

Littleport and East Cambridgeshire Academy



**Parent Handbook
2017/18**



Welcome

Welcome to the Littleport and East Cambridgeshire Academy Parent Handbook.

This handbook has been produced to help you understand our policies and procedures and to give you all the relevant information you require. We are committed to working in close partnership with parents and carers to ensure that our students, your children, are fully supported and happy at the Academy.

Our students benefit from a highly qualified, hard-working and committed team who recognise that learning should be active and exciting. They will track both academic and personal development and ensure we meet the needs of all our students. School should be a rewarding, enriching experience and we aim to offer your child a wide range of opportunities both inside the classroom and beyond it.

At LECA we firmly believe in a growth mindset, not a fixed one. That means every day we will be instilling a 'never give up' mentality based on the idea that failure is just a stepping stone in the road to success. We also believe that every child has their place in the world and that our job is to facilitate them finding it and being successful within it.

We are very lucky to be in the heart of a fantastic village and a fantastic campus. The facilities in the Academy, Special School and Leisure Centre are not only brand new but state-of-the-art and the students of 2017 onwards can enjoy and benefit from them 7 days a week, all year round. We will always encourage students to make the most of every opportunity we will offer.

Thank you for choosing Littleport and East Cambridgeshire Academy for your child's education and I very much look forward to working with you.

Scott Gaskins

Head of School



Littleport and East Cambs Academy

Core Aims

Littleport and East Cambs Academy staff, in partnership with parents and carers, aims to:

- Provide students of all ages and abilities with a secure, well-ordered environment in which to foster their academic, physical, social and spiritual development.
- Promote the development of their abilities, through a broad, balanced and relevant curriculum.
- Create a caring community in which each child is valued as an individual and becomes prepared to make a positive contribution to adult life.
- Ensure all students are offered equal opportunities to develop their potential throughout the Academy.
- Develop initiative, responsibility and sensitivity to the needs of others and the ability to achieve sound personal relationships.

To achieve these targets for students, the Head and Governing Body of the Academy identify the welfare and development of all members of the Academy as a priority



Contacting LECA

If you need to contact the Academy concerning your child, the first point of contact is the form tutor.

My Child's Form Tutor is _____

Please be aware that during the day most staff will be teaching but will contact you as soon as possible. This may be at breaks or after school and will be within 48 hours. We have compiled a list of people you are most likely to want to speak to. If you are unsure, please contact Reception and they will advise you who the best person to help you is.

General questions should be directed to the Reception. The receptionist will be able to assist you in directing your questions to the relevant person.

- Information concerning your child's general well-being should be directed to your child's form tutor who will pass it on to the relevant personnel as necessary.
- If you are telephoning the Academy to inform us that your child has forgotten their lunch/PE kit or if you need to get an urgent message to them, please contact Reception.
- If you are enquiring about an educational visit that has been planned or you wish to speak to your child's teacher about their academic progress, please contact the Reception who will redirect your call as necessary.
- If you wish to write to a member of staff at the Academy please indicate clearly who you wish to be the recipient of your letter and address it to:

Littleport and East Cambs Academy
Camel Road
Littleport
Cambridgeshire
CB6 1EW

Email: office@lecacademy.org

Website: www.lecacademy.org

If you wish to visit the Academy you should contact Reception who will pass your message on to the most appropriate member of staff. All visitors must report to the Reception on arrival to sign in and be issued with a visitors' pass before access to the Academy site is permitted.

Visitors are reminded that any threatening or verbally abusive behaviour towards staff will not be tolerated and they will be asked to leave the premises.



