



# The Aylesbury Vale Academy

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RESPECT | ASPIRATION | RESILIENCE



**SECONDARY PHASE**

**PARENT/CARER HANDBOOK**



**Paradise Orchard, Aylesbury, Buckinghamshire,  
HP18 0WS**



**01296 428 551**



**[enquiries@theacademy.me](mailto:enquiries@theacademy.me)**



# TABLE OF CONTENTS

|                                                     |    |
|-----------------------------------------------------|----|
| WELCOME .....                                       | 4  |
| POLICIES AND CONSENTS.....                          | 5  |
| <i>HOME SCHOOL AGREEMENT</i> .....                  | 5  |
| <i>STUDENT INTERNET CODE OF PRACTICE</i> .....      | 7  |
| <i>PERMISSION FOR PHOTOGRAPHS</i> .....             | 9  |
| <i>EMERGENCY CLOSURE</i> .....                      | 9  |
| GENERAL INFORMATION .....                           | 9  |
| <i>MOBILE PHONES</i> .....                          | 9  |
| <i>STUDENT EQUIPMENT</i> .....                      | 10 |
| <i>STUDENT LOCKERS</i> .....                        | 11 |
| <i>THE ACADEMY UNIFORM</i> .....                    | 11 |
| <i>ACADEMY MEALS PROVISION</i> .....                | 14 |
| <i>the ACADEMY DAY</i> .....                        | 14 |
| <i>LATENESS</i> .....                               | 14 |
| <i>VISITING THE TOILET THROUGHOUT THE DAY</i> ..... | 15 |
| <i>ILLNESS</i> .....                                | 15 |
| <i>LEAVE OF ABSENCE</i> .....                       | 16 |
| <i>LOST PROPERTY</i> .....                          | 16 |
| <i>EXTRA-CURRICULAR ACTIVITIES</i> .....            | 16 |
| SAFEGUARDING .....                                  | 17 |
| SPECIAL EDUCATIONAL NEEDS .....                     | 18 |
| ENTITLEMENT TO FREE SCHOOL MEALS .....              | 18 |
| TERM DATES.....                                     | 19 |
| YEAR GROUP CONTACT DETAILS.....                     | 20 |



## WELCOME

Welcome to The Aylesbury Vale Academy.

**This is a school where we aim to go beyond the expected to ensure that students' life chances are enhanced.**

We are proud of our non-selective, fully inclusive status and believe that children and young people, regardless of their background, ability or circumstances can thrive and succeed here. That is why we place **respect, aspiration** and **resilience** at the heart of everything we do.

As a large all-through school, we can offer learners an ambitious range of opportunities in and beyond the classroom. We place significant importance on academic excellence through high expectations but value, just as highly, the wide range of experiences learners can access. It is this balance which helps to ensure that learners are fully rounded individuals who can make a positive contribution to society.

To improve the life chances of all the learners we serve at AVA we will:

- Ensure our **teaching** and **all our work** with young people is grounded in **high expectations** so that learners achieve exceptionally well.
- Deliver a **broad, ambitious and rich curriculum**, going beyond the expected.
- **Close all gaps** between the performance of different groups of learners.
- Empower learners by developing their **character** so that they are **resilient, aspirational, respectful** and have excellent attitudes to their learning.
- Inspire **attendance** to be consistently above the national average.



**Mr Gavin Gibson, Academy Principal**



## POLICIES AND CONSENTS

### HOME SCHOOL AGREEMENT

At Aylesbury Vale Academy, our parents, carers and families fully support our Academy. We recognise that educating children effectively is a process that involves strong partnerships between parents and carers, staff, and the wider Academy community.

The Home School Agreement reminds all parents and carers, staff and students about the expectations of this relationship. This is so we can ensure all young people can be safe, happy, and successful.

#### **We expect students to:**

- Uphold our Academy values of Respect, Aspiration and Resilience whenever on Academy premises or representing the Academy (this includes outside the school setting and school hours).
- Attend school, and lessons on time, every day.
- Wear the full Academy uniform and carry the correct equipment.
- Respect others right to learn without disruption.
- Feel safe in school, and respect the rights of others to feel the same.
- Respect and celebrate others' backgrounds, opinions, and beliefs. All learners are equal.
- Keep mobile phones out of sight and on silent or switched off during the Academy Day.
- Complete and submit all home learning on time.
- Follow all staff instructions first time, every time.
- Attend behaviour sanctions when applied.
- Engage in support offered to promote success.
- Use age-appropriate social media platforms responsibly.
- Report accidents or breaches of safety to staff.

