ALL SAINTS
ACADEMY PLYMOUTH

Student Onboarding Manual 2022/23

Welcome
to our new students

Email: enquiries@asap.org.uk
Telephone: 01752 705131
Address: All Saints Church of England Academy Pennycross, Plymouth, PL5 3NE

Ted Wragg Trust

Contents
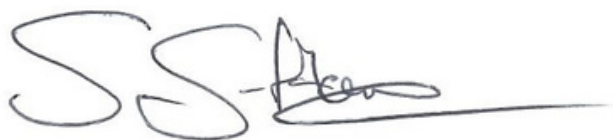
Headteacher's Welcome

Welcome to All Saints - it is always brilliant to have a new member of our community. I am sure this is an exciting time for you and your family. We are here to help you with this transition and I am sure that you will feel at home in no time. I hope this booklet will be an invaluable guide in the next few weeks.

This is my first year as Headteacher of All Saints and I feel incredibly blessed to lead the academy on the next stages of its journey. Most of our students study a mix of traditional academic subjects alongside professional studies such as engineering or catering. Whatever you study, we will ensure that you are pushed to achieve your full potential and support you to successes you never thought possible.

We are now a 'good' rated Church school with traditional values at the heart, such as good manners, behaviour and respect and have systems in place to teach our students this. Whether you follow a faith or not, our community is welcoming, kind and advocates for one another. This helps us to ensure that every student is well-educated, prepared for their future and able to flourish.

When our new students join us in Year 7, or at any other point, we take the time to really make sure they settle in and feel part of our community. Our staff take the time to get to know all of our new students and ensure that they excel during their time here.

I look forward to meeting you over the coming months.

Mr Scott Simpson-Horne
Headteacher

Weston   Astor   Scott   Drake

First Day 7th September 2022

Arrival

Students should arrive by 8.35am through the main academy entrance. They will be welcomed by the pastoral team on arrival. The tutor team are also available to meet students from 8am where free breakfast is provided in the canteen

Dropping Off

Parents and Carers can drop their children off outside the main academy entrance. Senior staff will be on-hand as they arrive to answer any questions and to support any students with enhanced transition arrangements

End of Day

The day finishes at 3.10pm. Parents/Carers should make their own arrangements for collection

Equipment

We ask that all students arrive ready to learn. They need to arrive in full school uniform. They will need to bring a school bag and a pencil case, including Pen, Pencil, Ruler Calculator and Rubber. Students will be provided with a Green pen, Need to Know booklet and folder
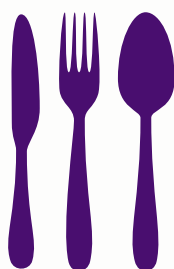
Break and Lunch

The students will be directed towards the canteen for Break and Lunch. If students have not completed their fingerprints, food will be provided. Please contact finance if you still require to set up parent pay

Notes

Please let us know of any medical conditions, including allergies, that we should be aware of prior to your child attending on their first day. This should have been completed as part of the S11 form. If you still need to complete this please contact transitions@asap.org.uk

Core Values

To transform education and provide experiences that enable the entire community to flourish.

ASAP HABITS

Legacy
Build something greater than ourselves

Punctual
All Students are expected to arrive on time and follow Academy Routines and Expectations

Proud
All students are expected to wear their uniform correctly with pride and show kindness to others

Bravery
Dare to be better

Prepared
Always be prepared with the correct equipment

STAR
We believe that everyone in our school community deserves respect, that is why we promote STAR behaviours: Sit-up, Track the Speaker, Academic Attitude and Respect others

Love
Be kind and compassionate

Positive Choices
We follow all instructions and reasonable requests from staff

Work Hard
We believe in 100% effort, 100% of the time. We have pride in our work. We don't give up. We embrace challenges. We are not afraid to make mistakes.

The Academy Day

The Academy operates on a rolling two-week timetable alternating Week A and Week B.

8.00	Doors Open
8.40	Line Ups
8.50	Tutor
9.20	Period 1
10.20	Period 2
11.20	Break
11.40	Period 3
12.40	Lunch
13.10	Period 4
14.10	Period 5
15.10	End of the Day

Assemblies

Monday	Year 7
Tuesday	Year 8
Wednesday	Year 9
Thursday	Year 10
Friday	Year 11

Class Charts

Class Charts is a fantastic resource that enables you to receive live updates and regular communication regarding your child's education.

