



Clapton Girls'
Academy

Est. 1906



IN YEAR

ADMISSIONS HANDBOOK

Arrive with a dream, leave with a future.

Contents

Message from the Headteacher	Page 3
Key people	Page 4
Times of the academy day	Page 5
Student term dates 2022/23	Page 6
Learning in our academy	Pages 7 - 8
Learning at home	Page 9
Additional learning support	Page 10
After-school clubs and activities	Page 11
Breakfast Club	Page 12
Parents' evenings and progress reports	Page 13
Uniform and equipment	Pages 14 - 15
Sanctions and rewards	Page 16
Promoting equality	Page 17
Anti-bullying statement	Page 18
Attendance and punctuality	Pages 19 - 20
Medical appointments and illness	Page 21
Wellbeing	Page 22
Academy Values	Page 23

Message from the Headteacher

Dear Families,

I am delighted that you have chosen Clapton Girls' Academy for your child's secondary education and welcome you to our outstanding academy.

This handbook gives you some basic information about Clapton Girls' Academy - how things are organised, what your child will study and the arrangements to ensure their progress and wellbeing. On page 4, there is a list of people you can contact. Please get in touch.

Your child will be able to make the most of their opportunities at Clapton Girls' Academy if both the academy and family work together as partners. Included within your welcome pack is a copy of our Home/School Agreement, which reminds us of the key aspects of this partnership.

I look forward to meeting you many times during your child's time here. I am confident that, with encouragement and support from both the academy and yourselves, they will enjoy a very happy and successful time at Clapton Girls' Academy.

Yours sincerely,



Ms A Feltham
Headteacher



Keeping in touch



Phone reception on **020 8985 6641** between 8.00am and 5.00pm.

A receptionist will put you through to the right person or take a message.



If you have any questions about your child's Year group, contact their Head of Year or Engagement Support Assistant via the academy reception on **020 8985 6641**



Write a note in your child's student planner and ask them to show their tutor or Head of Year.



Visit the academy and ask for the Leadership Team member on duty between 9.00am and 5.00pm.

Times of the academy day

STUDENT GATES OPEN IN LAURA PLACE AT 8.15AM

Check clubs list on website for details of clubs taking place before school.

8.15am	Breakfast Club in the Dining Pavilion
8.40am	All students must arrive between 8.15am and 8.40am when student gates close - students are late after this time
8.45am	Collective Time with Form Tutor or assembly
9.00am	Lesson 1
10.00am	Lesson 2
11.00am	Break
11.20am	Lesson 3
12.20pm	Lesson 4a
12.50pm	Lesson 4b (Lunch during 4a, 4b, or 4c)
1.20pm	Lesson 4c
1.50pm	Lesson 5
2.50pm	End of school day - students exit via the Almack Road gates by 3.00pm
3.00-4.00pm	After-school clubs and activities. Students are expected to attend regularly attend clubs. At the end of after-school clubs students exit via the student gates.

ON TUESDAYS THE TIMINGS FOR THE END OF THE DAY ARE DIFFERENT FOR YEARS 10-13 ONLY.

2.50pm	Lesson 6
3.50pm	End of school day - students exit via student gates by 4.00pm

ON SPECIFIED WEDNESDAYS THE TIMINGS FOR THE END OF THE DAY ARE DIFFERENT FOR YEAR 11 ONLY.

2.50pm	Lesson 6
3.50pm	Students collect belongings from lockers
4.00pm	End of formal school day - students exit via student gates by 4.00pm

Student term dates 2022/23

All family holidays must be taken during allocated holiday dates. The academy cannot authorise holidays taken during term time. Your child may lose their place at the academy and you may be fined. All term time and holiday dates are inclusive of the dates stipulated.