#### **On Trips and Visits**

- Honour all of the above expectations.
- Honour all arrangements, particularly meeting time and places.
- Respect that the Trip Leader's decisions are final.



**We expect parents and carers to:**

- Support your child in upholding our Academy values of Respect, Aspiration and Resilience.
- Read and understand this behaviour policy and commit to the Home School Agreement.
- Ensure your child attends on time every day and report absence at the earliest possible opportunity.
- Ensure your child has the correct uniform and equipment. Notify school of any issues regarding this.
- Ensure your child has a packed lunch or arrange for them to have a school lunch.
- Respect and celebrate others' backgrounds, opinions, and beliefs.
- Respect the rights of others to learn without disruption and feel safe in school.
- Attend all Academy events that will develop and benefit your child including parent consultation events.
- Support your child to remain on top of home learning deadlines.
- Read and respond (where required) to communication.
- Inform us immediately of any change of contact details or circumstances which may impact your child's readiness to learn.
- Communicate any safeguarding concerns which may impact your child's readiness to learn at the earliest possible opportunity.
- Contact appropriate staff to help resolve any concerns, addressing them initially with the child's class teacher or Form tutor.
- Monitor your child's social media activity to ensure safe usage.
- Contact us directly if there is an emergency. Do not call or text your child.
- Work with us to address and improve your child's behaviour where required by supporting the Academy's behaviour sanctions where these become necessary.
- Be respectful toward Academy staff. The Academy will not tolerate any form of abuse towards staff.
- Refrain from posting concerns on social media platforms, instead work in partnership with the school to address issues as they arise.
- Allow staff 2 working days to respond to queries and meeting requests.



### **The Aylesbury Vale Academy staff will:**

- Model Respect, Aspiration and Resilience for your child by upholding this policy.
- Respect and celebrate others' backgrounds, opinions, and beliefs.
- Plan and deliver engaging lessons designed to support student progress.
- Keep accurate records and provide regularly updated information of what your child is studying including how you can support them, including using EduLink, the Academy Website and social media.
- Provide a weekly bulletin including important information for parents and students.
- Provide opportunities for you to speak with your child's teacher(s) regarding their progress.
- Report three times a year on your child's progress, attainment, attendance, and behaviour.
- Celebrate your child's rewards, awards, and achievements when they occur.
- Seek to support your child and remove barriers to success.
- Notify parents regarding behaviour sanctions the day of the sanction or behaviour incident (whichever is soonest).
- Respond to your enquiries within 2 working days.
- Offer an aspirational careers and enrichment programme where all children have ambitious career pathways.

We trust that all parents and carers will assist our Academy with the implementation of this Home School Agreement and ask that all parents and carers sign the agreement which is included in the admissions pack.

Our Behaviour and Rewards Policy can be found on our website [HERE](#).

### **STUDENT INTERNET CODE OF PRACTICE**

Access to the school internet system will only be permitted once the following has been read and signed by both yourself and your child. The Academy reserves the right to administer these rules in a fair and unbiased way, which may result in a child's access either to the internet or the school network being removed or other appropriate sanction being taken. The code of practice is as follows:

- I will only use the internet when supervised by a teacher / an appropriate adult.



- I will never tell anyone I meet on the internet my home address, my telephone number or my school's name, unless my teacher specifically gives me permission.
- I will never send anyone my picture without permission from my teacher/parent/carer.
- I will never give my password to anyone; even my best friend and I will log off when I have finished using the computer.
- I will never arrange to meet anyone in person without first agreeing it with my parents/carer/teacher and get them to come along to the first meeting.
- I will never access an online chat-room without permission from my teacher/carer/parents.
- I will never respond to unpleasant, suggestive or bullying e-mails or bulletin boards and I will always report it to a teacher or parent/carer.
- I will not look for bad language or distasteful images while I'm online and I will report bad language or distasteful images to a teacher or parent/carer if I come across them accidentally.
- I will always be myself and will not pretend to be anyone or anything I am not.
- I will not take information from the internet and pass it off as my own work.
- I am aware that my teacher, ICT staff and the Academy's Internet Service Provider will check the sites I have visited.
- I understand that I can only access material relevant to my school work and must not deliberately look at unsuitable material.
- I will not deliberately attempt to set-up or use any proxy by-pass software in order to by-pass the school internet filter.
- I know that the posting of anonymous messages and the forwarding of chain messages is not allowed.
- I know that the contents of my e-mail messages will be monitored by relevant staff and software.
- I will not download software from the Internet, including screen savers, games, video clips, audio clips, \*.exe files.
- I will not play online games as this takes up network resources and may introduce harmful viruses to the network.
- I know that information on the Internet may not always be reliable and sources may need checking. Websites may be sponsored by advertisers.