Class Charts is our primary form of communication with parents, carers and families. Whilst emails and letters will still be sent, we will be using Class Charts for all detention notifications, tracking of behaviour and day-to-day announcements.

In order to get started, please ensure you have downloaded the Class Charts for Parents app to your smartphone. This can be found on the iOS (Apple) and Google Play/Android stores.
If you already have the app and have your child registered, you do not need to take any further action.

Google Play (Android)
https://play.google.com/store/apps/details?id=com.classcharts.android

iOS (Apple)
https://apps.apple.com/us/app/classcharts-parents/id1018655566?ls=1

Once you have downloaded the app, you will be asked to register/login. You will then be asked to enter a code specific to your child.

The Head of Year will provide you with further instructions and an individual student code in September; please ensure that you have push notifications on for the Class Charts App to ensure you receive regular updates

School Term Dates 2022-23

Term	From	To
1	5 September 2022	21 October 2022
2	31 October 2022	16 December 2022
3	3 January 2023	10 February 2023
4	20 February 2023	31 March 2023
5	17 April 2023	26 May 2023
6	5 June 2023	21 July 2023

7th and 8th September 2022- Year 7 only
9th September 2022- Year 7 and 11 only
12th September 2022- Year7, 10 and 11 only

Non Pupil Days

5th and 6th September 2022
31st October, 1st November, 2nd November 2022
5th December 2022
20th March 2023
1st May 2023 (Bank Holiday)

ALL SAINTS
ACADEMY PLYMOUTH

MEET OUR
SAFEGUARDING
TEAM

MR SIMPSON-HORNE
Headteacher

MR GUNDERSON
Director of Welfare
Designated Safeguarding Lead

MS MAHER
Deputy Designated Safeguarding Lead
Safeguarding Co-ordinator

MS TURNER
Deputy Designated
Safeguarding Lead

MS MEREDITH
Safeguarding Governor

MS STEPHENSON
Deputy Headteacher
Director of Pastoral

MS HAM
Year Leader

MS HYDE
Year Leader

MS BOSLEY
Year Leader

MS LIDDELL
Year Leader

If you have any concerns about your own safety, or that of another student, please talk to a member of our team or another adult at our Academy.

YOUNG DEVON

ChildLine
0800 1111

Stonewall
SCHOOL & COLLEGE
CHAMPION AWARDS
GOLD 2021/23

kooth

Split Lunches

We operate a split lunch whereby Years 7 and 10 have lunch between 12.40 and 13.10, and Years 8, 9 and 11 have lunch between 13.40 and 14.10.

Homework Schedule

As part of the ASAP homework policy students are required to complete work from their need to know booklets, Sparx and Educake. Need to Know booklets are a key way to help you learn and memorise important information for each subject. The schedule for homework is detailed below.

	3 x 20 Minute Sessions		
	Subject 1 20 mins	Subject 2 20 mins	Subject 3 20 mins
Monday	Sparx Reader	Science	Science
Tuesday	Sparx Reader	Geography	French
Wednesday	Sparx Reader	Maths : Sparx	History
Thursday	Sparx Reader	Maths : Sparx	RE
Friday	Sparx Reader	Maths : Sparx	

Assessment

Assessment at All Saints is part of the 'Teach, Test, Intervene' strategy/Cycle.

TEACH
- ASAP way
- Use of booklets
- 12 learning elements

TEST
- Assessment which provides clear information about pupil understanding
- Covers the Need to Know content and is common across classes
- End of topic to inform intervention
- End of term to inform Progress Check

INTERVENE
- Informed by end of topic testing outcomes
- Individual pupil, small group and whole class may be required
- Close the knowledge gap through re-teaching

Progress Checks

There are three progress checks per year, where staff enter data on their classes. These are then reported to parents. An attitude to learning grade is also submitted.

Key Stage 3 (Years 7-9) comprises of Knowledge/Skills Tests at the end of a cycle (There are 3 cycles per year/termly). This will be reported on Bromcom and then to parents as a percentage score for each subject (Percentage Score Achieved). The Average Percentage Score for the Year Group will be reported. Pupils achieving 10% or more below the average will not be making expected progress. Pupils achieving the average, with a tolerance of 10% either side will be making expected progress. Pupils achieving 10% or more above the average will be exceeding expected progress. This will be explained in the report.

Pupils will then be ranked based on their performance in the year group. Pupils will also be ranked based on their KS2 data, so that progress can be determined if they are improving based on their peers. Pupils will continue to get their ranking scores for previous term cycles to see if they are improving or not.

