



LongfieldAcademy



Longfield Academy

Information Booklet

2022-2023



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Welcome to Longfield Academy



Welcome to Longfield Academy, an academy with a long-standing status as the school of choice within the local community. By choosing our academy, you are giving your child the best opportunity to be happy and successful. Our motto is 'Achieving Beyond Expectations' and this means that we have a relentless focus in ensuring that each of our students achieves the very best outcomes. We have an excellent pastoral system and we pride ourselves on the quality of care for every student.

Our Academy is grouped into three colleges: Anderson, Matisse and Galileo. Each college is led by a Vice Principal who is supported by an Assistant Head of College, a Behaviour Support Mentor and an Administrative Assistant. These are key members of staff that you will get to know as your child progresses through the Academy.

The richness of our extra-curricular activities means that our students have opportunities to participate in a wide range of activities and trips. These are designed to motivate and challenge students, and explore interests beyond the curriculum. We try to make these experiences accessible to all members of the academy so I hope you will be able to encourage your child to join us during their time here.

Thank you for your interest in our academy. I look forward to working closely with you.

Dr Felix Donkor
Principal, Longfield Academy

Academy Leadership Team

Principal

Dr Felix Donkor

Head of Anderson College

Mr Mark Shaw

Head of Galileo College

Mr David O'Leary

Head of Matisse College

TBC

Assistant Head: Raising Standards Post 15

Mrs Saara Williams

Assistant Head of Anderson College

Miss Joy Liasu

Assistant Head of Galileo College

Mr Matt Lowe

Assistant Head of Matisse College

Mr Farai Punungwe

Communication between Home and Academy

As parents, you are always welcome at the Academy. However, if you wish to see a particular member of staff, it is essential to telephone the appropriate college first to arrange a mutually convenient appointment or contact by email directly with a member of teaching staff.

Due to teaching commitments teaching staff may not be able to get back to you straight away. We aim to respond within 24 hours.

If you do have a query about something that has happened through the Academy day, your first point of contact should be your son or daughter's tutor who will look into the matter.

Details of key staff contacts are available on the website.

To keep parents aware of the events and achievements at Longfield Academy, a newsletter is posted on the Academy website at the end of each term.

Main Academy Telephone Number: 01474 700700

Anderson College

Telephone: 01474 700740

College Administrative Assistant: **Mrs Pamela Hagon**

Student Support Mentor: **Ms Jackie Hammon**

Matisse College

Telephone: 01474 700750

College Administrative Assistant: **TBC**

Student Support Mentor: **Mrs Debbie Morgan**

Galileo College

Telephone: 01474 700760

College Administrative Assistant: **Mrs Karen Knighton**

Student Support Mentor: **Mrs Kerry Willis**

Term Dates 2022/2023

Start of Module 1 - Years 7 & P16	
Thursday 1 September 2022	
Start of Module 1 - Years 8, 9, 10 & 11	End of Module 1
Friday 2 September 2022	Thursday 20 October 2022 Friday 21 st is an INSET DAY (no pupils in school)
Start of Module 2	End of Module 2
Monday 7 November 2022	Friday 16 December 2022
Start of Module 3	End of Module 3
Tuesday 3 January 2023	Thursday 9 February 2023 Friday 10 th is an INSET DAY (no pupils in school)
Start of Module 4	End of Module 4
Monday 20 February 2023	Thursday 30 March 2023 Friday 31 st is an INSET DAY (no pupils in school)
Start of Module 5	End of Module 5
Monday 17 April 2023	Friday 26 May 2023
Start of Module 6	End of Module 6 (7.5 weeks 38 days)
Monday 5 June 2023	Friday 21 July 2023

INSET DAYS NO PUPILS IN SCHOOL
Friday 21 st October 2022 Friday 10 th February 2023 Friday 31 st March 2023



LongfieldAcademy

Parents' Guide to Attendance at Longfield Academy



Please take time to read through this alongside your son/daughter so that the expectation is clear

Excellent attendance and punctuality is fundamental to a productive and successful education and career. Longfield Academy will actively promote and encourage 100% attendance by all our students. Parents and carers have a vital role as well as a legal responsibility to ensure good attendance.

Key Points we would like to raise:

Medical appointments

Where possible all medical appointments should be booked out of school hours. Where this is not possible, the amount of school time missed should be minimal and an appointment card or letter should be obtained.

Too ill to attend school?

Children can attend school with minor ailments (toothache, headache, stomach ache, cold, sore throat) as over the counter medicines can be given before school. The academy will contact you if they become too ill to remain at school. Students should report illnesses to their college administration team who will contact you should we feel that this is the case. Students should refrain from contacting parents/carers directly as this will cause disruption to the school day. *If you are unsure how long your child should be absent with an illness, you will need to speak with a doctor or pharmacist for advice.*

Unauthorised leave in term time (holidays)

Children are not entitled to holidays in term time. Family holidays should be taken during school holiday periods.

Applications for leave due to exceptional circumstances must be made in writing to the Principal of the academy. The Principal will make the decision of acceptance or refusal.