- I will not use e-mail to send or encourage material which is pornographic, illegal, offensive or annoying or invades another person's privacy.

## **PERMISSION FOR PHOTOGRAPHS**

As part of our communications activity, The Aylesbury Vale Academy will occasionally use photography for publicity purposes. We would like your permission to photograph/film your child for possible inclusion in our publications, website and other publicity material. The image(s) will remain the property of The Academy and you/your child's contact details will remain strictly confidential. Please complete the applicable consent form as part of the admissions process.

## **EMERGENCY CLOSURE**

In the unlikely event of the Academy having to close due to heavy snowfall, power outage, loss of running water or other unforeseen circumstances, it may be necessary to send your child(ren) home at short notice. During the Academy operating period (Monday to Friday, 0825-1500), we are responsible for the Health and Safety of your child(ren) and will only send them off the premises in line with your instructions, or with notice by text or email.

## **GENERAL INFORMATION**

### **MOBILE PHONES**

We are aware that some of you may wish for your child to carry a mobile phone for safety reasons when walking to and from the Academy. Mobile phones, earphones and airpods are not to be used in the school building. Students should keep mobile phones and airpods out of sight, on silent or switched off during the Academy day. Students who use or have these devices out during the Academy day will have these items confiscated and parents/carers may be asked to collect them from main reception during school hours.



## STUDENT EQUIPMENT

In order for students to carry the essential items required for a full day at school, a bag large enough to hold an A4 folder is required. In addition to this, students must carry a pencil case containing essential equipment (see list below).

On joining the Academy, your child may be issued a student planner which they must bring with them every day to record homework.

In Food Technology, students are expected to provide ingredients and materials from home if they intend to keep their finished products.

Text books and specialist equipment may be issued on loan and students will be required to pay for any loss or damage to Academy property.

Any student found with inappropriate possessions may have them removed and parents/carers will be required to arrange collection.

**Students are not permitted to carry their own pencil sharpeneres and scissors.**

**These will be issued by class teachers when needed.**

**TippeX/Liquid paper is not allowed in the Academy at any time.**

| No. | Essential Equipment Check List                               | Tick List (✓) |
|-----|--------------------------------------------------------------|---------------|
| 1.  | Bag large enough to hold an A4 folder                        |               |
| 2.  | Pencil case                                                  |               |
| 3.  | Black or blue pen(s)                                         |               |
| 4.  | Purple pen(s) for correcting work and responding to feedback |               |
| 5.  | Pencil(s)                                                    |               |
| 6.  | Ruler                                                        |               |
| 8.  | Eraser                                                       |               |
| 9.  | Calculator                                                   |               |
| 10. | Protractor                                                   |               |
| 11. | Glue Stick                                                   |               |
| No. | Desirable Equipment Check List                               | Tick List (✓) |
| 11. | Green highlighter                                            |               |
| 12. | Pink highlighter                                             |               |
| 14. | Maths set (which will include a protractor)                  |               |



## STUDENT LOCKERS

Lockers are available to rent for £10 per year and payment can only be made through ParentPay. As we currently do not have sufficient lockers to meet demand, we allocate on a first come first served basis. Details on how to reserve a locker are available on our website. Any enquiry about lockers should be made to [lockers@theacademy.me](mailto:lockers@theacademy.me).

## THE ACADEMY UNIFORM

A copy of our uniform policy can be found on the website or by clicking [HERE](#). Please be aware there will be no compromise on the uniform. Ties and blazers are to be worn at all times and if any item of clothing is incorrect, parents will be contacted to support in resolving uniform issues. Parents and Carers are asked for their unwavering support in upholding standards at every level.

