

2019 - 2020

Maiden Beech Academy Information Update



CONTENTS

- ✓ Staff List
- ✓ The Curriculum
- ✓ Monitoring Progress
- ✓ Student Services
- ✓ Attendance
- ✓ Reminders
- ✓ Catering Information
- ✓ Uniform
- ✓ Extra-Curricular Activities
- ✓ Term Dates
- ✓ Times of the School Day

Contents.....	1
INFORMATION UPDATE	5
For the Academic Year 2019 – 2020	5
CURRENT STAFF LIST – SEPTEMBER 2018 - Subject to Change Prior to September	6
THE CURRICULUM.....	8
Year 5 & 6 Curriculum	9
Extended Learning	9
Academic Planner	9
The Learning Suite.....	9
MONITORING PROGRESS.....	10
Assessment	10
SEND Review Meetings	10
Reports to Parents	10
Parent Consultations.....	10
Parent Forums.....	11
Headteacher Clinic	11
STUDENT SERVICES	12
Child Protection (Safeguarding Children).....	12
Attendance.....	12
Informing the Academy of Absence.....	12
First Aid	13
Medication	13
The Achievement Folder – our points system	13
Response to Inappropriate Behaviour	14
Bullying.....	14
CCTV	14
REMINDERS.....	15
Acts of Worship.....	15
Bikes	15
Chewing Gum.....	15
Damage to Academy Property	15
Food	15

Fortnightly Flyer	15
Getting Messages To Pupils	16
Information	16
Jewellery	16
Lost Property.....	16
Makeup and Nail Varnish	16
Mobile Phones	16
Money	16
Office Opening Hours.....	16
Open Day.....	17
Out of Hours Supervision	17
Personal Property	17
Academy Closure In the event of bad weather (snow etc)	17
School Uniform	17
Single Equality Policy.....	17
Transport On Buses.....	18
Transport in Cars.....	18
Trips and Visits	18
CATERING INFORMATION	18
UNIFORM 2019 - 2020	19
EXTRA CURRICULAR ACTIVITIES	20
TERM DATES FOR ACADEMIC YEAR 2019 – 2020.....	21
TIMES OF THE SCHOOL DAY	22

INFORMATION UPDATE

FOR THE ACADEMIC YEAR 2019 – 2020

The purpose of this booklet is to help existing parents keep up-to-date with developments at Maiden Beech and to help parents new to our Academy to adjust to the way of life at a different organisation. It supplements the information contained within the prospectus. It is also to help us clarify our respective responsibilities as an Academy and parents in the process of educating your child.

Please be aware that if you contact the Academy you will be transferred to the most appropriate member of staff to deal with your enquiry. Enquiries in connection with pupil behaviour will be transferred to our Student Services team in the first instance.

The Academy's phone number is 01460 72677.

The e-mail address is office@maidenbeech.net .

Parents can also message the Academy via the Parent Portal.

CURRENT STAFF LIST – SEPTEMBER 2018 - SUBJECT TO CHANGE PRIOR TO SEPTEMBER

Name Responsibilities

Leadership Team

Mr C Winch	Headteacher
Mrs H Wood	Deputy Head, Subject Leader - maths
Mrs C Petts	Assistant Head (Teaching & Learning and Curriculum)
Mrs J Manuel	Business Manager, Head's PA

Teaching Staff

Mrs L Breach-Greer	Teacher
Mrs N Brownsmith	Subject Leader - KS3 English
Mrs D Chapman	Teacher
Mr S Collett	Subject Leader - physical education (PE) / games
Mrs I Coombes	Subject Leader - French
Mr J Flatt	Subject Leader - design technology (DT)
Mrs S Gray	Subject Leader - religious education (RE)
Mrs P Joslyn	Teacher
Mrs J Lewis	Subject Leader - KS2 English
Miss E Milsom	Subject Leader – history (currently on maternity leave being covered by Mrs S Winch)
Mrs M Preston	Special Educational Needs Coordinator (SENCO)
Mrs L Ridgley	Subject Leader - science and Personal, Social, Health, Economic Education (PSHEE)
Miss A Ritchie	Teacher
Mrs J Schina	Teacher (currently on maternity leave being covered by Mrs A Howell)
Mrs R Sprules	Teacher
Miss C Stacey	Subject Leader - geography
Mr C Street	Subject Leader - citizenship
Mrs J Vowles	Teacher
Mrs N Watts	Subject Leader - computing
Mr M Westwood-Gould	Subject Leader - music

