



PA Induction Booklet

Dear Parent,

A very warm welcome to Paddington Academy and to our induction booklet. This is a guide for parents to help you support your child while they are a student at Paddington Academy.

We are delighted that you will be joining Paddington Academy. We want the same things that you do for your child: for them to be well-educated, have the opportunity to go to university and to live a happy and fulfilled life. We very much look forward to working with you towards this goal.

We have three values at Paddington which we believe will enable our students to climb the mountain to university. They are: hard work, integrity and excellence. We believe that students achieve greatness only by working hard and we help them to form work habits which enable them to give maximum effort at all times. We believe that integrity is an important quality: it means doing the right thing because it is who you are, and is part of your character. Lastly, we believe that excellence is the quality of striving to constantly improve, to be better today than you were yesterday.

Paddington Academy is a school that holds students to very high standards because we believe that they are capable of reaching them. We are strict and we accept no excuses for disruption to learning or poor behaviour. We are also warm and kind at all times and the climate of the school is always positive.

We work very closely with parents and a high degree of trust exists between staff, students and parents because we know that this close partnership enables students to achieve their best. We believe that our exceptional school is home to the hardest working students in the UK.

We look forward to working with you.

Very best wishes,



Peter Jones
Principal



Katie Gillam
Principal

School Day

PA Mission

Paddington Academy ensures that **every student** is **well-educated**, has the **opportunity** to attend **university**, and is able to lead a **happy** and **fulfilled** life.

Monday to Thursday

Lesson	Start	Finish
1	8:30	10:10
Break	10:10	10:35
2	10:40	12:20
Tutor	12:25	12:55
Lunch	12:55	13:40
3	13:45	15:25

Friday

Lesson	Start	Finish
1	8:30	10:10
Break	10:10	10:35
2	10:40	12:20
Lunch	12:20	13:05
3	13:10	14:50

PA Values

Hard work

We achieve greatness by working hard

Integrity

We do the right thing because it is who we are

Excellence

We will be better today than we were yesterday



You
deserve
disruption-free
learning
every minute of
every lesson



Are you
lesson
ready?

You must :

- 1** Be on time, smart and sitting in silence
- 2** Have all your equipment and homework
- 3** Follow all instructions the first time
- 4** Be polite and kind to all
- 5** Work hard and help others to learn

Showing respect to staff

Correct response	Incorrect response warning given
Sorry Sir / Miss	Arguing
Be silent, make eye contact and nod to show you understand	Denying that you did something
	Tutting
	Rolling your eyes
Ask to speak to the teacher after the lesson if you want to understand why	Slamming something down
	Being sarcastic

The staff at Paddington are all here to help you learn and they are on your side.



When they correct your behaviour by warning you, they are helping you to become a better learner.

Community 5

1	Walk sensibly and leave promptly	Use the pavements at all times
2	Respect others	Do not gather in groups of more than 5, use inappropriate language or physical conduct and do not raise your voice above speaking volume
3	Respect the property of others	Do not lean on cars or walls, enter private property, drop litter, spit or smoke
4	Follow all instructions the first time	Do so politely and quickly
5	Be outstanding ambassadors for PA	Wear uniform correctly to and from school and be polite, courteous and kind

Attendance

has an impact on grades

Attendance %	Average grade at GCSE
99-100	7+
97-99	6
95-97	5
93-95	4
90-93	3
Under 90	3-

- Always come into school, even if you feel unwell. We have First-Aiders at school
- Book medical, dentist and hospital appointments outside school times
- If an appointment is unavoidable, come into school before or after it
- Holidays in term-time are not permitted
- Lateness to school or any lessons will result in a one hour detention the same day

PA Uniform

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

- Navy blue PA branded trousers worn at the waist, with a black or navy plain belt if needed
- Plain white formal shirt, short or long sleeved (polo type shirts are not permitted) without coloured T shirts worn underneath
- Shirts must be buttoned up to the collar and tucked into trousers
- Clip on Paddington Academy tie worn properly