Contacts

Title	Name	Contact
Executive Principal	Mr J Wing	Contact Mrs S Kerr
Executive Principal's PA	Mrs S Kerr	skerr@neale-wade.org
Head of School	Mr S Gaskins	sgaskins@lecacademy.org
Teacher of English / Drama	Ms C Harrison	charrison@lecacademy.org
Teacher of Maths / PE	Mrs Jo Digby	jdigby@lecacademy.org
Teacher of Science / PE	Mr J Tatham	jtatham@lecacademy.org
Teacher of Spanish / Humanities	Mrs M Gardner	mgardner@lecacademy.org
Teacher of Art and Design	Mrs C Way	cway@lecacademy.org
Teacher of Music	Miss L O'Reilly	loreilly@neale-wade.org



The Governing Body

The Governing Body has responsibility for the overall effective management of the Academy. It acts within the framework of national legislation and policies set out by the Local Authority. They do not make day to day decisions on the running of the Academy as this is the responsibility of the Head of School. They meet regularly through the term to discuss all main aspects of Academy life. Their aim is to maintain and improve the standards at LECA and to ensure the Academy is teaching a broad and balanced curriculum in line with national standards.

The Governing Body's work can be divided into three key areas:

- Setting the Academy's vision and strategic aims, agreeing plans and policies, and making creative use of resources.
- Monitoring and evaluating performance and to support and challenge the Principal in managing the Academy.
- Ensuring that the Academy is accountable to the children and parents/carers it serves, to its local community, to those who fund and maintain it, as well as to the staff it employs.



Child Protection

Under the Education Act 2002 (section 175/157), schools must make arrangements to safeguard and promote the welfare of children. We will endeavour to provide a safe and welcoming environment where children are respected and valued.

The school will therefore be alert to signs of abuse and neglect and will follow the Local Safeguarding Children Board (LSCB) procedures to ensure that children receive appropriate and effective support and protection.

Parents/carers should know that the law requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse.

The school should make parents/carers aware that records of welfare concerns may be kept about their child. They should be informed that school staff will seek, in general, to discuss any concerns with them including referrals to other agencies. However, in situations where the child is suspected to be at risk of harm, the law says that schools may take advice from other agencies without informing parents/carers.

In accordance with local Information Sharing protocols, we will ensure that information is shared securely and sensitively. Information will only be shared with other services where it is deemed necessary and proportionate to ensure that children and young people are safe and receive the right service.

Schools will seek advice from Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later shown to be unfounded. Parents/carers will appreciate that the member of staff in the school with responsibility for child protection (known as the Designated Person for Child Protection) was carrying out their responsibilities in accordance with the law and acting in the best interests of all children.

Under section 3 (5) of the Children Act 1989, schools or any person who has care of a child "may...do what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare". This means that on rare occasions, a school may need to "hold" a child in school whilst Social Care and the police investigate any concerns further.

* The word "school" is used throughout but this would include all educational settings e.g. Academies, Pupil Referral Units, Further Education establishments and Independent schools.



Queries

At some point in your child's education you may feel the need to raise issues and concerns at the Academy. We would ask that you follow the processes detailed below in order for us to identify who is the most appropriate person to deal with your queries. If necessary, your query will escalate to the next level if your concerns are unable to be resolved.

- For subject specific queries, contact the subject teacher via Reception or by email (see pages 4 and 5).
- For pastoral queries / issues, contact your child's form tutor.

If necessary, or if your concerns are unresolved, your query will escalate to the next level and will be dealt with by the Head of School, Executive Principal and / or the Governing Body.

Communication with Parents and Carers

The Academy places great importance on effective communication with parents and carers. We encourage you to contact us with any problems you may have and we will keep you informed of events and information at the Academy. We will always deal with all queries within 48 hours.

The Academy staff will use various methods of communicating with parents/carers. Here are just a few examples:

- Letters given to students at tutor time
- Website, Academy Blog and Twitter (@LECAcademy)
- Parents' evenings
- Parents' forum
- Schoolcomm
- GO for Schools
- Email/phone

Social events, concerts, school plays, performance and presentation evenings will be advertised individually in the wider community with posters, newsletters and via the website.

Phone calls will be made to parents/carers to confirm all communications received regarding students signing out or being collected from the Academy during the school day.



Frequently Asked Questions

Query I would like to request time off school for my child.

Solution Write a letter or email for the attention of the Head of School (details on the contacts page) explaining the reasons for the request.

Query I want to take my child out of school for a holiday.

Solution Please note: holidays in term time are not authorised. Any other request for absence will be dealt with individually. Please contact the Head of School for more information.

Query My child is ill and will not be attending school.

