

YEAR 7

Parents Welcome Booklet

2024/2025



The Portsmouth
Academy

Aspire - Achieve - Respect

Empowering young people
to meet the world.

In this booklet:

Page 3: Welcome from the Executive Principal

Page 4: Ethos and Values

Page 5: The School Day

Page 6: One:One Devices

Page 7: Our Expectations

Page 9: Arrive in 5

Page 10: Home School Agreement

Page 12: Uniform Expectations

Page 14: PE Kit Expectations

Page 15: Mobile Phone and Accessories Policy

Page 16: Mobile Phone Sanctions

Page 17: How We Celebrate Excellence

Page 18: Extra Curricular

Page 19: Thinking Schools Academy Trust

Page 20: Keeping In Touch

Page 23: Food Arrangements

Page 24: Free School Meals

Page 25: Message from Head of Year

Page 26: Notes

≡Welcome≡

Dear Parents and Carers,

Welcome to The Portsmouth Academy. We are a school at the heart of Portsmouth, and we take pride in our core values of *Aspire, Achieve and Respect*. Our values support our students to become respected members of the wider community.

The Portsmouth Academy is a proud member of the Thinking Schools Academy Trust. I look forward to supporting your child to achieve the best possible educational outcomes.

The Portsmouth Academy is a Microsoft Showcase School, which provides us with exceptional opportunities to connect with schools all over the world. This will have huge benefits for every pupil's learning experience; we have access to thought-provoking resources and a network of educators who collaborate to provide the best possible education, driven by our digital One:One laptop device scheme. Your child will have a fully managed laptop device to access our curriculum, both in school and at home.

This year, The Portsmouth Academy will welcome 1,250 students through our doors. Additionally, on behalf of the local authority, we host a thriving specialist resource provision called 'The Bridge' on site, which provides a bespoke curriculum for young people with specific cognition and learning needs from across the city.

The Portsmouth Academy is proud to be an Advanced Thinking School, accredited by the University of Exeter, and our cognitive approach to education provides our students with the Thinking Tools they need to develop their learning, to problem-solve, and to be good at making decisions. These strategies, skills, and habits prepare them for employability in the 21st century and ensure they can deal with life's complexity and challenges.

We will support and encourage your child to be ready to thrive beyond The Portsmouth Academy. We look forward to working with you on this exciting next phase of their education, and I look forward to welcoming you to our school.

Yours sincerely,
Mrs M. Smith



Executive Principal and Regional Director (South)



Ethos and values



Aspire

We work with students so that they are aspirational and ready for their next steps and, most importantly, understand their role and place both within their local community and beyond.



Achieve

The personal development of our students is vital for them to be able to reach their full potential. We know that successful people are able to both reflect on their strengths, and know the areas which they wish to develop in order to be successful in the next stage of their journey.



Respect

Respect for others, and respect for ourselves. This encompasses the school culture we seek to instill in our corridors and classrooms so that our young people are able to develop, personally and academically, in a considerate environment.

Term dates and inset days 2024/2025

Event	Dates
Autumn Term Begins for Yr 7 and Yr 11 only	Thursday 5th September
All Year Groups In School	Friday 6th September
Inset Day (no school for students)	Friday 18th October
Half-Term	Monday 21st October – Friday 1st November
Inset Day (no school for students)	Monday 4th November
Autumn Term Ends	Friday 20th December
Christmas Holidays	Monday 23rd December – Friday 3rd January
Inset Day (no school for students)	Monday 6th January
Spring Term Begins	Tuesday 7th January
Half-Term	Monday 17th February – Friday 21st February
Spring Term Ends	Friday 4th April
Easter Holidays	Monday 7th April to Monday 21st April
Summer Term Begins	Tuesday 22nd April
Bank Holiday	Monday 5th May 2025
Half-Term	Monday 26th May to Friday 30th May
Term ends	Friday 25th July

The school day

School starts at 8:30am. We start our days at TPA with tutor line up on our sports MUGA area. Our school gate shuts at 8:30am so please allow plenty of time to arrive at school.

Each day there are 6 periods in the school day and a break and lunch time. Each lesson is in a different classroom and area of the school. Your child will be given a map and orientation sessions so they can quickly learn how to get to each area. They will soon get used to finding their way around. Staff and older students are always on hand to support and guide them, if they get lost.

Period one every day is an opportunity for your child to be with their tutor. Your child's tutor is your first point of contact between home and school. They are also your child's key adult when in school. They monitor your child's behaviour and attendance as well as ensuring they have the correct uniform and equipment every day.

Timing	Period/Activity
8:30-9:00am	Line up and Period 1
9:00-10:00am	Period 2
10:00-10:30am	BREAK
10:30-11:30am	Period 3
11:30-12:30pm	Period 4
12:30-1:00pm	LUNCH BREAK
1:00-2:00pm	Period 5
2:00-3:00pm	Period 6

From 2021, The Portsmouth Academy (TPA) has offered a hybrid model of learning, which means our teachers enhance learning through the use of technology, alongside more traditional teaching methods. We are incredibly proud that 96% of our students said they have confidence when using the device and that 92% of our students believe the devices have improved their learning. In addition to aforementioned levels of engagement and satisfaction with our One:One Device Programme, 92% of our students recognise 'that using the devices at school will prepare them for life beyond secondary school'.