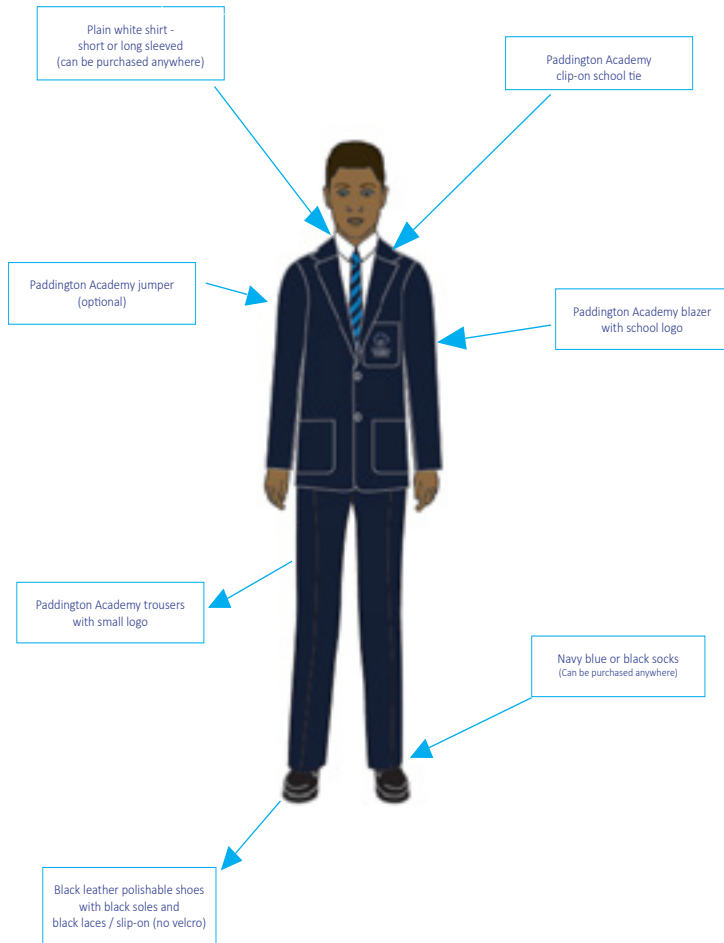
Girls

- Navy blue PA branded skirt worn to the knee, or long skirt
- Navy blue PA branded trousers
- Plain white open neck shirt with revered collar, short or long sleeved
- No t-shirts or long sleeved tops may be worn underneath
- No ties
- Hijabs must be plain navy blue, smooth material, with no other colour or decoration, worn at shoulder length and not long at the back

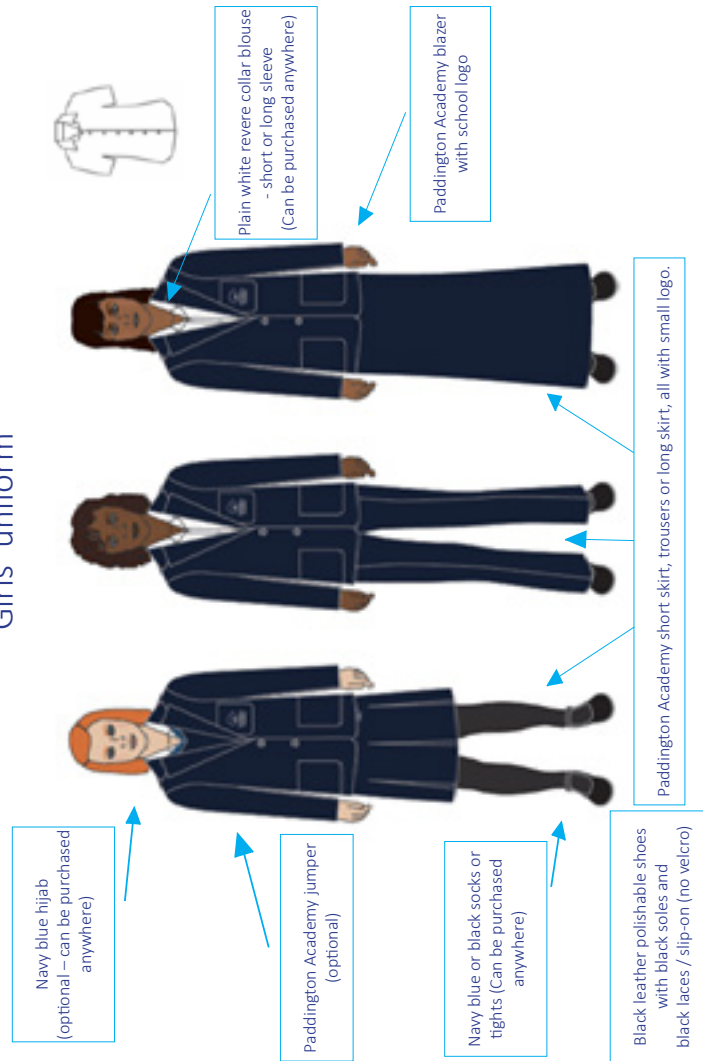
All Students

- Navy blue branded PA blazer
- Plain black or navy waterproof outdoor coat
- Plain black leather polishable shoes with black soles and laces
- Socks must be either plain navy blue or black without pattern or logo and without frills