Learning Support Staff

Mrs C Crease	Learning Support Assistant
Mrs H Francis	Cover Supervisor
Mrs E Gudge	Science technician
Mrs K Khan-Davis	Cover Supervisor
Mr K Manuel	DT and art Technician
Mrs S Paull	Behaviour Support
Mrs N Pearce	Learning Support Assistant (currently on maternity leave)
Mrs L Scriven	Intervention teacher
Mrs K Stubbins	Pastoral Support Coordinator
Mrs E Sweet	Learning Support Assistant
Mrs D Wakeman	Parent and Family Support / Cover Supervisor
Mrs E Webb	Learning Support Assistant
Mrs S Winch	Intervention teacher (currently covering Miss Milsom's maternity leave)

Administration Staff

Mrs T Bartlett	Finance Assistant
Mrs C Brown	Office Manager, Clerk to the Governors
Mrs H Chant	Assessment / SIMS Coordinator
Mrs H Follett	CHICS Music Administrative Assistant
Mrs S Robbins	Receptionist / First Aid
Mrs T Rowswell	Finance Officer
Mr P Stormont	IT Network Manager
Mrs N Wyeth	Learning Resources / Display Coordinator

Break-time Supervisors

Mrs W Gundry	Supervisor
Mrs D Last	Supervisor
Mrs C Richards	Supervisor
Mrs S Robbins	Senior Supervisor
Miss V Taylor	Supervisor

Site Maintenance Staff

Mr A Burr	Site Manager
Mrs P Gould	Cleaner
Miss J Rideout	Caretaker / cleaner
Ms S Samways	Cleaner
Vacant post	Cleaner

Catering Staff

Mrs N Elsdale	Catering Manager
Mrs N Peach	Catering Assistant
Mrs J Porter	Catering Assistant
Mrs K Taylor	Catering Assistant

These are the subjects we teach to pupils at Maiden Beech with current weekly time allocations:

SUBJECT	YEAR 5	YEAR 6	YEAR 7	YEAR 8
Art	1 hour	1 hour	1 hour	1 hour
Computing	1 hour	1 hour	1 hour	1 hour
Design Technology (DT)		1 hour	2 hours	2 hours
English	6 hours	6 hours	4 hours	4 hours
French	1 hour	1 hour	2 hours	2 hour
Geography			2 hours	1 hours
History			1hours	2 hours
English Humanities (EH)	2 hours	1 hour		
Maths	6 hours	6 hours	4 hours	4 hours
Music	1 hour	1 hour	1 hour	1 hour
Physical Education (PE) /Games	2 hours	2 hours	2 hours	2 hours
PSHEE	1 hour	1 hour	1 hour	1 hour
Beliefs, Ethics and Philosophy (BEP)	1 hour	1 hour	1 hour	1 hour
Science	3 hours	3 hours	3 hours	3 hours
Personal, Social, Health, Citizenship and Economic Education (PSHCEE)	1 hour	1 hour	1 hour	1 hour
Tutorial	1 hour and 40 minutes	1 hour and 40 minutes	1 hour and 40 minutes	1 hour and 40 minutes
TOTAL PER WEEK	26 hours and 40 minutes	26 hours and 40 minutes	26 hours and 40 minutes	26 hours and 40 minutes

YEAR 5 & 6 CURRICULUM

English Humanities - This subject places a strong emphasis on English, whilst teaching geography and history topics.

EXTENDED LEARNING

For all information relating to Extended Learning, please see the Extended Learning overview on the Parent Portal.

ACADEMIC PLANNER

Each pupil is given a planner when they come to Maiden Beech. The planner will help pupils to organise themselves and contains lots of useful information. There is practical information about the Academy, a diary section for pupils to make notes and record extended learning tasks / deadlines, and back pages that contain information for individual subjects.

Pupils are responsible for their own planners. Graffiti is not allowed on the covers and pupils are asked to respect them. Any pupil who loses or damages their planner will be asked to replace it at cost.

