

Belfairs  
ACADEMY

shaping the future

# Year 7 Parental Handbook

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# Welcome to Belfairs Academy

Welcome to Year 7

We are so excited that your child will be joining us in September.

We hope this will be an exciting first year for your child and we encourage them to participate in all the additional enrichment activities we have to offer.

It is important to us that the transition from primary to secondary school is a smooth one. Our support will ensure your child settles into academy life quickly and achieves the best outcomes during their time at Belfairs.

This handbook should answer any questions you may have ahead of September. Parents can also find lots of useful information and key dates on our website.

Once again, we welcome you and your child to Belfairs Academy and wish them a successful and happy journey.

Yours sincerely

Mr R Williams

Induction Phase Leader  
Senior Assistant Principal

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# Information

## Contacting the Academy

Belfairs Academy  
Highlands Boulevard  
Leigh-on-Sea  
Essex SS9 3TG  
Telephone: 01702 509000

Emails: [enquiries@belfairsacademy.org.uk](mailto:enquiries@belfairsacademy.org.uk)

The academy reception is open during the following times:

**Monday – Thursday** - 08:00 – 17:00

**Friday** - 08:00 – 16:30

## Key Members of Staff

**Induction Phase Leader** – Mr R Williams

**Year Leader** – Mr J Boatwright

**Progress Leader** – Mr R Woolmore

**Mental Health Lead** - Mrs A Burch

**Student Wellbeing Managers** - Mrs S Gates, Mr P Stalham,  
Ms R Chipperfield

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# Year 7 Tutors

Your child's tutor should be the first point of contact for any general queries such as enrichment opportunities, Wellbeing support and academic support you feel your child may need.

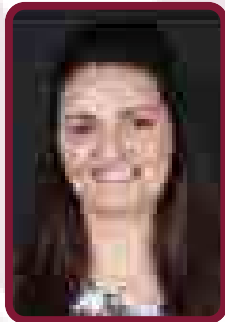
**7R1**

Mr C Farge



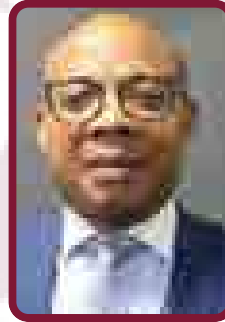
**7R2**

Miss A Hunter



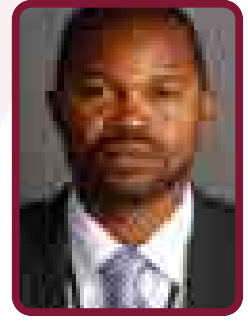
**7R3**

Mr M Agor



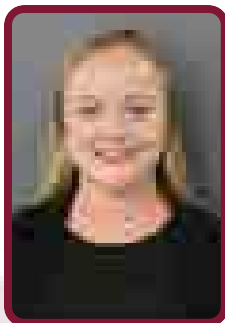
**7R4**

Mr S McKenzie



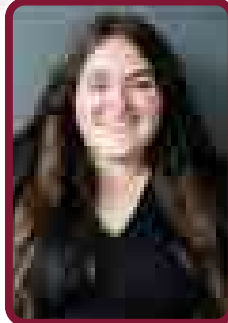
**7D1**

Miss E Kelly



**7D2**

Miss E Newman



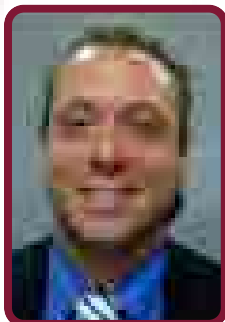
**7D3**

Ms T Uddin



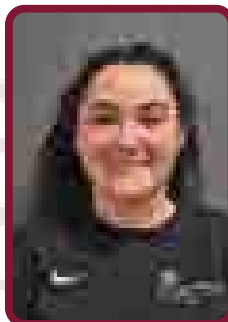
**7E1**

Mr P Stalham



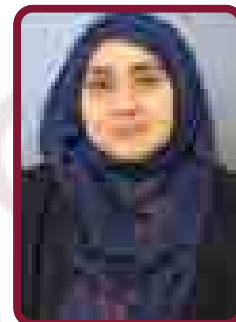
**7E2**

Miss M Evison



**7E3**

Mrs S Latif



# Designated Safeguarding Leads

At Belfairs Academy, we are committed to Safeguarding all our students and staff. We have a safeguarding team who are on hand every day to keep our academy and students safe and are here to support any concerns or queries from students, parents or staff members.