Fines of £120 per parent/carers (reduced to £60 if paid within 21 days) may be issued where unauthorised leave has been taken.

Reporting absences

It is a parent/carers' responsibility to notify the school if their child is absent and a reason must be provided. They are to report this to the relevant college administration office by 9.15am.

Parent/carers will:

- Actively promote 100% attendance
- Contact the academy whenever the student is absent, on the first day and on each day after, of absence
- Provide proof of medical appointments and medical treatment if required to do so by the academy, as failure to do this may result in the absence being unauthorised
- Avoid removing their child during the academy day

Did you know?
90% attendance
for the year
= 4 whole weeks of lessons missed
CAN YOUR CHILD AFFORD TO MISS OUT?

Persistent Absence

A child is deemed to be a Persistent Absentee if their attendance falls below 90%. The academy will consider students below 95% to be at risk. Students who fall into either of these categories will be monitored by the academy attendance teams and the Trust Attendance and Welfare Officer.

A referral may be made to the local authority's attendance service should attendance remain poor after academy and Trust Interventions

Punctuality

It is important that your child attends school every day, and on time. Arriving to school late is very unsettling for your child and will disrupt their learning.

Students regularly arriving late to school may incur appropriate sanctions, including detention. Parents/carers will be contacted to discuss the matter further.

Your Legal Responsibility

If your child does not attend school regularly (over 90%) the Local Authority can take action against you. This can be through a Fixed Penalty Notice (fine) or a summons to appear at a Magistrates Court.

What is a Fixed Penalty Notice?

A penalty notice can only be issued where a student has been absent or late for a period of time and the absence or lateness has not been authorised.

A Penalty Notice can be issued for these reasons:

- Absent for ten or more half day sessions without authorisation during any 100 possible school sessions (these do not need to be consecutive)
- Persistently late for up to ten sessions after the register is closed (30 minutes)

Where penalty notices are imposed, regulations state that the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Penalty notices are issued to each parent of each child. Failure to pay in full by the end of the 28-day period may result in prosecution by the local authority.

There are 190 days in a school year, which leaves 175 days to spend on family time, shopping, appointments and other things.