Upon joining The Portsmouth Academy in September 2024, students are provided with a loan device, which is funded by the school and requires no parent contribution. We expect students to respect and take responsibility for this device. Having their own device enables our students to use their device at home and at school for classwork, homework and revision.

In Year 7 students receive digital training to accelerate their digital skills and access their learning through Microsoft Teams. Those students that demonstrate exceptional digital knowledge and understanding can apply to become a Digital Champion and assist with troubleshooting in the classroom and student voice outside of the classroom.

The Lenovo ThinkPad device that students use is managed and maintained by the school, ensuring students are safe when working and learning online. Our filtering and monitoring systems bring any safeguarding and security alerts to our attention, and our management system ensures students cannot download applications and software that are not relevant to their learning.



See our One:One
Student Policy



Our expectations

Attendance

We consider that secondary education should prepare young people to become learners for life. Since learning is the one capacity that will never go out of date, equipping our students to be excellent learners will set them up for success in both further and higher education, and the world of work.

The Portsmouth Academy is committed to ensuring all children achieve their full academic potential and believe that excellent attendance means excellent learning. Research has evidenced the significant positive impact that regular attendance has on a child reaching their academic potential and the benefits this brings to emotional and social well-being. The higher their attendance the greater their chances of success. The school and Local Authority's attendance target for children of statutory school age is 96%.

Reporting Your Child's Absence

If your child is absent, you must:

- Contact The Portsmouth Academy before 8.30am on every day of absence
- Or through MyEd to email the attendance team
- Please be aware that we will contact you if your child is absent from school.

Behaviour

We have very high expectations in relation to behaviour, learning and progress. Our Academy is a place of learning and so we make sure that it is a calm, predictable and respectful learning environment. We expect our students to be aspirational, work hard and make continued effort to achieve and be successful. Success can be measured in a variety of areas not just academics. There are rewards that students can achieve along the way to help motivate them towards their goals, as well as sanctions where students fail to meet our expectations.

To achieve a calm, predictable and respectful learning environment we follow the 8 points of the TPA Way:

THE TPA WAY



I **come to school with the correct equipment** I need so that learning time is not wasted.



I **wear the school uniform correctly** because I am proud to be part of TPA.



I **follow the one-way system** so that corridors are safe for everyone.



I am **always in the right place, at the right time, doing the right thing.**



I **listen to my teachers** so that the culture of the classroom is good for everyone.



I go to **break with the rest of key stage** and **keep the school clean and tidy.**



If I **disagree, I do it in the right place, at the right time, in the right tone of voice.**



I **always try to be my best self** when it comes to learning and getting on with everyone.

Our expectations

Stop - Do - Go Procedure

Alongside the TPA Way we have a set of rules that students follow to keep our environment calm, predictable and respectful.

Students follow the procedure of Stop – Do – Go at any point in the school day a student may be asked to stop by a member of staff, this may be for a conversation or an action; for example, their shirt has come un-tucked. The student is expected to stop, listen to the member of staff and complete the conversation or action. Failure to do so will result in a sanction for the student. This simple action supports compliance within the school making it a safe environment for all.



Following the 'Hands Off' Policy

We conform to a Hands – Off Policy at the academy. This was introduced last year and has quickly embedded in academy culture and part of our everyday language used at The Academy. Students are aware they are to always keep their hands to themselves and often remind each other of this. This policy has helped greatly with incidents of “rough play” and accidental injuries.



One-Way System

The school operates on a one-way system, due to having an old building the corridors are quite narrow. Last year, through student voice surveys we introduced a one-way system. This supported the flow of students around the building and school site. This has had a significant impact on reducing incidence related to traveling between lesson. Your child does not need to worry about this, we will do plenty of orientation activities and there are arrows around the building.

Home School Agreement

This is a contract between home, child and the Academy. The purpose of this is to clearly state the expectations of all parties involved in your child's education. We find when all three are working together your child thrives at the Academy. This home school agreement has been signed by all when completing the Academy application forms and can be referred to at any time during your child's education.

Arrive in 5

At The Portsmouth Academy, we have a zero tolerance policy for truancy. Internal truancy is where a student is out of lesson, but inside school grounds, without an authorised reason. Some common authorised reasons for students being out of lesson would include:

- Student is using their pass to the Link
- Student using their pass to the Pastoral Hub
- Student use a corridor slip to attend a meeting
- Student is using their toilet pass
- Student being asked to run an errand by a member of staff.

For all the above reasons, plus others authorised by the teacher, the student will be provided with a corridor pass signed to confirm it is authorised. The vast majority of students at TPA attend all their lessons and we appreciate these students and their hard work. If a student either leaves their lesson for an unauthorised reason or makes the decision to not attend their timetabled lesson, student does not 'arrive in 5' to a lesson, staff will follow the below process:

- The student will be taken directly to the removal room (our internal exclusion), where they will spend the remainder of their day plus one hour after school (4pm). This will be logged on Class Charts as well as you will be notified by a member of the pastoral team.
- If the student refuses you will be contacted and asked to speak to your child on the telephone to instruct them to enter the removal room.
- If the student continues to refuse then, unfortunately, they will be suspended for the remainder of that school day and the following school day. This is a serious consequence and results in students missing learning time and the suspension being recorded on their permanent record. On the day that students return to school, they will be expected to attend the removal room until 4pm.