Mrs Foster  
Asst. Principal  
Senco



Mr Zweistra  
Vice Principal



Mr Williams  
Snr Asst. Principal



Mrs Rowland  
Asst. Principal

Procedures and systems are in place to ensure that we deal with any child protection concerns effectively, supporting both children and families.

We publish a termly safeguarding newsletter to support parents which includes tips and links to ensure we are sharing and signposting parents to current and helpful information.

If you would like to speak to a member of the Safeguarding team, please do not hesitate to contact the academy.

Click here for more information on [Safeguarding](#)

# Parent Pay

What does ParentPay do?

- Enables you to pay for school meals and other options e.g. paying for school trips.
- Offers a highly secure payment site.
- Gives you a history of all the payments you have made.
- Allows the merging of accounts if you have more than one child at school.
- Shows you all items available for payment relevant to each of your children.
- Emails a receipt of your payment to the email address you register.
- Gives you peace of mind that your payment has been made safely and securely.
- Helps with budgeting; payments are immediate, there is no waiting for cheques to clear.
- Payments for many of the larger trips can be made by instalments up to the due date.
- ParentPay is quick and easy to use.

**Information on how to activate and set up your ParentPay account will be sent to you via email before your child starts at the academy in September.**

# Progress Evening

Progress Evenings are an opportunity to consult with teachers about the progress your child is making.

Five-minute appointments enable teachers, parents and students to discuss progress to date and strategies for improvements. Appointments are made by students with their teachers.

If you have any serious concerns about your child, please do not wait until progress evening to raise them.

Throughout the year Progress Leaders, Form Tutors and Subject Leaders can be contacted via the academy reception, or by emailing [enquiries@belfairsacademy.org.uk](mailto:enquiries@belfairsacademy.org.uk)

Year 7 Progress Evening:

Thursday 28th November 2024

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## Student Reports

You will receive 3 reports throughout the academic year, one in each full term.

Reports are distributed to priority 1 & 2 on the academy system via email.

For more information on how to understand our reporting system please see link below.

[Year 7 Student Reports](#)



# Homework

Children will receive hard copies of their homework whilst the system is being set up.

Your child will then have access to a student portal [www.bromcomvle.com](http://www.bromcomvle.com) where their homework will be posted as per the schedule set out below. Their details for this will be shared the beginning of October.

As a parent, you will have access to My Child at School [www.mychildatschool.com/MCAS/MCSParentLogin](http://www.mychildatschool.com/MCAS/MCSParentLogin) where you are able to view the homework that has been set for your child. These details will be given to you when your child joins the academy.

Students, who may have difficulty in working at home will be encouraged to make full use of the study facilities provided by the Learning Resource Centre. There is a Homework Club as per the extra-curricular/enrichment timetable with staff available to support students.

Homework for year 7 students will be set weekly for core subjects and fortnightly for all other subjects. Practical subjects may set practical or written work

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# Communications

Our primary method of communication is email.

This includes reminders of upcoming events and information on trips and visits.

All non urgent queries should be directed to [enquiries@belfairsacademy.org.uk](mailto:enquiries@belfairsacademy.org.uk). Please ensure you include your child's name and tutor group and the name of the person you would like the email to be sent to.