Solution Call Reception and explain the reason why your child will be absent from school that day.

Query I am concerned that my child is being bullied.

Solution Contact your child's Form Tutor and explain your concerns to them. They may have to refer you to another member of staff if appropriate.

Query My child is feeling unwell but I have still sent them into school.

Solution Write a note in your child's planner explaining this. If your child deteriorates throughout the day, your child may be referred to First Aid. You will be contacted if it is felt your child needs to be at home. Please ensure we have the correct details to contact someone.

Query My child has to take medication.

Solution This should be clearly labelled in the original container with a letter stating what the medicine is, what it is for, dosage, time to be taken and possible side effects. It should be handed to Reception staff who will store it safely.

Query I was not contacted in an emergency.

Solution Ensure that the Academy has the correct details for you and/or someone who we can contact in an emergency. See details of who to contact on the contacts page.

Query I've heard I can receive information on my mobile phone. How does that work?

Solution Schoolcomms uses parental emails and mobile numbers which are collected at the beginning of each academic year. Schoolcomms allows the Academy to send multiple text or voice mail messages, reminding parents of events, meetings or parents' evenings. It is also used for absence calls. If parents haven't informed us of their child's absence, year offices will send Schoolcomms messages requesting information on the absence.



Query My child lost their planner.

Solution Your child should check with their Progress Leader or Student Reception to see if their planner was handed in. If not, contact your child's form tutor to arrange a replacement.

Query My child lost their PE kit and/or coat.

Solution All items of clothing should be clearly labelled with your child's name and year group. However, if your child has lost an item, they should go to Reception and check if it has been handed in. Lost property is displayed at the end of each half term for students to check.

Query The Academy needs to take a photo of my child for work purposes.

Solution All parents sign a form at the beginning of the year to authorise the taking of photos of their child. Parents can inform us if they wish this permission to be changed, at any time, through Reception.

Query My child is worried they won't be able to go to the toilet when they need to.

Solution Toilets are available throughout the Academy site. Access is primarily at break or lunch times or between lessons, but in an emergency the students can ask teachers to sign planners to allow them out of lesson to use the toilets.



The Academy Day

The Academy day is shown below. Period Zero is a period of 30 minutes where students may be invited to attend so we can help them with extra Maths or English. Period 6 is when the extra-curricular activities take place. This is an optional period but it is expected that all students take part in at least one extra-curricular activity per week in order to improve their attainment levels, learn new skills and broaden their social groups.

LECA School Day

Period Zero	8am – 8.30am
Registration / Assembly	8.30 – 8.50am
Period 1	8.50am – 9.50am
Period 2	9.50am – 10.50am
BREAK	10.50am – 11.10am
Period 3	11.10am – 12.10pm
Period 4	12.10pm – 1.10pm
LUNCH	1.10pm – 2pm
Period 5	2pm – 3pm
Period 6 / Choir	3.10pm – 4.10pm



Academy Expectations

We will provide your child with a high quality education and facilities that are new, state-of-the-art, safe and secure. We will treat students with courtesy and respect at all times.

We expect that whenever your child is in the Academy, they behave sensibly and appropriately and always show courtesy and consideration to other members of our community.

For lessons and tutor time, we expect your child to:

- Arrive on time.
- Do their best and never give up.
- Bring all necessary equipment in suitable bags e.g. pen, pencil, ruler, eraser, calculator, PE kit, planner.
- Listen to the person who is talking, no matter who they are.
- Always follow instructions.
- Respect all property and never graffiti books, furniture or buildings.
- Work sensibly without disturbing classmates.
- Adhere to classroom rules and behaviour expectations.
- Respect other people's point of view, even if they disagree with them.

Around the Academy site, we expect your child to:

- Move around the Academy in a quiet and respectful manner
- Keep to the left on corridors and stairs
- Always consider others in busy areas
- Hold doors open for each other and staff
- Stay in the designated areas at break and lunch
- Only eat in designated areas and never outside
- Put litter in bins
- Never shout or swear
- Follow staff instructions, without question, at all times
- Wear the full Academy uniform at all times



Healthy Eating and School Meals

At Littleport and East Cambs Academy we have worked extremely hard with our catering providers to deliver a balanced selection of healthy drinks, snacks and main meals for our students throughout the day. We believe that break and lunch are important times for both students and staff to relax, talk and refresh themselves before continuing the school day.