AUTUMN TERM

Thursday 1st September - Friday 16th December

Thursday 1st & Friday 2nd September - Professional Learning Days

Monday 5th September - Induction day for Year 7 & 12

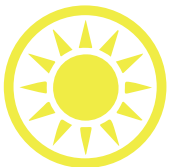
Tuesday 6th September - all other students return to school



SPRING TERM

Tuesday 3rd January - Friday 31st March

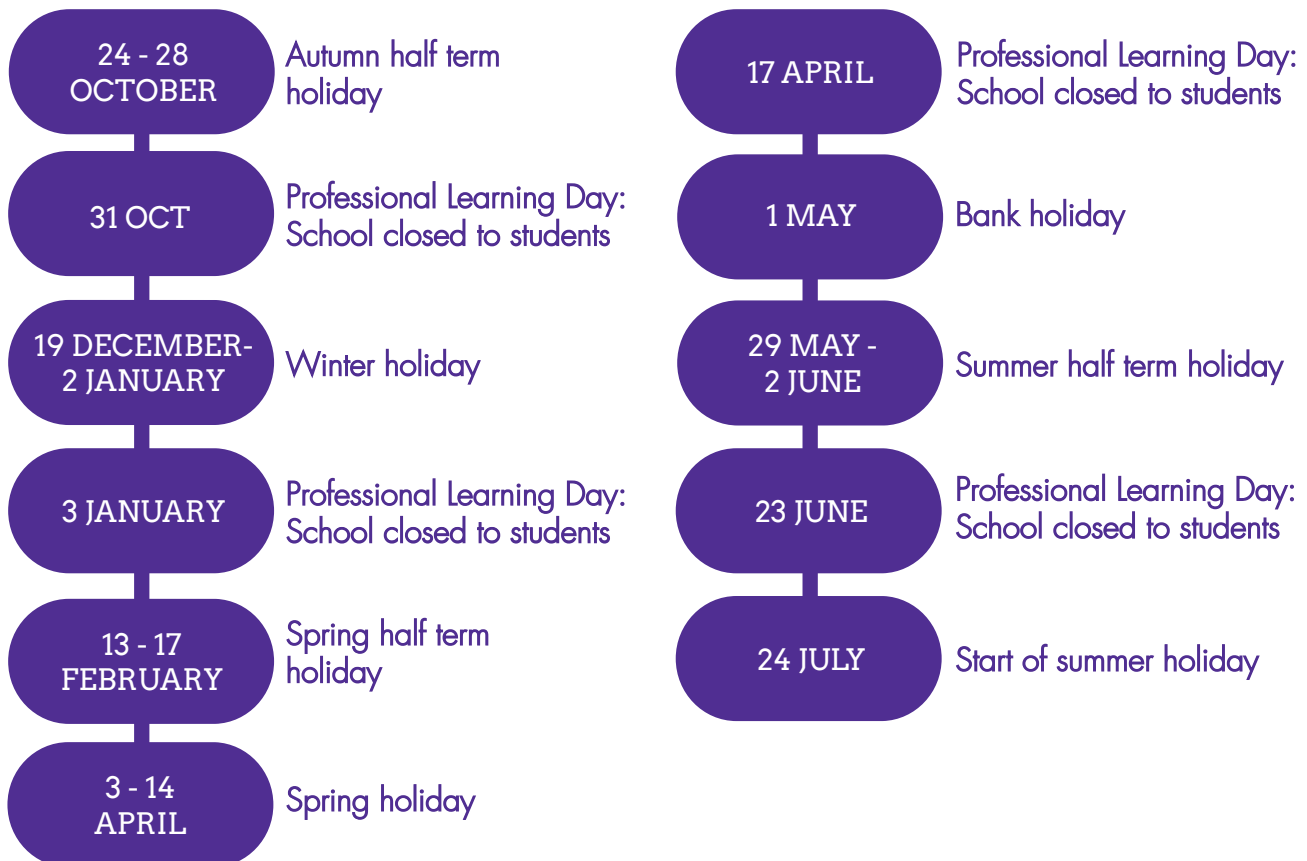
First day back for students Wednesday 4th January