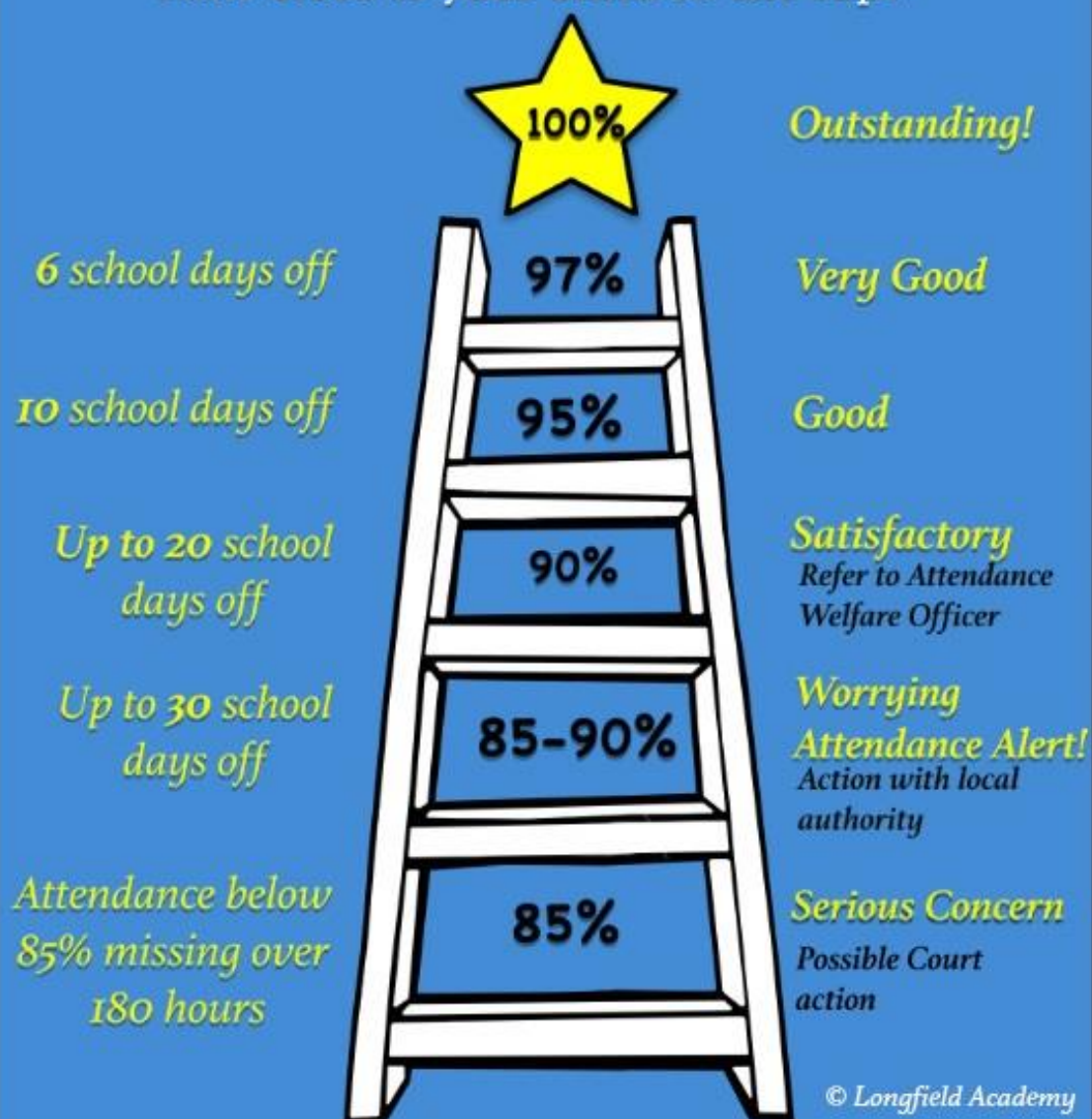
Help and Support

If you would like any help or advice regarding your child's punctuality or attendance, please contact your child's Behaviour Support Mentor. You can make an appointment by telephoning **01474 700700**



The Attendance Ladder

How close is your child to the top?



Achieving OUTSTANDING together = 100% attendance and punctuality

Your child's education is your child's future. Don't let them waste it!

To discuss any attendance issues please contact your son's/daughter's tutor in the first instance or the Attendance Officer Elaine Titterrell email: elaine.titterrell@latrust.org.uk

School Uniform

All students are expected to wear uniform and the Sixth Form have a dress code. Students are expected to take pride in their appearance and look smart for work. All current items bearing the Longfield Academy logo must be purchased from the recognized Academy uniform suppliers.

All students are expected to wear:

Blazer	Navy blue with badge in college colours – <i>to be worn at all times</i>
Trousers/Skirt	Black tailored trousers or skirt (kilt style skirt – available from Longfield Academy only). If students are wearing trousers, no skinny fit or jean style. They can wear a plain black belt (no branded logo)
White shirt/blouse	White shirt or white blouse
Pullover (optional)	Navy, v-necked with badge (optional) – this is optional and cannot be worn in replacement of a blazer
Socks/tights	Socks – white, grey or black (below the knee), tights – black or neutral
Shoes	The only acceptable footwear is plain, black, sturdy leather/leather like shoes with wide flat heels. Trainers, above ankle boots, platforms, sling-backs, open toe shoes and fabric shoes (e.g. Vans) are not permitted. Coloured stitching, coloured labels, logos and coloured laces are not permitted. Parents/carers are invited to send images of footwear to their College Principal should they need further advice. Plain black 'Kickers' style shoes/ankle boots are the only acceptable exception to the above rules.
Hair	Should be of natural colour and make-up a discreet minimum

Uniform Expectations

It is extremely important that your child wears the correct uniform at all times. If any of the following uniform infringements are spotted on entry to the Academy, your child will be asked to correct it immediately. If they can, then they will proceed to lessons, if not, then your child will be isolated with a member of their College Leadership Team until this infringement is corrected. Parents/carers will be notified by your child's Behaviour Support Mentor. Should the infringement continue for a second day, either the Assistant Head of College or Head of College will contact you to discuss this issue. On the third day, the Principal will contact you as your child would have then spent three days out of normal lessons. We hope you support the Academy in its drive to improve standards of uniform and ensure parity amongst our students.

Should a student have a genuine uniform issue, they should bring in a note explaining the nature of the problem and specify a date within which the issue will be rectified. We will allow one full week (7 days) before sanctions will be applied.

- Incorrect footwear
- Branded belts
- Inappropriate skirt length
- Socks worn over the knee
- No blazer
- Jeans style, no patch pockets
- No Jewellery, only one pair of stud earrings, wrist watch
- Fake nails or coloured nail varnish
- Hoodies
- Branded belts
- No tie
- Excessive or unnatural make-up
- Unnatural hair colour
- No facial piercings
- No school equipment including stationery and PE kit
- Failure to wear a face covering in communal areas (unless exempt)
- No eyelash extensions

PE Kit

BOYS PE KIT

Vapour Polo shirt	Navy/sky blue embroidered with logo in college colour
Rugby shirt	Navy/light blue fully reversible
Aptus Training shorts	Navy/silver (no stripes, logos' etc)
Aptus ¼ Zip Training top	Navy/sky blue embroidered with logo in college colour
Aptus Training Pants	Navy/silver
Socks	Navy football socks

Football Boots

Trainers

NOTE: Football boots and shin pads are essential – these must be worn for safety.

