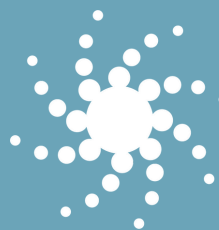


# YEAR 7

## Parents Welcome Booklet

### 2025/2026



The Portsmouth  
Academy

Aspire Achieve Respect

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# =Welcome=

Dear Parents and Carers,

Welcome to The Portsmouth Academy. We are pleased that you have joined our school community, in the heart of Portsmouth. Here at The Portsmouth Academy, we take pride in our values –

**‘Aspire, Achieve, Respect’.**

**‘Aspire’** means that we expect pupils to aim high. We want the best for every pupil here at The Portsmouth Academy, and we know that you do as well. So, we encourage our pupils to be bold in their ambitions. That means they need to do as well as they possibly can in their studies - **‘Achieve’**.

Learning and achieving well throughout school is the best way to help pupils to fulfil their ambitions. As well as academic achievement, we care about every aspect of your child’s learning and development.

We are proud to be part of Thinking Schools Academy Trust. Through our Trust, we help pupils to learn about mastering their own thinking and learning. We give them tools to support memory, build positive habits, and be aware of their strengths and areas they would like to improve. This helps us to nurture our pupils during their time at The Portsmouth Academy, so that they are ready for life beyond school.

**‘Respect’** is integral to this. In our school, we value the relationships between staff and students. These enable every child to ‘Aspire’ and ‘Achieve’. So, we teach pupils about the importance of respect for one another, for learning, and for our school community. We expect every pupil to follow ‘the TPA Way’, which is our school mantra. You will find out more about this later on in the booklet.

Following the TPA Way and showing respect enables every pupil to aspire and achieve here at The Portsmouth Academy. We see education as a ‘golden ticket’, because it has the power to transform pupils’ life chances.

I look forward to working with you to achieve that aim for your child during their time here at The Portsmouth Academy.

Yours sincerely,



Mr D Botting  
Executive Principal and Regional Director (South)



## Ethos and values



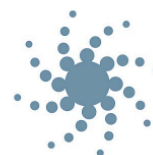
### Aspire

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 2025/2026

TERM DATES 2025-2026	
AUTUMN TERM	
Wednesday 3 <sup>rd</sup> September – Thursday 16 <sup>th</sup> October	Term 1
Friday 20 <sup>th</sup> October – Friday 31 <sup>st</sup> October	Half Term (2 Weeks) – School Closed to Students
Tuesday 4 <sup>th</sup> November – Thursday 18 <sup>th</sup> December	Term 2
Friday 19 <sup>th</sup> December – Friday 2 <sup>nd</sup> January	Christmas Holidays
SPRING TERM	
Wednesday 5 <sup>th</sup> January – Friday 13 <sup>th</sup> February	Term 3
Monday 16 <sup>th</sup> February – Friday 20 <sup>th</sup> February	Half Term – School Closed to Students
Monday 23 <sup>rd</sup> February – Friday 27 <sup>th</sup> March	Term 4
Monday 30 <sup>th</sup> March – Friday 10 <sup>th</sup> April	Easter Holidays
SUMMER TERM	
Monday 13 <sup>th</sup> April – Friday 22 May	Term 5
Monday 25 <sup>th</sup> May – Friday 29 <sup>th</sup> May	Half Term – School Closed to Students
Monday 1 <sup>st</sup> June – Friday 17 <sup>th</sup> July	Term 6
INSET Days – School Closed to Students	
Monday 1 <sup>st</sup> September	Monday 3 <sup>rd</sup> November
Tuesday 2 <sup>nd</sup> September	Monday 20 <sup>th</sup> July
Friday 17 <sup>th</sup> October	Tuesday 21 <sup>st</sup> July

## The school day.

The first day of school for new Year 7 students is Wednesday 3<sup>rd</sup> September 2025. School starts at 8:30am. We start our days at TPA with tutor line up on our sports MUGA area. Our school gate opens at 8.15am and shuts at 8:30am so please allow plenty of time to arrive at school.

Each day there are 5 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.

Tutor time 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, equipment every day and checking on their general wellbeing.





# 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 8.15am on every day of absence
- Contact the attendance team using the Arbor app/parent portal
- 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

At The Portsmouth Academy, we follow a clear Hands-Off Policy to promote a safe and respectful environment for all students.