SUMMER TERM

Monday 17th April - Friday 21st July

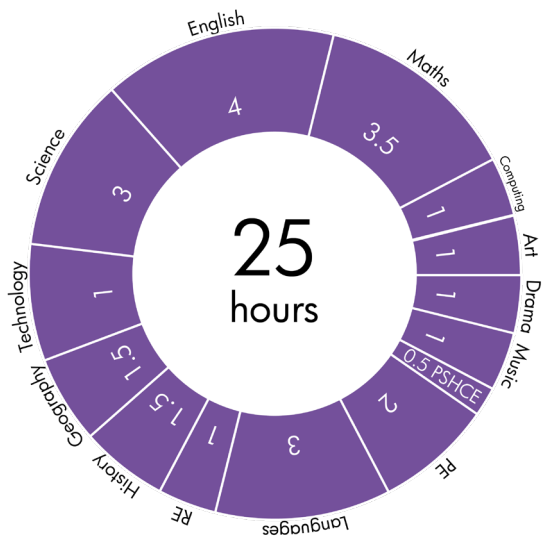
First day back for students Tuesday 18th April



Enjoy and Achieve: Learning in our academy

KS3:

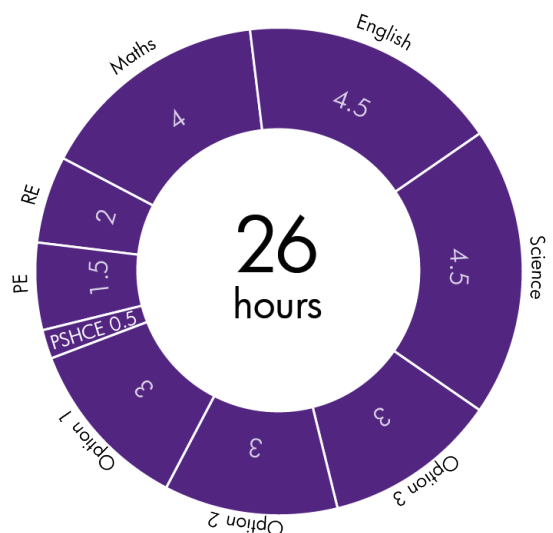
- English
- Art, Design & Technology
- Physical Education & Performing Arts (PEPA)
- Humanities: history, geography, religious education (RE)
- Computing
- Mathematics
- Personal Social Health Citizenship Education (PSHCE)
- Science
- Spanish/French



KS4:

All students study English, mathematics, science, PE, RE, and PSHCE. They all take GCSE exams in mathematics, English language, English literature, science and RE. Students also study three other subjects and take GCSE exams or BTEC qualifications in these subjects. The subjects they can select from are:

- Photography
- Art, Design & Technology
- Geography, history, sociology
- French, Spanish,
- ICT, business, health and social care,
- PE, drama, music
- Computing science