In line with many other schools, we respectfully request that students bring water bottles to school and these are filled with *water only*.

Fizzy drinks / energy drinks are strictly forbidden and will be confiscated if brought on site. Packets of sweets (apart from cough / throat lozenges) and chewing gum are also forbidden on site. These will also be confiscated. We ask that you discourage your child from purchasing sweets or energy drinks on the way to school as these are proven to have an adverse effect on concentration levels, behaviour and progress.

Students may purchase food and drink at breaks and lunchtime to eat in the designated areas and can pay using the Cashless Catering system. Some students may wish to bring a packed lunch and supervised areas are provided. We ask that packed lunches are nutritionally balanced.

Biometrics and Cashless Catering

LECA operates a Cashless Catering system for the purchase of food and drinks. This system is able to recognise each individual student, hold individual account balances and total what money has been spent on what food, on any specific day.

The system the Academy operates employs biometric, fingertip recognition software to identify the individual users. We scan two fingers of each student to obtain an image of the fingertip. These images are then used to create a mathematical algorithm, a series of numbers, which can be used to uniquely identify that user. The system uses an image of the fingertip to create the algorithm and then discards the image; only the numbers remain and these cannot be reinterpreted back into a fingerprint image. (The data is held on the system until the student leaves school Academy). The partial scanning of fingertips is purely voluntary and those not wishing to sign up will still be able to purchase food using a card. We make a charge to users who have lost a card. We will write to you for your consent to use this.

Healthy Eating and School Meals



There are two ways in which money can be credited to a student's cashless catering account:

- 1) Over the Internet via ParentPay. A link to the ParentPay site is provided on the Academy website. This is the best way to credit money to a student's account as it ensures that money intended to be spent on school dinners is actually spent in the canteen.
- 2) Using PayPoint. If you would like to use this method, contact Reception so that you can be issued with a PayPoint card.

Students are able to check the balance of their account whenever they buy an item from the canteen. Parents who use ParentPay will be able to check the balance of their child's account and see what food they have purchased through the ParentPay website. We have set a limit on the amount of money that students can spend to £4.00 per day. This will cover food bought before school, at break and at lunchtime. Parents who would like a higher or lower limit set can request this by contacting Reception.

Free School Meals

Those students entitled to free school meals will have the amount allocated for the free school meal automatically entered into the system daily. This allocation will only be available at lunchtime.

Parents of children receiving free school meals can also add funds to their account using ParentPay. Extra funds can be used to pay for drinks or snacks at break time or to supplement their spending at lunch.

For school trips, parents of students who receive free school meals may request a packed lunch to be provided. Details of how to do this will be detailed on letters and emails regarding each specific trip.



Attendance

Full attendance maximises learning opportunities and research suggests that just **17 days absence in any one year = 1GCSE grade drop in achievement.**

The Academy places great importance in excellent attendance and punctuality as this contributes to your child's success at the Academy.

Our Academy attendance target of **97%** is the minimum that we expect for all students. To achieve this attendance level, a student should have no more than **7 ½** days absence in an entire academic year. If a student's attendance falls to **90%** this is the equivalent of missing half a day every single week; **85%** is equivalent to a student missing around 6 weeks in an academic year.

We would appreciate the full support of parents and carers in ensuring that their child attends whenever possible. This means only keeping your child off school when it is unavoidable and helps them to develop good habits for the world of work.

For example:

- Illness – only keep your child at home for genuine illnesses. If you're not sure, send them to school with a note and school can contact you if there's a problem.
- Medical/dental appointments – make routine appointments out of school time. If this is not possible, please notify us in advance and ensure that your child attends school both before and after the appointment as appropriate.
- Family Holidays – please arrange holidays during the school holidays, not during term time.

Absence for any other reasons will be dealt with individually. Please contact Reception for more information.

We monitor students' attendance and punctuality very closely and will follow up any unexplained absences with parents/carers. Where a student's attendance record causes concern, we will contact you to discuss ways in which the Academy can support you and your child.