An Attitude to Learning Grade will also be given, along with the current reading age and Class Charts positive and negative points.

Key Stage 4 (Years 10 & 11) comprises of regular GCSE/BTEC testing, based on the set syllabuses. This will then be reported to parents with a current working at grade and a predicted end of Year 11/GCSE/BTEC grade. An Attitude to Learning Grade will also be given and Class Charts positive and negative points.

Deadlines each year for progress checks/assessment windows can be found on the staff calendar.

SPARX
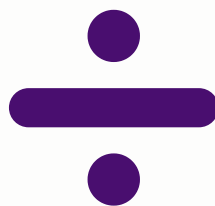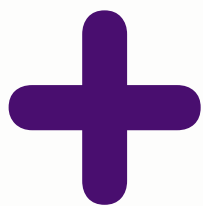
In September, your child will be enrolled in our fantastic SparX maths programme.

SparX is an intuitive technology that delivers a bespoke maths homework package each week for your child. There are videos available for support for all questions and your child's mathematical skills will be greatly enhanced by SparX.

There are a few things you can do to support your child:

- Do not help them. This may seem counter intuitive however, SparX learns from the student's mistakes and how long they take on the questions, therefore if you help them answer, SparX will pitch the work in the wrong place. This in turn will create an endless cycle of questions that are too hard and therefore require more help.

- Check their bookwork. SparX must be written down in their Knowledge Organiser as it asks students for previous answers to ensure they have been writing it down. Encourage your child to write workings and answers and to mark their work. An example can be found in their knowledge organiser.

- Support the school. SparX is not complete until the student answers every question correctly. If a SparX homework is not complete, the student will be in afterschool catch up club until it is complete. Please help your child progress by supporting this procedure.

- Your child will have 3 SparX sessions a week to complete, if it is not completed by the end of the week then students will be placed in intervention to ensure that the homework is completed well before the SparX deadline. We always want students to work hard and stick to deadlines as this will prepare them for the working world.

Your child will come home talking of "Super SparX" when their name has been displayed on our screens for fantastic effort. They will be awarded badges as they move up the levels and gain more "XP".

Most of all, your child will be embedding the mathematical foundations needed not only for functional skills but also GCSE, A Level and beyond if they choose that pathway.

Educake

During the first weeks of school in September your child will be given access to an online Science quizzing platform called Educake which works on a principle of retrieving information....little and often.

It is based on a bank of thousands of specification-mapped questions that are automatically marked with immediate feedback.

Once a week the students class teacher will set a quick quiz covering content taught during their lessons or review questions covering a range of topics to aid retrieval/revision practice. The students are able to track their progress by identifying their strengths and weakness with a user-friendly dashboard.

Then, at a click of a button, Educake can create an automatic revision quiz for them on any topic they choose. This means that students using Educake are more informed learners. They know what they need to revise and study and can take responsibility for their revision with Educake's quick and easy automatic quizzes.

Every question answered helps Educake build up a detailed knowledge profile, painting a picture of your child's understanding. The intelligent algorithm works out what your child knows and what they don't, continually adapting the revision content. Sometimes Educake will suggest a short tutorial video, offered at just the right time, designed to supplement learning in a particular topic.

Due to the algorithm, we ask you not to help with your child's homework, but you can still be involved by discussing their progress with them.

To support your child with their Science homework:
- Help them to either download the app on their phone or tablet, or to allow them access to a computer at home to complete their quiz. If your child is able to download games on to their phone/ tablet or Chromebook, they will be able to download the Educake app. Once logged on they will stay logged in. Science staff will also be available after school in the Science breakout area to support students if needed
- Ensure your they complete their weekly quiz following the schedule set out in their 'Need to Know' booklet.
- Encourage them to use the Revision Wizard regularly to support them with retrieval practice
- Support the school in ensuring Home Learning is complete. Intervention sessions will be run after school on a designated evening