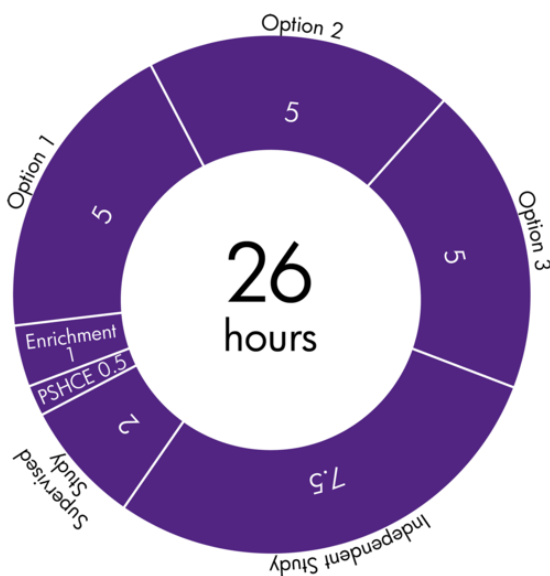
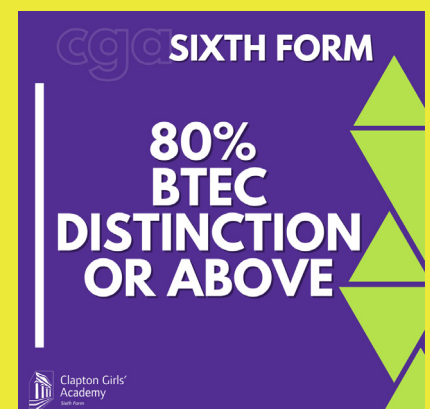
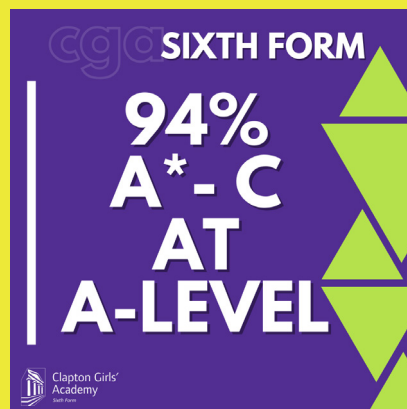
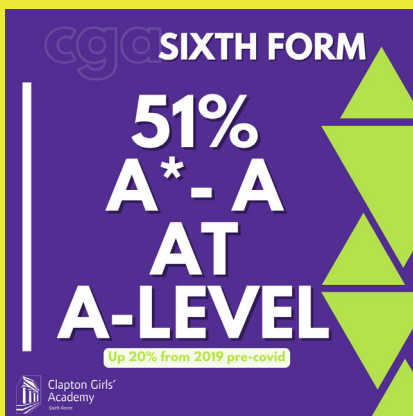


For more information on our curriculum please visit our website:
www.clapton.hackney.sch.uk/teaching-and-learning/curriculum

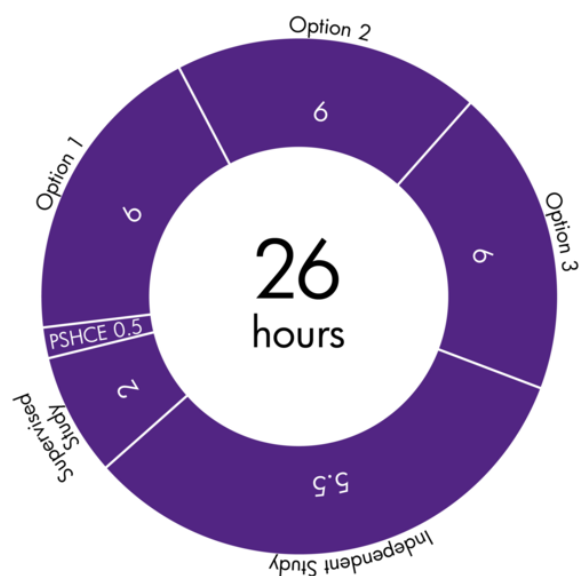
Enjoy and Achieve: Learning in our academy

KS5:

We have a very successful Sixth Form for your child's final stage of their studies. We offer a range of courses and provide the teachers and facilities to ensure that they achieve highly, whatever their interest or skill set. At KS5 students take three A-level subjects or one Level 3 BTEC. The Sixth Form provides a wide range of opportunities for students to develop their personal, social and leadership skills in preparation for further education, apprenticeships and employment.



Year 12



Year 13

Enjoy and Achieve: Learning at home

HOMework

Homework reinforces the learning done at the academy, helping students to develop independent learning skills and to manage their own time.

Your child will receive between one and two hours of homework every day. Please monitor that this is being done and encourage your child to complete their work.

Students can choose to stay after school to complete their homework in our supervised Learning Resource Centre (LRC) every day of the school year. Parents and students can check homework set using satchel:one. Logins will be provided.

SATCHEL:ONE

The academy uses an online homework tool called satchel:one. This helps students to manage workload and produce high quality home learning. Parents can easily monitor and support completion of homework through satchel:one.

We hope that this service will provide parents with an insight into how much, and what type of homework, your child receives. More importantly, we hope that it will improve your child's organisation, time management, and help them to keep on top of their workload.

