



Paddington Academy

The best in everyone™

A member of United Learning Trust

Paddington Academy

Blue Book

2009-10

**Information for Students
and
Parents/Carers**

Dear Parent/Carer,

Welcome to our Blue Book. This is a guide for parents to help you support your child while they are a student at Paddington Academy.

We want all our students to leave having enjoyed their learning, achieving their very best results, experiencing success in a variety of ways and having a strong sense of community, integrity and leadership.

At Paddington Academy we want to secure the very best learning. For this to happen we need to ensure the highest standards, expectations and aspirations at all times.

We maintain very high standards for uniform, attendance and behaviour. We will support our students to achieve this. The Blue Book contains guidance on these.

We listen to both students and parent voice. If you have any queries that you wish to discuss please contact us via the web site, phone, parent focus group or Principals drop in.

Please support us to be our best and bring out the best in everyone.

Very best wishes

A handwritten signature in black ink that reads "O. Tamlinson". The signature is written in a cursive style with a horizontal line underneath the name.

*We expect the very best at all times from our
Paddington Academy students*

At all times please...

- Show courtesy and respect to all
- Be positive in attitude
- Protect and look after the school environment
- Always be organised and ready to learn
- Always try your best
- Wear uniform correctly and with pride
- Move calmly and quietly around the building
- Remove outdoor clothing in the building and leave banned items at home

In the classroom please...

- Bring the correct equipment to each lesson
- Do as you are asked when you are asked
- Be in the right place at the right time doing the right thing
- Speak calmly and respectfully to everyone
- Listen when others are speaking
- Keep hands, comments and objects to yourself
- Make sure you can only be heard by those next to you

At breaks please...

- Eat and drink only in the dining room or playground
- Use the litter bins provided
- Queue and eat sensibly in the dining room
- Play sensibly and safely, no play fighting, bullying or gambling
- Play football only on the MUGA pitch
- Respond promptly to the signal for end of breaks

On the way to/from the Academy or on visits please...

- Behave respectfully towards members of the public, local businesses and whilst on public transport.
- Do not bring the good name of the school into disrepute.

Please take responsibility for your own good learning

Please remember that the following items are **essential**:

- A school bag
- A pencil case
- Pens
- Pencils
- Rubber
- Ruler
- Planner
- School lunch pass (where appropriate)

Additional desirable equipment include:

- Coloured pencils
- Calculator, compass and protractor
- Glue stick

PE and Dance Kit

- Paddington Academy or plain navy blue track suit
- Plain white shorts
- Light blue t shirt
- Trainers

Please ensure that this kit:

- Is brought to school on days when PE and Dance take place.
- Students will be given kit from PE supplies to borrow if they do not bring kit.
- Sanctions will be imposed by the PE/Dance departments for students who persistently fail to bring kit to school.
- Students who are unable to participate in PE or Dance for medical reasons must bring a note

We expect Paddington Academy students to be smart, proud and confident. This means that they should be dressed in the correct uniform, worn in the correct way.

Boys

- Plain navy trousers pulled up, under garments must not show.
- Plain light blue shirts, short or long sleeved (polo type shirts are not permitted)
- Students may not wear coloured t-shirts underneath their shirts.
- Shirts must be buttoned up to the collar and tucked into trousers.
- Shirt collars must be worn turned down.
- Clip on Paddington Academy tie worn properly

