



Noel-Baker Academy

Moving Up Guide

for students & parents



Noel-Baker Academy
A L.E.A.D. Academy



Welcome

At Noel-Baker Academy we believe passionately that our students are entitled to the same breadth and depth of provision as any student attending any of the best schools in the country. This is a vision shared with the L.E.A.D. Academy Trust, of which we are a part. We know that we are on a journey towards excellence and that with persistent effort, hard work and patience amazing things can and will be achieved for and by our young people.

We are proud of our traditional and no-nonsense approach to uniform, teaching and behaviour. We expect our parents and our community to support us in the work that we do and on our journey towards making Noel-Baker the best Academy it can be. As such, we demand respect from our students for their teachers, their peers and their community and in return we respect, encourage, nurture and push them to be the very best they can be.

We value the support and contribution made by parents, governors and the community. We know that parents and carers are vitally important to our students' success and we expect our parents to stay in contact and involved with the Academy.

We recognise that we are on a journey, we want Noel-Baker Academy to become the Academy of choice in the local community. Please do not hesitate to contact us should you require any further information about the Academy.



Mrs Ann Donaghy
Headteacher



Taking the Step

Taking the step between primary and secondary school is a daunting prospect for parents and children alike. At Noel-Baker Academy, we aim to make the process as smooth, easy and enjoyable as possible. This Moving Up Guide provides you with a wide range of useful information and top tips from current students to help you prepare for life at secondary school.



Mr Oliver
Associate Assistant Headteacher

Vision and Values

At Noel-Baker Academy, everything we do is underpinned by our belief that our students are **entitled** to the very best breadth and depth of provision. We are **proud of our students and our community** and are determined that the Noel-Baker Academy **will enable its students to be the very best that they can be**.

Core Principles

Lead

To show the way; to be first or foremost

Empower

To give power to; to enable

Achieve

To accomplish; to get or attain by effort

Drive

To cause and guide progress; to impel forward

Leadership

- We are compassionate, considerate and kind. We look out for each other and look after those who need our support.
- We welcome and value all members of our community – students, parents and staff. We expect all members of our community to work with us to play an active part in our children's education, to support each other to ensure that the highest standards of academic achievement, effort and conduct are met.
- We encourage each other, and we celebrate our successes.

Empowerment

- We teach our students to take responsibility for themselves, their actions and decisions, by insisting on excellent behaviour and learning habits that will set them up for life and enable them to fulfil their potential and their aspirations.
- We prepare our students for life beyond school by providing them with clear boundaries, routines and structures.
- We know that factual knowledge is a prerequisite for deep understanding: the more you know, the more you are able to learn and understand.
- We empower our students to achieve through our unrelenting focus on hard work, commitment and perseverance.

Achievement

- We believe that all children are entitled to learn “the best that has been thought and said.” Our students are the inheritors of the greatest ideas, written texts and discoveries of the past.
- Our purpose is to provide a rich education that will allow them not only to achieve excellent qualifications.
- Great Qualifications = Great Future.

Drive

- We recognise that success takes hard work, commitment and perseverance. We also know that with persistent effort and patience, amazing things can be achieved.

Uniform & PE Kit

Compulsory Academy uniform:

- Plain long or short sleeved shirt – white
- Academy clip-on tie
- Academy blazer – grey
- Plain black trousers or Noel-Baker Academy skirt. *Jeans, leggings and cords are not allowed; school skirts must be the official academy skirt – black skirts are no longer part of Academy uniform. All items should allow for shirts to be properly tucked in and must not be tight-fitting.*
- Plain, sensible black shoes. Footwear must be leather or leather look with flat soles – *no trainers, boots, pumps or canvas shoes will be allowed. High heeled shoes are unsuitable and dangerous on our Academy site.*