You will receive log-in details for satchel:one. once your child starts in September.

www.satchelone.com/login



Additional learning support

SUPPORT

If your child needs it, they will receive support from an extra teacher or Learning Assistant in some lessons. This could be extra help with learning English, with reading, or with mathematical skills. Occasionally, they may be withdrawn from some lessons for a fixed period, e.g. for literacy interventions or other concentrated sessions with a specialist teacher.

We also have a personalised programme to provide for individual students' emotional and academic needs, including a team of learning mentors.

MUSIC AND INSTRUMENTAL TUITION

We provide tuition for students in a range of instruments, including piano, guitar, recorder, violin, steel pans, percussion, brass and voice. There is a cost for these one-to-one lessons. There is also a wide range of musical extra-curricular clubs, including choirs, a brass band, and a steel pans group.

More information about music lessons will be shared once students join the academy.



After-school clubs and activities

Your child will have the opportunity to attend a wide range of after-school clubs and extra-curricular activities to support and extend their learning. Students are rewarded for regular attendance at clubs.

The activities on offer vary from term to term, but these are some of the after-school clubs that we have run:

**TENNIS / BASKETBALL / JUDO / DRAMA /
CHOIR / MATHS / STEEL PANS/ KNITTING
/ MUSIC TECHNOLOGY / GUITAR / LATIN
/DEBATING / SWIMMING / GYMNASTICS
/ NETBALL / BADMINTON / HISTORY /
ART / ROWING / ORCHESTRA / DANCE /
BRASS ENSEMBLE/ BAND / KEYBOARD /
STEM / YOGA / SCIENCE / HOMEWORK**

You will receive a copy of the after-school club schedule in early September and this will also be updated each half term on the academy website.

The Learning Resource Centre is open for students after school each day until 4.30pm for quiet, supervised work.

Most activities run at the end of the school day from 3.00pm. Most clubs will finish by 4.00pm.

**THE AFTER-SCHOOL
CLUB SCHEDULE
IS UPDATED EACH
HALF TERM ON THE
ACADEMY WEBSITE**



Breakfast Club

REFUEL AT SCHOOL

Breakfast club runs Monday through to Friday, from 8.15am until 8.30am. Students can come to refuel for the day, study in the quiet space, play board games or just socialise before school starts. Student breakfast monitors and staff are on hand to make sure everyone has a great experience!



Parents' evenings and progress reports

PROGRESS REPORT

Each term you will receive a Progress Report for your child.

This informs you of your child's level of achievement in every subject. The profile also gives you an overview of your child's progress in terms of learning, behaviour, effort and homework.

PARENT INFORMATION MEETING

At the start of the Autumn term, you will be invited to attend a Parent Information Meeting. This is an opportunity to meet your child's tutor and find out more about the academic year ahead.

PARENTS' EVENING

In the Autumn or Spring term you will be invited to a Parents' Evening.

This is an opportunity to meet subject teachers and your child's tutor. You will receive an academic profile showing levels of attainment in each subject and general progress.

Throughout the year, we keep you informed about any particular successes or difficulties by letter or by invitation to come and talk to us.

If you have concerns you can ask for an appointment to talk to your child's Head of Year at any time.



UNIFORM: YEARS 7 TO 11 SEPTEMBER 2022

Clapton Girls' Academy students must wear the correct uniform at all times, including on their way to and from the academy. Students are expected to wear their uniform with pride as a symbol of representing the academy.

The academy retains the right to act as the final authority on the interpretation of the dress code. If unsure, parents are advised to contact the appropriate Head of Year.

Students will not be allowed around the academy unless they are wearing full and correct school uniform.

Students must wear the following, which can only be bought online from Price and Buckland (P&B):

www.pbuniform-online.co.uk/claptongirls

All items listed below can also be purchased pre-owned, at a lesser cost, from the academy as long as stocks last.

- Academy lavender shirt. (Students wearing a shalwar kameez or abaya must wear a lavender shirt under their garment)
- Academy blazer

Students can wear the following optional items:

- Academy V-neck jumper, with or without sleeves, which can be bought online from P&B or as a second-hand item from the academy.
- Academy headscarf from P&B or any headscarf, but the colour must be plain black and any embellishment must also be plain black.
- A t-shirt or polo neck may be worn under the school shirt but must be either plain black or plain white.
- Black or white base layers can be worn under the shirt in cold weather.