Spreading learning enables students to build up solid foundations and embed knowledge. By the time exams come around, students are confident in their subject knowledge and can apply this confidently in exam situations
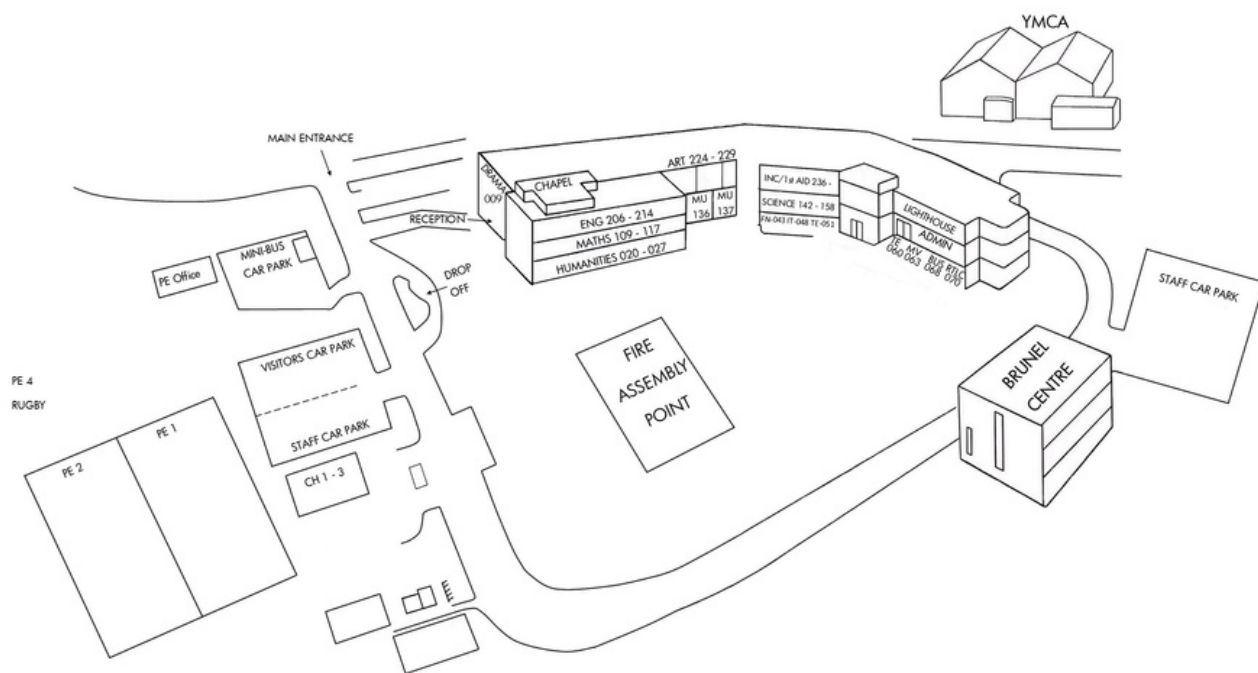
How to log on to Educake

- Go to www.educake.co.uk
- Click the sign in button on the top right hand of the screen
- Username – This will be the students email address - _____ @asap.org.uk
- Password – this will be chosen by the student. They can record these details in their Need to Know booklet

School Map

ACADEMY MAP 2022

Attendance

Reporting your child as absent on a daily basis

Please call the school absence line on 01752 237166 by 8am each morning of absence. If you leave a voicemail please state your child's full name, year group and the reason for absence

Reporting your child for future absence:

If they have a medical appointment or other special circumstances then please call and speak to Ms Dixon or email sdixon@asap.org.uk. If you would like to request time off in exceptional circumstances for an organised activity or holiday, then please complete an absence request form. Attendance at school is paramount and requests will only be granted in exceptional circumstances.

Absence Letters

Letter 1 (Green attendance letter) will be sent if your child reaches 4 unauthorised absences or 6 authorised.

Letter 2 (Amber attendance letter) will be sent in your child reaches 12 authorised or 8 unauthorised absences.

Letter 3 (Red attendance letter) will be sent if your child reaches 10 unauthorised absences. This will also involve a referral to a Education welfare service.

Parent Pay

Here at All Saints we use Parent Pay. It is simple, safe, convenient and means that your child does not need to carry cash into school. ParentPay is an online payment system that allows parents to pay quickly and securely for school meals, trips and activities. You simply top-up your ParentPay account online by debit or credit card. Your ParentPay balance can be used immediately to pay for any of your children's items at school.

Once you have started at All Saints you will receive a letter from school containing activation details and instructions as to how to log in. In the first few days your child can apply cash manually to our system. Once you are up and running then you will be able to view your balance and top up online with your credit or debit card.

Our systems are biometric and your child will then use their fingerprint to pay for their lunch in school. This biometric information will be used by the school for the purpose of administration of the cashless catering system.

In signing the biometric consent box, you are authorising the school to use your child's biometric information for this purpose until he/she either leaves the school or ceases to use the system. If you wish to withdraw your consent at any time, this must be done in writing and sent to the school.

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted.