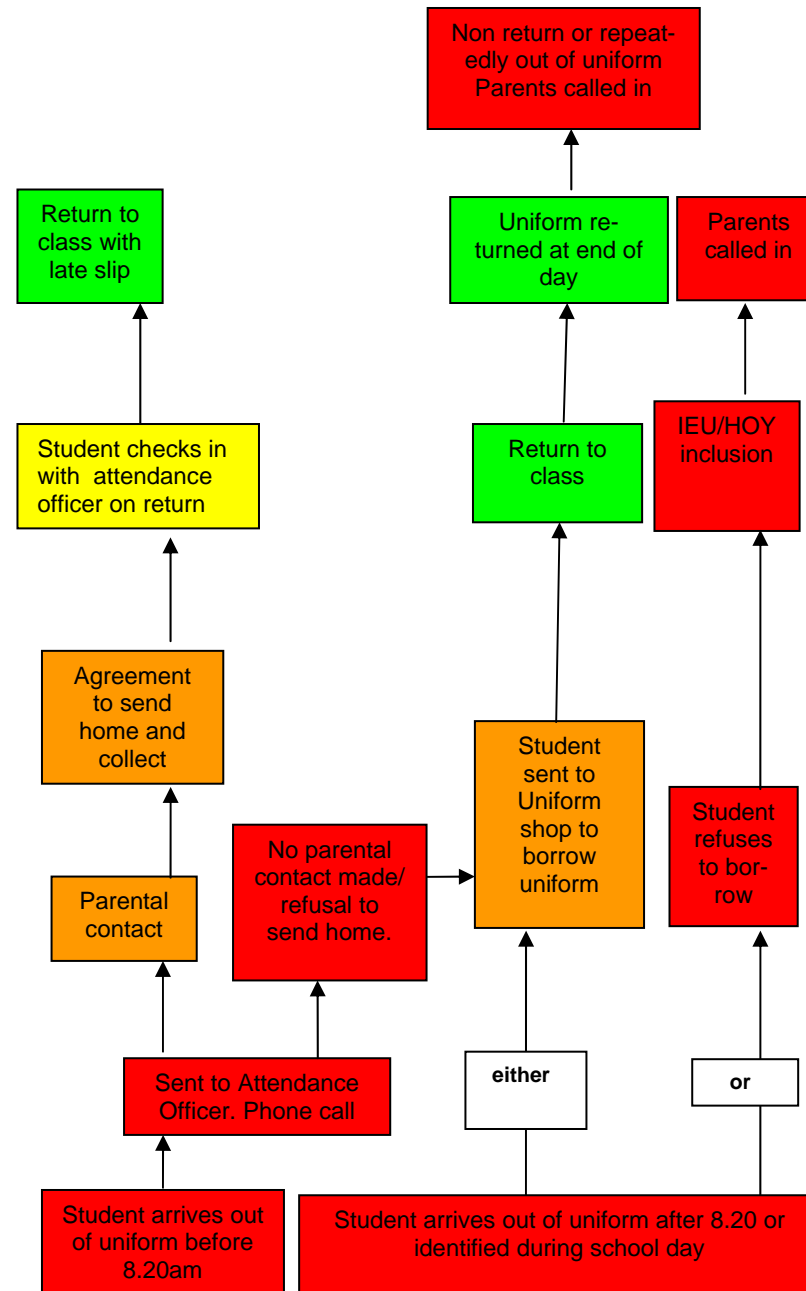
Girls

- Plain navy blue skirt worn no shorter than knee length
- Plain navy blue trousers
- Plain light blue open neck shirt with reversed collar, short or long sleeved
- No t-shirts may be worn underneath
- No ties
- Hijabs must be plain navy or black with no other colour of decoration

All Students

- Plain navy blue blazer
- Plain black or navy waterproof outdoor coats without any large emblems and with no 'hoodie' style inserts
- Plain and black leather shoes, lace up or slip on. Shoes should not have any other colour on them or display designer type logos.
No 'trainer style' shoes plimsolls, boots or Kickers.

If you are unsure about the suitability of any item of school wear (including PE kit), please consult with the Academy before purchasing.