Students understand that they are expected to keep their hands to themselves at all times, and they often support one another in upholding this standard. By reinforcing this simple but important rule, we continue to foster a positive and safe learning environment for everyone.



### One-Way System

To help everyone move safely and smoothly around our school, we operate a one-way system throughout the building. As our site includes an older building with narrow corridors, the one-way system has made a significant difference in reducing congestion and incidents during lesson transitions, helping to create a calmer and more orderly environment.

There's no need for your child to worry about being unfamiliar with the layout. Clear arrows and signage are displayed throughout the school to guide them in the right direction.

## 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

For all the above reasons, plus others authorised by the teacher, the student will be provided with a corridor pass, signed by a member of staff. 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, makes the decision to not attend their timetabled lesson, or the student does not 'arrive in 5' to a lesson, then there are a range of consequences that could be applied to the student. For example a phone call home to a parent or an afterschool detention.

At all times we aim to keep communication open with parents especially around sanctions, if a student needs a sanction then parents will be informed.

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

This agreement represents a shared commitment between the Academy, the student, and their family. Its purpose is to clearly outline the expectations and responsibilities of each party in supporting your child's education.

We know from experience that when school, home, and student work together in partnership, students thrive—both academically and personally.

This Home–School Agreement is a reference point throughout your child's time with us. It serves as a reminder of our shared goals and the collaborative effort needed to help every student succeed.

### **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.
- 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.

## Our expectations

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.

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 work with two trusted school uniform providers to offer families flexibility and convenience. Locally, uniforms can be purchased from Penelope Ann Schoolwear, located on Tangier Road in Baffins. We also partner with Monkhouse, an online school uniform supplier available exclusively at [monkhouse.com](http://monkhouse.com). Penelope Ann also offer online shopping at [www.pa-schoolwear.co.uk/](http://www.pa-schoolwear.co.uk/)

### **Blazer**

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

### **Tie**

The school tie, featuring the academy logo, is compulsory. School ties must be purchased from Penelope Ann or Monkhouse.

### **Shirt**

This should be a white long or short sleeved collared shirt. Shirts must always be long enough to fully tuck in to trousers and skirts. Shirts can be purchased from any retailer.

### **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. Charcoal grey V neck jumpers can be purchased from any retailer, they are not compulsory.

### **Trousers**

Trousers must be straight-legged and be plain black material only. Trousers must not be tapered (getting thinner) or flared (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 at 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 are 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 black soles, with no coloured logos. For health and safety reasons students must wear shoes which cover the whole foot. Please see examples below:

#### Boys School Shoes:



#### Girls School Shoes:



Please see examples below of shoes which do not meet our school uniform expectations:



## 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 or football moulds

Trainers

Gum shield

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

A black  $\frac{3}{4}$  zip mid-layer (for PE only) must be able to fit over PE tops and have minimal logos.

### Optional item for cold weather conditions

Plain black underlayer



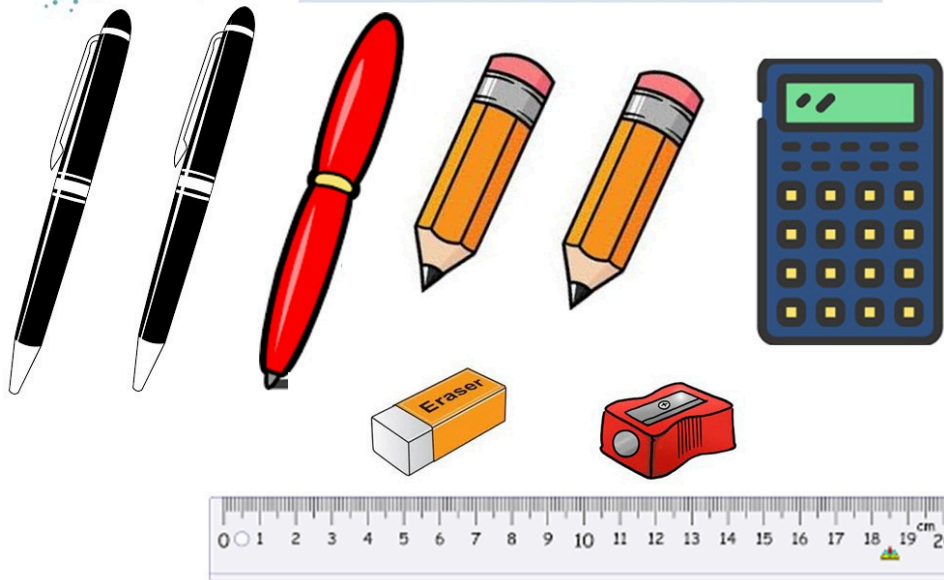
## Daily Equipment Requirement

Students should have the following items every day:

- Black or blue pens (at least 2)
- Red pen
- Pencil
- Ruler
- Eraser
- Pencil sharpener
- Scientific calculator
- Reading book



### YEAR 7 EQUIPMENT – EVERYDAY, ALL DAY.



- Black or blue pens (at least 2)
- Pencil (at least 2)
- Ruler
- Red Pen
- Eraser
- Pencil Sharpener
- 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

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 does not have the capacity to investigate 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 want 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 school children 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](https://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.



## Safeguarding

### Designated Safeguarding Leads



**Miss Byrne**  
Deputy Safeguarding Lead



**Mrs Rowe**  
Designated  
Safeguarding Lead



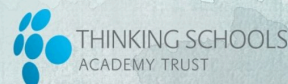
**Mr O'Mara**  
Deputy Safeguarding Lead

Email: [safeguarding@theportsmouthacademy.org.uk](mailto:safeguarding@theportsmouthacademy.org.uk)

Portsmouth Social Care: 02392 839111

Childrens Social Care Out of hours: 0300 555 1373

Childline: 0800 1111



We have a designated team on hand at The Portsmouth Academy for Safeguarding. If parents or students have any safeguarding concerns about any student who attends the school, they can report this to the Safeguarding team by email at [safeguarding@theportsmouthacademy.org.uk](mailto:safeguarding@theportsmouthacademy.org.uk) or by using the 'Report It' button on the school website.

## How we celebrate excellence

### Rewards

To support the school ethos of 'Aspire, Achieve and Respect' we actively celebrate and reward students for their achievements, participation, and exemplary behaviour. One of the most visible ways parents can see this in action is through the accumulation of habit points. As students reach key milestones, they are awarded badges to proudly wear on their blazers.

In addition to awarding daily habit points, we organise reward trips throughout the academic year. These trips are a celebration of the high standards our students uphold and serve as a well-earned recognition of their efforts. Eligibility is based on each student's positive-to-negative habit point ratio, ensuring that consistent good behaviour is acknowledged.

We also celebrate student success through end of term celebration assemblies and the 100% Club. Each term, we dedicate a week to this initiative. To qualify, students must maintain 100% attendance and 100% positive behaviour—with no negative points—for the entire week. Those who succeed receive a Golden Ticket, which can be exchanged for a prize at the end of the week.





# Thinking School

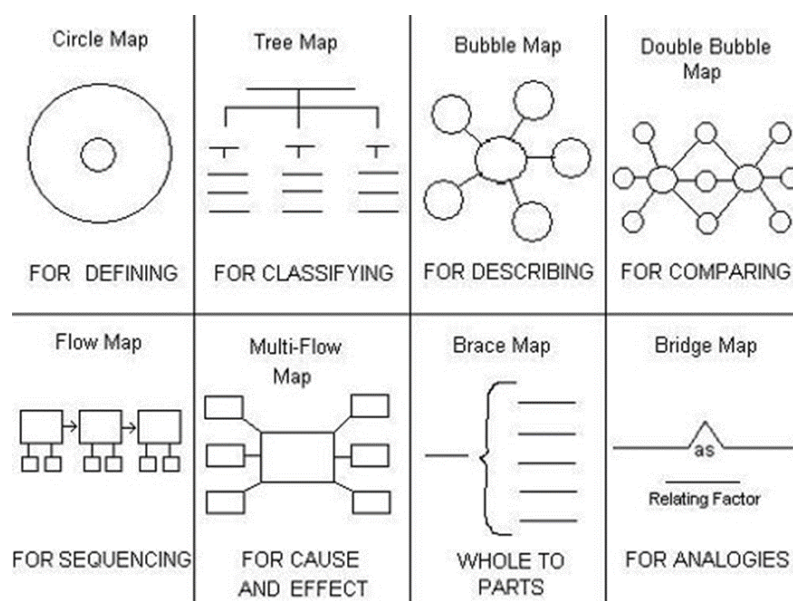


As a member of the Thinking Schools Academy Trust, here at The Portsmouth Academy we encourage students to develop their own thinking and achieve their full potential. We aim to develop their skills of enquiry, become independent learners and aspire to improve their own academic performance. To do this,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