Boys' uniform



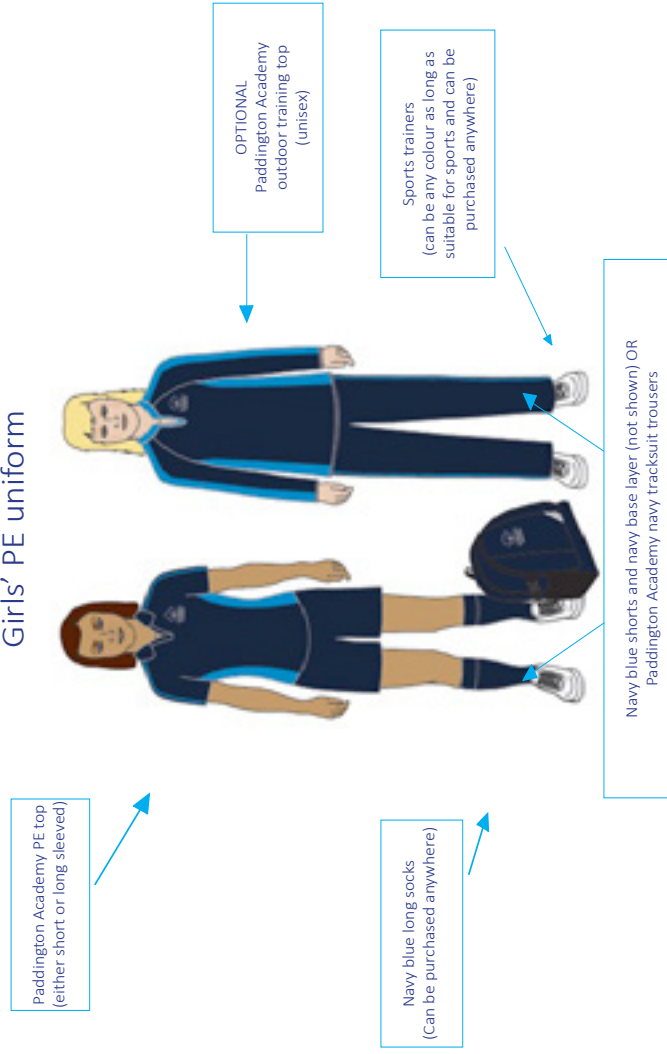
Girls' uniform



Boys' PE uniform



Girls' PE uniform



Boys' shoes

Black leather polishable shoes
with black soles and black laces / slip-on



Girls shoes

Black leather polishable shoes
with black soles and black laces



All Students

Coats

Coats must be of a neutral dark colour, they should not have logos on them. Students are not allowed to wear hoodies or denim jackets.



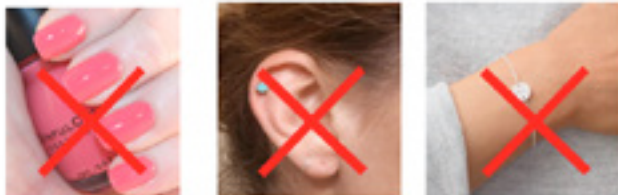
All students

Nails and jewellery

Students should not wear jewellery of any kind including piercings.

Students' nails should be natural.

No false nails, gel nails, or painted nails are permitted.



Belts

Students' belts must be plain navy or black.

The buckle must be sensible and appropriately sized.

They must not have a buckle which contains a logo.