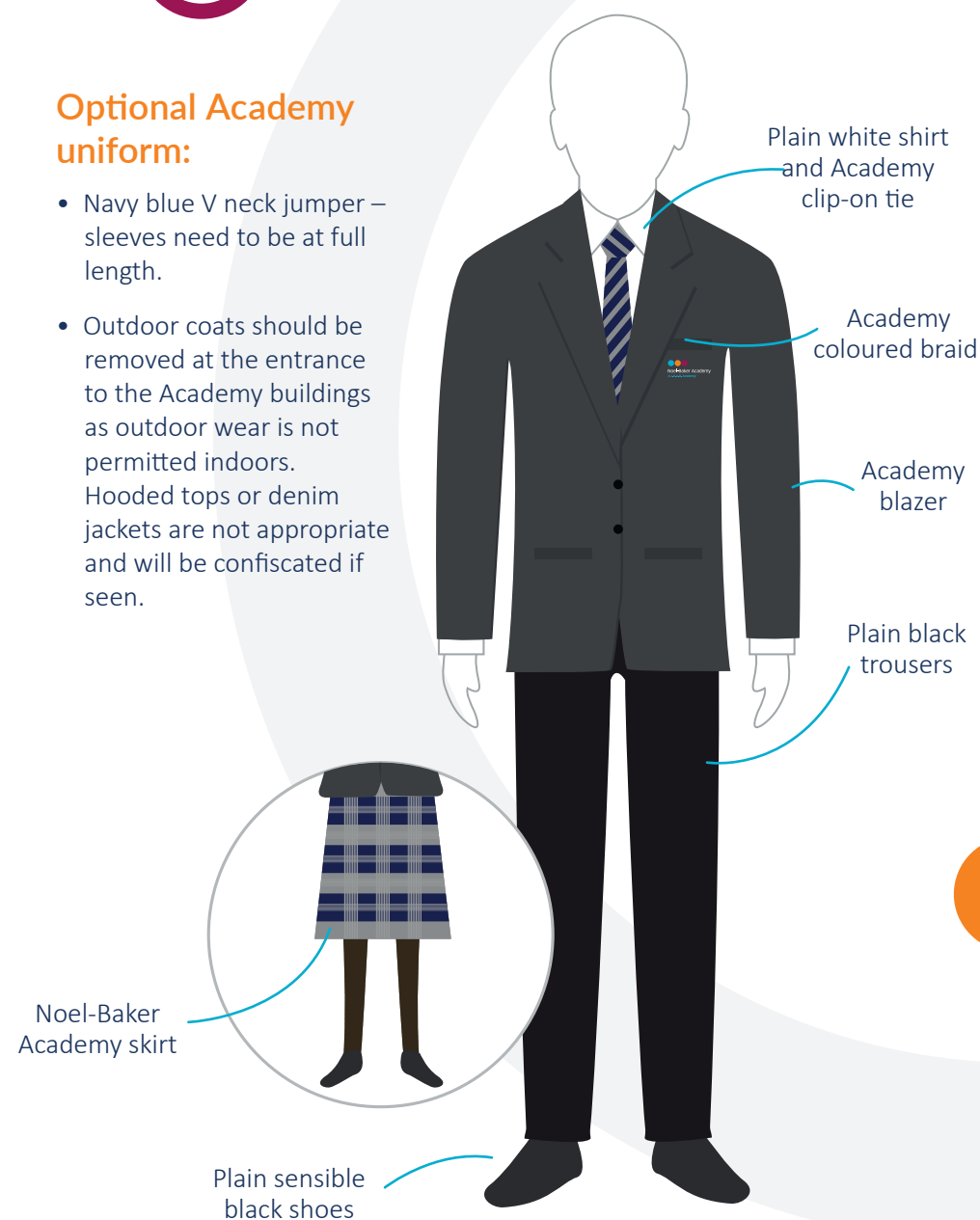
Any students not wearing the correct uniform, for example footwear, will be expected to borrow a pair of shoes from the Academy – the shoes will be treated with a hygienic spray after each use. Failure to wear the shoes provided will result in an internal exclusion (refusing a reasonable request).