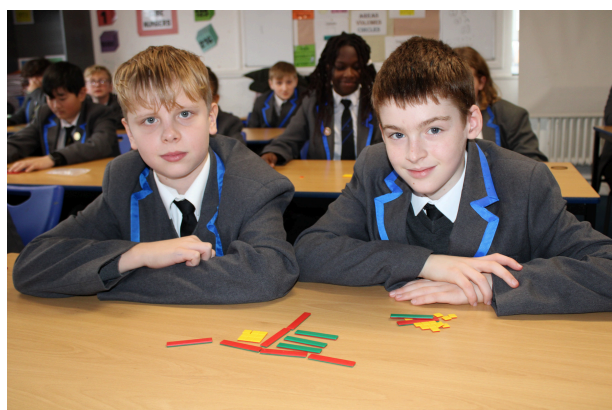


# Homework

Students can expect to be regularly set homework by their teachers to enhance and build upon the knowledge that students are taught in lessons. The table below is an example of a typical half term of homework.

Many homework assignments are set on online platforms set by the departments. Homework club take place after school. If you have any questions or concerns about homework, please contact your child's class teacher or tutor.

TPA Year 7	Week One	Week Two	Week Three	Week Four	Week Five	Week Six
Weekly Deadline	English, Maths, Science and Computing	English, Maths, Science and Computing	English, Maths, Science and Computing	English, Maths, Science and Computing	English, Maths, Science and Computing	English, Maths, Science and Computing
Fortnightly Deadline	RE, History, Geography, Art, Food & Nutrition Languages		RE, History, Geography, Art, Food & Nutrition Languages		RE, History, Geography, Art, Food & Nutrition Languages	
Termly Deadline	PE, Dance, Personal Development, Music, Drama					



## Extra Curricular Activities

We provide an extensive list of extra-curricular activities at The Portsmouth Academy which all students are able to be involved in. The extra-curricular activities provide an opportunity for students to learn new skills, make new friends, socialise with their classmates and have fun!

The majority clubs are free of charge for students. For sports clubs, students must have TPA PE kit and appropriate footwear. Details of these clubs and activities will be published at the start of the term. Previous examples of these clubs have been:

- Girls and Boys football
- Athletics
- Cricket
- Rounders
- Badminton
- Ultimate Frisbee
- Netball
- Creative arts
- Basketball
- Rugby
- Minecraft club
- Boxing
- Film club



## 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.

### Letters

The majority of letters from the school are sent electronically by email to the student's listed primary guardian. Therefore it is very important that the school has your current email address on file, and a **minimum** of two contacts.

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.

### Email

To contact a member of staff, please email the school office at [info@theportsmouthacademy.org.uk](mailto: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	Arbor app
Student has an item of uniform missing	Student's tutor	Arbor app or email
Student has an issue with a friendship group	Student's tutor	Arbor app or email
Student has an issue in a lesson	The lesson's teacher	Arbor app or email
An incident has happened you feel needs to be safeguarded, may be regarding another	Report it button	Report It button on the school website
I have tried to contact a member of staff and have had no response.	Head of Year – Miss Piper	Arbor app or email
My issue has not been resolved by my child's tutor.	Head of Year – Miss Piper	Arbor app or email

## Keeping in touch

### Meetings

Staff will contact you if they need to meet with you. If you wish to hold an in person meeting with a member of staff, please contact reception 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.

### School Office Email

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 the Arbor app. Please remember that any communication with members of staff need to be on a professional basis, we will not tolerate abuse of any form towards 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](mailto:info@theportsmouthacademy.org.uk)) reception in advance if you wish to speak to a member of staff so you can make appointment. Staff will respond within 2 working days (48 hours).

### 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/](https://theportsmouthacademy.org.uk/our-school/support-and-guidance/)

### In App and Text Messages

We use in app and 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.

### 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](https://facebook.com/ThePortsmouthAcademyTSAT)

### Progress Evenings and Reports

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.