The Parent Pay website address is www.parentpay.com

Free School Meal Applications

Plymouth City Council has developed an online Free School Meals form for parents and carers to apply for free school meals in Plymouth.

The benefit of the online application is that you can apply in the comfort of your own home, at a time that suits you. If you are unsure if you are eligible, it is an easy way to check without a face to face conversation. Please remember to apply if you think that you might be eligible, even if you do not wish to receive the free meals, as it enables the school to claim extra funding to support our pupils.

The online form is more secure than the paper forms, as everything is done online. You can access the Free School Meals web page by using the following link:-

https://www.plymouth.gov.uk/schoolseducationchildcareskillsandemployability/freeschoolmeals

To access the application, click on How to apply then APPLY FOR FREE SCHOOL MEALS.

You can also download a paper copy to either pass to school or a copy can be obtained from Reception at All Saints Academy.

If you have more than one child, you can apply all on one form, even if they attend different schools.

Once an application is submitted an email will be sent automatically to the school email address, to confirm the student's details and that they attend the school.

There are a few possible outcomes, once the eligibility check has been done:-

ELIGIBLE
The parent/carer and school receive an email to confirm they are eligible and the start date.

NOT ELIGIBLE
The parent/carer and school receive an email to confirm they are not eligible.

PENDING
The parent/carer and school receive an email to ask for evidence of benefit to be taken to school. If no information is forthcoming, the case will be closed after 4 weeks.

CHECK DATA
The information supplied by the parent/carer is incorrect or they have not been found on the system. Parents/carers will be asked to resubmit.

Visitors/Parents

All access and parking will be via the main entrance at the top gate.
AM/PM there is a drop off/pick up zone operating on a loop just before the visitors' car park.
All visitors must park in one of the designated places on the right and then walk down and sign in at Reception.

First Aid Support for Your Child

Here at All Saints Academy we have an outstanding pastoral team to support your child's learning, including a First Aid room with trained First Aiders who are on hand to provide assistance as and when required.
These are the people who will contact you, should your child need be sent home due to illness or injury.
If your child has a serious ongoing medical condition it is important that you notify the Academy.

If your child has medication, which needs to be taken during the school day, it should be handed in to school and we will lock it away. There are two forms which should be collected from the first aid office and signed by yourself giving consent for your child to take the medication.

To enable us to contact you in an emergency, please be sure to inform the Academy of any changes to your contact details and the details of others named to care for your child should you not be available.

Behaviour

All Saints Academy encourages good behaviour through a mixture of high expectations, clear behaviour policies and an ethos which ensures students are ready to learn at every opportunity.

All Saints Academy has in place a range of rewards to reinforce and praise good behaviour, and clear sanctions for those who do not co-operate with the School's behaviour policy.

Further details can be found on the school website

Rewards

All Saints Academy regularly celebrates the success of all students in a variety of ways as we recognise that focussing on success and positive outcomes is essential to developing a positive culture and ethos across the school.

The rewards system operates on a points system, with pupils receiving prizes once reaching milestones.

Points will be awarded for pastoral, attendance and academic aspects and can be awarded by any member of staff by adding to classcharts. Parents are alerted when points are added via the classcharts app

Rewards will be celebrated within school and there will also be half termly and termly prizes ranging from vouchers and tutor groups treats to visits such as Woodlands and Ice Skating.

Celebration assemblies will be held at the end of every term to celebrate the successes of each year group

Mobile Phones

'No see, no hear'

Recent research surrounding the impact on mental health and wellbeing from both the government and the Department for Education have suggested that schools look to reduce the amount of time students spend on mobile phones during the day.

To this end mobile phones are banned during the school day at the Academy. Students are free to keep phones turned off/on silent in their bags during the day, so that they are able to use these afterschool for contact home.

If students are seen with their phones these will be confiscated and kept safely until the end of the day.

The full policy on this can be found on the school website, under the about us and policies tab.

Student Leadership

Prefects/Student Ambassadors

Students who demonstrate positive values at All Saints will be invited to become Prefects/Students ambassadors. These students represent the Academy at open evenings, fairs and other events. They also act as role models and school ambassadors providing tours and supervising duty areas throughout the day.