Academy bags – from September 2021:

- The Academy bags will be personalised with the Academy logo and easily identifiable by colour for each year group. All students are expected to have an Academy bag in order to carry books, homework folders, PE kit and equipment.
- **From September 2020** ALL students are required to have a rucksack for school. This must be big enough to carry school books, homework folder, PE Kit and necessary equipment.
- **From 2020 students in years 7-10** will be issued with a coloured braid to allow staff to identify students by year group. This braid will be provided by the school but will need to be either sewn or ironed on to the blazer pocket above the Noel-Baker logo.

Optional Academy uniform:

- Navy blue V neck jumper – sleeves need to be at full length.
- Outdoor coats should be removed at the entrance to the Academy buildings as outdoor wear is not permitted indoors. Hooded tops or denim jackets are not appropriate and will be confiscated if seen.





Jewellery, make-up and hair styles:

- Jewellery is not allowed, except for one pair of small, plain, silver ear studs. Earrings, rings, nose studs or other facial piercings are not acceptable.
- Minimal make-up is acceptable. Students wearing too much make-up will be asked to remove this to the appropriate amount. False eyelashes are not acceptable. False nails are deemed appropriate if no longer than 0.5cm over the end of the fingernail bed.
- Hair styles which are considered 'excessive' will not be allowed at the Academy. Hair must be of natural colour and must not be dyed. Students with short hair are not allowed 'cuts', shapes or designs.

Compulsory PE uniform:

- Academy polo top.
- Academy reversible games top.
- Academy shorts.
- Plain navy-blue knee length games socks.
- White sports socks for indoor use.
- Indoor trainers – non-marking sole with laces, providing support to ankle & foot.
- Outdoor trainers – good grip with laces providing support to the ankle & foot. *Pumps do not provide adequate support for the foot or ankle.*
- Gum shield – for rugby/hockey.
- Shin pads – for football/hockey.

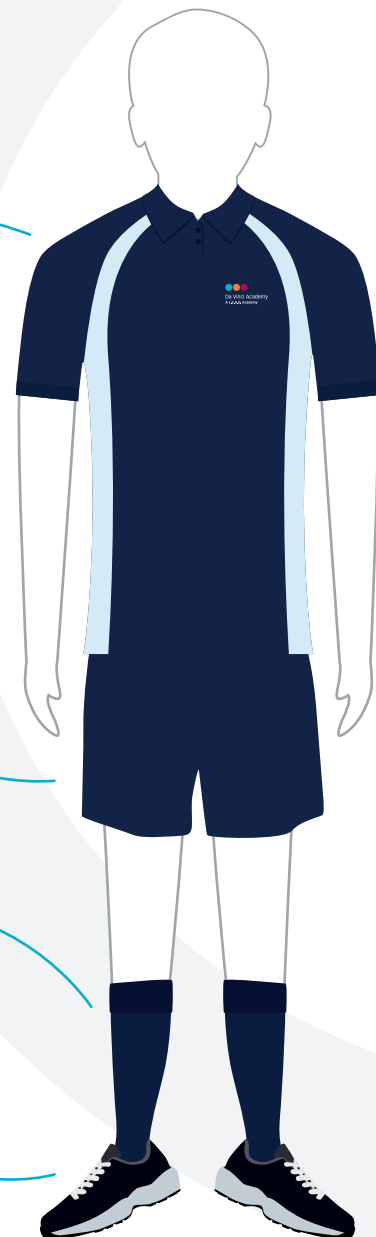


Academy polo top

Academy shorts

Plain navy-blue knee length games socks

Outdoor trainers



School Day

At Noel-Baker, you will have six lessons a day. Instead of bells, we play music at the start and the end of the school day, which is linked with the theme of the week. In between lessons there are no bells, so we expect you to keep an eye on the time, don't worry, there are lots of big clocks around school to help you. At the end of break and lunch, a whistle is blown to signal movement to your next lesson.