All students

Hair

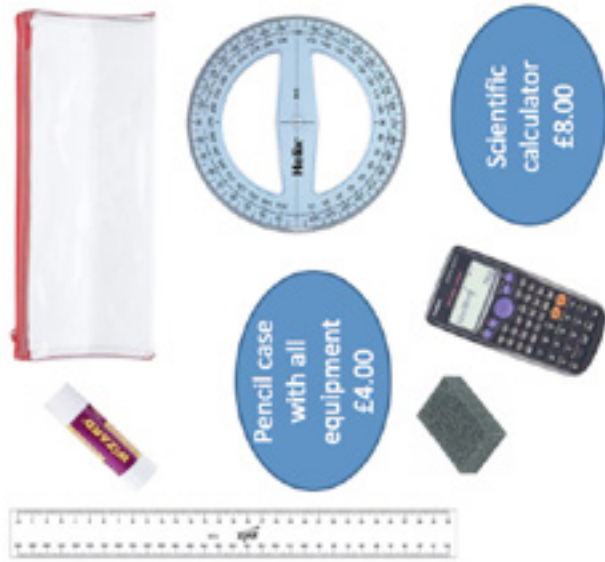
Hair should be of a natural colour and sensible, professional style.

No slits should be cut into either hair or eyebrows.



Equipment

- Pens – green (2)
- Pens – black (2)
- Pencils (2)
- Pencil Sharpener
- Protractor
- Pencil case (large clear plastic)
- Highlighter
- Eraser
- Ruler (30cm clear plastic)
- Scientific Calculator
- Glue stick
- Whiteboard pen
- Whiteboard rubber (foam)
- All available at school



Bags

Bags must be PA branded and contain:

- Completed homework
- School Planner
- Pencil Case



High Standards

Banned at PA

All our students must be safe and have high standards of conduct and appearance at all times. For these reasons, the following items are not permitted and should not be worn or brought to the Academy. Such items will be confiscated and may lead to further sanctions.

- Jewellery, including all piercings
- Headphones
- Hoodies, caps or bandanas
- Make-up (including false eyelashes), nail varnish or nail extensions
- Lighters, matches, fireworks or aerosols
- Stink bombs or water bombs
- Chewing gum
- Weapons, chemical and dangerous substances, including alcohol
- Cigarettes, shisha pens or electronic cigarettes
- Laser pens
- Energy drinks, alcohol or drugs

Weapons or any object that could be used with the intention of harming another person are strictly prohibited at PA.

Mobile phones and electronic equipment should not be used in school. If seen or heard at any time during school hours such items will be confiscated and returned to parents.

The school will take absolutely no responsibility for the loss or theft of mobile phones or other banned items. Such items should be insured.

‘No Excuses’ Discipline Policy

We believe that students at Paddington can conduct themselves to the very highest of standards and that it is our job to hold them to these standards at all times. This begins with having very clear expectations which are taught carefully to the students. We have clear routines for every part of the school day to make sure that the school runs efficiently and students are safe and secure at all times.

We believe that students can change behaviours easily through rewards and sanctions and that these quickly form good habits. Over time, these habits become part of the character of students and will enable them to be successful in life.

Lesson Conduct – students being ‘lesson ready’

All students at Paddington are expected to be ‘lesson ready’ at the beginning of every lesson. The 5 ‘Lesson Ready’ expectations are:

1. Be on time, smart and sitting in silence
2. Have all equipment and homework
3. Follow all instructions the first time
4. Be polite and kind to all
5. Work hard and help others to learn

These expectations are displayed in each classroom and are referred to and reinforced with students during assemblies and student induction.

During lessons

Students must turn up to lessons on time and sit in silence completing the ‘do now’ task. This helps to make sure that the start of lessons is calm and that students are working from the beginning of the lesson.

If a student is disturbing their learning or the learning of others, they will be given a warning:

[Student name], you are disturbing your learning by [specific reason for the warning]. You cannot do this because [reason, e.g. it is stopping you from working and is disturbing others from learning]. I cannot allow you to do this so I am giving you a warning. Do you understand?

The student’s name with a tick beside it will be written on the board to indicate clearly to the student that they have received a warning.

If the student repeats the behaviour or a different example of disruptive behaviour, the process will be repeated exactly as above, but with the phrase ‘I am giving you a second warning’.

If there is further disruption, the student will be sent to the Isolation Room.

Warnings

Warnings are given in lessons for any behaviour that either stops a student learning or stops others from learning.