THE LEARNING SUITE

The Learning Suite consists of a number of interconnected websites. These are a series of websites that are on a secure school based network which is also available from any internet enabled device. This means that they require a login and password for each individual user. There are two components parents need to know about:

THE PARENT PORTAL

The Parent Portal gives parents access to their child's latest bonus points, allows them to view details of extended learning tasks, and view regular news and updates from the Academy together with a calendar of planned events. Following the recent changes in assessment methods, parents are now able to track their child's progress against subject specific statements via the Progress Tracker. This is available on the Parent Portal and shows detailed information on what the pupil has achieved and what they need to work on. There are additional resources which parents can use to support their child's learning and a message facility to contact the Academy. All parents will be issued with details to set up their login when their child joins Maiden Beech. They will be able to reset their password using the portal, if needed.

Parents are requested to complete the section under 'My Profile', Parent Permissions for their child / children about the use of their image etc.

Additionally, parents can pay for trips or top-up credit for the canteen under the 'e-shop' area of the portal.

THE PUPIL PORTAL

The Pupil Portal gives pupils information about their extended learning which they can access in school and at home. Where appropriate pupils can also submit extended learning tasks from home and receive comments from teachers. It also shows their bonus points and awards.

MONITORING PROGRESS

It is important to keep a close check on each child's development both academically and socially. These are some of the ways we have to monitor a child's progress:-

ASSESSMENT

Teachers keep individual records of children's learning as a matter of routine using the Progress Tracker. Periodically, maybe once or twice during a module of work they will make a formal assessment, the result of which will inform entries on the Progress Tracker. This enables us to examine a child's performance in lessons more easily and improve the quality of information available for all to ensure pupils reach their full potential.

SEND REVIEW MEETINGS

All pupils on SEND Support have an annual SEN review meeting, which parents are invited to attend. If it is deemed to be useful then pupils on SEND Support have a Personal Learning Plan (PLP) which is reviewed termly.

REPORTS TO PARENTS

Each child has three reports in the course of the year (one each term). Teachers will indicate whether students are above, at or below age-related expectation for each curriculum subject in the summer term report, in addition to providing a grade for approach to learning, behaviour and extended learning each term. Further detail relating to strengths and areas for development are also available on the Progress Tracker via the Parent Portal. Parents can monitor their son or daughter's progress using the Progress Tracker (see previous page).

PARENT CONSULTATIONS

TUTOR CONSULTATIONS

These take place between parents and the form tutor in the second part of the autumn term (4.00 – 6.30 pm). They are organised on an appointment system and are intended to focus on targets for the remainder of the academic year and to discuss any initial issues arising during the first half-term. The form tutor is the first point of contact for all matters concerning your child.

SUBJECT TEACHER CONSULTATIONS

When you receive your child's termly report you may wish to discuss their progress in a particular subject. Once a year parents will have the opportunity to meet with subject teachers to discuss progress in individual subjects. However, parents are encouraged to contact the Academy at any point if they would like to discuss their child's progress with a specific teacher.

STUDENT SERVICES CONSULTATIONS

Where a child's behaviour or lack of progress is causing concern, the Student Services team may become involved and request a meeting with parents. Parental involvement is very important and we are fortunate to have very supportive parents who are as keen as we are to see children adopt appropriate behaviour to enable them to make good academic progress.

PARENT FORUMS

Unlike the Parent / Tutor Consultation days when we talk about just one child, the Parent Forum invites parents for a discussion, with the Headteacher and Leadership Team, about proposed developments or to get feedback about a range of issues.

HEADTEACHER CLINIC

Every half-term, parents are able to book a 30 minute appointment with the Headteacher during the school day to discuss any issues either about their child(ren) or about the provision at Maiden Beech Academy. Appointments can be booked via the Parent Portal and the dates of the clinics will be published on the Academy Calendar.

STUDENT SERVICES

Student Services comprises the following areas: Behaviour Support, Special Educational Needs and Learning Support, Pastoral Support and Gifted and Talented provision. Student Services is managed by the Headteacher.