Monday, Wednesday, Thursday and Friday

Years 7 and 11	Time	Years 8, 9 and 10
Lesson 1	08:50 – 09:50	Lesson 1
Lesson 2	09:50 – 10:50	Lesson 2
Break Time	10:50 – 11:10	Break Time
Lesson 3	11:10 – 12:10	Lesson 3
Lesson 4	12:10 – 13:10	Lesson 4
Lunch Time	13:10 – 13:40	Lesson 5 (PSHE)
Lesson 5 (PSHE)	13:40 – 14:10	Lunch Time
Lesson 6	14:10 – 15:10	Lesson 6

Each day is split up into different periods. On Tuesday, our lesson times are slightly different to allow for intervention for students identified.

Tuesday

Years 7 and 11	Time	Years 8, 9 and 10
Lesson 1	08:50 – 09:45	Lesson 1
Lesson 2	09:45 – 10:40	Lesson 2
Break Time	10:40 – 11:00	Break Time
Lesson 3	11:00 – 11:55	Lesson 3
Lesson 4	11:55 – 12:50	Lesson 4
Lunch Time	12:50 – 13:20	Lesson 5 (PSHE)
Lesson 5 (PSHE)	13:20 – 13:50	Lunch Time
Lesson 6	13:50 – 14:45	Lesson 6
Tailored Intervention	14:45 – 15:45	Tailored Intervention

Timetable

When you start at Noel-Baker Academy, you will be given a timetable that tells you what subject you have, when and who with.

	Monday	Tuesday	Wednesday	Thursday	Friday
1	Subject Teacher Room	Subject Teacher Room	Subject Teacher Room	Subject Teacher Room	Subject Teacher Room
2	Subject Teacher Room	Subject Teacher Room	Subject Teacher Room	Subject Teacher Room	Subject Teacher Room
3	Subject Teacher Room	Subject Teacher Room	Subject Teacher Room	Subject Teacher Room	Subject Teacher Room
4	Subject Teacher Room	Subject Teacher Room	Subject Teacher Room	Subject Teacher Room	Subject Teacher Room
5	Subject Teacher Room	Subject Teacher Room	Subject Teacher Room	Subject Teacher Room	Subject Teacher Room
6	Subject Teacher Room	Subject Teacher Room	Subject Teacher Room	Subject Teacher Room	Subject Teacher Room

Getting to the Academy

Staff are on duty at the Academy gate before and after school to ensure that you arrive and leave safely. Academy expectations apply to students on their way to and from the Academy.

On foot

Please take care when crossing roads.

By bicycle

You may cycle to and from the Academy, and we have a transparent cycle shed which is locked during the day. Bicycles must be in good working order, including brake and lights during winter months. **You must wear a helmet when riding your bike and you will only be able to collect your bike if you have your helmet – this is for your own safety.** You will need to bring a lock so that you can secure your bike and you may only go into the bike shed to leave or collect your own bike.

Whilst on the Academy grounds, you must walk your bikes to the bike sheds, which are next to the tennis courts/muga. Whilst every effort is made to keep bikes secure, your bike is brought onto the Academy site at your own risk. Any students who are caught tampering with bikes will be dealt with.

By car

Your parents/carers must **not** drive onto the Academy site or stop or reverse at the entrance to the driveway at the start or end of the day. This creates additional congestion and endangers students.

By bus

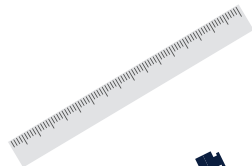
A public bus service (Arriva 1/1A) operates along Bracknell Drive. If you use the bus service you are expected to behave with consideration to others. Any inappropriate behaviour may result in sanctions.

Equipment

You will require the following equipment to support your studies. Equipment will be checked daily by the Pastoral Lead on each entrance door so that students can buy equipment immediately if they need it. It is checked also at the start of every lesson too. We believe that it is important that students at Noel-Baker Academy learn to be responsible and organised in order to prepare them for life beyond school.