We try to minimise the number of branded items at AVA and have a uniform supplier providing a competitively priced uniform, lower than that of many schools. **We also offer nearly new uniform, from the generous donations of students who have left the school. Parents can visit the school to swap old uniform for 'pre-loved' uniform at no cost.**

Students are expected to arrive at the Academy in their uniform and leave the premises in uniform (with the exception if they have PE period 5 or extracurricular after school)

### Uniform for Years 7-11

- Navy blazer with the Academy logo
- Academy logo tie
- Plain white shirt or plain white cotton kameez
- Black trousers or black skirt (skirts must be no more than 5cm above the knee and not be tight fitting; trousers can be tailored but cannot be tight fitting).
- Black leather or leather look shoes of sensible design with low heels (black trainers, boots, plimsolls and canvas shoes are not permitted).
- Socks or black tights
- Hijab – plain white, black or navy blue cotton



- **Optional:** Grey v-neck sweater with the Academy logo

**Note:** The Academy will not accept any clothing which covers the face, except face masks worn as part of control measures to minimise transmission during a pandemic.

**Note:** Students are greeted at the door when they arrive at school and asked to remove all non-uniform items. Students who wear non-uniform items inside the building during the school day, such as trainers, hoodies/sweatshirts and outside coats will have these confiscated.

### **PE Uniform**

- Navy sports polo shirt with the Academy logo (name embroidered is optional).
- Navy shorts/skorts with the Academy logo (name embroidered is optional).
- Optional: Plain Navy/Black tracksuit bottoms
- Light blue sports socks or suitable sports socks
- Trainers
- Football/astro boots as required
- **Optional:** Navy ¼ zip top sweatshirt with the Academy logo (name embroidered is optional).
- **Optional:** Outdoor waterproof jacket with Academy logo.

Up to date costs can be found by searching for Aylesbury Vale Academy on PL Schoolwear's website ([www.plschoolwear.co.uk](http://www.plschoolwear.co.uk)).

All branded items are available to purchase directly from the uniform shop:

### **PL Schoolwear**

Unit 1, Goodchild Parkway

Sir Henry Lee Crescent

Aylesbury, Bucks

HP18 0PE

Tel: 01296 488 000 (option 2)

Email: [hello@plschoolwear.co.uk](mailto:hello@plschoolwear.co.uk)

[www.plschoolwear.co.uk](http://www.plschoolwear.co.uk)

**PL**  
**SCHOOL**  
**WEAR**  
The Modern Choice



**The following items must be purchased separately and can be bought from a range of retailers including large supermarkets:**

- Plain white shirt/Hijab/Kameez
- Black skirt – knee length and not tight fitting
- Black smart trousers – not tight fitting
- Black leather school shoes (NOT trainers, boots or canvas shoes)
- Socks or black tights

**Jewellery and Make-up:**

- Clear nail polish is permitted.
- Piercings – students are permitted one small discrete stud in each ear. One small discrete nose stud is permitted. Hoops are not permitted. Students will be asked to remove extra piercings in school.
- Make up may be worn but must be in natural colours only.
- Necklaces must be inside the clothing and other jewellery such as rings and bracelets should be minimal for health and safety reasons.
- A single chain, bracelet, watch and ring are permitted.

**The following are not permitted:**

- Acrylic or false nails. Students will be asked to remove nail polish and false nails in school.
- False eyelashes.
- Any form of leggings or jeans.
- Sweatshirts, hoodies, coats and casual wear must be removed upon entering the building. These will be confiscated if worn inside the building.
- Bandanas, hats or headbands around the forehead. Hair ties and hair bands should be in school colours of blue or green.
- No extremes of hair colour or style. Colours deemed natural are allowed.

**Students must remove their outdoor coat, scarves and hats on entry into the building. They must not be worn inside the school building at any time.**

**PE Uniform – in a PE bag (named)**



## ACADEMY MEALS PROVISION

The catering provision includes a comprehensive selection of hot meals, sandwiches, hot snacks and other items which are available during morning break and at lunchtime. Halal meals are clearly labelled.

### Breakfast Provison

Breakfast is available to buy when students enter school first thing in the morning. This must be eaten in the Atrium.

### Cashless Payment - Biometric Scanning

Payment for food before school, at break and lunch time is by means of ParentPay and a cashless till system which incorporates biometric fingerprint reading technology. We also have contactless cards available. Money can be added to your child's account via ParentPay. ***Please note it can take 24 hours for money to appear in your child's account.***

Permission for Biometric Scanning is required from parents, please complete the applicable non-medical consent form during the admissions process.