All our students must be safe and have high standards of dress at all times. For these reasons, the following items are not permitted and should not be worn or bought to the academy. Such items will be confiscated or removed

- No jewellery may be worn to school, including piercing of any kind.
- Hoodies
- Any type of hat or cap.
- Bandanas, headbands and combs
- Make up
- Nail varnish and or nail extensions
- Tattoos
- Hair dye
- Chewing gum
- Weapons or drugs including cigarettes and alcohol

Mobile Phones and Electronic Equipment

Mobile/ MP3 players phones should not be bought into school etc. If seen **at any time** during school hours such items will be confiscated and held until the end of the day. The school will take *absolutely no* responsibility for the loss or theft of mobile phones and other banned items. Such items should be insured and security marked. During PE/ Dance lessons valuables must be handed to PE /Dance staff for safekeeping at the beginning of the lesson.

Confiscated Items

Items taken from students during the school day are usually returned at the end of the day. However, where a student persistently brings/uses banned items during school hours parents may be requested to come to collect. Unclaimed items will be sent to lost property at each half term.

Lost Property

There is a lost property claim at the end of each half term. Items not collected will be disposed of. Unclaimed uniform items will be donated to the school uniform shop.

There are many of us in our community. Please remember that safe, polite behaviour is essential from all at all times. Good learning requires good food and diet!

Dining Rooms

- There are two dining area, one serving cold food and baguettes, the other hot meals.
- There is also a sixth form canteen on the second floor.
- Students who bring packed lunches eat in the dining areas as well.
- Students are expected to queue for their meals in an orderly fashion. The queue areas have benches for student comfort.
- Students are expected to eat in a sensible manner and clear their trays at the end of their meal.
- Food and drink should not be eaten outside the dining room area.

Free School Meals

- Application forms for will be sent to parents when entitlement to free meals is due to expire.
- It is the responsibility of parents to ensure this form is completed and sent to Westminster Local Authority to ensure continuity of meals.
- Free school meal cards must be shown each day.
- The card may only be used by the owner. Cards passed to other students will be confiscated.

Breakfast Club

Breakfast club runs each morning from 7.45am in the dining room.

Break Snacks

A selection of snack item are available from the school canteen at break times. Unfortunately, free school meal cards can not be used for these snacks.

Isolated Breaks and Lunch

Students who behave inappropriately during break and lunch times will be isolated with a member of staff at these times.

Good attendance and punctuality are vital for good learning and progress. We reward outstanding attendance and punctuality every half term.