GIRLS PE KIT

Vapour Polo Shirt	Navy/sky blue embroidered with logo in college colour
Aptus Full Zip Training top	Navy/sky blue embroidered with logo in college colour
Aptus Training Shorts	Navy/silver (no stripes, logos' etc)
Aptus Training Pants	Navy/silver
Aptus Female Leggings	Navy/silver (optional)

Trainers

ADVICE

Please do not bring items of value to your PE lesson. If you have to do so, hand them in to your PE teacher. NO RESPONSIBILITY CAN BE TAKEN FOR LOSSES. If you are not participating in a lesson due to illness, or injury, you need to have a written note explaining why. You will be expected to change into your PE kit and go outside to observe and support the lesson.

NOTE: Football boots and shin pads are essential. These must be worn for safety.

Hooded sweatshirts, clothing with large brand logos' or colours other than navy are not acceptable

Uniform/PE Kit available on-line with Brigade Clothing Ltd or from other retailers with exception of the kilt style skirt which can only be purchased from the Academy

2022 - 2023 Uniform

Footwear – boys and girls

- The only acceptable footwear is plain, black, sturdy leather / leather like shoes with wide flat heels.
- 'Kickers' style shoes/ankle boots are acceptable
- Trainers, above ankle boots, platforms, sling-backs, open toe shoes and fabric shoes are not permitted.
- Coloured stitching, coloured labels, logos and coloured laces are not permitted.





Welcome to Brigade Clothing Limited Parents Direct Service

Your school has offered you the opportunity to order school uniform at your own convenience

Click on the uniform link on your school web site page or go to:

www.brigadeuniformdirect.uk.com

Select your school using drop down list. Click continue

- Select garment type you wish to order
- Click on the colour you require
- Select size and quantity required
- Follow the site instructions to add more garments or to checkout
- View cart & review order
- Checkout
- Enter payment details
- Click agree to terms and conditions
- Your order confirmation will be emailed to your email address
- The order is now complete

Your order will be delivered to your requested delivery address

We hope you enjoy using our site and look forward to receiving your order

If you require further assistance, please email customer services at:

webhelp@brigade.uk.com

A copy of this information with more detailed instructions is available upon request

Routes and times to Longfield Academy - September 2022

D1 Brian Jones Coaches	• Junction Bull Lane, Horton Kirby, The Street	8:02am
	• Horton Primary School	8:03am
	• Horton Road opposite Village Hall	8:04am
	• Station Road junction Main Road	8:05am
	• Opposite Cedar Drive	8:06am
	• Adjacent to The Ship pub	8:07am
	• Adjacent to Sutton Primary School	8:09am
	• Adjacent to Darenth Post Office/Watchgate	8:13am
	• Opposite Green Spice Restaurant	8:15am
	• Longfield Academy	8:20am
D2 First Bus Stop	• Temple Hill Square	7:45am
	• Dartford Home Gardens (Stop E)	7:48am
	• Dartford, opposite Park Road	7:50am
	• Dartford, opposite Brentfield Road	7:51am
	• Dartford, opposite Lingfield Road Cemetery	7:55am
	• Bean, adjacent to school	8:02am
	• Bean, Black Horse Pub	8:05am
	• Bean, Hope Cottages	8:09am
	• Fleet Estate, opposite Lunedale Road	8:16am
	• Longfield, opposite Church	8:30am
	• Longfield Academy	8:35am
G1 Brian Jones Coaches	• Milton Road, junction Albion Road	7:24am
	• Rochester Road, adjacent to Ingoldsby Road	7:26am
	• Valley Drive, opposite Lorton Close	7:28am
	• Valley Drive, opposite St. Hilda's Way	7:31am
	• Mackenzie Way, opposite shops	7:33am
	• Livingstone Road, adjacent to Chichester Rise	7:37am
	• Hawkins Avenue	7:40am
	• Echo Square, Sun Lane	7:45am
	• Parrock Street (Stop L) St Johns Church	7:49am
	• Gravesend Railway Station (Stop U)	7:53am
	• Pelham Road shops	7:55am
	• Cygnets Leisure Centre	7:58am
	• Hall Road, adjacent to Gwynn Road	8:01am
	• New Barn Road, opposite Red Street	8:05am
	• Istead Rise, adjacent to shops	8:09am
	• Meopham Station, adjacent Station Road	8:13am
	• Longfield Hill, adjacent to Green Man Restaurant	8:18am
	• Longfield Academy	8:20am
S1 Brian Jones Coaches	• Gravesend Bus Hub Stop G	7:32am
	• Thames Way, adjacent to Aldi	7:35am
	• Thames Way, adjacent to Vale Road	7:37am
	• Ebbsfleet Station	7:42am
	• Southfleet Road, adjacent to Candy Dene	7:44am
	• Swanscombe High Street, adjacent to Methodist Church	7:48am
	• London Road, adjacent to George & Dragon Pub	7:49am
	• London Road, opposite The Avenue	7:52am
	• London Road, adjacent to Waterstone Park	7:56am
	• London Road, adjacent to The Bull pub	7:59am
	• London Road, adjacent to The Welsh Tavern Pub	8:00am
	• Watling Street, opposite Pilgrims Way	8:05am
	• Gore Road, opposite Lunedale Road	8:10am
	• Adjacent to Darenth Post Office/Watchgate	8:13am
	• Opposite Green Spice Restaurant	8:15am
	• Longfield Academy	8:20am