## Keeping in touch

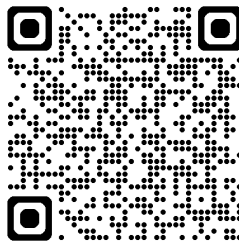
### **Arbor Parent and Guardian Portal / App**

The Arbor parent and guardian portal allows you to access important information about your child such as attendance, behaviour, and progress. In addition you will be able to message the school reception and your child's teachers and make payment for lunches and trips. To access the Arbor parent and guardian portal you must be listed as your child's primary guardian on their file.

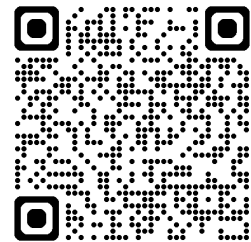
This app is free to download on the Google Play Store or the Apple store. Use your mobile device to scan the relevant QR code below to download the app. At the beginning of the school year, the school will email parents a link to complete the setup of their account. Please ensure that you have provided us with your email address on the admissions form.



Arbor Parent and  
Guardian Portal App



For Android Phones  
(Google Play Store)



For Apple Phones  
(Apple Store)

## 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 the Arbor app using a debit card or major credit card. Your child will receive the funds in their account the next school day.

Your child must have sufficient funds in their accounts for to pay for purchases in full. We encourage parents to actively monitor your child's lunch account balance and top up regularly.

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](mailto: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](https://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, you be notified if your child's FSM eligibility is ending.

If your child attended school outside Portsmouth and you have only recently applied for FSM, the Council can take several weeks to process your application. Please top up your child's lunch account if they use the canteen or provide them with a packed lunch until the application is approved.

If your child attends **Ark Dickens Primary Academy** and are claiming Free School Meals, you must reapply through Portsmouth City Council online during the Summer Holidays to avoid any interruption to their Free School Meal eligibility in Year 7.

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 each 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 the £2.80 FSM allowance isn't sufficient for your child's needs, parents may choose to top up a student's cash balance through Arbor. If a student has insufficient funds in their account, the Canteen staff have the right to refuse the purchase.

## Class of 2030



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 2025 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.

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. 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.

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](mailto:Hellen.piper@tpa.tsat.uk)

Miss Meale Transition Coordinator: [Kelly.meale@tpa.tsat.uk](mailto:Kelly.meale@tpa.tsat.uk)

Mrs Molloy, Assistant Principal for Whole School Behaviour: [Laura.molloy@tpa.tsat.uk](mailto: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.

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

Yours faithfully,

A handwritten signature in black ink, appearing to be 'H Piper', with a long horizontal line extending to the right.

**Miss H Piper**  
**Head of Year 7**

## Ready for School Checklist:

- ☐ School blazer
- ☐ School Tie - you will find out the colour on transition day
- ☐ White shirt
- ☐ Black trousers or black box pleated skirt
- ☐ Black or blue pens (at least 2)
- ☐ Red pen
- ☐ Pencil
- ☐ Ruler
- ☐ Eraser
- ☐ Pencil sharpener
- ☐ Scientific calculator
- ☐ Download the Arbor app

## School Contact Information:

### **The Portsmouth Academy**

St Mary's Road  
Portsmouth  
PO1 5PF

Phone: 0333 360 2200

Office Email: [info@theportsmouthacademy.org.uk](mailto:info@theportsmouthacademy.org.uk)

Website: [www.theportsmouthacademy.org.uk](http://www.theportsmouthacademy.org.uk)

Miss Piper Head of Year 7: **[Hellen.piper@tpa.tsat.uk](mailto:Hellen.piper@tpa.tsat.uk)**

Miss Meale Transition Coordinator: **[Kelly.meale@tpa.tsat.uk](mailto:Kelly.meale@tpa.tsat.uk)**

Mrs Molloy, Assistant Principal for Whole School Behaviour: **[Laura.molloy@tpa.tsat.uk](mailto:Laura.molloy@tpa.tsat.uk)**



## Uniform Suppliers:

### **Penelope Ann School Wear**

34-36 Tangier Road  
Portsmouth  
PO3 6JN

Phone: 02392 666142

Email: [paschool@hotmail.com](mailto:paschool@hotmail.com)

Website: [pa-schoolwear.co.uk](http://pa-schoolwear.co.uk)

### **Monkhouse**

Website: [www.monkhouse.com](http://www.monkhouse.com)

Notes:



The Portsmouth  
Academy  
Aspire - Achieve - Respect



THINKING SCHOOLS  
ACADEMY TRUST