Attendance and Punctuality

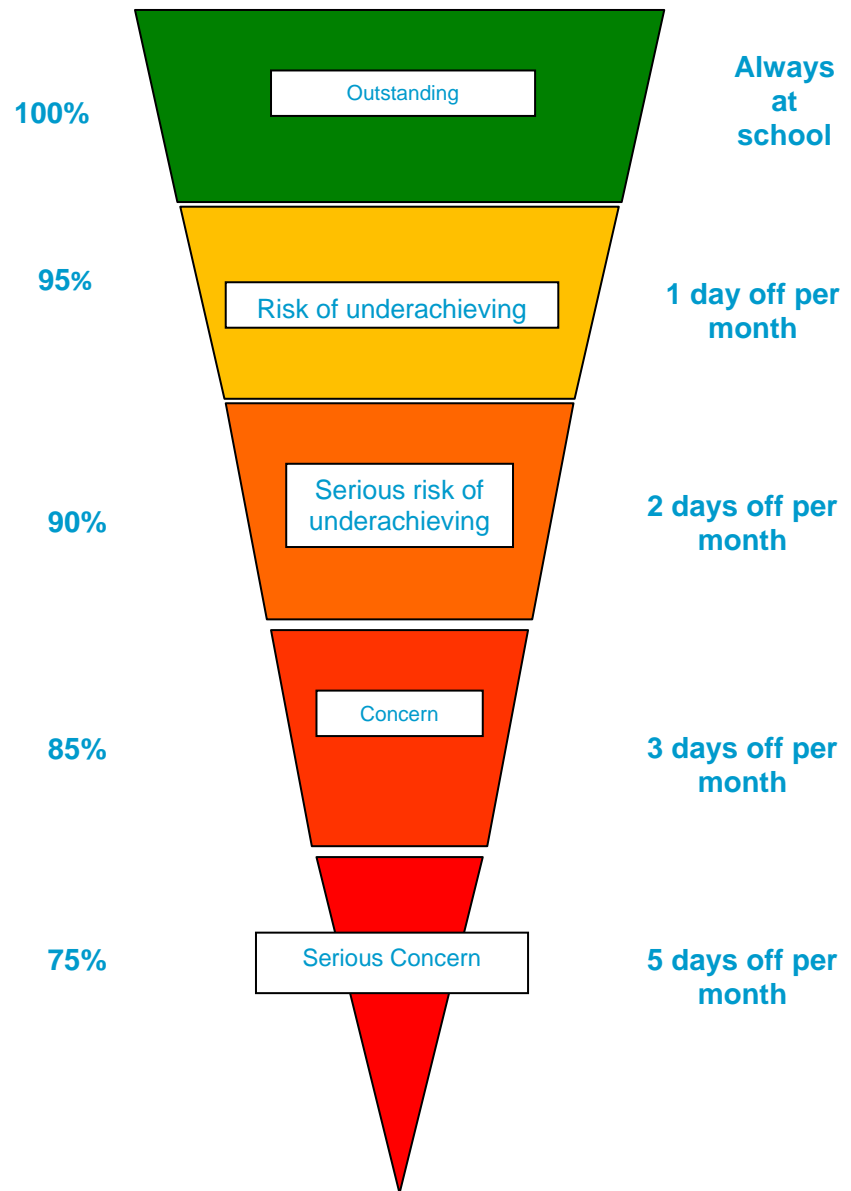
- Please aim for 100% attendance In the event of an absence please call the attendance officer on 0207 479 3900
- The school operates a first day calling policy and parents will be contacted by phone or text message if a student is absent and we have not received a phone call.
- The school will refer students to the Education Welfare Officer if attendance becomes a concern.
- Parents may be required to provide medical evidence for absence and attend an attendance panel within the school where attendance falls below 90%

Punctuality

- Students are expected to arrive at school by 8.20am each morning ready for lessons to start at 8.30am.
- We encourage good punctuality in our students both to work and lessons.
- Students will be kept in detention if they arrive late.
- Students who are frequently late will receive 'cockerel calls' at 7.00am
- Persistent lateness will be treated as unauthorised absence and will be referred to the Education Welfare Officer.

Holidays requests during the term

We can not condone holidays taken in term time, even with good reason, because it damages the education of your child. For this reason, holidays within term time will not be authorised and will automatically be referred to the Education Welfare Office.



At Paddington Academy we believe in encouraging and celebrating good work and behaviour through constant and

Reward	Given for?	When?
Positive SLEUTH	Positive work, effort /contribution in lessons	At any time by class teachers. Prizes for most tutor group and individual positive SLEUTHs (see planner)
Positive Postcards	Consistently positive work, effort / contribution in lessons	At any time by class teachers/subject leaders
Commendation	Exceptional pieces of work	At any time by class teacher. Copy to parent.
Learner of the Week	Positive work, effort / contribution in lessons	Weekly nominations. Certificate given in assembly and published in newsletter
Learner of the Term	Most frequently nominated student in one term	Certificate at end of each term in assembly and published in newsletter
Learner of the Year	Consistent work and effort all year	Certificate and gift voucher at end of year assembly
Attendance	100% attendance and punctuality	Bronze, silver and gold awards each term in assembly.
Awards Evening	Effort and achievement in each subject area	Annual evening event for winners and families.

The good behaviour of students is essential to effective teaching and learning. Inadequate behaviour will always be challenged and acted upon.

The chart opposite shows **examples** of misbehaviour and the sanctions which may be given

SLEUTH

Both negative and positive student behaviour is logged on an electronic behaviour monitoring system called **SLEUTH**.