CHILD PROTECTION (SAFEGUARDING CHILDREN)

The welfare and protection of all pupils is our primary concern. All staff are trained to observe pupils and to report concerns to the Academy's Designated Safeguarding Lead who is Mr Winch. Procedures are followed strictly and reviewed regularly.

ATTENDANCE

If a child is to fulfil his or her potential they need to attend school regularly and punctually (96%+).

Parents are responsible in law for their children's attendance at school. Failure to ensure attendance, or to provide satisfactory reasons for absence, can lead to prosecution of parents or legal guardians. Under new rules, the Government has placed the responsibility on academies to decide whether or not a child's absence is acceptable. On the information available to us we have to decide whether to classify a child's absence 'authorised' or 'unauthorised'.

- 'Authorised' absence includes: sickness, medical appointments and educational visits
- 'Unauthorised' absence includes: birthdays, shopping trips, holidays and truancy from school. In cases of unauthorised absence we may require pupils to make up the lost time with additional work or detention after school. The Academy has the right to unauthorise an absence.

INFORMING THE ACADEMY OF ABSENCE

Parents need to inform the Academy of a child's absence by telephone or Parent Portal before 9.15 am on the day of the absence. The Academy telephone number is 01460 72677. An automated system allows parents to leave a voicemail message; please follow the instructions in the pre-recorded message. Parents are asked to leave a clear message stating their child's name, Tutor Group and the reason for the absence. A phone call is required on each day of absence unless the parents know in advance how long their child will be off school.

- If we have not received a message or a phone call before 9.15 am we will contact parents on any of the contact numbers provided (including work numbers) to ensure you are aware they are not in school. In order to avoid this inconvenience, we urge you to inform us of your child's absence as soon as possible.
- If a child has been absent from school for three days and no contact has been made with the child's parents, a letter will be sent to the parents asking them to make immediate contact with the Academy to explain the absence.
- If a child has been absent for five days and no reason has been provided the Academy will inform the Education Welfare Officer (EWO).
- The Academy urges parents not to take family holidays in term time as this can seriously impede a child's progress. Holidays will not be authorised and in most circumstances the Academy will have no choice but to issue a fine.
- Parents will be contacted if a child's attendance falls below 90% and may be asked into school to attend a meeting to discuss the issue.

- If a child's attendance falls below 85% then the Academy will inform the Education Welfare Officer who will take further action. Parents will normally be invited into school to discuss the matter further and to provide an adequate explanation for repeated absence.

FIRST AID

The majority of our teaching and support staff are Emergency Aid trained and at least one member of our staff has the full 'First Aid at Work' qualification. If a child is injured or taken ill during the school day we will respond at a level appropriate to the injury or illness. For example:

- A grazed knee would be treated in the medical room and the child returned to classes.
- Where we think further medical attention could be needed (bumps on the head, suspected fractures etc) or that the child needs to be at home in bed (flu, migraine, sickness etc) we will contact parents in the order listed on our 'Emergency Contact' list for your assistance.
- If we have to call an ambulance for a serious injury we will always contact parents simultaneously in order that they can accompany their child or make alternative arrangements.
- Children suffering from sickness and diarrhoea should remain off school for at least 48 hours.

Please note that children who are unwell should not be sent to school.

MEDICATION

Where a child needs to take medicine during the day, parents are encouraged to time it so that it can be taken just before school and / or just after. However, if a pupil does need to take medicine during the school day, a parent / guardian will need to sign it in at Reception. In addition to this, special provision is made for children with complex health needs which would otherwise prevent them from attending school.

THE ACHIEVEMENT FOLDER – OUR POINTS SYSTEM

Maiden Beech has developed a well-established whole-school approach to rewarding pupils for good work, effort and behaviour. This reflects our belief that children go further on encouragement than condemnation. We believe it is important to reward pupils for doing what they are asked, for coming to lessons prepared and for behaving well.

Pupils start each lesson with 3 bonus points for having the right equipment, being on time and being ready for learning. If the pupils do not begin the lesson in this way, for whatever reason, the appropriate point can be deducted.

There are also many opportunities for children to acquire extra bonus points. Many pupils do more than is expected, make exceptional contributions to lessons, behave in a responsible way and produce work of excellent quality as judged against their individual potential; in these cases staff will award extra bonus points.