As you will agree, being in lessons is vital for your child to succeed. When students are attending lessons, which the majority of students do, they take another step towards achieving success with their learning. If a student fails to attend a lesson it is a lost opportunity. If they do not attend lessons they are not in the same position as others within the class.

If your child requires a toilet pass or medical pass, you will need to share this information with our medical team. This request will need to be supported by a GP note or consultant note. We will then ensure that they are added to the central list.

Home school agreement

As a TPA student, I agree to:

- Follow the TPA Way.
- Take part in every lesson, take responsibility for my own learning and respect the right of other students to learn.
- Carry and use my device at all times.
- Take responsibility for my own behaviour and be socially responsible inside and outside of the Academy.
- Behave in an exemplary manner when travelling to and from the Academy and be respectful of the public and the local community.
- Develop confidence in myself, doing everything I can to be an enthusiastic and effective learner and support the learning of others.
- Treat all members of the Academy community with respect, be courteous and kind to everyone and encourage others at all times.
- Organise myself so that I am always fully equipped for learning and in correct uniform, every day.
- Arrive on time every day and persist to achieve 100% attendance.
- Meet all Out of Class Learning deadlines set by the teachers and if there is a problem see the teacher before the due date.
- Respect the right of all children and adults to be equally valued in the life of the Academy whatever their background and to involve myself in the opportunities made available to me.
- Become involved in any extra-curricular and enrichment activities that interest me and give service to the Academy where possible.
- Respect our environment by eating and drinking in the designated areas and disposing of litter into bins provided.
- Ensure compliance with the Academy Behaviour Policy by not bringing banned items into the Academy.

As a TPA parent, I agree to:

- Ensure my child is fully equipped for learning and abides by the uniform policy every day; I understand my child may be sent home if they do not meet the uniform expectations.
- Ensure my child arrives on time every day, not take holidays in term time and contact the Academy on the first day of my child's absence.
- Encourage my child to treat all members of the Academy and local community with respect and courtesy.
- Support the Academy in promoting and upholding the highest standards of behaviour at all times and support my child to understand the need to follow the Academy Behaviour Policy and the values of the Academy.
- Support the Academy if a sanction has been issued because of non-compliance with the Academy Behaviour Policy.
- Attend all meetings about my child, respond to all communications and be involved in the wider life of the Academy.
- Encourage my child to complete home learning to the best of their ability and provide a regular time and quiet environment for home learning.
- Encourage my child to participate in extra-curricular and enrichment activities.
- Inform the Academy of any issues or concerns that will impact negatively on your child's learning and/or attendance.

Our expectations

The Portsmouth Academy will:

- Provide a learning environment that is stimulating, safe and caring, which develops thinking skills and habits of learning.
- Make sure all lessons are well prepared and appropriate to each student's needs to develop their full potential.
- Offer an ambitious curriculum.
- Set a regular planned programme of home learning that will be monitored and reviewed regularly.
- Let parents/carers know how their child is progressing and make parental contact if we are concerned about their child's standard of work, behaviour, personal welfare, punctuality or attendance.
- Welcome parents/carers into the life of the Academy and keep them informed about work planned for their child.
- Offer a range of additional activities/clubs to enrich every student's experience of life at the Academy.
- Celebrate and recognise the success of students.
- Deal with any concerns promptly in line with the complaints policy.

Uniform expectations

At The Portsmouth Academy, we use two uniform providers. Locally, we work with Penelope Ann Schoolwear on Tangier Road in Baffins, as well as Monkhouse which is an online only school uniform supplier. You can find out more about Monkhouse online at monkhouse.com

Blazer

This is compulsory and should be worn at all times when on school site, and available to purchase from Penelope Ann and Monkhouse. Outdoor coats, including hoodies, demin and leather jackets are not to be worn in the school building.

Tie

The tie is compulsory and will come with a logo in the correct house colour that your child will become a member of. Your child will discover their house and house colour during their transition days.

Shirt

This should be a white long or short sleeved collared shirt. Must always be long enough to fully tuck in to trousers and skirts.

Jumper

We do not have a school branded jumper so please purchase a charcoal grey V necked jumper. It must not be a hoodie or a sweat top or have a logo on it. This is not to replace the blazer, blazer to be worn over the top.

Trousers

These must be plain black straight leg trousers. Trousers must be straight-legged and be plain black material only, i.e., no tapering (getting thinner) or flaring (widening) towards the ankle. Trousers that are skinny fit/skin-tight, denim, made of heavy cotton material, contain Lycra, or similar stretchy / elastic fabric that would cause them to look skintight/tapered or with logos are not acceptable. Trousers should not have additional buttons / zips / sequins / rips / studs / poppers / makers' labels or names on them. Trousers should be worn to the waist and not be worn in a low-slung manner. They must also be long enough to reach the top of the shoe when standing.

Skirt

This must be a plain black box pleated skirt, which is no shorter than knee length. Skirts are not to be rolled up and are to just above the knee. No other style of skirt, including Lycra material tube skirt is not permitted.

Socks and Tights

These must be plain white or black socks, and plain tan or black tights for girls. Sports logos, frills or additional patterns is not permitted.

Headbands and Scarves

These should be plain black.