	From Longfield Academy	Mon, Tues, Thurs, Fri	Wednesday
D1 Brian Jones Coaches	• Longfield Academy	3:30pm	2:10pm
	• Adjacent to Green Spice Restaurant	3:35pm	2:15pm
	• Opposite Darenth Post Office/Watchgate	3:37pm	2:17pm
	• Opposite Sutton Primary School	3:39pm	2:19pm
	• Opposite The Ship pub/Longmarsh	3:41pm	2:21pm
	• Adjacent to Cedar Drive	3:42pm	2:22pm
	• Station Road junction Main Road	3:43pm	2:23pm
	• Adjacent to The Bridges pub	3:44pm	2:24pm
	• Horton Primary School	3:45pm	2:25pm
	• Junction Bull Lane, Horton Kirby, The Street	3:46pm	2:26pm
D2 First Bus Stop	• Longfield Academy	3:35pm	2:15pm
	• Longfield, opposite Church	3:40pm	2:20pm
	• Fleet Estate, opposite Lunedale Road	3:54pm	2:34pm
	• Bean, Hope Cottages	4:00pm	2:40pm
	• Bean, Black Horse Pub	4:04pm	2:44pm
	• Bean, adjacent to school	4:07pm	2:47pm
	• Dartford, opposite Lingfield Road Cemetery	4:14pm	2:54pm
	• Dartford, opposite Brentfield Road	4:19pm	2:59pm
	• Dartford, opposite Park Road	4:21pm	3:01pm
	• Dartford Home Gardens (Stop E)	4:24pm	3:04pm
G1 Brian Jones Coaches	• Temple Hill Square	4:26pm	3:06pm
	• Longfield Academy	3:30pm	2:10pm
	• Longfield Hill, opposite to Green Man Restaurant	3:32pm	2:12pm
	• Meopham Station, opposite Station Road	3:37pm	2:17pm
	• Istead Rise, opposite to shops	3:41pm	2:21pm
	• New Barn Road, adjacent to Red Street	3:45pm	2:25pm
	• Hall Road, adjacent to Gwynn Road	3:49pm	2:29pm
	• Cygnets Leisure Centre	3:52pm	2:32pm
	• Pelham Road shops	3:55pm	2:35pm
	• Gravesend Bus Hub Stop F	3:57pm	2:37pm
S1 Brian Jones Coaches	• Parrack Street (Stop L) St Johns Church	4:01pm	2:41pm
	• Echo Square, Sun Lane	4:05pm	2:45pm
	• Hawkins Avenue	4:10pm	2:50pm
	• Livingstone Road, adjacent to Chichester Rise	4:13pm	2:53pm
	• Mackenzie Way, opposite shops	4:17pm	2:57pm
	• Valley Drive, adjacent to St. Hilda's Way	4:19pm	2:59pm
	• Valley Drive, adjacent to Lorton Close	4:22pm	3:02pm
	• Rochester Road, adjacent to Ingoldsby Road	4:24pm	3:04pm
	• Milton Road, junction Albion Road	4:26pm	3:06pm
	• Longfield Academy	3:30pm	2:10pm
S1 Brian Jones Coaches	• Adjacent to Green Spice Restaurant	3:35pm	2:15pm
	• Opposite to Darenth Post Office/Watchgate	3:37pm	2:17pm
	• Gore Road, adjacent Lunedale Road	3:40pm	2:20pm
	• Watling Street, adjacent Pilgrims Way	3:43pm	2:23pm
	• London Road, opposite to The Welsh Tavern Pub	3:45pm	2:25pm
	• London Road, opposite to The Bull pub	3:47pm	2:27pm
	• London Road, opposite to Waterstone Park	3:48pm	2:28pm
	• London Road, adjacent The Avenue	3:49pm	2:29pm
	• Swanscombe High Street, adjacent to Railway Station	3:52pm	2:32pm
	• Southfleet Road, adjacent to Candy Dene	3:56pm	2:36pm
S1 Brian Jones Coaches	• Ebbsfleet Station	3:59pm	2:39pm
	• Thames Way, adjacent to Vale Road	4:03pm	2:43pm
	• Thames Way, adjacent to Aldi	4:05pm	2:45pm
	• Garrick Street, Gravesend	4:08pm	2:48pm

Cashless Catering and ParentPay

At Longfield Academy we have a cashless catering system which allows each child to have their own personal account allowing pre-payment for meals and snacks. This has a number of advantages:

- No cash is taken at the point of sale. Funds are put onto your child's personal account through an on-line system called ParentPay.
- Students do not need to bring cash to school so it can't be lost or spent on anything else.
- No last minute hunt for lunch money
- Students entitled to free school meals cannot be identified by their peers.
- Parents will be able to see what their child is purchasing.
- Healthy eating is encouraged.

How will it work?

