



A guide to Tuxford Academy



Tuxford Academy
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Principal's welcome

I am delighted that you have chosen Tuxford Academy for the next step in your child's education. We are looking forward to welcoming our new students into our outstanding academy and introducing them to the Tuxford way of life.

The following information, along with our website, will hopefully help answer some of the many questions you and your child may have about the beginning of their journey into secondary education.

You will be sent additional information over the coming weeks, however, if you have questions in the meantime, please do not hesitate to email us at: parents@tuxford-ac.org.uk

Sending your child off to secondary school can be a daunting time but I am confident that they will quickly settle in and enjoy their time as a member of Tuxford Academy.

Here's to an inspiring, rewarding and successful few years.



Mr J Hardy
Principal



Starting at Tuxford Academy

The essentials

We understand it can be a bit overwhelming for both parents and students when starting a new school, so here at Tuxford we are on hand to help guide you through this process.

Below you will find the essential information you need to get organised prior to your child starting with us and to help prepare them for their first few days and weeks here at Tuxford.

The academy day

Our academy day runs from **8.40am** to **3.25pm**. Below is a sample key stage 3 and key stage 4 timetable, which could be subject to change.

Timetable KS3	Period 1	8.40-9.30am
	Period 2	9.35-10.25am
	Break	10.25-10.50am
	Period 3	10.50-11.40am
	Period 4	11.45am-12.35pm
	Lunch	12.35-1.10pm
	Period 5b	1.15-2.05pm
	Period 6	2.10-3.00pm
	Core college time	3-3.25pm

Timetable KS4	Period 1	8.40-9.30am
	Period 2	9.35-10.25am
	Period 3	10.30-11.20am
	Break	11.20-11.45am
	Period 4	11.45am-12.35pm
	Period 5a	12.40-1.30pm
	Lunch	1.30-2.05pm
	Period 6	2.10-3.00pm
	Core college time	3-3.25pm

Uniform supplier

Academy School Uniforms 12 High Street, Arnold, Nottingham, NG5 7DZ
Phone: 0115 965 2869 www.just-schoolwear.co.uk/shop/Tuxford-Academy-.html

The two optional Joma items are only available from:
www.teamsportswear.co.uk/your-club-152/tuxford-academy.html

Our uniform

Here at Tuxford, we operate high standards and expect students to look smart and presentable at all times. Below are the uniform items you will need ready for your child starting at the academy.

<p>Uniform</p> <ul style="list-style-type: none"> • Navy blue blazer with academy logo • Academy tie (four college colours – Ash: red, Beech: blue, Oak: green, Willow: yellow). • Medium grey trousers of a formal cut – not tight fitting • Trutex Castle Tartan stitched down pleated skirt, with the hem no more than 5cm (2”) above the knee • Black shoes (leather or similar water resistant material) • Plain white, formal style shirt with stiffened collar (no logos or fitted blouses) • Navy blue sweater with academy logo (optional) • Black, grey or navy blue socks or tights • The only acceptable items of jewellery are wrist watches and one stud per ear (lobe area) 	<p>PE kit – compulsory</p> <ul style="list-style-type: none"> • Tuxford Academy navy blue t-shirt • Tuxford Academy navy blue PE shadow shorts or plain black or navy blue Falcon full length sports leggings (no logos) • A pair of sports trainers for footwear – not pumps, Vans, Converse or high-top styles, etc. • Navy blue football socks (knee length) or white sports socks <p>PE kit – optional</p> <ul style="list-style-type: none"> • Navy blue Joma Champion sweater with academy logo • Navy blue Joma Combi Nilo Pant (joggers) with academy logo
<p>Further details, including the uniform policy can be found on our website: www.tuxford-ac.org.uk/parents/uniform-and-equipment</p>	

Equipment

Basic stationery is required for all lessons, however the maths faculty would like all students to have the following with them for all maths lessons:

- Scientific calculator (preferably similar to Casio FX-83GT/FX-83X)
- 2 x HB pencils
- 2 x black pens
- 2 x red pens
- Eraser
- Pencil sharpener
- 30cm ruler
- Whiteboard pen
- Protractor/angle measure
- Pair of compasses

Students may also want to bring a refillable water bottle, pencil crayons/felt tips and highlighters.