## THE ACADEMY DAY

**0830-0850 TUTOR TIME** (the first bell will sound at 0825)

**0850-0955 PERIOD 1**

**0955-1100 PERIOD 2**

**1100-1120 BREAK**

**1120-1225 PERIOD 3**

**1225-1325 PERIOD 4**

**1325-1355 LUNCH**

**1355-1500 PERIOD 5**

**After school clubs will run from 1500-1600**

## LATENESS

Students are expected to be on time to school and lessons. They have three minutes to move from classroom to classroom. Students who are not inside the appropriate classroom or space three minutes after the times listed above will be marked as late



along with the number of minutes late. Any incidences of lateness without a valid reason will result in an after school detention.

## **VISITING THE TOILET THROUGHOUT THE DAY**

We expect students of all ages to use the toilet before school, break time, lunchtime or between lessons. Teachers will only allow students to go to the toilet during a lesson if there is an emergency. Students who need to use the toilet as part of a medical condition will be issued a Toilet Pass to allow them to go to the toilet.

## **ILLNESS**

### **Reporting a Sick Child**

In the event that your child is unwell, please contact the school on the day of absence by telephone on 01296 428551 (Option 1) or in person.

Student absence can also be reported via email: **[attendance@theacademy.me](mailto:attendance@theacademy.me)**.

Please indicate the full name of your child and their year group along with your name and relationship to the student.

### **Illness or Accident at School**

If your child is ill or has an accident at school, we will telephone your emergency contact number if your child needs to go home or if he/she needs urgent medical attention. Students are not permitted to contact their parents on their own mobile device during the day. Please ask your child to inform a member of staff if they are unwell.

To avoid the spread of infection, the Department of Health recommends that children should be kept away from school for 48 hours following sickness and/or diarrhoea.

We are always happy to discuss arrangements for a child's return to school with parents on a case-by-case basis.

Our school Medical Officer is Ms Ripley. Please contact her via school reception 01296 428 551 or via [enquiries@theacademy.me](mailto:enquiries@theacademy.me)



## LEAVE OF ABSENCE

There are **13 weeks** of school holiday each year and parents are expected to take family holidays in this time. This means that no holiday leave will be authorised. Applications for special leave will only be approved in truly exceptional circumstances and where prior attendance has been good. Such applications should be made using the leave of absence request form available via the Secondary reception. Approval is at the discretion of the Principal.

## LOST PROPERTY

We appreciate your support regarding school uniform and understand that having to replace lost items can become costly. To avoid this extra outlay please ensure that ALL items of clothing have your child's name or initials if there isn't enough space on the clothing label. Lost property is found in the lost property cabinet in the PE corridor, and if names are not on items, it is very difficult to return.

## EXTRA-CURRICULAR ACTIVITIES

At Aylesbury Vale Academy we run a wide range of extra-curricular activities and clubs during lunchtime and afterschool (1500-1600). Our clubs are a great opportunity for pupils to try out a new activity, socialise with other pupils and helps promote a healthy school life balance.

Our extra-curricular timetable varies each term however the following lists some of the various activities on offer throughout the school year:

- Football: Boys and Girls
- Rugby: Boys and Girls
- Badminton
- Basketball
- Girls Fitness
- Netball
- Athletics
- Dodgeball
- Tennis
- Cricket
- Rounders
- Softball
- Boxercise (circuit training)
- Zumba
- Dance
- Sports Leader (Year 10+)





## **MUSIC TUITION**

All students at AVA are entitled to learn an instrument. We subsidise instrumental lessons and students can learn a range of instruments including keyboard, percussion, woodwind, brass and strings.

Presentations are made to all new Year 7 starters by the Performing Arts Department soon after arrival. Students who arrive during the year, should approach their form tutor regarding this opportunity.

## **SAFEGUARDING**

### **Safeguarding Statement**

At the Aylesbury Vale Academy, the safety and well-being of every child is our primary concern. To promote a safe environment for students, our selection and recruitment policy includes all checks on staff and regular volunteers' suitability, including Disclosure and Barring Service checks, as recommended by Buckinghamshire County Council in accordance with current legislation.