If your child is too ill to attend the Academy, you should contact the Reception as soon as possible on the day of absence. We ask that you contact us each day your child is absent, unless you have already given us an indication of how long the absence will last. On your child's return, please send a note or email to explain the absence.



Absence Call

We take our safeguarding responsibility seriously. If the Academy has not received notification of absence, an automated call is made daily to parents/carers if a student is absent from Period 1.

Calls are made on a daily basis, even when your child has been absent due to illness on previous days. We cannot assume that your child is still ill unless you have notified us. We would not wish to put your child at risk by failing to contact you.

Leave of Absence

Taking time off for holidays interferes with students' learning and progress. In addition, students' exam results may be affected; they may miss important exams or assessments.

No leave of absence for holidays will be granted during term time. Absence taken without authorisation will lead to your child having unauthorised absences and may lead to a prosecution under the Education act 1996 or a Fixed Penalty Notice being issued by the Local Authority. Penalty Notices are issued under the Anti-Social Behaviour Act 2006 and are £60 per parent per child if paid within 28 days.

Current and future term dates can be found on the Website – lecacademy.org



The Mastery Curriculum

The Mastery Curriculum has been developed by leaders in the Active Learning Trust over the last 3 years. Each GCSE syllabus has been 'reverse engineered' to Year 7 so as soon as students arrive at LECA they will be beginning their GCSE journey. We refer to the journey of each student as a flight path. This is shown below:

In Year 10 and 11, the flight path continues with 1-9 to reflect the current GCSE grading system. If students make expected progress they should finish their education at LECA with at least level 4 in most subjects. Currently, this is equivalent to a C grade at GCSE.

Homework

Part of the mastery curriculum is the simple but highly effective method of using homework to embed key learning: Speaking Tests. The process is as follows:

- 1) The teacher sets a test as homework, with the answers. These tests are typically 15-20 questions long and may include key terms / concepts, definitions, formulas and any other vital information they will need in their lessons.
- 2) Students take the test home and learn the answers to the test questions.
- 3) On the homework due date, the teacher tests the students in class and they mark their answers.
- 4) Teachers record their marks on Go4Schools.

Speaking tests mean that all homework is useful and aids progress in every lesson. It is also an opportunity for parents to help their child with homework without it being arduous or time-consuming.

Homework is uploaded to Go4Schools by the teaching team. Chronological lists of homework that is due can be found on your child's personal Go4Schools page.



Go4Schools

Go4Schools is our online progress, behaviour and attendance system. It is a 'live' website where data and information is shared with parents in real-time. Using a secure login, parents can see vital information about their child 24/7. Some snapshots of the type of information parents can see are below:

Attendance	97.37%
Registration group	7A (Mr C Jones)
Good behaviour points	2253
Points available to spend	2253
LS: Reading Sc (Accuracy)	110
LS: Reading Sc (Comp)	115

This details attendance, the tutor group and the good behaviour points this student has accrued.

Today's timetable

We 08:50 Tutorial 7A/Tu Mr C Jones G64 	09:15 Science 7W1/Sc Mr B Delves 108 	10:15 Design Technology 7WT1/Dt Mrs H Fairchild G30 	11:40 Religious Studies 7W1/Re Miss P Cartwright G20 	12:40 English Language 7w/En1 Mrs L Bowes G14 	14:20 Mathematics 7w/Ma2 Mrs L Grant G57 	15:20
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[View full timetable](#)

Ongoing and recent homework tasks

Showing **1** homework task due within the next 7 days or the last 7 days | **2** tasks in total | [View full list of homework tasks](#)

Due	Subject	Title	Guidance time	Set
Today	PSHE	Personal PSHE	30-45 min.	Wed, 19 Apr 2017

This shows the student's timetable for the day and the most recent piece of homework.