You will need to bring to the Academy:

- At least two pens (black)
- A green pen (used for development and improvement of work)
- At least two pencils
- A pencil sharpener
- A 30cm ruler
- A rubber
- A pencil case
- A scientific calculator
- Any exercise books/homework needed for the lesson
- A suitable reading book (may be fiction or non-fiction, but not cartoon style)
- PE kit (when you have PE)
- Other equipment when required.



Equipment for sale

Should you not have the necessary equipment this will be available to buy on entry to school at the start of every morning at the two entry points to the main school building.

We also encourage you to have:

- A small selection of coloured pencils
- A protractor.

Mobile Phones and other portable devices:

Mobile phones are NOT allowed in the Academy building. Should these be seen by a member of staff they will be kept in the Academy safe until the end of the day and parents are required to collect.

You are encouraged not to bring: iPods, iPads or other MP3/4 players or equivalent devices to the Academy. We will not accept any responsibility for such items if brought to the Academy in terms of loss, theft or damage. They will not be 'looked after' by staff under any circumstances including during PE. If these items are brought to the Academy it will be entirely and totally at your own risk and they must be kept in coats and bags.

If brought to the Academy they must NOT be switched on in lessons.

If you fail to comply with this policy you will be going against our code of conduct and will be sanctioned accordingly.

Items students must NOT bring to the Academy:

For health and safety reasons, you must NOT bring to the Academy dangerous items including matches, lighters, cigarettes, pen knives. Any such items will be confiscated.

Lost Property:

- Anything found should always be handed in to reception.
- If you lose something, try to remember where you last had the item and check at the place where you were last.
- If you still cannot find the item, go to reception and ask if it has been handed in. Make sure that all belongings have your name on.
- If you lose an Academy book you will be expected to pay for a new one.

School Rules

Why do we need strict school rules?

We want the very best for each and every student who attends the Academy. That is why we will be firm but fair. We want to help students to grow up into mature, responsible and successful adults.

At Noel-Baker we expect everyone to do all the following at all times

STEPS -

Sir or Miss - every time; Thank you - every time; Excuse me - every time; Please - every time; Smile - every time.

SHAPE -

We speak politely and in full SENTENCES, our HANDS are away from our faces as we speak, we ARTICULATE, we never mumble. We PROJECT (we speak clearly and loudly for the whole class to hear) and we confidently make EYE contact with the person we are addressing.

SLANT -

Sit up straight; Listen carefully; Ask and answer questions; Never interrupt; Track the teacher. At Noel-Baker we SLANT in every lesson and every assembly.

Walk between lessons in single file.

Follow instructions first time.

We are polite to our peers, to all members of staff and visitors to the Academy, this includes the site staff, canteen and cleaning staff, there are no exceptions.

The Internet & Social Media

Students must not be unkind about other students or other people on social media.

Students must be polite and kind online, just the same as when in school.

If students are bullying, disrespectful, or rude online, they may be sanctioned in the same way.

Mobile Phones

Students at Noel-Baker are not allowed mobile phones, or any other form of electronic device.

If a student's mobile phone is seen or heard anywhere on the school site, it will be immediately confiscated and taken to reception.

All mobile phones that are confiscated must be collected by parents/carers at the end of the school day.

At the start and end of every lesson

- Arrive to the lesson with a pen, pencil and ruler in hand.
- Line up in silence outside the classroom.
- Stand in silence behind our chairs and wait to be invited to sit.
- Complete the "Do now" task in silence at the start of the lesson.
- Work hard to complete all tasks set by the teacher.
- Complete the "Exit ticket" task at the end of the lesson in silence.
- Pack away quickly and quietly.
- Thank each other at the end of the lesson and leave when dismissed row by row by the teacher.
- Walk between lessons in single file using the appropriate stairs.