Uniform expectations

Shoes

These must be black enclosed shoes with low heels. We allow full black leather trainers, with no coloured logos and must have black soles. For health and safety reasons students must wear shoes which cover the whole foot. Please see examples below:

Boys School Shoes:



Girls School Shoes:



These must be black enclosed shoes with low heels. We allow full black leather trainers, with no coloured logos and must have black soles. For health and safety reasons students must wear shoes which cover the whole foot.

Please see examples below:



PE kit expectations

Black PE polo shirt

This is compulsory, and available to purchase from Penelope Ann and Monkhouse.

Black PE shorts

This is compulsory, and available to purchase from Penelope Ann and Monkhouse.

Unisex long sleeve sports top

This is compulsory, and available to purchase from Penelope Ann and Monkhouse.

Additional Items

Plain black tracksuit trousers

Shin pads

Black rugby socks

Studded boots for rugby

Trainers

Gum shield

Plain black leggings. These must be TPA leggings and can be purchased from Penelope Ann.

A black ¾ zip mid-layer (for PE only) must be able to fit over PE tops and have minimal logos.

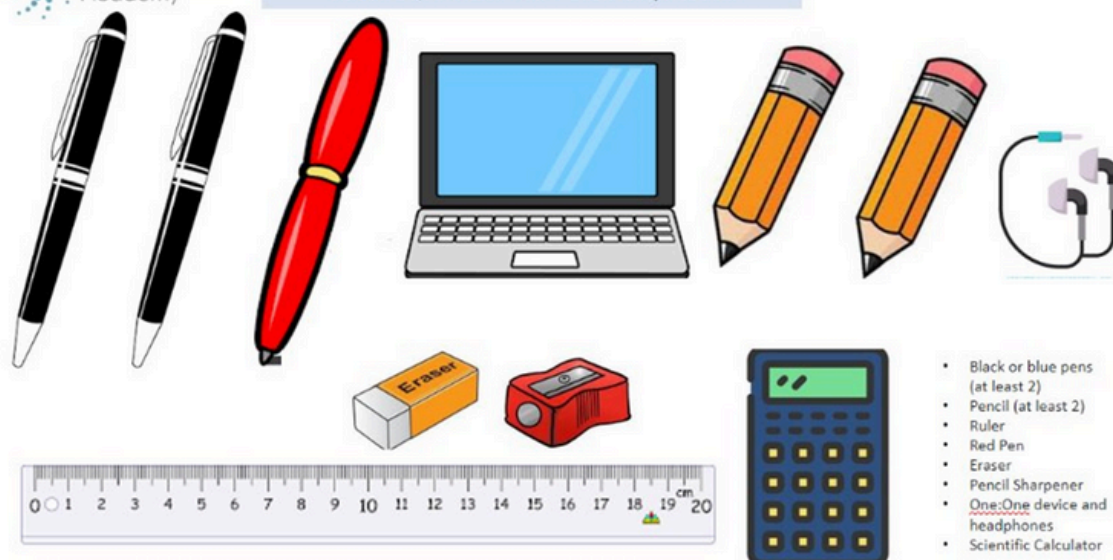
Daily Equipment Requirement

Students should have the following items every day:

- one:one device (fully charged)
- Wired headphones (not wireless headphones) with an Aux connection
- Black or blue pens (at least 2)
- Red pen
- Pencil
- Ruler
- Eraser
- Pencil sharpener
- Scientific calculator
- Reading book



TUTOR EQUIPMENT MAT – EVERYDAY, ALL DAY.



- Black or blue pens (at least 2)
- Pencil (at least 2)
- Ruler
- Red Pen
- Eraser
- Pencil Sharpener
- One:One device and headphones
- Scientific Calculator

Mobile phone & accessories policy

The purpose of this policy is to prevent unacceptable use of mobile devices*. The policy applies to all students whilst they are on the school site, which includes:

- Before and after school
- The whole school day
- Break and lunchtime
- Transition between lessons
- Lessons
- Detentions

Mobile telephones / mobile wristwatch / electronic equipment The Academy recommends that students do not bring mobile telephones, smart watches, or electronic equipment to the Academy. If such items are brought to the Academy, students do this at their own risk. The Academy will not waste valuable time and resources investigating lost or stolen equipment. Mobile telephones or other electronic devices, including headphones and speakers should be switched off and placed in a secure bag.

Justification

The following extract has been taken from a 'Distraction and cyber bullying' article from the Guardian, if you wish to read the rest it can be found online.