Detentions

All schools have the legal right to use detention as a disciplinary measure. Parents will be given 24 hours notice for any after school detention in the form of a note in the student's planner.

Internal Exclusion Unit (IEU)

Where a student has behaved in a more serious manner they may be isolated in the IEU as an alternative to exclusion from school. Students have break and lunch at a different time from the rest of the school and are expected to work in silence throughout the day. Parents will be informed by phone call and letter if their child is placed in the IEU.

Exclusion

Exclusion is a very serious sanction and not taken lightly. The decision to exclude a student from the academy is made only by the Principal. Parents will be informed by telephone and by letter if their child is excluded. Parents are legally responsible for their child for the first 5 days of any exclusion and they must be at home during this period. Students attend Beachcroft Pupil Referral Unit from day 6 onwards. Parents are expected to attend a reintegration meeting with a member of the senior team on return from any exclusion. All exclusions are followed by a minimum of one day in the IEU.

Examples of Negative Behaviour	School Action	Decision by
Impoliteness Being late Homework not done Inappropriate language Dropping Litter Chewing Mobile phone use	Verbal Warning Move student Class teacher detention Confiscation	Class teacher
As above-persistent Refusing to follow instructions Play fighting Refusal to work Aggressive language Failure to attend detention	SLEUTH report Referral to subject leader Internal referral Letter home Phone call home Report cards	Class teacher Subject leader Form tutor
Continued disruption Abusive language towards teacher Lesson Truancy Vandalism (minor) Bullying/racism/sexism Smoking	SLEUTH referral to HOY IEU Parent meeting Isolated breaks HOY report card	Subject Leader HOY Assistant Vice Principal
Violent behaviour towards teacher students Continued bullying Vandalism (serious) Theft Possession of Drugs/weapons	Exclusion Pastoral Support Programme Referral to LSU programme External Agency Involvement Police officer involvement	Vice Principal Principal
Selling drugs Use of a weapon Causing physical injury	Managed move to another school Permanent exclusion Police action	Principal

English as an Additional Language (EAL)

Students who have not received a full education in English or who are new arrivals to the UK receive a range of support based on need. This may involve intensive English withdrawal classes, in class support and after school homework clubs. If you have any concerns or questions please contact Rachel Weekes.

Special Educational Needs (SEN)

If your child has a statement of special educational needs or if they have support for a learning difficulty, the SEN department will organize appropriate support. This may involve withdrawal classes in literacy or numeracy, in class support from a Learning Support Assistant or specialist support from an external professional. If you have any concerns about your child's special educational needs please contact Jinny Bain.

Learning Support Unit

The learning support unit continues the education of students who are experiencing difficulties which mean they would otherwise be failing to learn. It helps student develop strategies to help them in the classroom and around the school and acts as a supportive base for the reintegration of students who are experiencing personal and emotional difficulties. For further information please contact Sarah Thompson

Key Stage 4 Support

Dedicated Student Support Mentors strive to ensure that each student in Year 10 and 11 achieve their best academically. Mr. Twine and Miss. Shortt will provide academic support throughout Key Stage 4 in coursework, BTEC assignments, study skills and revision classes. Classes with specialist Maths and English tutors are provided as required.

In combination with regular intervention classes and in class support, a homework club takes place after school on Monday, Tuesday, Thursday and Friday until 4:45pm

Parents are regularly informed about student progress. If you have any questions about your child's progress please contact Miss Shortt at sam.shortt@paddington-academy.org

Literacy Support

We place great importance on the development of literacy skills. Students are regularly assessed to ensure that they are making progress and interventions are put in place for students who need additional help. As parents you can support this by ensuring that your child has access to books and is reading regularly at home.

Gifted and Talented

Many of our students have special skills and talents which we aim to identify and nurture. Some students are gifted in several subject areas whilst others have a specific talent e.g. in art, music or sport. These students are encouraged to attend a range of extension and enrichment activities including Master classes, workshops, university visits. Please contact Ellie Miles for further information.