The system uses biometric recognition based on measurements taken from a finger placed on a scanning device. The user's account is then debited appropriately for the food purchased.

Registration

All students will have their finger measurements taken on their first day at the Academy. The process is very quick, taking two or three minutes to complete.

Why do you need to scan my child's finger?

The scanner converts the finger measurements into a string of numbers and these are used in the recognition process. No image of the finger measurement itself is recorded and it is not possible to reconstruct the fingerprint from the numbers.

How do I pay my child's catering bill?

Each child has an account which can be "topped up" as frequently as you wish and at any time by using ParentPay over the internet.

How will you stop my child spending a week's money in one go?

You can set a daily limit as to how much you want your son/daughter to be able to spend, as well as being able to check daily what they have spent their money on.

My child is entitled to free school meals – how will this work?

If your child is entitled to a free school meal, so as not to draw attention to this, they would use their finger the same as other students. You may, if you wish, give them some extra money via ParentPay; this will not affect their free lunch status.

How can my child check their balance?

The display at the point of sale will show the new cash balance after a purchase.

Data Handling

Certain data will be held on the system to enable accurate operation. This will include your child's name, class, photo, account balance and meal entitlement. These data will be handled under the guidelines of the Data Protection Act and only used by parties directly involved with the implementation of the system.

If you have any concerns or questions please contact finance@longfieldacademy.org

Drinking Water in Lessons

The Academy understands that drinking still water through the Academy day helps support learning.

Whenever water is mentioned in this policy it is referring to still plain water

Policy and Practice

- The drinking of water is allowed in lessons
- In some faculty areas the drinking of water may present health and safety issues. Water may not be drunk whilst using electrical items, e.g. computers and keyboards.
- Only water may be drunk, from a clear plastic bottle with a sports top.
- Any spillages will be quickly dried up by the student who caused it.
- If a student does not have water available then they cannot leave the lesson to obtain it.
- Any misbehaviour with water in lessons may result in the individuals responsible having this privilege withdrawn. Other punishments may be applied.
- In any dispute regarding the drinking of water in a class, the teacher's decision is final.



Availability



Ideally students should bring to school a refillable water bottle. Bottles can be topped up at break or lunch time from the water filling machines in each college or in the Helix.

Students are encouraged to reuse and recycle bottles. Old bottles must be thrown in a bin

Learning Resource Centre – LRC (Library)

The LRC is open during break and lunchtime where there are books or magazines to borrow. Students can engage in literacy based activities, join a club or participate in special activities taking place. There are computers for research, homework and revision. The LRC Manager is available to recommend books and support students in the LRC

Safeguarding

Ensuring students are safe, happy, achieving and actively participating in the life of the academy, their family and their community are key aims at Longfield Academy. We pride ourselves on how well we look after our students whilst they are with us – and beyond!

In addition to their tutor, Director of Learning Student Progress, teaching staff and indeed every other member of staff that students will come into contact with whilst they are at the academy, there are also specifically designated staff who are fully trained in Child Protection matters. They are there to ensure all students feel safe both at school and at home. They are:

Joy Liasu – Designated Child Protection Coordinator

Gail Peters – Deputy Designated Child Protection Coordinator

If a student is worried about their safety or well-being, or that of a friend or classmate, then they should speak to their tutor in the first instance. They will be able to offer support and as appropriate will then pass information to the staff named above for situations that need follow-up of a safeguarding nature.

Students can always reach the staff named above by email or in person. Parents may find that contact by email is easier from them. Email addresses are on the academy website.

What to do if...

...you know your child will be absent

The parents/carers of any children who are absent are asked to notify the Academy before 9am at the latest. Absences can be reported via:

Main number: 01474 700700 – then select option 1 for student absence:

You then have 4 options dial:

- 1** for Anderson
- 2** for Matisse
- 3** for Galileo
- 4** for Post 16

To report your child's absence please leave a message stating their full name, year group, reason for absence and expected return date.

Alternatively you can email: attendance@longfieldacademy.org

If you have a medical letter or note to explain an absence, it can be handed in to your child's College Admin or to Reception.

For medical appointments or any other authorised absence, your child will need to make their way to reception ready for you to collect them. Please provide your child with a note explaining the absence and the time you will be collecting. This can then be shown to their teacher who will enable them to be excused from the lesson at the correct time. The note can then be handed in at Reception when your child is signed out. If your child returns to the Academy they will be signed back in. Tutors/SSM's will follow up any persistent absences. All students should aim for 100% attendance.

...your child is or has been absent

If your child finds themselves arriving late they should enter the Academy via the biometrics system and then hand in a note or give an explanation to Reception. Persistent lateness is not acceptable and parents will be contacted. Should they continue to be late a penalty notice may be sent by KCC. Lateness will need to be made up at break, lunch or after school in a detention.

First lesson begins promptly at 8.45am.

...you book a holiday during term time

The Academy does not authorise holiday except in exceptional circumstances. Parents/Carers should write a letter to the Principal of their college. Each request will be assessed individually.