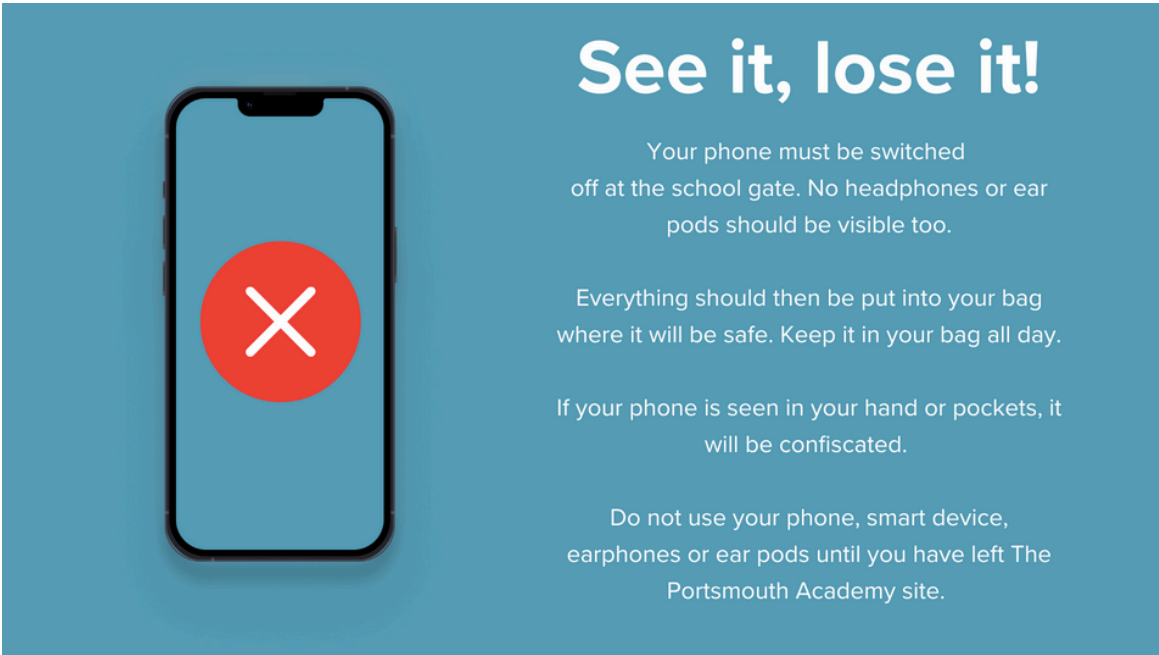
One big concern is that having mobiles in class is an immense distraction for some pupils. Research from the London School of Economics found test scores for schoolchildren in Birmingham, London, Leicester and Manchester rose when their schools introduced mobile phone bans. The benefits were not spread evenly. The greatest improvement was seen in low-achieving students, with the ban having less impact on the most capable pupils. Lower achievers may be more prone to distraction, the researchers think, with high achievers retaining their focus despite having a phone to hand.

The Rules:

1. Parents / carers and students should understand that bringing mobile devices* on site is entirely at their own risk as we accept no responsibility for loss, theft, or damage of any mobile devices / electronic equipment.
2. Mobile devices / electronic equipment that are brought in should be stored, turned off (not on silent) and out of sight in a secure bag.
3. Any student using their device (except where outlined in point 6) will have their mobile / electronic device (smart watch included) confiscated.
4. A refusal to hand over mobile phone device / electronic equipment (smart watch included) when requested will be treated as a disciplinary matter.
5. As part of the Internet Acceptable usage policy and E – Safety Policy, we reserve the right to confiscate and search devices where there is a reasonable suspicion that it may contain undesirable materials including those that promote pornography, violence or bullying. Any searches will be conducted by authorised staff only. Any use of the practice of screening, searching or confiscation will be done in line with the Department for Education guidance for Screening, searching and confiscation 2022. Searching, Screening and Confiscation (publishing.service.gov.uk).
6. Students may be permitted, by the explicit instruction of their teacher, to use their mobile device as a "learning tool" for example to take photographs of their work for a portfolio, during a lesson or tutor time.
7. Communication between parents and pupils during the learning day should only occur through the official communication channels. (Please do not contact your child directly or encourage them to contact you from their devices).
8. Under no circumstances should mobile phones / electronic devices (smart watch included) should be taken into any external examinations.

Mobile phone sanctions

If we see students using their mobile phones, they will lose it.



See it, lose it!

Your phone must be switched off at the school gate. No headphones or ear pods should be visible too.

Everything should then be put into your bag where it will be safe. Keep it in your bag all day.

If your phone is seen in your hand or pockets, it will be confiscated.

Do not use your phone, smart device, earphones or ear pods until you have left The Portsmouth Academy site.

Mobile phones will be confiscated, locked in the school office, and returned to the student at the end of the school day at reception. A member of staff will place the phone in an envelope with the child's name and tutor group labelled. As for repeat offenders, they will be required to hand their mobile phone to reception on arrival and collected by child at the end of the day.

How we celebrate excellence

The Portsmouth Academy actively seeks your support as parents or carers in the firm belief that the education of your child is a three-way process involving the staff, students, parents or carers. We encourage all parents and carers to participate in this process and to communicate directly and promptly with staff on matters which concern them.

Rewards

The effective functioning of the Academy can only be achieved by developing a culture of co-operation and consideration. The 'Aspire, Achieve and Respect' ethos is created through an approach of combining high expectations with encouragement, praise and motivation; this combination is essential in order that students and staff can work together in a happy, successful and positive environment.

Every opportunity is therefore taken to reward both students' achievement, participation and their good behaviour. One of the ways you will be able to see this as a parent is through your child's accumulation of habit points. If you register to ClassCharts, you will be able to track the number of habit points they gain. When the students meet various milestones with their habit points they will be awarded a badge to wear on their blazer.

Alongside daily habit points we also run an annual reward trip in July. This excursion serves as a celebration of the high standards maintained by our students throughout the academic year.