After school and outside of school

- Students in our uniform are representing Noel-Baker Academy. If the Academy hears of inappropriate or disrespectful behaviour outside of school, we will sanction the students concerned.
- Noel-Baker students must be polite and courteous to the general public, bus drivers and shopkeepers.
- Outside of school students still represent Noel-Baker Academy. Students are expected to think about how their actions reflect on them, their parents/carers and the Academy.
- At the end of the school day students must go straight home and not loiter around the Academy grounds unless they are attending an extra-curricular club.

At home

- Homework is set to consolidate and review learning and to discover new subject knowledge.
- Homework must take priority over any hobbies students may have.
- When students do homework they should keep away from their phone or any devices that might distract them.
- At Noel Baker we will not accept excuses such as "I forgot" or "I slept in" as a reason for incomplete or missing homework.



- Buy a hot meal
- Bring sandwiches

You won't be allowed off the Academy site at lunchtime unless you have been signed out for an appointment which has been authorised by the Pastoral Lead.

It's really important to be considerate and helpful at lunchtime. Tidying up after yourself is an expectation.

Co-curricular Programme

Our Co-curricular activities programme is an exciting part of life at Noel-Baker Academy, providing you with the chance to discover where your passions lie and develop hidden talents!

You might want to try:

- Rugby
- Rounders
- Fitness
- Handball
- Chess Club
- Duke of Edinburgh
- Craft club
- Further maths
- Netball
- Dance
- Badminton
- Table tennis



Attendance

Having good attendance is really important. At Noel-Baker Academy, good attendance is defined as 97% and above, but you should aim for 100% attendance. If you achieve this, you will be giving yourself the best chance at success!

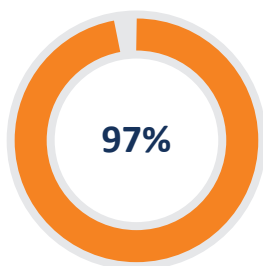
We know that sometimes you may be absent from school due to illness. To avoid this, try to stay as healthy as you can by exercising, getting enough sleep and eating a healthy diet.

What to do if you are unwell

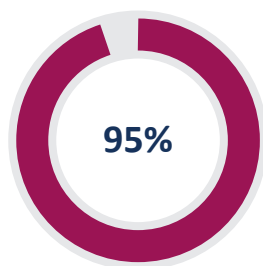
If you are too unwell to attend school, your parent/carer should contact the school before 8.30am to notify us of your absence. They must state the reason for the absence and when you are due back (Tel 01332 572026).



0 days absent
0 lessons missed



6 days absent
30 lessons missed



10 days absent
50 lessons missed

Rewards

We love to celebrate student achievement and praise those who deserve it as often as we can. Rewarding students is an area we pride ourselves on. Students can be rewarded for their attendance, behaviour and conduct in the Academy and in the community. Regular prize draws in assembly, certificates and phone calls are just a few of the rewards you can achieve.

We love to celebrate student achievement and success and praise those who deserve it as often as we can. Rewarding students is an area we pride ourselves on and we operate the Strive for 5 system where the classroom teacher will reward the top 5 students each lesson with a reward point. These strive for 5 rewards can be given for a variety of reasons such as high-quality work, positive verbal contributions, consistent effort and improvement in effort or progress. Each classroom teacher will also reward a praise postcard each lesson to the student who has impressed them the most during that lesson. In addition to these regular rewards, students will also be rewarded for every piece of completed homework, for attendance, behaviour and conduct in the academy and the community.

Our Expectations

Noel-Baker Academy is committed to high standards of behaviour in the Academy and in our community.

We are committed to LEADing students to a brighter future- "scientia potentia est".

Our expectations are very clear



Here's how it works:

- If students disrupt learning they will be issued with a C1.
- If students disrupt learning AGAIN they will receive a C2 and be removed to allow learning to continue.
- As a result, the student will be placed in Internal Exclusion and stay until 4:10pm to complete the required work.
- Alternative sanctions will be used in line with the school's behaviour policy.





Noel-Baker Academy
A L.E.A.D. Academy

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