Head Teacher Commendations (HTC) worth 15 points, are awarded for outstanding work and behaviour. They give pupils opportunities to show their work and to explain why they have been awarded the commendation during one of the Head Teacher Commendation sessions.

If pupils misbehave, they will be given Behaviour Points. These will result in different sanctions, depending on the misdemeanour, but will not affect bonus point totals. In doing this, we wanted to keep the positive and negative separate, so that the system of behaviour management at Maiden Beech would feel more positive overall.

Special celebration assemblies take place for every year group at the end of each term, which focus on the achievements of pupils during that term and special progress prizes are awarded, as well as individual subject prizes.

Parents and pupils are encouraged to monitor achievement points through the Parent and Pupil Portals.

RESPONSE TO INAPPROPRIATE BEHAVIOUR

This is a summary of our staged response to inappropriate behaviour, (including the issuing of behaviour points).

DURING A LESSON

- A pupil does not follow a classroom rule - a warning is issued by a member of staff
- The pupil then does not follow a rule a second time - a behaviour point is given
- The pupil does not follow a rule a third time - a second behaviour point is given
- The pupil does not follow a rule for a fourth time - the pupil is excluded from the lesson and parents are contacted. The pupil also receives a break-time detention (next school day).

BULLYING

This is taken very seriously and the Academy has a comprehensive anti-bullying policy. This is the code we expect every pupil to respect and follow:

- Every pupil at Maiden Beech Academy has the right to enjoy his / her learning and leisure time at school free from intimidation.
- Our school community will not tolerate any consistently unkind actions or remarks, even if these were not intended to hurt.
- Pupils should support each other by reporting all instances of bullying.
- We are a caring Academy - bullying is too important not to report.
- Bullying will be dealt with seriously.
- Each reported incident of bullying will be logged.

Your son or daughter will see their form tutor at least twice every day. If he or she has any issues they deem to be bullying they can enlist the help of our whole team of staff simply by telling their form tutor or a member of the Student Services team. If he or she sees somebody else being treated unfairly it is important to report that as well.

CCTV

Cameras have been installed in some areas of the Academy to assist in the security of pupils, staff and visitors particularly where pupils or staff members feel vulnerable. The Academy is registered under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 which covers the use of closed circuit TV for the monitoring and collection of sounds and / or visual images. We have regard to good practice and a copy of the Academy policy is available on request.

REMINDERS

ACTS OF WORSHIP

If you have objections to your child taking part in assemblies, or acts of worship which may form part of them, you have the right to ask for your child not to take part. This applies also to Religious Education (RE). However, your request must be in writing and made to the Headteacher.

BIKES

We discourage riding bikes to school because of the dangers of the main road. Permission will be granted however, when parents request in writing, acknowledging that they bear the responsibility for the safety of their child and security of the bicycle itself whilst on the school site. We require pupils to wear helmets when riding bicycles and would recommend that children take a cycling proficiency course.

CHEWING GUM

This is not permitted in the Academy.

DAMAGE TO ACADEMY PROPERTY

Damage to Academy property (windows, doors, books etc) caused by poor behaviour will be repaired and re charged to parents.

FOOD

At Maiden Beech, we believe it is important that we promote health with all members of our school community and demonstrate a positive approach with regard to food, balanced diet and healthy eating patterns. Pupils have two breaks (11.05 – 11.35 am and 1.35 – 2.15 pm) where they are encouraged to eat and drink appropriately to maintain their energy levels. Packed lunches from home should allow for two smaller meals. Pupils are also encouraged to carry a water bottle to ensure they are kept hydrated throughout the day (drinking taps and fountains are available across the Academy).

All children eat together, whether school meals or sandwiches, either in the canteen or the hall. The Academy has taken the catering in-house, and provides a range of meals, snacks, sandwiches and drinks at good prices. Further information is available from the Main Office and on the website.

From December 2014 all food establishments are required to display information on any of the 14 allergens which may be found in food. This is displayed in the dining area and on pre-packed food. If you would like more information please contact the Academy.

We encourage pupils to pre-order food either before school or during break, to reduce waste. Order slips are available in the Dining Room and on the Parent Portal.