Any urgent queries should be directed to reception on **01702 509000**

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## Coffee and Catch up Afternoon

We will be hosting a year 7 coffee and Catch up Afternoon in the cafe on:

Wednesday 2nd October at 3pm

This will give parents an opportunity to ask any questions they may have and to catch up with key members of staff where required.

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# Calendar

Belfairs Academy has a live calendar that can be accessed via the website.

- [Academy Calendar](#)
- [Term Dates 2024-25](#)

Students will finish at 12:55pm at the end of every full term.

The academy calendar for 2024-25 will be uploaded to our website before the first day of term.

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## Instagram

The academy posts regular updates using Instagram, follow [@belfairsacademy](#) to see daily updates.

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## Newsletters

The academy shares termly safeguarding and parent newsletters. These are sent out on the last day of each full term.

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# Academy Day

Students are expected to be in school by 08:35 ready for Lesson 1 starting at 08:40.

08:40	LESSON 1
09:40	LESSON 2
10:40	Break
10:55	LESSON 3
11:55	LESSON 4
12:55	Lunch
13:25	LESSON 5
14:25	Tutor
14:45	End of Academy Day

**The timetable is arranged on a two-week basis: Week A and Week B**

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# Attendance

There may be times when your child has to miss school due to illness, please contact the academy on each day of your child's illness stating their name, tutor group and full details of their absence. Stating a child is 'sick, unwell or poorly' is not accepted.

Please advise us of their illness or symptoms. You will be contacted by the Attendance Office if your child is absent from school without notice.

*A fine must now be considered if a child misses 5 days (or 10 half days) of school for unauthorised absence.*

To advise your child will be absent or late to the academy please contact us by **8.30am** in one of the following ways:

- By text to 07860054357
- By email to [attendance@belfairsacademy.org.uk](mailto:attendance@belfairsacademy.org.uk)
- By phone to leave a voicemail - 01702 509000 (Option 1)

For further information please visit the attendance section on our website [Attendance page](#).

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# Holiday Request or Exceptional Circumstances

**Students are expected to attend every Lesson available to them throughout the academic year.**

Should parents wish to make an application for a child's absence, they should complete an Absence Request Form. These are available from the academy reception. This form asks parents to explain the reason for the intended absence and details of the exceptional circumstances. Each request will be judged on a case-by-case basis. If an event can be reasonably scheduled outside of term-time, then it would not be normal to authorise absence for such an event – holidays are therefore not considered 'exceptional circumstances.

Should the absence be unauthorised, and you choose to take the unauthorised leave from the school, A penalty notice may be issued by the EWS to each parent or carer for each child, to be paid within 21 days.

If this is not paid within the 21-day period, it will increase. If this is not paid within 28 days, parents or carer's will be prosecuted in the magistrates' court for failing to ensure their children attend school regularly. This could result in each parent or carer receiving a fine of up to £2,500 and or three months imprisonment for failing to ensure your child regularly attends school.

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# Medical Evidence

At times it is necessary for us to request medical evidence from parents to allow us to authorise their children's absence from school. Please see below a guide to what is accepted as Medical Evidence:

1. GP/Dental appointment card with date of appointment attended.
2. Medical Appointment letter.
3. Empty prescribed medication packet with dispensing label attached.
4. Copy of prescription.
5. White return page of prescription ie; repeat prescription request.
6. Medical letter\* from GP or medical professional advising student is unfit to attend school.
7. Medical Certificate\*.
8. Compliment slip\* from a Nurse at student's medical practice confirming they are unfit to attend school.

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# Uniform

The uniform has been designed so that all items can be bought locally. The official stocklists of the academy uniform are:

National School Wear Centre, 96 Hamlet Court Road, Westcliff-on-sea, SS0 7LP- 01702 330300  
Website link- [National School wear](#)

School Uniform Direct, 22a Howard Business Park, Waltham Abbey, EN9 1XE - 01992 763679  
Website link - [School Uniform Direct](#)

Belfairs Second Hand Shop also has a limited amount of second-hand compulsory items available from the academy. If you would like to know more, please contact us via [enquiries@belfairsacademy.org.uk](mailto:enquiries@belfairsacademy.org.uk)

Please click here for full uniform list and uniform policy:

- [Uniform List and Policy](#)

**If students do not follow our uniform policy sanctions will be imposed.**

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# Personal Property

It is not appropriate for students to bring items of personal property into the academy. Parents should also be aware that, due to the requirements of certain practical subjects, students may be required to remove items of jewellery during the school day.