...your child has to bring **medicine** to school

All medication **MUST** be left in the care of the Academy Main Office and not carried on their person within the Academy. All medicines must be labelled with your child's name by the issuing pharmacy.

Under the 'Health and Safety at Work Act' the Academy is not allowed to provide medicines for headaches or other minor ailments. Should your child need this type of medication throughout the academy day, it can be brought into the Academy and handed into reception, labelled clearly with the child's name. A medication permission form will also need to be completed.

...you are **moving home**

If you are moving within the area, please let us know as soon as possible. You can do this by contacting the college admin team, calling Reception or emailing to info@longfieldacademy.org.

If you are moving away from the area, please **contact Mrs Christine Goodwin** christine.goodwin@longfieldacademy.org with the date, your new address and the new school your child will be attending.

...you change your **telephone number**

Please contact **Mrs Baldwin, Receptionist** with your new number. It is vital that his information is accurate in case of an emergency.

...you have a query regarding **ParentPay**

Please contact **Mrs Cousens, Finance Officer** regarding any ParentPay queries. All students will need to purchase food and drink in the Helix, pay for trips etc using ParentPay.

...you need to **contact your child** during the school day

In an emergency, please ring the appropriate college office and a message will be passed on. We only take students out of lessons in an emergency. Students must not have their mobile phone switched on during the academy day. Please do not contact your son/daughter directly, ensuring all communication is through colleges. This way we can support students.

...your child is **taken ill** during school hours

If students feel unwell they should report to their College Admin Office at change of lesson.

If it is judged better for your child to return home, you will be contacted by the staff. Students **SHOULD NOT** call home themselves or leave the Academy without reporting to the reception first – the safety of students is of the utmost importance.

You will need to come into reception to collect your child if they have a medical appointment or being sent home unwell. If you wish your child to attend an appointment by themselves, you should contact their College Admin who will in turn advise reception they are allowed to leave on their own.

...your child takes part in **extra-curricular activities**

Make sure you and your child know the name of the staff organiser, the expected finish time and transport arrangements for their journey home.

...your child has **lost something**

Although staff will do their best to locate lost property, the Academy cannot accept responsibility. One safeguard against lost property is to ensure that all items are clearly labelled and valuable items should not be brought to school. Any lost items are retained in the Cloakroom.

...your child wishes to **cycle** to school

Arrangements should be made with their College Admin Office for cycle storage during the Academy day. The Academy cannot guarantee its security, and would ask you to make sure it is insured and identity marked.

...your wish to **collect** your child **by car**

We have coaches arriving to collect students after school, so to avoid congestion and improve safety, parents are asked not to park in the disabled bays or in the coach parking area, or in areas clearly marked as 'No Parking'. We also ask parents to comply with the **5mph** speed limit for health and safety reasons.

...you wish your child to have **lunch in school**

A wide range of food and drink options are available in the Helix at break and lunchtime, purchased via ParentPay. All food bought in the Helix stays in the Helix!

Packed lunches may also be eaten in the Helix. Supervision is carried out by support staff and teachers. Students in KS3 & KS4 are not permitted to leave the Academy premises at lunchtime. Students are able to eat in the Helix or outside plazas.

...your child is entitled to **Free School Meals**

Entitlement to free school meals is determined by a net income scale operated nationally. An application form can be obtained from the Kent Website and must be completed by you and returned to KCC.

...you have any **concerns** regarding your son/daughter

Please contact the Academy and arrange to speak to your child's tutor in the first instance.

...your **son/daughter** has a **concern or worry**

The tutor is the best person to go to and discuss any issues. Alternatively, students can go to their College Admin office



Dear Parent/Carer

Longfield Academy introduced the ban of mobile phones on site from January 2019.

We found that the use of mobile phones on site by students had risen and with it the increased distraction from student studies. Out of school, we have seen an upsurge in the number of incidences of friendship disputes based on social media, and a disproportionate amount of time being taken up by members of staff dealing with these issues. Students are choosing to spend their break and lunch times texting/messaging rather than interacting face to face with their peers, or choosing to play a game of sport or read in the LRC.

This decision was based on a process of research and consultation; through several months, we gathered the views of various stakeholders including: students, parents, staff and brought the issue to our Parents Forum, as well as used twitter to gather views. We also visited other schools where a similar ban has been enforced and then used this information to make an informed decision. Some of the results are shown below.

Mobile phone policy - stakeholder feedback

61% of students say their mobile phones are on during lessons

23% of students said they check and send messages during lessons

76% of parents said that mobile phones should not be accessed during lessons

60% on twitter poll agreed mobile phones should be banned in school

On the next page, you will see the poster that is on display around the Academy, ensuring that students are aware of our expectation and the sanctions that will be applied if a student is caught on their mobile phone in lessons or around the Academy.

We want the students focusing on their learning and not their phones. We believe this will enable us to:

Encourage positive dialogue between students;

Improve punctuality to lessons;

Improve mental health and wellbeing;

Reduce the likelihood that they will access social media during the school day;

Improve levels of focus in lessons;

Reduce the amount of lost learning time having to select songs to listen to.