Travelling to the academy

By bus

Nottinghamshire County Council operate the majority of our transport services. Please visit their website or call **0300 500 8080** for further information or to apply for a bus pass.

If they do not issue passes for the route you are enquiring about, you will be asked to contact us. We have further information and contact details for the bus companies on our website.

Any further transport queries may be emailed to parents@tuxford-ac.org.uk

On foot or by bicycle

Students residing in the village are encouraged to walk or cycle to the academy. Cycle racks are available on site.

Travelling by car

The beginning and end of the academy day are very busy times. We ask parents who are dropping off and collecting their children by car to ensure they use the car park respectfully and adhere to the signage. We also ask all parents and students to be mindful of local residents.



Settling in

From day one, our priority is to make your child feel welcome and comfortable at our academy. We aim to ensure the transition from another school, whether that be from a primary or when joining us mid-year, is as smooth as possible.

Your child's tutor

All teachers at the academy are warm and welcoming, but your child is likely to develop a particular rapport with their tutor. Your child will see their tutor at least once a day and more frequently during their initial weeks at school. In this time your child's tutor will get to know your child as an individual, talking with them about their likes, interests and ambitions.

If your child has any worries, their tutor will work with them to help them find resolutions. Tutors are also a key link between your family and the academy and will develop a relationship of trust and confidence with you and your child. If you would like to contact the academy for any reason, your first port of call should always be your child's tutor.

Your child's college

We operate a college system at Tuxford Academy. There are four colleges – **Ash, Beech, Oak and Willow** – and all students are assigned to a college.

The college system encourages healthy competition between students as colleges strive to win sports days, quizzes, debates and reward challenges etc. Students of different years within the same college also support each other.

Older students act as buddies to new students when they start in September, ensuring there is a friendly and familiar face to help your child find their way around and answer any questions they may have about life at the academy.





Your child's character

Students at Tuxford Academy are encouraged to actively participate in all available learning opportunities whether they be within the classroom, their homes or in the community. Through active participation students can benefit from new experiences, engage with different people, broaden their horizons and find out more about themselves.

Character development is highly valued by us as we want all students to feel recognised as individuals and develop self-confidence. We recognise our student's efforts through the awarding of four character badges for each of our C.O.R.E. character domains.

- C** – Conscientiousness
- O** – Open-mindedness
- R** – Resilience
- E** – Engaging

We believe school is for learning in its broadest sense and know how important strength of character is for the wellbeing and success of our students.

Lunch and catering services

Students can either bring a packed lunch or buy lunch from the canteen, which offers hot meals and desserts, as well as sandwiches, jacket potatoes and soups. Our Clumber Café also offers hot and cold snacks, such as paninis and sandwiches.

We operate a cashless catering system called sQuid, which uses biometric data from student fingerprints to pay for meals. You can add funds electronically to your

child's account via a secure system.

When your child joins us, they will be able to pay for their meals using cash until they are set up with an account.

Extracurricular activities

Students can meet new friends who share common interests and earn Character Awards by joining one of our clubs. Our clubs cover wide interests across sports, dance, astronomy, chess, music and drama, to name but a few.

Learning Resource Centre

Outside of lessons and for quiet time, research or recreational reading, students can use the Learning Resource Centre in their own time – accessing its stock of 10,000 books and journals, and a large number of computers.

Personal belongings

Students are advised to clearly label their property. To keep belongings safe, they can hire a locker from year 7 to year 11. Details will be provided when they start.

Mobile phones

Students are allowed to bring mobile phones to the academy but there are strict rules concerning their use. Further guidelines about the use of mobile phones will be available to you when



your child starts.

Communications with parents

Keeping you updated

At Tuxford we aim to ensure parents are fully engaged with life at the academy and pride ourselves on the strong relationships we have with parents and carers. You will receive regular updates and progress reports about your son or daughter, alongside invitations to attend a range of events as part of the Tuxford community.

Email

We are trying to reduce our impact on the environment by cutting down on the use of paper wherever possible. One major area where we can achieve this is by using parental emails as a means of communication, rather than letters. We ask parents to supply us with an email address and we use this for day-to-day contact. Important documents will still be issued by letter.

Text messages

Sometimes we will need to contact parents or carers quickly, for example if the academy is to close early. To do this, we will use text messages and/or email. To ensure that we communicate effectively, please remember to update us of changes to contact numbers and emails.