Belfairs Academy does not accept any responsibility for loss or damage, caused to items of personal property, jewellery or mobile phones brought into the academy or on academy trips and outings.

Parents are therefore advised to ensure that students do not bring such items into the academy premises.

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## Mobile Phones/Smart Devices

To further safeguard our students and ensure that pupils are focused on their learning, Belfairs Academy has banned the use of mobile phone/smart devices and students are not permitted to use their phones or smart devices anywhere on the academy premises.

This has ensured that students are not distracted from their studies and academy staff can spend more time supporting pupils with their learning.

**If a student is found using a mobile phone on the academy site, it will be confiscated immediately and only returned to a parent/carer.**

Phones will not be returned to students for use of Apple Pay or Bus Passes.

# Student Support

Within the academy we have trained staff who can help with emotional or social problems which are affecting your child's wellbeing, and any barriers to your child's learning. These staff can help to ensure that your child enjoys academy life within a safe and secure environment.

If you wish to email a staff member, please email [enquiries@belfairsacademy.org.uk](mailto:enquiries@belfairsacademy.org.uk) FAO (staff name).

## **Mr R Williams**

Induction Phase Leader  
Snr Asst Principal

## **Mr J Boatwright**

Year 7 Year Leader

## **Mr R Woolmore**

Year 7 Progress Leader

## **Mrs A Burch**

Mental  
Health Lead

## **Mrs S Gates**

Student Wellbeing Manger

## **Mr P Stalham**

Student Wellbeing  
Manager

## **Ms R Chipperfield**

Student Wellbeing  
Manager

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# Anti-Bullying

We will **NOT** accept bullying in our academy. Our goal is to develop and support respectful friendships.

We agree that it is everyone's responsibility to stop bullying.

If you have any concerns regarding bullying, please contact your child's Tutor or Year Leader.

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# Rewards and Sanctions

**Rewarding and recognising good behaviour, effort and attitude.**

## Rewards

At the beginning of year 7, each student is affiliated to one of three colleges. Our colleges are named after local boats that helped to rescue soldiers from the beaches of Dunkirk during WWII. The student will remain as part of Defender, Endeavour or Resolute college throughout their time at the academy. For example, students in 7D1 are part of Defender, 7E1 in Endeavour and 7R1 in Resolute college.

A student displaying our values of Commitment, Respect, Excellence, Self-Belief and Strength will be rewarded by way of value points. These are awarded electronically and accumulate over the course of the academic year, also feeding into our inter-college competition.

A rewards draw is made in assembly each half term. The greater value points a student has accumulated, the greater chance they have of winning a voucher to spend in our local community.



All value points are recorded electronically and added to student's school record.

# The Excellent Student Award

Our students can earn Excellent Student status by completing a series of challenges throughout the academic year.

These challenges relate to attendance, performance, life skills and careers. Gold, silver, and bronze awards are given out with prize recognition for all winners. Further details can be found on the academy website.

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# Miscellaneous

## Lost Property

Lost property is kept in Reception. Any named items that come to lost property are returned to the student directly.

Any unnamed uniform items and equipment are kept in Reception for half a term after which they are donated to charity.

If a student loses an item of uniform or equipment, they should visit Reception during break or lunchtime to retrieve it as soon as possible. If the lost item is PE or Dance kit, they should go to the relevant department first, and then Reception if they have still not found it.

We ask parents to ensure that all uniform and equipment is clearly named so that any lost items can be returned to students directly.