Go4Schools (continued)

Behaviour

View full behaviour record, record behaviour, spending (points)

Most recent choices

All choices in 2017, Sep 2016, Oct 2016, Nov 2016, Dec 2016, Jan 2017, Feb 2017, Mar 2017, Apr 2017

When	Choice
Tue, 25 Apr	Star Student Year 7, History, 7W1/Hi
Tue, 25 Apr	Star Student Year 7, Geography, 7W1/Gg
Mon, 24 Apr	Star Student Year 7, History, 7W1/Hi
Mon, 24 Apr	Star Student Year 7, French, Room: 102
Fri, 21 Apr	Star Student Year 7, Mathematics, 7w/Ma2, Room: G58

The above shows the five most recent behaviour choices. Each choice can be clicked for more information, including comments from the teacher.

English Language Mrs A Harriman, Mrs L Bowes	111	I1	I1	I1	F3	Well below target	-	September Baseline	F3-
								November Assessment Point	F3+
								Feb Assessment Point	I1-
								May Assessment Point	-
								English Mastery	Mastered
French Mr S Clarke	F2-	I1	I1	I1	I1	On target	-	September Baseline	F2-
								November Assessment Point	I2
								March Assessment Point	F3-
								May Assessment Point	-
								French Mastery	-
Geography Mr B Vine, Mrs K Yardy	F1-	I1	F2-	F2-	F3-	Well above target	-	September Baseline	F1-
								November Assessment Point	F3
								March Assessment Point	F3
								May Assessment Point	-
								Geography Mastery	Mastered
History Mrs A Harriman, Miss N Kelly	F1	I1	I1	I1	F3-	Well below target	-	September Baseline	F1
								November Assessment Point	F2
								March Assessment Point	F3
								May Assessment Point	-
								History Mastery	Mastered

This gives parents detailed information on how their child is doing and clearly tells them whether they are above, on or below target.



Extra-Curricular Activities

Here at Littleport and East Cambs Academy, we aim to provide a wealth of opportunities during the working day, before it and after it. These include sporting fixtures, clubs and games and more unusual subjects such as Latin.

Opportunities to improve Maths and English skills will be available every day for all students with some students being invited to specific sessions if particular needs are identified.

A typical timetable for extra-curricular activities is shown below. Please note this is an example and a full, up-to-date timetable will be regularly posted on the website and via communications home.

Example of Extra-Curricular Programme: **Before School (8am – 8.30)**

Monday	LRC Activities*	Maths
Tuesday	LRC Activities	English
Wednesday	LRC Activities	Maths
Thursday	LRC Activities	English
Friday	LRC Activities	Maths

Extra-Curricular Programme: **Lunchtime (1.10 – 2pm)**

Monday	LRC Activities	
Tuesday	LRC Activities	
Wednesday	LRC Activities	
Thursday	LRC Activities	
Friday	LRC Activities	

Extra-Curricular Programme: **After School (3.10 – 4.10pm)**

Monday	English	Sport	LRC Activities
Tuesday	TEACHING	TEAM	MEETING
Wednesday	Maths	Latin	Art and Design
Thursday	LRC Activities	Choir	
Friday	Maths	Sport	Problem Solving

***Learning Resource Centre (LRC) Activities may include:**

- Quiet Reading
- Homework
- Card or Board Games
- Creative Writing
- IT based learning using educational software / applications



Music Tuition

We work in partnership with Cambridgeshire Music to provide high quality music tuition for our students. We have a range of peripatetic teachers who will visit the Academy weekly and offer 20 minute lessons on a rotating timetable so students do not always miss the same lesson each week. Please contact Reception if you would like your child to have music lessons and to discuss the lesson fees and payment options.

The Choir

The choir is the centrepiece of the extra-curricular music offer at LECA and it is expected that everyone gets involved, irrespective of musical background or ability. Choir practice is on every Thursday after school for an hour and the first event of every year is a Christmas Carol concert. Throughout the year the choir will take part in a variety of local and national events and the year will end with a summer concert, celebrating all the musical work the choir has done. We hope that your child discovers the joy of singing in the choir at the Academy and look forward to welcoming parents and carers to our concerts.



Annual Reports

The system the Academy uses for monitoring student progress is called GO4Schools. This provides online reports and assessments all year round that can be accessed 24/7. In order to access GO, you will need to provide us with a current email address so we can provide you with a login. Details of how to do this will be sent to you.

