



SAMUEL LISTER
ACADEMY

Parent Handbook

SCHOOL INFORMATION

SAMUEL LISTER ACADEMY

Executive Principal: Mr D Saxton

Cottingley New Road, Bingley, BD16 1TZ

Telephone: 01274 567281

Email: info@samuellister.co.uk Website: www.samuellister.co.uk

TIMES OF THE SCHOOL DAY

September 2017 – August 2018

	Start	Finish
Breakfast	7.45am	8.25am
Tutor	8.25am	8.40am
Period 1	8.40 am	9.40 am
Period 2	9.40am	10.40am
Break	10.40am	10.55am
Period 3	10.55am	11.55am
Period 4	11.55am	12.55pm
Lunch	12.55pm	1.30pm
Period 5	1.30pm	2.30pm
Extended day Period 6 (Revision/Intervention/Detention)	2.30pm	3.35pm

TERM DATES

Autumn Term	Tuesday 5th September - 20th October Tuesday 31st October – 15th December
Spring Term	Wednesday 3rd January – Friday 9th February Monday 19th February – Thursday 29th March
Summer Term	Monday 16th April – Friday 25th May Monday 5th June – Wednesday 25th July

The Academy is also closed to students on:

Monday 4th September 2017

Monday 30th October 2017

Tuesday 2nd January 2018

Monday 7th May 2018

Thursday 14th June 2018 – Year 11 and Post 16 will need to attend for examinations

Friday 15th June 2018 – Year 11 and Post 16 will need to attend for examinations

VALUABLES, LOST PROPERTY BREAKS AND FOOD

Valuables

Please do not bring expensive items or large sums of money to the academy. Radios and personal entertainment equipment must not be brought to the academy. Students should not leave money or valuables unattended at any time. If students have to bring large amounts of money or expensive items into school, they should ask their form tutor to look after it at the start of the day.

Mobile telephones and smart watches are brought into school at your own risk and must be switched off at all times and out of sight during the school day. Please note mobile phones mp3 players, smart watches etc in sight, heard or used between 8.00am and 2.45pm will be confiscated and returned to parents/carers from the academy Reception at the end of the school day on Fridays only.

The use of mobile phones / Smart watches are not allowed in Period 7s and detentions and will be confiscated in line with the academy policy.

Lost Property

Lost property should be handed into the academy Reception office without delay. If students lose something, please enquire at the academy office and if the item has not already been handed in then form tutors should be informed.

ATTENDANCE & PUNCTUALITY

Students should be aiming for at least 97% attendance!

Lessons at the Academy start at 8.25am. Students will need to arrive by 8.15am

Students must attend every day and be on time

Roads around the Academy are often very busy so please set off in plenty of time

You must attend **every** lesson and be on time

If students are not in your first lesson at 8.25am, or arrive after 8.25am, you will need to register at the Academy's main reception

If Students get two late marks in one week, they will be issued with a detention

The minimum target for attendance will be 95% for the year

Attendance = Achievement

School day finishes at 2:30pm

If your child cannot attend the academy due to illness:

Parents/carers are asked to telephone school on the first day of absence and every subsequent day

On return to the academy parents/carers should send a note in the students planner stating the reason for the students absence.

The school attendance telephone number is:

01274 567281

Absence for holidays in term time

The Academy does not authorise holidays in term time. A fixed penalty fine of £60 per parent, per child will be issued for any sessions missed due to absence

10 days unauthorised absence in **any** twelve-week period will also result in a fixed penalty fine of £60 per parent, per child

School Rules – Uniform

Pupils must wear plain black shoes that have no logos or decorative elements.

Boots and trainers are not allowed

Pupils can wear belts but they must be plain black with no studs or decoration

School shorts must fit properly and must have a top button

Jewellery is not allowed in school. A single watch and stud earring may be worn. Any jewellery confiscated will be placed in an envelope and only returned to pupils on the following Friday. A detention will be issued.

Mobile phones, headphones and smart watches if seen will be confiscated (with SIM card) and returned Fridays at 2.45pm to parent/carer

Inappropriate fashion hairstyles are not allowed. Pupils will be removed to isolation and only allowed back in mainstream lessons when the style is appropriate.

Make up can be worn but must be removed unless applied sparingly.

Students arriving in coats, scarves and gloves must only wear them outside the building.

Students can remove their blazers in class with staff permission but must have their ties and top buttons fastened, shirts must be tucked in whilst in the building.

Blazers must be worn at all times in the school building when not in lessons.

The school jumper must be worn at all times. They will be optional in the summer term.

School Rules – Equipment

Students should have a bag large enough to hold an A4 folder.

Plastic bags are not acceptable as the main bag used.

All pupils should have a pen, green pen, pencil, pencil sharpener, ruler, rubber, scientific calculator, protractor/angle measurer and compass in their pencil case.

Students are permitted to have a small, clear plastic bottle of water on their desk during lessons. Lucozade, bottles of pop and any other forms of drink bottles are not permitted and pupils not following this rule will be dealt with in line with PD. There may be certain practical subjects, including Science, when it is not appropriate for pupils to have a drink due to Health & Safety reasons.

Any pupils without this equipment are not preparing themselves to learn and will receive an equipment comment in their planner

How do students get to school?

Most of our students travel to and from school on our school buses.

All our school buses are 'permit only' and it is important to remember that you will need a half fare bus pass for all bus journeys. This is available the Interchange in Bradford. If you want to travel on the First or Yellow buses, you will also need a special bus pass available from school.

There is also a daily 'sweeper' bus which takes students home who have stayed for after school activities. This leaves the Academy at 4:05pm Monday to Friday.

We expect students to follow the Samuel Lister Academy Code of Conduct whilst travelling on the buses.

Information on what buses are available can be found on the website under:

www.samuellister.co.uk

Parents: travel information: bus timetables

What are the School meals like?

Students have a choice of cold sandwiches and salads, Panini, wraps and various hot meals. For under £2.30 you can get a really great meal including a dessert or main meal and a fruit juice drink.

Break Time

We have the following snacks available at break time from 60p:

Pizza slices
Flapjack

Cheese on toast
Beans on toast

Crumpets
Cookies, etc

How do I Pay for my child's food, educational visits etc?

The academy operates ParentPay to reduce collection of cash and make payments easier for parents/carers. This is done over the internet using a secure payment site at www.parentpay.com. Username and password are issued through the academy.

There is a machine in the main dining hall where students can check their balances on a regular basis.