Weduc

Communication with parents and carers is a very important part of our partnership with you. To help make this as easy as possible we use a system called Weduc as our main communication tool. This provides secure online access to view a selection of your child's data online. The system allows you to view some of the attendance, behavioural and assessment information we currently hold and will enable you to inform us of any changes to your contact details. In the coming weeks you will be sent further details about this tool, including individual login details.

E-newsletters

Each term, the principal issues an e-newsletter for parents to celebrate achievements at the academy, to let you know of any upcoming events and trips, and to provide academy-wide updates.

Web and social media

The academy website has a dedicated 'parents' section to enable you to access essential information. We also post regular updates on our social media channels, including Facebook and Twitter.

 /TuxfordAcademy

 @TuxfordAcademy

PARENT CHECKLIST

Buy uniform and equipment and label my child's belongings

Check bus and travel routes to the academy

Activate sQuid account

Activate Weduc parent account

Provide contact details to the academy including an email address and a mobile phone number

'Like' and follow the academy on social media

IMPORTANT:

Complete the data collection sheet for my child in full and return to Tuxford asap

Complete medical information sheet for my child and return to Tuxford asap

Personal data and consents

Please read this important information about the data we need to collect about your child as part of their enrolment and continuing academic life at Tuxford Academy. All data we hold complies with UK privacy laws and the General Data Protection Regulation (GDPR).

Student information and consent sheet

We will send you a data collection sheet. We ask that parents or carers complete the form at their earliest convenience and return it to the academy. It is essential that every part of the form is completed in full.

If your son or daughter is using a name other than their legal name then please make this clear on the data collection sheet. Only legal names will appear on correspondence from exam boards. If a name has been changed we shall require a copy of the deed poll and/or birth certificate.

Trips and educational visits

Your child will have many exciting opportunities to take part in off-site visits and trips throughout his/her time at Tuxford Academy. For each trip we will issue parents and carers with a consent form. Parents and carers also have the responsibility to notify trip leaders of any relevant information or medical issues affecting their child's participation.

Biometric data recording and storage

The academy currently uses a catering payment system, sQuid, which contains recorded biometric data (in the form of encoded fingerprint images) to identify students.

The data in this system is securely held within the academy for the time that students are enrolled. Data is used for lunch payments and deleted when students leave us. Please ensure you sign your consent form for biometric data recording and storage on the data collection sheet. Alternatively, a swipe card can be provided by our catering service provider on request.

Where students request us not to use their biometric data, this will take precedence over the wishes of parents or carers, as outlined in the relevant legislation. In these circumstances we will inform you that a change of preference has taken place.

Medical information

Please complete the medical information section in full. Based on this information, if your child has significant medical needs, our first aid officer will contact you. Please note it is your responsibility to ensure that medical information is up to date at all times.

Photography of students

We may wish to take photographs and videos of students for a variety of reasons ranging from archive records to marketing and press coverage of achievements. In order to comply with the General Data Protection Regulation, we are required to seek the permission of parents and carers before recording such images.

Below is a list of the types of images that we may wish to take of your child during his/her time at the academy. Please read the list carefully then complete the section regarding photo consent on the data collection sheet.

- Individual/group photographs of children working in an academy setting for display in the academy where the child's first name and year group will be displayed.
- General photographs of children working in classrooms or around the academy for our archives (which could be published at some point in the future as a record of an era).
- Photographs of academy events and achievements (e.g. educational visits, sports day, dance and drama etc.) for academy publications, social media, and the website. The full name of the student will not be used, only first name and year group.
- Photo portraits by professional photographers to be offered for sale to parents and carers.

STUDENT CHECKLIST

Familiarise myself with the academy day

Check which house and tutor group I am in

Take a look at the extracurricular clubs on offer

Make sure I have my school bag and all equipment with me for my first day

- Press articles and photographs for news stories on achievements, awards, involvement in sports and student successes may be used for external promotion and issued to the media. The full name of the student will not be used when issuing the press release. Should the media request full names of students, parental consent will be sought.

All photographs and images of children will be taken, used and stored in accordance with the academy's photography and videography policy, which requires staff to exercise professional judgement regarding the suitability of images and their use. You may withdraw your consent at any time. Archive copies of images may be retained for future reference.