Our Safeguarding Team is responsible for Child Protection. The Designated Safeguarding Leads for Aylesbury Vale Academy are Mrs Fleetwood and Miss Kitter. The remaining members of the Safeguarding Team include Mr Gibson – the Principal, and Mrs Baughan, Primary Head Teacher. Information regarding other members of the safeguarding team can be found on our website or by clicking [HERE](#). All have received appropriate training for this role and can be contacted if you are worried that a student's safety is at risk. If you would prefer to contact another adult at the Academy then you are welcome to do so, but please be aware that the person you speak to will contact the Safeguarding team if they have a concern for a child's safety as a consequence of your communication. A copy of our Child Protection Policy is available on the school website.

For more information on safeguarding at Aylesbury Vale Academy please visit our website – [www.theacademy.me](http://www.theacademy.me)



## SPECIAL EDUCATIONAL NEEDS

Many students experience barriers or challenges at some point throughout their education. This could be short-term or due to a long term **Special Educational Need** or **Disability**. A child is included on the **SEND** register at Aylesbury Vale Academy if they have significantly greater difficulty in learning than the majority of others of the same age or a disability which prevents or hinders them from making use of facilities provided for others of the same age in our setting.

Students with Special Educational needs are identified through conversation with parents, teachers, support staff and external medical professionals. For those who have transitioned from another setting, we will also liaise with previous schools. Where it is clear that a child requires more support to access the facilities and curriculum than is otherwise ordinarily available, it is likely appropriate that they are included on our SEND register and we will discuss this with appropriate adults.

Students on the SEND register (both at SEND Support and those with an EHCP) receive access to a named Key worker who will work with them and their families to maintain an updated Individual Provision Map (IPM) at least three times each academic year. These documents outline the student's area of difficulty and list classroom strategies as well as interventions in place.

Further details regarding the SEND Team can be found on our website and enquiries should be forwarded to [sendco@theacademy.me](mailto:sendco@theacademy.me)

For more information on SEND at Aylesbury Vale Academy please visit our website – [www.theacademy.me](http://www.theacademy.me)

## ENTITLEMENT TO FREE SCHOOL MEALS

Aylesbury Vale Academy provide lunch and breakfast to any student entitled.

Your child may be able to get free school meals if you are in receipt of any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance



- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

If you believe that you may be eligible, please contact [admissions@theacademy.me](mailto:admissions@theacademy.me)

## TERM DATES

### ACADEMIC YEAR 2024-2025

#### AUTUMN TERM 2024

- Wednesday 4 September 2024 – Thursday 24 October 2024
- Monday 4 November 2024 - Friday 20 December 2024

#### SPRING TERM 2025

- Monday 6 January 2025 - Friday 14 February 2025
- Tuesday 25 February 2025 – Friday 4 April 2025

#### SUMMER TERM 2025

- Tuesday 22 April 2025 - Friday 23 May 2025
- Monday 2 June 2025 – Friday 18 July 2025

### STAFF TRAINING DAYS 2024-2025

- Tuesday 3<sup>rd</sup> September 2024
- Friday 25<sup>th</sup> October 2024
- Monday 24<sup>th</sup> February 2025
- Monday 21<sup>st</sup> July 2025
- Tuesday 22<sup>nd</sup> July 2025
- Wednesday 23<sup>rd</sup> July 2025



## YEAR GROUP CONTACT DETAILS

### YEAR 7

- TEL: 01296 255 391
- EMAIL: [year7enquiries@theacademy.me](mailto:year7enquiries@theacademy.me)

### YEAR 8

- TEL: 01296 255 406
- EMAIL: [year8enquiries@theacademy.me](mailto:year8enquiries@theacademy.me)

### YEAR 9

- TEL: 01296 255 397
- EMAIL: [year9enquiries@theacademy.me](mailto:year9enquiries@theacademy.me)

### YEAR 10

- TEL: 01296 255 400
- EMAIL: [year10enquiries@theacademy.me](mailto:year10enquiries@theacademy.me)

### YEAR 11

- TEL: 01296 255 395
- EMAIL: [year11enquiries@theacademy.me](mailto:year11enquiries@theacademy.me)

## ATTENDANCE

- TEL: 01296 428 551 – Option 1
- EMAIL: [attendance@theacademy.me](mailto:attendance@theacademy.me)

## SECONDARY SCHOOL RECEPTION OPENING HOURS

- 8am - 4pm Monday - Thursday
- 8am - 3.30pm Friday