GO4Schools is an electronic version of the teachers register and markbook. All data from tests and assessments as well as behaviour and attendance data is securely stored on GO. When students achieve well in class or show great resilience or effort, the teacher can also give them points. These accumulate over the year and children are rewarded with certificates and vouchers.

The Academy will provide full written reports online once a year and parents/carers will be notified when these go 'live' and can be accessed. Hard copies are also available on request – please contact Reception.



Rewards and Sanctions

As noted previously, students at LECA are rewarded for their effort, attainment and general good behaviour. Likewise, students who make poor behaviour choices can be issued with negative points. For instance, if a child makes great effort in a lesson they may receive 10 points. However, if they then misbehave in the next lesson, they may receive -10 points. This creates an overall point score for the day, 0. Most students accumulate far more positive points than negative over the year.

The C System

The C System is a simple system designed to eliminate low-level disruption. An outline of the C System is below.

In The Classroom – The Consequence System

C1 – Name written on board for off task behaviour such as talking, turning round, not completing work. A single warning may be issued before **C1**.

C2C – Name written on board for repeated off task behaviour and the duty teacher is called to speak to the student outside the classroom. This conversation is always based on how much progress they have made and how they are affecting others in the classroom, including the teacher.

C2R - This is a removal following the above two steps. The student is removed from the class and placed in another class with work to do.

After school, the class teacher will record the incident on GO4Schools and call home to discuss the removal with the parent or carer.

If a student is repeatedly removed, the next tier of the behaviour system will trigger.

This is called Restorative Justice and is detailed overleaf.



Restorative Justice

Restorative Justice (RJ) is an approach which, rather than being strictly punitive, focusses on the behaviour of the student and the effect it had on the other individuals in the class, including the teacher. It uses a student panel (from the lessons the student is in) and requires them to talk honestly about the effect of the student on the class and their learning and progress. An RJ Panel Meeting will be chaired by the Head of School with the child also present so all can have their say.

The purpose of the meeting is not to establish blame but to revisit the incident and to find a positive way forward and to restore all relationships. Everything about the meeting is open and transparent and summative notes will be taken and shared with the student and parent/carers afterwards.

If a student has done something that can be 'restored' (such as damage to a display or damage to work) they will be required to do this at a time arranged at the meeting and with parents/carers. It may be that a written apology is the only requirement from the meeting and this should be done formally, in the student's own time. This should be given to the Head of School the following day and placed on file for future reference. A behaviour contract may also be drawn up if necessary.

The RJ Panel may also be convened for more serious incidents outside of the classroom. Incidents that may trigger an RJ Panel could be:

- 1) Damage to school property
- 2) Truancy / Repeated lateness to lessons
- 3) Aggressive Swearing / Shouting
- 4) Ignoring instructions from a member of staff
- 5) Bullying

This list is not exhaustive and the final decision to convene the RJ Panel will be made by the Head of School.

For extreme incidents such as fighting, criminal activity or serious health and safety breaches, the Academy will investigate each incident on a case by case basis and be guided by the overarching Academy Behaviour Policy and Exclusion Policy.



Uniform and Equipment

Now available from Total Clothing: <https://www.totalclothingshop.co.uk/leca>

We are proud of our uniform at Littleport and East Cambs Academy and expect all of our students to wear full school uniform every day. Our expectations are below.

Girls - Uniform

Academy blazer with LECA logo

White blouse with reverse collar

Navy v neck jumper

Pleated light grey, knee length skirt OR tailored light grey trousers (not fitted, leggings or jeans/jeggings)

Tights – black or flesh coloured OR ankle socks – black or white.

Shoes – plain black leather or synthetic. Flat heels, no logos or markings.

Winter coats – sensible outdoor coat that can be worn over the uniform. Hooded sweatshirts are NOT allowed.

Girls - PE (all available on www.totalclothingshop.co.uk/leca)

Academy Polo Shirt

Academy Fleece

Navy Blue Shorts / Skort

Navy Blue Football Socks

Trainers for indoor use

Football Boots

Navy Tracksuit (optional)

Shin Pads (compulsory)

Mouthguard (recommended)

Boys

Academy blazer with LECA logo

White shirt

Plain grey tailored trousers – no jeans or skinny fit trousers

Navy v neck jumper

Clip on tie

Black or white socks

Shoes – plain black leather or synthetic, no logos or markings.