Eligibility for this rewarding experience is determined by the student's achievement of a ratio exceeding 75% in positive habit points. Those who meet this criterion will have the opportunity to spend an enjoyable day at Chessington World of Adventures in year 7 and 8, or at Thorpe Park in year 9 and 10. This not only serves as a reward but also fosters camaraderie among peers as they share these memorable experiences.

In addition to the end-of-year trip, we also organise a house reward trip to the Guildhall Ice Rink in December. This event further encourages the spirit of healthy competition and unity among the different houses in our school.

Heads of Year and departments also run competitions and rewards throughout the year. One of these events is the 100% club. One week each term we dedicate to the 100% club. The students need to have 100% attendance and 100% positive behaviour for that week, no negatives, if they can do this, they will be gifted a golden ticket which they can trade in for a prize at the end of the week. These have been very popular events which over 500 students being gifted rewards at the end of the week.



Extra curricular

Clubs/Homework Help

Learning does not stop at 3pm at The Portsmouth Academy. Your child will be given the opportunity to attend a range of activities beyond the school day across a range of subject areas. Details of these clubs and activities will be published at the start of the term. The library is also open after school until 4pm where staff are available to help your child with their homework. We would encourage you to take advantage of this and use ClassCharts to communicate with their tutor, if they are struggling with their home learning at all.

We provide an extensive list of extra-curricular activities at the Portsmouth academy which all students are able to be involved in. The list below is just a snapshot of the summer terms calendar.

Monday

Rock and Pop Choir | Dance Company | Year 11 Papers Club | Netball | Basketball
GCSE Intervention/Booster Sessions | Year 11 History Club | Drama Production Rehearsals

Tuesday

Basketball | Eco Club | STEM Club | Non Contact Boxing club (KS3) | Dance Leaders
Football (Female) | D&T - KS4 Coursework Catch Up | Maths Homework Club

Wednesday

Football

Thursday

Spirited Arts | Non Contact Boxing club (KS4) | Year 10 / 11 Band Club | Homework Club |
Sports/Dance Leaders | Triple Science Club | Drama Production Rehearsals | Lego Coding Club |
Football | Boxing (Non contact) | Debate Club | Badminton

Friday

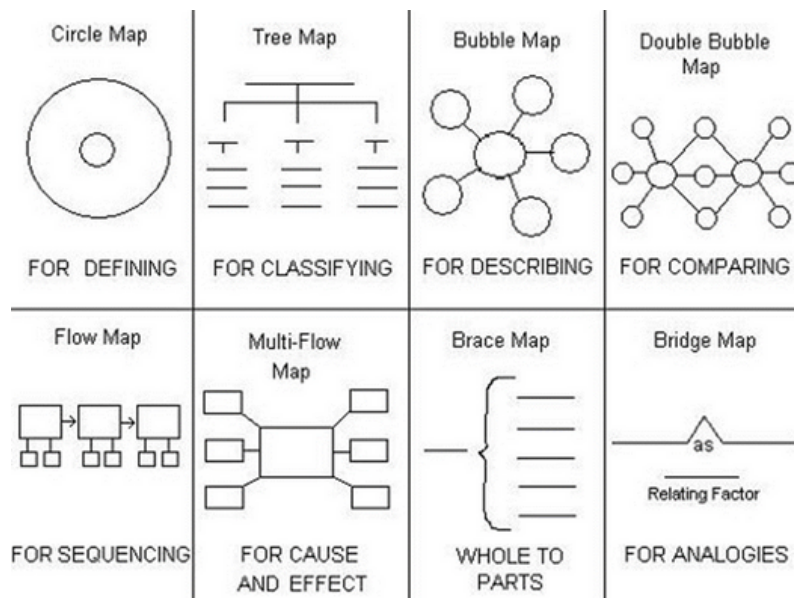
Badminton | Football | Art Club/Open Studio

As a member of the Thinking Schools Academy Trust, here at The Portsmouth Academy we encourage students to develop their own thinking and achieve their full potential. We aim to develop their skills of enquiry, become independent learners and aspire to improve their own academic performance. To do this, we believe it is important to enable students to learn HOW to think.

We nurture Habits of Excellence such as striving for accuracy; and listening with empathy and understanding. The rest are listed below. We use Thinking Tools such as De Bono's 6 Hat Thinking which enables students to learn the facts; examine the advantages and disadvantages of a given idea; understand emotions; develop creativity; and understand the whole process of thinking.



Across the curriculum, we use a variety of Thinking Maps to develop metacognition and enable students to progress and develop as individual thinkers. During the induction process, we will assess your child's thinking skills so that we can then offer them a workshop to either introduce the thinking tools or stretch and challenge those children who may already have experience of being in a Thinking School.



Keeping in touch

The Portsmouth Academy actively seeks your support as parents or carers in the firm belief that the education of your child is a three-way process involving the staff, students, parents or carers. We encourage all parents and carers to participate in this process and to communicate directly and promptly with staff on matters which concern them.

Information Letters

The majority of letters are emailed to the first priority contact parent of students. Please ensure that the school has your most up to date email address on file, and a **minimum** of two contacts. If you wish to receive letters from the school but you are not listed as your child's first priority contact, please contact the school. Other letters may be either given to students via their tutor or, in the case of more important letters, posted home. Copies of whole school letters are posted on the school website.