Warnings given for	Immediate referral to the Isolation Room
Lateness	
Low-level disruption	Fighting
Calling out	
Off-task chatter	Abusive or offensive language
Talking over a teacher (or after a countdown)	Dangerous or violent behaviour
Distracting others	
Bickering or unkindness	Highly disruptive behaviour
Rudeness	
Physical contact	
Inappropriate language	
Inappropriate response to a warning	
Refusal to follow instructions immediately	
Shouting	
Not ‘tracking’ the teacher when asked	
Refusal to work	
Throwing an object	
Lack of equipment	
Leaving seat without permission	
Chewing gum or eating in class	
Use or sound of mobile phone / headphones	
Damaging equipment or property	
Swinging on chair	
Turning around on seat	
Failing to sit up straight and pay attention	

Isolation Room procedures

The student will have 3 minutes to arrive at the Isolation Room after being referred. Failure to go to the Isolation Room immediately is likely to result in an exclusion from school.

Once in the Isolation Room, the student will spend the remainder of the school day in there and will remain until 5.30pm (5pm on a Friday) and will continue the following day until the end of the period that they were initially referred. Parents will be phoned to inform them that their child is in there. After school a reconciliation will take place with the referring teacher. The student will be expected to apologise sincerely. Students who do not do this will complete additional time in the Isolation Room.

Students will leave the Isolation Room at 5.30pm. They will continue the following day until the end of the period they were referred in. Whilst in the Isolation Room, students will complete work packs which are linked to the curriculum in each core subject.

Sanctions

The aim of sanctioning students is to help them change their behaviour and form good habits.

Detentions

Detentions are centralised at Paddington Academy and always take place the same day after school for one hour. The sanction is used if a student is late to school or any lesson, for not completing homework, for not having the correct equipment, for talking during a silent transition or for poor behaviour in the corridors or outside of school. Following the DFE guidance ‘Behaviour and Discipline in Schools’ (July 2016), parental consent or prior notice is not required for detentions but we will endeavour to contact parents by text message to inform them of the detention. Students will spend the time in detention completing their homework.

Community Service

This is used for situations where students fail to meet the high standards expected of uniform or for minor poor behaviour around the school. It involves students helping to clear trays in the dining room.

‘Red lines’

There are certain behaviours that will not be tolerated and ones for which a student is likely to receive an exclusion from school:

Refusal to go to the Isolation Room when sent by a member of staff

Failing to meet expectations in the Isolation Room (followed by a day in Isolation Room on their return)

Swearing at a member of staff

Defying a member of staff by walking away from them when being spoken to

Physically attacking another student

Mobile Phones

Mobile phones are not permitted to be used by students at any time whilst on site. If a mobile phone is seen or heard, it should be confiscated immediately and passed to the Head of Year. The phone will be retained until a parent comes to school to collect it.

Praise, reward and appreciation

Students are praised when they exceed our basic expectations of them. In the classroom, this is done verbally through the use of specific praise and meaningful e.g. ‘Well done Zara, your opening paragraph is really creative and uses good vocabulary!’ These students are then given a positive SIMS or a Positive phone call / postcard home. Each half-term, students are awarded Consistency Awards on SIMS for consistent effort across the half-term.

Positive SIMS then result in half-termly certificates and reward opportunities. Each week in assembly, the start of the assembly consists of praise for students for the previous week. There are termly reward opportunities for each year group.

Badges are awarded to students for outstanding performance in subjects and for sustained participation in extra-curricular activities.

Post-cards are sent home by departments and year teams to give specific praise to individual students.

Each half-term, students will have the opportunity to show appreciation to a member of staff who has helped them in some way in the form of a postcard. Appreciation is also shown in assembly each half-term.

Outside of the Classroom

We expect our students to be in the right place at the right time, doing the right thing. We have clear expectations of students outside of lessons in order to ensure that their conduct is orderly and safe at all times. The Around the Academy Expectations are:

1. Move with pace and purpose when the bell rings and do not visit the toilet, water-fountain or locker
2. Keep to the right-hand side in corridors and on stairs
3. Walk in silence during silent transition periods
4. Be polite and professional in the way you treat others
5. Follow all instructions the first time

Students who do not meet these expectations will receive a detention of one hour on the same day for failing to meet expectations.

Outside of the Academy

We expect students at Paddington Academy to be the best advertisement for Paddington Academy that they can be at all times. We want students at this school to have an outstanding reputation for the way that they behave and treat others.

We have the following expectations in the local area, known as the **Community Five**:

1. Walk sensibly and leave promptly: use the pavements at all times
2. Respect others: do not gather in groups of more than 5, use inappropriate language or physical contact and do not raise voices above talking volume
3. Respect the property of others: do not lean on cars or walls, enter private property, drop litter, spit or smoke
4. Follow all instructions the first time
5. Be outstanding ambassadors for Paddington Academy: wear uniform correctly to and from school and be polite, courteous and kind.

