedicated EAL Teachers and highly experienced Teaching Assistants who have lived and worked abroad and understand many of the issues that our new arrivals may encounter.

Homework

Homework is an integral part of school life and a vital part of the learning process. Working outside school hours is the perfect opportunity to improve and deepen understanding and develop the essential skills involved to build excellent learning habits: such as resilience and independence.

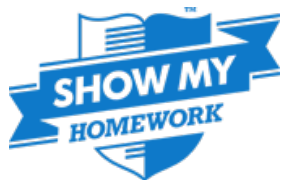
At Lawn Manor Academy pupils will be set homework once per week by each subject to be completed as a minimum expectation. All homework will be set using Show My Homework, which allows parents and pupils to view all homework and resources at any time from any device. Please contact the school if you have any questions about SMHW or cannot access it for any reason.

The Show My Homework Calendar is always accessible online, even without a log in or password. This means that parents and pupils can always see their homework. The link is as follows:

<https://www.showmyhomework.co.uk/homework-calendar>

You then simply have to enter the school name and find your year group, teacher and class through the drop down menus.

ICT and reference facilities are available in the Library every lunchtime and after school until 4pm. All faculties offer homework support at appointed times. There is access to the internet and the school email system for each pupil to help with completion of homework. Staff members are of course more than happy to help should a pupil have an issue with their homework.



We actively seek parental support to ensure that homework is completed on time and to a good standard. You can check all homework issued and whether it has been completed by looking at SMHW regularly.

Should you require further information, please contact:

Mr J Delap (Assistant Headteacher) – *Teaching & Learning*

Lunchtime Arrangements & “The Kitchen” at Lawn Manor

Fresh homemade hot and cold food is available from our canteen for breakfast 8.00am-8.30am, during morning break and lunchtime.

Our lunchtime is 40 minutes and pupils are required to stay on site. They can have a school lunch or bring their own sandwiches.

Caterlink, our catering contractors, are a specialist in education catering, providing fresh nutritious meals to over 130 schools and colleges. Our chefs and their team prepare and cook over 95% of the meals fresh on-site.

The cost of a ‘meal deal’ is currently £2.10, which includes a main, a drink and hot/cold dessert or fruit – exact details can be found at the canteen.

ParentPay

Lawn Manor Academy is almost a cash-free environment, with most parents, staff and pupils using the on-line payment system ParentPay. Parents who need to continue making payments by cash may do so using the PayPoint network at local convenience stores. We will provide you will full details on how to activate your account.

Free School Meals

Children whose parents are in receipt of one of the following are entitled to receive free school meals:

- Income support (IS)
- Income based job seekers allowance (IBJSA)
- Income-related employment and support allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child tax credit (provided you are not also entitled to *working tax credit and have an annual gross income of no more than £16,190)
- The guaranteed element of State Pension Credit
- Universal Credit

*A parent is entitled to the working tax credit run-on payment for a further four weeks after they stop qualifying for working tax credit. Their children are entitled to free school meals for the period that they are in receipt of this payment.

Children who receive IS or IBJSA in their own right are also entitled to receive free school meals.

Registering is really quick and easy. If you think you qualify, speak with main reception who can provide you with the relevant forms (01793 487286).

Or visit <http://www.swindon.gov.uk/schoolmeals> for more information and apply online.

No one will know you have registered and it will not affect any other benefits you are claiming. All pupils now use Cashless Catering – this means pupils no longer have to sign for their meal, therefore no one need be aware that they are claiming Free School Meals.

Progression & Careers Information, Advice & Guidance

Lawn Manor Academy offers extensive careers advice for all pupils. All pupils will receive individual careers advice and our Careers Advisors is available throughout the week to help guide pupils through options, next steps, post 16 choices and to provide further advice on further/higher education and training.

Veronica Miles, our Careers Advisor, is based in the Careers Office in East Manor Building, next to the Hall. She is available for pupils from all year groups and can also take pupils to visit New or Swindon College/Post 16 destination. Furthermore, she is available to talk to parents/carers and she attend parents' evenings.

Every year we hold a Careers Fair and Careers Day at the Academy where information and advice about jobs, further and higher education can be obtained. All the local colleges and sixth forms attend, along with Universities and local business offering Apprenticeships. In addition to the Careers Fair, there is an extensive careers programme of events and workshops such as Work Experience, Apprenticeships, taster days at Universities and Stem activities.

We are also fortunate to have partnerships with the following providers to enhance our careers provision:

University of Bath

Oxford Brookes University

Bath Spa University

Royal Agricultural University

Enterprise Adviser Network

Future First Alumni

Lawn Manor Alumni

The Lawn Manor Alumni has been established to enable former pupils and staff to keep in touch. The Alumni aims to foster strong and lasting links with Lawn Manor in order to benefit future generations of pupils.

Whether you have moved away or are still in the area, we would love to hear from you. A network of past pupils with all their valuable experience will be vital in helping us to broaden current pupils' jobs horizons and equip them for the world of work.

By signing up to the Alumni, you will be kept up to date with school news and find out about lots of ways to support the young people sat in your old seats. There is no charge to become a member.

If you are a former pupil or colleague of Lawn Manor and would like to become part of the Lawn Manor Alumni, sign up to **Future First's** alumni scheme via the website www.futurefirst.org.uk and clicking on the 'Former Students' link or contact Mr Delap on jdelap@lawnmanor.org

Notes or Questions