Social Media

Stay connected with The Portsmouth Academy on social media. The Academy is active on Facebook and regular updates about what is happening in school are posted on Facebook during term time. The Facebook page is public and can be viewed without creating an account.

Visit: facebook.com/ThePortsmouthAcademyTSAT

Email

Should you need to contact a member of staff, please email the school office at info@theportsmouthacademy.org.uk Your email will be forwarded to the relevant member of staff and you can expect to receive a reply within 48 hours or 2 working days.

Who should I contact?

Issue	Who to Contact	Means
Student has an appointment and will be in late	Attendance team	Via MyEd
Student has an item of uniform missing	Student's Tutor	Via ClassCharts or direct Email. Also send them in with a written note to show a member of staff at the gate
Student has an issue with a friendship groups	Student's tutor	Via ClassCharts or direct Email
Student has an issue in a lesson	The lessons teacher	Via ClassCharts or direct Email
An incident has happened you feel needs to be safeguarded, maybe regarding another student	Report it button	On the school website, fill in the form
I have tried to contact a member of staff and have had no response	Head of Year – Ms Piper	Via ClassCharts or direct Email
My issue has not been resolved by my child's tutor	Head of Year – Ms Piper	Via ClassCharts or direct Email

Keeping in touch

Meetings

Staff will contact you if they need to meet with you via ClassCharts or email. If you wish to hold a face-to-face meeting with a member of staff, you can contact the office and they will book you in. Unfortunately, due to all staff being timetabled all day we are unable to accommodate drop-in meetings, these will need to be arranged in advanced. Please do not arrive at the school unplanned and expect a meeting.

The school office email inbox is monitored during term time only during the following school hours:

Monday to Thursday 8:00am to 4:00pm
Friday 8:00am to 3:30pm

Emails received after school hours, on weekends, bank holidays and school holidays will be forwarded to staff during the next working day. You are also able to contact members of staff through ClassCharts. Please remember that any communication with members of staff need to be on a professional basis, we will not tolerate abuse of any forms of members of staff.

Parents can contact staff at any time, but please remember that most staff have a teaching commitment and may not be available to speak with you during teaching hours. It is strongly advised that you telephone (03333 602200) or email (info@theportsmouthacademy.org.uk) reception in advance if you wish to speak to a member of staff so you can make appointment. Staff have 48 hours to respond to you.

School Website

You will find lots of information about the Academy on our website, including the school calendar and information about forthcoming events. The section for parents contains key information you will need to know.

theportsmouthacademy.org.uk/our-school/support-and-guidance/

Text

We use text messages to contact our parents for a variety of reasons, including notification of student absence and to communicate important messages. It is imperative that we have your correct mobile phone number so please ensure you inform the school of any changes.

Family Learning

We firmly believe that parental support in a student's learning is fundamental to success. Therefore, we aim to provide opportunities for parents and children to work and learn together throughout the year, including holding Parents' Evenings and sending home Progress Reports. Parents will be notified of forthcoming events.

My Ed Parent App

We use the My Ed app to communicate with parents about attendance and to allow easy access to the Plus Pay payment system. The app is free to download and allows parents to send messages to and receive messages from the school for free. This is only available to parents/carers registered as first contact based on your mobile phone number. It will not work if the details we have on our system are not up to date. Please allow 24 hours after downloading the app for it to sync with the school's systems. After this period, you can add your child to the app. If you would like support in using this app, please contact the school.



Keeping in touch

Class Charts Parent App

Class Charts is an online system which teachers use to track achievement and behaviour throughout the school day. One of the key benefits of using Class Charts is that we are able to securely share your child(s) achievements with you and to keep you up to date in real-time. This is incredibly powerful as this will allow us to work more closely together to both celebrate successes and to also intervene quickly to support your child.



The platform has an online version and an app that once you have logged in you will be able to download onto your mobile device. Class Charts will then update you with;

- Achievement point awarded
- Behaviour points awarded
- When a detention has been issued

ClassCharts also has the capacity to allow teachers to contact you directly through the platform and for you to respond directly to that specific teacher. To access Class charts, you will need a parent code which will be given to you once your child has started with us.

Homework is also loaded onto the ClassCharts platform so you can track the homework your child is receiving from subjects and check their progress.

Food arrangements

All students are expected to stay on site at lunchtimes. A cafeteria system operates daily during term time at morning break and lunchtimes. Light snacks and sandwiches are available during morning break. At lunch times, there is a choice of a main meal including a vegetarian option. Students can bring a packed lunch if they prefer.

School Canteen and Lunch Payments

The school canteen uses a cashless payment system and meals are paid for by students using their thumbprint. This system allows for an efficient meal service and for purchases to be accurately linked to students.

Payments for school meals can be made through PlusPay. You will be emailed a link to register your account in September. If you do not register your account within a week of receiving the email, the link will expire. Please contact the school to be re-sent a registration email.

Payments can be made with debit card, major credit cards or PayPal. Payments can also be made with PayPoint, but this method is not recommended as PayPoint payments can take over 48 hours to process before your child's credit comes through.

For some students who choose to have school lunches, it may be the first time they have had the responsibility of making their own meal choices. Some common issues which arise are students spending too much money or making unbalanced meal choices. To prevent these issues, please:

- Discuss with your child what a balanced meal is.
- Agree with your child when they can make purchases from the canteen, for example at lunchtime only.
- Agree on a set amount of money that your child should spend each day.
- Provide your child with a drink and/or small snack for break time while they adjust to later lunch times.
- Encourage them to ask for the price of items from canteen staff to track their spending.