Headship Team

Students are nominated each year from Year 10 and carry through into Year 11 to have an opportunity to apply to become part of the Student Headship Team. The Headship Team are six students who demonstrate our values and work with the Senior Leadership Team and Headteacher to make our school outstanding

Pupil Parliament

A student from each tutor group is voted for to become an MP as part of our Pupil Parliament. These MPs then meet on a regular basis to discuss how to make All Saints even better and to bring forward any issues raised by students. One student each year is voted for as the Prime Minister and another as the Deputy Prime Minister and they bring issues discussed by the Pupil Parliament to Staff to then be enacted as well as representing the school positively in many other events such as meeting with local MPs or working alongside other local groups.

Student Voice

A cross section of students from across all year groups are selected to represent the students and their opinions at a series of meetings throughout the year.

Students with SEN

At All Saints we are committed to providing an inclusive educational environment. We believe that the student should be at the centre of everything we do and that they should be encouraged to strive for success whilst relishing their education with us. We are committed to working to bridge the gap that a learning need can cause between a learner's current achievement and their potential. Whilst every student with special education needs should be given an appropriate level of additional support if required, they should also be encouraged to become independent learners. At All Saints we want to support our learners and give them the skills to go on and lead happy, healthy and independent lives beyond school.

We believe that all teachers are teachers of special educational needs. Every teacher is responsible and accountable for the progress and development of all students in their class even where students access support from teaching assistants or specialist staff. With this in mind all students are given challenging but attainable targets in order that they can achieve their full potential regardless of any additional need they may require. In order to facilitate this, teaching and support staff are provided with regular whole school and individual training to be able to meet the individual needs of those students who may require a more individualised teaching and learning experience.

We listen carefully to the suggestions and advice from parents and encourage a collaborative working relationship with regular informal and formal communication taking place with the SENCo and members of the Inclusion team. We strongly believe that by working together with our students, their parents, teaching staff and our support staff we are able to overcome potential barriers to our students' success at All Saints.

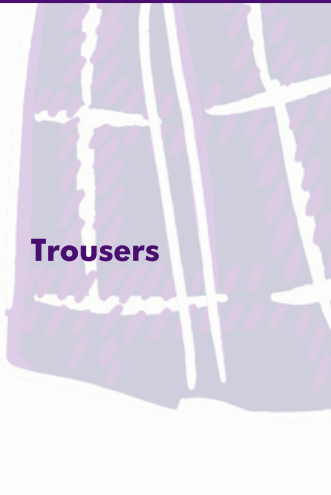Should you have any questions please contact our team at inclusion@asap.org.uk

Extra-Curricular Activities

- Peripatetic Music Lessons
- Chess Club
- Equalities Club
- Lego League
- Sparx Maths Club
- Science Club

- Trampolining Club
- STEM Club
- Basketball Club
- Drama Club
- Rugby Club
- Greenpower Racing Club
- Football Club

Uniform

Academy Blazer	**Grey with purple piping and Academy logo**	**To be kept smart and worn during the day as well as to and from the Academy, unless directed otherwise by staff. Sleeves to be worn at full length and not rolled-up. Only Academy issued badges to adorn the blazer.**
Trousers	**Black, formal, classic style, full length**	**No jean-like, corduroy, high-fashion, overly-tight trousers, leggings or shorts. Trousers should be worn with a secure fit around the waist. Belts should be black, plain and functional. Trousers should not be tapered.**
Skirt	**Official school pleated tartan skirt**	**Skirts should be the official school pleated "warrior tartan" skirt. Skirts must not be shortened by rolling them up at the waist.**
Shirt	**Plain white traditional school shirt**	**The shirt should be tucked in, buttoned at the neck and sleeves worn at full length. Any t-shirt or underwear worn underneath should not be visible. No designer shirts or fitted blouses.**
Tie	**Official school purple tie /Prefects – black tie.**	**Must be kept in good condition and worn with a closed knot covering the shirt collar button at the neck. Tie should be appropriate length.**

Shoes	Polished black, traditional style, black stitching, black sole and heel. No trainers of any kind.	A plain design, no trimmings, logos, decorative buckles, coloured laces or stitching, labels, tags or other decorations. No shoe/trainer hybrid footwear with Velcro fastenings, trainers of fabric shoes. No Vans. No ankle boots or long boots. No trainers of any kind.
Bag	Appropriate for school use	Must be able to carry A4 sized books/folders.
PE Top	Black polo shirt ActivDri with purple side panel and logo	Official school sports hoodie (optional – recommended for cold weather) Official school rugby top (recommended for boys)
PE Shorts	Black shorts with Academy logo	
PE Trainers	Astro/training shoes Football boots (moulded studs)	
PE Socks	Black Football socks	Can be purchased from any sports shop (e.g. Sports Direct)