Your support in ensuring your son or daughter understands this mobile phone policy, is very important.

If a parent/carers needs to contact their child during the Academy day, then we would ask that the College admin office is called and a message will be passed on. In the same way if a child wishes to contact home then they will be able to go to their College Admin office at break or lunchtime.

Longfield Academy Mobile Phone Policy



From Thursday 3rd January 2019

****No mobile phones to be used on site by years 7 to 13****

****Phones to be switched off and in school bag****

****Phones should not be seen or heard including break and lunchtime****

What if...



- I need to call home?
- Parents/Carers need to contact me?
- I need to use a device for learning?

- I need to know the time?
- I want to play a game on my phone at break or lunch time?
- I am a sixth former?



- Go to College Admin Office at Break or Lunchtime.
- They should call College Admins and a message can be passed on to you.
- Teachers can book chromebooks from College Admins. Students can use their own Chromebooks as directed by their teachers.

- Use the clock, ask someone or wear a watch.
- Speak to your friends instead, play a game in the communal areas, read a book in the LRC.
- You may use your phones in the sixth form study centre at breaks and lunchtime only. You will not be allowed to access your phone during lessons or study periods.



On site? Out of sight!



Sanctions

If you make the wrong choice by using your phone in any way or if your phone is seen or heard...

**PS
1**

Phone Sanction 1

Your phone will be confiscated by a member of staff and kept in your College Admin Office. It will be returned to you at 3:25pm on the same day (2:05pm on a Wednesday). Refusal to hand the phone over will result in a day in the IER.

**PS
2**

Phone Sanction 2

Your phone will be confiscated by a member of staff and kept in main reception. Collection from parents/carers only. College isolation at break and lunch for one day. Refusal to hand the phone over will result in a day in the IER.

**PS
3**

Phone Sanction 3

Your phone will be confiscated by a member of staff and kept at main reception. It will be returned to a parent/carer at a meeting with either the College BSM, Assistant Head of College or Head of College. The student will spend one day in College isolation. Students will be expected either not bring in the phone or hand it into their college office at the start of the day and collect it at the end of the day for a fixed period.

**PS
4**

Phone Sanction 4

At this point the student is displaying a complete disregard for the rules of the Academy and the phone will be held until the parents/ carers have a meeting with the relevant Head of College and/or the Principal. One day in the IER and/ or possible fixed term exclusion.

Code of Conduct

1. In class you make it as easy as possible for all students to learn and teachers to teach.

For example:

- Arriving on time
- Not using a mobile phone/music device in lessons
- Being properly equipped and having the correct books
- Starting and ending lessons in an orderly way
- Sitting in your allocated place
- Allowing others to learn
- Being quiet when asked

2. You move sensibly around the Academy.

For example:

- Standing back to let people pass
- Opening doors for people
- Waiting your turn
- Never pushing or kicking
- Talking quietly and using appropriate language
- Walking, not running

3. You speak and act politely to everyone, students and adults.

For example:

- Not answering back or shouting
- No use of slang or bad language
- Offering polite greetings to staff, such as “Good morning Mrs”

4. You do not act unkindly to anyone.

For example:

- Refusing to tease other people
- Never hitting other people or hurting them, even when provoked
- Understanding the effects of bullying, both face to face and cyber

Code of Conduct

5. You help keep the Academy tidy and respect all property.

For example:

- Clearing up after eating and placing litter in bins
- Not writing on walls, desks or school books
- Always leaving other people's property alone
- Using good table manners

6. You use equipment appropriately in the Academy.

For example:

- Mobile phones are out of sight and not used in the academy
- iPad and Chromebooks are placed on the table for use and closed when requested by the teacher
- Music is not played via any devices during lessons
- Anything which could be dangerous, or is too valuable to lose should not be brought into the Academy

7. You should have the following equipment at all times:

- Pen x 2
- Pencil
- Ruler
- Eraser
- iPad, Chromebook or writing notebook

8. Treat your uniform with care and respect.

For example:

- Make sure you have the correct uniform
- Keep it clean and tidy
- Wear it with pride; it is smart
- You always use your common sense and act on it

Academy Day and Times

Monday, Tuesday, Thursday and Friday

08.45 – 09.45am	Lesson 1
09.50 – 10.50am	Lesson 2
10.50 – 11.10am	Break
11.10 – 12.10pm	Lesson 3
12.15 – 1.15pm	Lesson 4
1.15 – 1.55pm	Lunch
1.55 – 2.55pm	Lesson 5
3.00 – 3.20pm	Tutorial/Assembly

Wednesday

08.45 – 09.45am	Lesson 1
09.50 – 10.50am	Lesson 2
10.50 – 11.10am	Break
11.10 – 12.10pm	Lesson 3
12.15 – 1.15pm	Lesson 4
1.15 – 1.55pm	Lunch
1.55 – 2.00pm	Tutorial/Roll Call