If you are providing extra snacks or lunch for your child, please remember that **we are a nut-free school**.

Breakfast Club

We run a very successful and popular breakfast club on site. It starts at 8am, and serves bagels, crumpets, toast, cereals, fresh juices, fresh fruit and milkshakes. This is a free service to parents who fit into the category of pupil premium, SEN need or have English as an additional language (EAL).

If you think your child would benefit from attending breakfast club, please contact Miss Howard on the following email emilie.howard@tpa.tsat.uk and she will be happy to discuss this with you.

Free school meals

Free school meals are available for those who are entitled to them. You can complete an application online at the Portsmouth City Council website: portsmouth.gov.uk

If your child attended school in Portsmouth in Year 6, their free school meal entitlement should continue without interruption for Year 7, unless your circumstances have changed. At the start of the school year, we will base your child's eligibility on the information provided by your child's primary school. Once we receive an updated list of eligible students from Portsmouth City Council, we will notify you if your child's FSM eligibility is ending.

If your child attended school outside Portsmouth and you have only recently applied for FSM, this may take several weeks for the Council to process your application. Please ensure that your child's lunch account is topped up with credit if they use the canteen or that they bring a packed lunch to school until their entitlement comes through.

Students entitled to Free School Meals have £2.80 paid into their accounts each day. Any unspent FSM allowance is removed from the student's account at the end of the day. This money may be spent at any point during the Canteen's operating times.

Students on FSM have 2 concurrent balances on their accounts, a free school meal balance and a cash balance. If a student spends more than their £2.80 FSM allowance per day, they will accrue a negative cash balance. Parents may choose to top up a student's cash balance through PlusPay to cover any daily overspend of the £2.80 allowance. If a student accrues a debt, the Canteen staff will limit their daily purchases to £2.80. This may result in students being refused a purchase which causes them to go into further debt. For example, if a FSM student who has a negative cash balance makes a purchase for £1.80 at break time and then returns at lunch to purchase an item which costs £2.00, they may be denied the second purchase as their total daily spend adds up to more than the £2.80 daily FSM allowance.

Please be aware, the payment system, PlusPay doesn't display the FSM credit paid each day into a student's account. This doesn't mean your child is not receiving their FSM credit and it is only displayed on the Canteen tills when a student scans their thumbprint.

Class of 2029



Dear New Year 7 Parents,

Welcome to The Portsmouth Academy.

I am delighted to let you know that I will be your child's Head of Year when they join The Portsmouth Academy in September 2024 and I cannot wait for them to officially join us. I am an experienced Head of Year with 12 years of practice in the role. I believe that building strong and robust relationships with students and parents is the most important part of my role. I am very passionate in ensuring excellent bonds and relationships are founded with students, staff and parents. My aim is to ensure that your child can achieve their fullest potential and aspire to be the best version of themselves within the TPA community and beyond. Furthermore, I have high expectations of all the young people in my care and believe that this is fundamental in supporting their progress both at TPA and the wider community I serve.

You will find a lot of very helpful information already on our website in the parents' portal please take time to look at the school policies:

theportsmouthacademy.org.uk/parental-information/

When your child begins the continuation of their educational journey with us in September, I am keen that they embrace the whole culture of the school and try to get involved with as many activities as possible. This will begin on their transition days with us, where they will be placed in their tutor groups and houses. They will spend a lot of time in their tutor groups ensuring they can build supportive and respectful relationships which will help and support them through secondary school. The house system will allow your child to feel part of a team and form an identity and will add that competitive nature to school competitions. The house they are placed in will determine what colour tie they will wear. You and your child will be told this on the transition days, giving you plenty of time to ensure you know what colour to order.

I appreciate that the transition to secondary school can be an anxious time, but we have a wonderful team at TPA who cannot wait to work with you and your child to ensure it is a purposeful and enjoyable experience. There will be an opportunity for you to meet your child's tutor in September and their email address will be shared with you to guarantee you have that first important point of contact. We are passionate about tutoring at TPA and this point of contact will play an instrumental role throughout your child's journey with us.

I hope that you have found this booklet useful but if there are any other questions you have, please do not hesitate to contact me or Miss Meale our transition coordinator and we will endeavour to help you:

Miss Piper Head of Year 7: hellen.piper@tpa.tsat.uk

Miss Meale Transition Coordinator: kelly.meale@tpa.tsat.uk

Mrs Molloy, Assistant Principal for Whole School Behaviour: laura.molloy@tpa.tsat.uk

I know that this is a busy time for you, so here is an easy checklist of things to do and key dates to know ahead of starting in September.

- Order branded uniform from Monkhouse or Penelope Ann, ensuring you know the house colour for the tie.
- Order branded PE kit from Monkhouse or Penelope Ann.
- Purchase school equipment ready for your child's first day.
- Friday 19th July 2024 - School closes for the summer.
- First day of school Thursday 5th September 2024 - Manor Road gate at 8:30am.

I look forward to meeting and working with you to support and guide your child in achieving their best at The Portsmouth Academy.

Notes:

Notes:



The Portsmouth
Academy
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