Winter coats – sensible outdoor coat that can be worn over the uniform. Hooded sweatshirts are NOT allowed.

PTO



Boys - PE (all available on www.totalclothingshop.co.uk/leca)

Academy Polo Shirt
Academy Rugby Shirt
Academy Fleece
Navy Blue Shorts
Navy Blue Football Socks
Trainers for indoor use
Football / Rugby Boots
Navy Academy Tracksuit (optional)
Shin Pads (compulsory)
Mouthguard (recommended)

NOTES

1. For PE, all students are expected to bring full PE kit to lessons irrespective of whether they are taking part. If a student cannot take part in the full lesson, they will be given other tasks to do such as refereeing or assessing peer performances. This is in order to fulfil National Curriculum requirements on officiating, coaching and choreographing.
2. All students will take Football as part of the curriculum. It is compulsory for students to wear shin pads for this activity and it is therefore essential to purchase them.

Other Uniform Considerations

- Jewellery is not permitted except one pair of studs in earlobes. Other piercings are not permitted.
- Watches may be worn.
- Discreet cover up make-up is permitted. The Academy will determine whether make-up is discreet and may ask students to remove make-up if it has been heavily applied.
- Clear nail varnish is permitted.
- Hair should be of a natural colour and cut in a neat style. Mohawks or other styles deemed 'extreme' (including tramlines) are not permitted.
- Hairspray should not be used as this can be hazardous in labs and workshops
- The wearing of jumpers in the summer months may be relaxed in hot weather. Parents and carers will be informed when this is in force.
- Outdoor coats should not bear logos or decorations and should not be leather.



Equipment

Students should bring the following equipment with them every day:

- Pen, Pencil, Ruler, Eraser, Scientific Calculator – This should be a **black Casio fx-85GT PLUS**.
- Planner – provided by the Academy
- Any exercise books they have taken home
- Any other equipment requested by class teachers (such as ingredients for cooking)

Mobile Phones and Personal Possessions

The Academy recognises that parents may wish for students to carry a mobile phone for their personal safety when travelling to and from school. During the school day, however, mobile phones must be switched off and out of sight. The Academy reserves the right to confiscate mobile phones if they are seen during the school day and return the device to students at the end of the school day.

High value items should not be brought into the Academy under any circumstances. These might include jewellery, expensive pens, MP3 players / iPods, cameras or large amounts of cash. Such items are not needed during the school day and the Academy will not accept liability, financial or otherwise, for the loss or theft of such items.

If, under exceptional circumstances, valuable items have to be brought into the Academy, they should be handed in to Reception for safekeeping.



Parent Forum

The Parent Forum is a group of parents who meet once a month to discuss how day to day issues and initiatives affect the students in the Academy and to make suggestions for improvement where appropriate. We cannot get involved in individual complaints but advise parents to use the procedures set out in this guide. Dates of forthcoming meetings are available on the website.

- To represent views of all parents and carers on aspects of education, welfare and related Academy matters. This allows the Academy to hear a variety of viewpoints on education to assess the implications from parental viewpoints.
- To consider ways that parents and carers can work with the Academy in improving their children's learning and achievement. This suggests ideas to the Academy that could allow more parents and carers to help their children to learn and grow in confidence.
- To promote ways that parents/carers and the Academy can work in partnership. This offers suggestions on strengthening current practice and developing it further. Identify ways for parents to engage in activities and events that support children's welfare and education.
- To assist in building positive relations between parents and carers, Academy staff and the local Community. This develops ideas to promote closer relationships and understanding between the Academy, parents/carers and local community.
- To work with the Academy to promote Littleport and East Cambs Academy within the community and East Cambridgeshire.



Policies

The Academy must have appropriate policies in place to ensure students receive a full and varied education in a safe and secure environment. The policies are reviewed on a regular basis and will appear on the Academy website following ratification by the Governing Body. More details on any current policies will be available on the website.