Students must wear the following, which can be bought from any school wear outlet:

- Smart, plain black, tailored school trousers
- Smart, plain black knee-length school skirt
- Smart, plain black shalwar kameez or abaya (with visible academy shirt/blazer)
- Plain black below the knee socks or full black tights. No ripped tights.
- Flat, plain black, leather-look, hard-soled shoes or ankle boots no higher than ankle bone with heels below 2cm. Shoes or ankle boots must not have any coloured stitching, tassels, fluffy or other decorations.



EQUIPMENT:

Students must have a smart, practical school bag large enough to hold A4 size exercise books and will also need the following equipment:

- 2 x black/blue pens
- 1 x red pen
- 1 x green pen
- 2 x pencils
- Rubber
- Pencil sharpener
- Ruler
- Coloured pencils
- Angle measurer
- Calculator
- Reading book (this can be borrowed from the academy or local library)
- Water bottle (preferably reusable)

Families unable to purchase all the items listed above can contact their child's Head of Year to enquire about support available.

SUMMER UNIFORM:

When temperatures are hotter than normal students will be allowed to come into school without their blazers and jumpers.

On these particular occasions, students will be informed in advance in Student Notices of the change to the summer uniform.

The academy reserves the right to make the decision to change to summer uniform rules.



PE KIT:

To be worn during PE lessons and wellbeing clubs only. Students are not allowed to wear their PE kit during morning line-up and Collective Time.

- Academy white PE polo shirt, which can be purchased from P&B or from the school as a second-hand item
- Students can wear a purple academy hoodie. Students still in possession of the former black academy PE sweatshirt are allowed to use it during their PE lesson. No other jumper, hoodie or sweatshirt is allowed.
- Plain black tracksuit bottoms, sports leggings, PE skirt or shorts
- White socks and sports trainers
- Roll-on deodorant
- Jewellery needs to be removed
- Long hair needs to be tied up.

MOBILE PHONES:

Mobile phones are banned from the academy site. 'Banned' means that they must be switched off and completely out of sight at all times between entering and leaving the academy site.

Students must understand that if they bring their mobile phones to school this is at their own risk and that the academy cannot be held responsible for the loss or theft of such equipment. If earphones or earbuds are seen or if a mobile phone is seen or heard at any time while on site, the item will be confiscated and only returned to the student's parent.

Regardless of circumstances, no one should be photographed, filmed or recorded without their explicit consent.

RESTRICTED ITEMS:

Students are not allowed to bring the following items into the academy:

- Sweets, chocolate, fizzy drinks, crisps or nut products
- Make-up and other cosmetics
- Spray-on deodorant or hair spray
- Money (we cannot guarantee the security of large amounts or expensive items)
- Items which endanger the safety of others, as covered by other policies.
- Any drugs, tobacco, vapes or alcohol and related paraphernalia

If these items are seen on school premises, they will be confiscated. Money will be returned at the end of the day from Student Reception. Other items will be disposed of.

RESTRICTED ITEMS:

- Outdoor wear can be worn to and from the academy, including rain and snow boots in poor weather but must not be worn around the academy site or inside and must be stored in students' lockers.
- Outdoor wear including hats, scarves, gloves and sunglasses, can be worn outside at breaktime only.

HAIR & JEWELLERY:

- All hair colours are allowed.
- Clapton Girls' Academy is signed up to the Halo Code, creating an environment welcoming all black/afro hairstyles, without a fear of judgement or reprimand
- Hair accessories apart from headbands can be any colour.
- Any width of headband is allowed but it must be plain black.
- Any headscarf may be worn but the colour must be plain black and any embellishment must also be plain black.
- Jewellery must be minimal and is limited to: two pairs of earrings (smaller than a 5p piece), one small flat stud in the nose, one flat ring on each hand, one neck chain, one small bracelet on each wrist and one watch
- Only minimal, natural make-up is allowed
- False eyelashes and fake nails are not allowed
- Nails must be kept short
- Visible eye make-up, including eyeliner and eye shadow are not allowed.