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## Lockers

We are keen to ensure that Year 7 students are allocated a locker within their tutor area to store books and equipment during their academy day. A £5.00 non-refundable deposit is charged per academic year for the lease and upkeep of the locker. At the end of each academic year, all lockers are emptied, and you will need to apply for, pay and be allocated a new locker for a further year.

Students should purchase a padlock to ensure their locker remains secure, these cannot be bought through the academy.

Please click on link for information on purchasing correct lock- [Lockers](#)

Lockers will be issued during tutor time to students who have purchased them.

Further information on how to purchase locker will be sent out early September.

# Medical Requirements/Medication

We will generate a Health Care Plan for your child from all the information kindly submitted by yourself on the electronic 'Student Information & Consents Form'. A link to this form was emailed out in the initial welcome email. If any of these details change, please let us know straight away by emailing [enquiries@belfairsacademy.org.uk](mailto:enquiries@belfairsacademy.org.uk).

A form for parental agreement for the academy to administer medicine must be completed and handed into reception along with the medicine on the first day of term. This will be kept securely in a box with your child's name on it and note what the medication is. This will be administered by reception staff when appropriate. Please note it is the parent's responsibility to ensure medicine is replaced when used and within the expiry date.

If your child develops any illnesses during term time which requires medication; for example antibiotics the same process applies, you will need to obtain a form from reception, fill it out and hand both the form and medication into reception.

**Students are not allowed to keep any medication on them around the academy.**

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# First Aid or Illness

Students who become ill or have an accident in the academy should inform a member of staff.

When students need to go home, the academy will telephone a parent or emergency contact and make appropriate arrangements. Students are never sent home without permission from a parent or other responsible person.

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# Music Lessons

The Music Department offers 15 minute tuition slots on the following instruments – *piano, guitar, bass guitar, ukulele, drums, woodwind, brass and voice.*

Lessons cost £80 for per term (10 lessons), payable upon confirmation of place, in advance via ParentPay. If lessons start mid-term then the total cost will be adjusted accordingly.

Pupil Premium students are entitled to a 50% discount on all lessons.

For more information regarding this please email in at [enquiries@belfairsacademy.org.uk](mailto:enquiries@belfairsacademy.org.uk) FAO Subject Leader Music or alternatively scan the QR code and complete online form to register your interest.



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## Enrichment and Extra-Curricular Activities

At the academy we offer a range of enrichment and extracurricular activities.

Here is a link to the enrichment page, where you can find a timetable, which is updated in the first week of each full term.

[Enrichment & Extra Curricular Activities](#)

# PE Trials

Please see below dates for year 7 trials for sporting teams.

- Wednesday 4th September - Boys Football Trials
- Friday 6th September- Boys Football Trials
- Thursday 5th September - Rugby Trials
- Thursday 5th September - First Netball Trials
- Tuesday 10th September - Second Netball Trials
- Tuesday 10th September - Basketball Trials
- Thursday 12th September - Swimming Trials

**All of these trials will be held after school at 2:45pm and finish at approx. 4:15pm. Students should meet in the Sports Hall.**

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# Curriculum

## The Pathways Curriculum

At Belfairs Academy students follow a personalised pathways curriculum. This curriculum matches their skills, abilities, and individual needs. The principle behind this is to provide a curriculum diet that stretches and challenges at all levels and allows students to always make progress. There are four pathways: **Purple**, **Red**, **Blue** and **Green**.

Each subject has their own boundaries for the four pathways and lessons are designed to match the learning needs within them. A student can be in different pathway for different subjects, for example, a red pathway for English and History and a blue for science. Students will also be able to move within the pathways depending on their progress. Progress within the pathways will be reviewed each half term and opportunities for movement will be identified.

Follow the links below to find further detail about each subject, who teaches each year group and the contents of the curriculum. [Click here to view curriculum for Year 7](#).

Should you have any questions please contact Mr Woolmore, Year 7 Progress Leader.

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