FORTNIGHTLY FLYER

Every other Friday a Fortnightly Flyer is published. This is available to download on the Parent Portal (www.maidenbeech.net/parents). The Fortnightly Flyer will highlight recent events that have been happening at school and will keep you updated with dates for your diary. Paper copies are also available for your child to bring home. These can be collected from Reception.

GETTING MESSAGES TO PUPILS

If you need to get an urgent message to a pupil during the school day, you can contact Reception; a member of the admin team will then arrange for the message to be given to the pupil. Messages should be received before 2.00 pm if possible.

INFORMATION

Under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, a parent or legal guardian has the right to access their child's personal data held by the Academy. Requests for access to this information must be made in writing and must be accompanied with proof of identity, and consent of the child if over the age of 12. There is a fee associated with this procedure payable in advance and there are ICO (Information Commissioners Office) restrictions which apply.

JEWELLERY

Please note that no jewellery may be worn except a watch and a single plain stud in the lobe of each ear. Any piercings should be done at the start of the main holidays in order that studs can be removed when the child returns to school. No earrings may be worn during PE and hair must be put up in bands to be supplied by home. Plasters required for covering recent piercings should also be supplied please.

LOST PROPERTY

Any lost property will be kept by the Academy; this is administered by a member of the admin team. All items that are named are returned directly to the pupil. Each day pupils have the opportunity to reclaim their unnamed property. Items clearly marked with the child's name are so much easier to deal with - please help us by naming all property.

MAKEUP AND NAIL VARNISH

This is not appropriate in school and should not be worn.

MOBILE PHONES

Mobile phones can only be brought into school with written parental permission; parents should download and sign a consent letter from the Parent Portal and return this to the Academy. Mobile phones brought into school should remain turned off for the duration of the school day and should remain in pupils' bags. Parents are advised to purchase a cheap mobile for school use, as the Academy cannot accept responsibility for the loss or damage to phones brought into school. Misuse of a mobile during the school day or the journey to and from school is likely to lead to a ban.

MONEY

The Academy has developed an online payment system that allows parents to pay for trips, visits and items online, through a secure system. Pupils can also top-up their balances by paying in money at the Finance Office 8.45 – 8.55 am and during first break 11.05 – 11.35 am.

OFFICE OPENING HOURS

The Main Office is open at 8.30 am until 4.30 pm. Outside of these hours, please leave a voicemail message, following the instructions given on the phone system. Alternatively you can e-mail office@maidenbeech.net or send a message via the Parent Portal. All adults are asked to report to Reception on entering the Academy. If pupils have an appointment during the School day, parents will need to collect them from Reception and the pupil will need to sign out.

OPEN DAY

Existing parents are welcome to join us on Open Day / Evening. In fact, I would positively encourage you. This is a chance to see the Academy at its best and meet the staff. Please just let Reception know in advance. Open Day is Tuesday 1 October 2019.

OUT OF HOURS SUPERVISION

Maiden Beech Academy runs an Out of Hours Supervision session from 7.30 – 8.30 am every morning. Pupils are supervised in the Learning Resource Centre and the cost of supervision is currently £3.00 per session (booked and paid for in advance, via the Parent Portal).

We also run an Out of Hours Supervision session from 3.35 – 5.30 pm. The cost is currently £5.00 per session and this is also bookable via the Parent Portal.

PERSONAL PROPERTY

The Academy cannot take responsibility for personal property and valuables. In particular, expensive watches, electronic games, iPods, cameras, etc should not be brought to school. Members of staff will not take responsibility for them.

ACADEMY CLOSURE IN THE EVENT OF BAD WEATHER (SNOW ETC)

There are very rare occasions when it is difficult for the Academy to run normally. It is important that we keep the Academy open if at all possible, even if we can only offer a modified programme for a minority of pupils. However, the safety of our pupils and staff is paramount.

CLOSURE OF THE ACADEMY DURING THE DAY

In the event that we need to close the Academy during the day because of an emergency (eg gas leak) parents will be notified by a text message made to each child's first listed emergency contact. (Please note the importance of keeping your contact details up-to-date via the Parent Portal).