Behaviour: Sanctions and rewards

We have a structured system of rewards to encourage and motivate all of our students to achieve their best. Students are rewarded with reward points such as 'Star of the Hour', 'Good News' cards, certificates, and end-of-term and end-of-year prizes and awards. Students are also given special prizes and awards as recognition of their excellent work, attitude, behaviour, attendance or contribution to academy life.

Our behaviour systems are designed to ensure that students can all work to the best of their ability and that equal learning opportunities are provided for all. We expect high standards of behaviour both in and out of school. The Behaviour Code exists to enable us to maintain these high standards: sanctions are used when the code is broken.

Sanctions for students whose behaviour is causing concern include:

- Full school report to monitor their behaviour
- Morning or after-school detention
- Internal or external exclusion for a fixed number of days
- Permanent exclusion.

Support for students whose behaviour is causing concern includes:

- Serious concern meeting
- Learning mentors
- Student Support Centre (SSC)
- Academic Support Plan
- Therapeutic intervention, including drama/art therapy
- Workshops run by a range of external groups.

Parents will be informed of any concerns early on in the sanctions process and will be encouraged to support the academy in maintaining high standards regarding behaviour.

BEHAVIOUR THERMOMETER



3 GOLDEN RULES



Promoting equality

Clapton Girls' Academy is an inclusive academy where we focus on the progress and wellbeing of every student and where all members of our community are valued equally. We work together to ensure that students: are healthy, stay safe, enjoy and achieve, make positive contributions and achieve economic well being.

Clapton Girls' Academy is committed to working together to celebrate and promote inclusion because we recognise that inclusive education contributes to greater equality of opportunity for all members of society.

We believe that our curriculum and teaching opportunities promote and celebrate the diversity of our academy's community, and we regularly review our policies and practice in order to ensure this is the case.

Our academy is situated in a community where many people experience disadvantage, discrimination and prejudice. We provide a positive learning environment, where all members are valued, irrespective of: age, sex (gender), race, disability, religion or belief, gender reassignment, sexual orientation or pregnancy or maternity. Our academy will continue to be a vibrant centre of learning at the heart of our local community, where we embrace and celebrate differences as resources to promote learning and success.

We believe that the Public Sector Equality Duty (PSED) provides a framework to support our commitment to valuing diversity as well as addressing the statutory duty to:

- eliminate unlawful discrimination, harassment and victimisation
- advance equality of opportunity between different groups
- foster good relations between different groups

PSED also ensures that we continue to tackle issues of disadvantage and underachievement of different groups, since breaking down barriers to learning, and increasing life choices for all students is a key part of our vision.



Anti-bullying statement 2022

Bullying is behaviour by an individual or group that intentionally hurts another individual or group, either physically or emotionally. It is behaviour that attempts to hurt, frighten, humiliate or threaten someone, particularly if the behaviour is repeated or persistent.

WE RECOGNISE THAT BULLYING CAN TAKE MANY FORMS:

PHYSICAL:

Hitting, pinching, biting, pushing, shoving, taking or damaging belongings, stealing money.

VERBAL:

Name-calling, insulting, racist, sexist or homophobic remarks, mocking, teasing, intimidating, threatening or demanding money, making things up to get someone into trouble or exclude them.

RELATIONAL:

Spreading rumours to promote hatred and isolation, writing or drawing offensive graffiti, taking friends away from someone or excluding somebody from a group.

CYBER-BULLYING:

Sending abusive text messages or emails to someone or a group, posting abusive messages on social network sites, spreading rumours or making threats on social network sites, posting pictures or information about someone on the internet to promote hatred and isolation or to humiliate and hurt.

We recognise that bullying often happens in front of other people. If these people act as bystanders who collude in bullying behaviour, they will receive the same sanctions as the main perpetrator. Support is given to victims and perpetrators with the aim to reduce incidents occurring.