Home-School Agreement

Paddington Academy will:	As a parent, I will:	As a student I will:
<ul style="list-style-type: none"> • Ensure that every child can go to university • Have high expectations, set high standards and consistently enforce these • Provide high quality learning and excellent teaching • Operate PA's 'No Excuses' discipline policy fairly • Keep parents and students informed about progress • Ensure that parents can come into school at any time • Offer as many opportunities as possible to students 	<ul style="list-style-type: none"> • Make sure that my child attends school on time in correct uniform • Ensure that my child has excellent attendance (at least 96%) and no holidays in term-time • Attend all Parents' Evenings • Support the PA 'No Excuses' discipline policy including the detention and isolation system • Always support my child's teachers • Encourage my child to read daily • Make sure that my child completes their homework each evening and that they pack the correct equipment and go to bed in good time 	<ul style="list-style-type: none"> • Attend PA every day in correct uniform, be on time and with the correct equipment • Follow the PA 'No Excuses' discipline policy at all times • Work hard • Be an outstanding ambassador in the way I behave and treat others • Read as much as possible • Keep my planner neat and use it well • Keep the school safe by never bringing banned items onto the school site

Student Services

Free School Meals

• Application forms will be sent to parents when entitlement to Free School 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.

Breakfast Club

Breakfast club runs each morning from 7.30am in the dining room.

Break Snacks

A selection of snack items are available from the school canteen at break times. Unfortunately, free school meal allowances cannot be used for these snacks, but students may add money to their free school meal account.

Counselling Service

Sometimes experiencing feelings such as anxiety and sadness can cause students to underachieve in their studies. The Academy has a counsellor who provides a service for all students.

Students with Medical Needs

Parents of students with medical conditions should complete a Health Plan outlining the condition and any precautions which need to be taken in school. Medication that needs to be administered in school is securely stored in the school medical room and only given by a qualified first aider. We do not administer any medication which has not been prescribed by a doctor.

Student Lockers

Students are issued with a locker which will remain their own throughout their time in the Academy. The locker is for the storage of outdoor clothing, PE kit and school books and should be maintained in good condition.

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. Students can report bullying anonymously using the 'What's Up?' section of the Academy website. Parents should also report any bullying to their child's Head of Year.

Student Acceptable Computer & Internet Use Policy

- All students will be given a username and password with which to access the school network
- Students can save their work on a personal area and also access shared documents
- The Academy will provide students with an email address for use in school

When students are allowed to use computers or the Internet, they will be expected to follow these rules:

- 1) Only use the school network and email system for educational activities
- 2) Do not access information that does not belong to me
- 3) Do not give anyone else my username and password, or use the username or password of others
- 4) Do not access or share any inappropriate or offensive material
- 5) Do not communicate with others in a way designed to offend, annoy or bully them



ZIP IT

Keep your personal stuff private and think about what you say and do online.



BLOCK IT

Block people who send nasty messages and don't open unknown links and attachments.



FLAG IT

Flag up with someone you trust if anything upsets you or if someone asks to meet you offline.

Biometrics Policy

At Paddington, we aim to make your child's school day as smooth and comfortable as possible in order to allow students to focus on their learning and to make outstanding progress. As you may know, we have a lunch break of 45 minutes during which time we have to feed the entire school. This requires a slick operation to ensure that everyone is fed quickly and efficiently!

In order to achieve this, we have a Biometric payment system which means that students do not pay for their food at the canteen as this takes time. Instead, students have an account that can be loaded with payment elsewhere. This enables us to process students quickly when they get their food. In addition, if your child receives Free School Meals, their account is automatically loaded with credit so nobody except the student knows that they receive this benefit.

The other advantages of the system are that students cannot lose their money once it has been placed on their account and only your child can spend the money on their account. As a parent, you can also come to the school office to add money to your child's account so that you know that they are spending their money on school lunches.

With the introduction of The Protection of Freedoms Act 2012, we must now obtain written permission from the parent / carer, for students to participate in the Impact Biometric registration process.

Below we have provided some further information about the system to support you in making this decision.

Biometrics and Security

Students, parents and staff can rest assured that the fingerprint images cannot be used by any other source for identification purposes. The system uses an image of the finger to create a mathematical code and then discards the finger image; only the numbers remain and these cannot be reinterpreted back into a finger image.



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