Careers Guidance

In addition to the Connexions service, two careers advisors are on hand to guide your child through the key decision points in their education. They will help with choices at Key stage 4 and 5 and guide KS5 students through the UCAS process for university entrance.

Contact Hamish Mackay or Jenny Daykin on 0207 4793954

Extra Curricular Activities

The academy runs a range of after school activities and clubs which we encourage students to attend. Holiday Academy provides additional tuition for KS4 students and fun holiday activities at KS3. Tuition in a range of musical instruments is also available and there are many opportunities for students to become involved in performances in music, dance and drama throughout the year.

Faith Room

This room is used by staff and students of all faiths for quiet contemplation and prayers. Friday prayers takes place in the gym after students have had lunch.

School Police Officer

Our police officer PC Turpin assists us in ensuring that our students are safe both in the academy and in the local community. He also gives advice, information and support to students. The academy and police officer share information to this end. Where a criminal offence is known by the school to have taken place either in or outside school this information will be passed to PC Turpin.

Bullying

Bullying of any kind is treated very seriously at Paddington Academy and will be dealt with promptly. Bullying often takes place secretly. Therefore it is important that students report any bullying they experience or see to their Head of Year. Parents should also report any bullying their child complains of IMMEDIATELY.

Drugs

Drugs, including cigarettes and alcohol, are not permitted on the school site. Such items will be confiscated and not returned. Students suspected of being under the influence of drugs or alcohol must be collected by parents immediately and will be referred to the borough drugs intervention team as a condition of their return to the academy.

Weapons

Any implement found on a student which could be used to harm a member of the academy will be treated as a weapon. The academy uses hand held metal detectors to randomly check students each morning. Any student found in possession of a weapon will be referred to the school police officer and may face permanent exclusion.

Search

It is the basic right of all members of the school community to be safe. It is the school's legal right to search any student suspected to be in possession of illegal substances or weapons. Such searches are always done in the presence of a member of the School Leadership Team and if possible the school police officer.

Restraint

Teachers have the right to use reasonable force to restrain a child who is presenting a danger to themselves or other students. Where possible restraint only takes place in the presence of a member of the School Leadership Team or by the school police officer.

Complaints

All members of the academy community are working hard to support your child. Your first point of contact for any enquiry or concern is your child's form tutor or Head of Year.

However, if you have any serious concern or complaint please contact Vice Principal Mark Pattenden who will be happy to help and advise.

Positive, constructive and professional dialogue between staff and parents ensure that your child will achieve their very best at Paddington Academy.

Please let us know via the contact list on the back page if there are ways that we can improve our Blue Book or our commitment to your child.

Thank you for taking the time to read the Blue Book.

The Academy Day

Monday - Thursday

LESSON	START	FINISH
Lesson 1	08:30	10:10
BREAK	10:10	10:35
Lesson 2	10:40	12:20
Tutor Time	12:20	12:55
LUNCH	12:55	13:40
Lesson3	13:45	15:25
Friday		
Lesson 1	08:30	10:10
BREAK	10:10	10:35
Lesson 2	10:40	12:20
LUNCH	12:20	13:05
Lesson3	13:10	14:50

PARENTS EVENINGS & MORNINGS FOR 2009 - 2010	
DATE	TIME
OCTOBER 2009	
Thursday 22nd October 2009	Parents Evening: 4:00pm - 6:00pm
Friday 23rd October 2009	Parents Morning: 9:00am - 12:00pm
MARCH/APRIL 2010	
Wednesday 31st March 2010	Parents Evening: 4:00pm - 6:00pm
Thursday 1st April 2010	Parents Morning: 9:00am - 12:00pm
JULY 2010	
Wednesday 21st April 2010	Parents Evening: 4:00pm - 6:00pm
Thursday 22nd April 2010	Parents Morning: 9:00am - 12:00pm