We will not tolerate any kind of bullying and recognise that bullying can involve and affect all members of the academy community, including students, parents, teachers and support staff. Incidents of bullying behaviour will be taken seriously and academy sanctions applied.

Attendance and punctuality

Students' learning and progress depends on them attending school every day and being on time for school and lessons.

PLEASE MAKE SURE YOUR CHILD ATTENDS SCHOOL EVERY DAY BY:

- Arranging medical and dental appointments outside school hours.
- Taking all holidays during the academy holiday times (see page 5).
- Only taking time off for serious illness and medical reasons.

THE ACADEMY CANNOT AUTHORISE ABSENCE FOR THE FOLLOWING REASONS:

- Family holidays during term time.
- Family errands or duties such as child care, meeting relatives, translation or shopping trips.
- Visits which have not been agreed in advance with the academy.

If absences are not explained or the reason for them is not one we can accept, then they will be recorded as unauthorised absences and regarded by the academy, Hackney Education, and the Government as truancy. Absence from school for family holidays during term time could lead to your child losing their place at the academy and a fine being given to your family.

PLEASE MAKE SURE YOUR CHILD IS ON TIME TO SCHOOL BY:

- Organising things at home so that they leave early enough to get to school between 8.15am and 8.40am. Breakfast club is open from 8.15am.
- Checking that their uniform, school bag and equipment are ready the night before a school day to avoid rushing in the morning.
- Planning their journey to the academy with them and timing it to make sure they leave home early enough to be on time.

Attendance and punctuality

If your child is absent or late, you must:

Contact the academy **every morning** your child is not attending or is going to be late leaving a message for the Attendance Team with your child's name, tutor group, and a detailed reason for your child's absence or lateness.

You can contact us on **020 8985 6641, then option 1 or Student Absence/Lateness**

Or by emailing **absence@clapton.hackney.sch.uk**

Or via the MyEd parent app. The app can be downloaded from the Android Play Store or the iPhone App Store.

If your child is late or absent, the academy will:

- Text, telephone, or write to you reminding you to give us a reason for their absence.
- Arrange an academy late detention if relevant.

If we have serious concerns about attendance or punctuality, we will support you by:

- Inviting you to attend an attendance concerns meeting at the school.
- Asking a member of staff to visit you at home.
- As a last resort, the academy may issue a Fixed Penalty Notice and begin court proceedings if, following the above support, there is no improvement in attendance or punctuality.



Medical appointments and illness

Hospital and Clinical Appointments:

If these have to be made in school time, students are asked to bring appointment cards to show to their Head of Year in advance. We expect all non-urgent medical and dental appointments to be made outside of school hours.

We have a school nurse drop-in session available.

Students can keep medication at school in line with our policy. Please make contact with the academy if your child needs to take medication in school by using the contact details on page 4.

Illness During the Academy Day:

We will call you to ask you to collect your child if they become seriously ill during the day.

Emergencies:

It is most important that you provide us with at least one telephone number for use in emergencies or accidents.

If you need to update your address or contact details, please call us on:

020 8985 6641 extension 252

or email:

sreception@clapton.hackney.sch.uk

**or send us a message via the
MyEd parent app**

**You must make sure that we have an up-to-date
emergency contact number for your child.**

Wellbeing

Wellbeing is a key priority at Clapton Girls' Academy.

You can find lots of wellbeing tips, links and resources on the Mental Wellbeing page of our website:

www.claptongirlsacademy.com/wellbeing

10 STEPS TO HAPPINESS





Compassion

Be kind



Ambition

Aim high



Integrity

Be honest



Resilience

Keep trying

For further information you can visit our website at:
www.clapton.hackney.sch.uk



Keep in touch!

We send our CGA Newsletter to parents via email every two weeks which includes important information, updates and academy news.

Please ensure you have provided us with your current email address so that you receive this.

follow us!

 @ClaptonGA

 @ClaptonGA

 /ClaptonGirlsAcademy

 /ClaptonGirlsAcademy

 Clapton Girls' Academy