CLOSURE BEFORE THE START OF THE SCHOOL DAY

A decision will be made to close the Academy as early as possible. Information about all school closures in Somerset will be published on <https://slp.somerset.org.uk>. Details will also appear on the Academy website www.maidenbeech.net and on our Parent Portal, and parents will be sent a text message. Information will also be shared via the Academy Facebook and Twitter accounts. Announcements will also be made on local radio stations. There will be a recorded message on the Academy phone system, please follow the instructions, which explain how to access the message. Information regarding the school buses can be found on the following website: www.somerset.gov.uk/badweathertransport.

SCHOOL UNIFORM

All children at Maiden Beech wear school uniform and a reminder of the details is at the end of this booklet. Please pay particular attention to footwear – pupils not in school shoes, without a valid reason, will be given 'daps' to wear!

SINGLE EQUALITY POLICY

The Academy is firmly committed to equal opportunities for all and has a policy to support this.

TRANSPORT ON BUSES

Transport for children living beyond three miles from school (and for whom this is the nearest appropriate school) is organised by the School Transport Department at County Hall (telephone 0300 123 2224).

If a child misses their bus / taxi they are expected to report to the Reception, where appropriate arrangements will be made to ensure they get home safely. They are not allowed to leave the Academy site without having done so.

TRANSPORT IN CARS

Parents are not allowed to drive onto the Academy site at any time between 8.30 - 9.00 am and 3.30 - 4.00 pm. This is to ensure the safety of the children. It is also important if you drop your children in Lyme Road near the main entrance gate that you do not stop on the zig-zag lines and ensure the children do not exit the car into the middle of the road.

TRIPS AND VISITS

There are two main types of visits, curriculum visits and non-curriculum visits. Curriculum visits are not intended to replace the normal curriculum but to enhance it; they are optional extras, but we hope as many pupils as possible can participate.

CATERING INFORMATION

Maiden Beech runs a hot and cold food service in school as 'Food 4 Thought'.

- Breakfast items are available before school from 8.30 – 8.55am
- Hot and cold snacks, 'Pot Meals', and drinks are available at First Break 11.05 – 11.35am
- Hot main meals and snacks are available at Second Break at 1.35 – 2.15pm.

Pupils are encourage to pre-order their meals at the beginning of school.

The service is run on a cash-free basis, pupils pay for their snacks and meals using an online payment service. Credit can be added to your child(ren)'s account via the Parent Portal 'e-shop' area or alternatively can top-up their credit at the Finance Office.

FREE SCHOOL MEALS

For those eligible, credits are available daily using the online payment system. This allows pupils to purchase a snack at first break and a main meal at second break, which comes with a cup of squash. If you think you may be eligible please contact the Finance Office and they will be able to support you in making your application.

We are proud of the smart appearance of our children and everyone wears a uniform. The uniform detailed below is based on colours and items which can be obtained from a range of high street shops eg Primark, Tesco, Asda etc. A range of embroidered uniform is available online from Jazziez (www.jazziez.co.uk) and MyClothing online (see www.maidenbeech.net 'Useful Information' page for a handy link).

EVERYDAY WEAR	
BOYS	GIRLS
<ul style="list-style-type: none"> • Navy blue school sweatshirt • School trousers (charcoal grey or black). <i>Skinny-fit trousers that follow the line of the leg and have the appearance of 'jeggings' are NOT acceptable. Slim-fit trousers that taper towards the ankle but do not follow the line of the leg are fine.</i> • White polo shirt • Grey, navy or black socks • Black sensible shoes (not trainers) 	<ul style="list-style-type: none"> • Navy blue school sweatshirt • School trousers, culottes or skirt, navy blue or black. <i>Skinny-fit trousers that follow the line of the leg and have the appearance of 'jeggings' are NOT acceptable. Slim-fit trousers that taper towards the ankle but do not follow the line of the leg are fine.</i> • White polo shirt • Grey, white or navy socks or tights • Black low heeled sensible shoes (not trainers)
SUMMER OPTION	
<ul style="list-style-type: none"> • Navy blue or black walking length shorts 	<ul style="list-style-type: none"> • Blue and white checked summer dress • Navy blue or black walking length shorts

PE KIT	
BOYS	GIRLS
<ul style="list-style-type: none"> • White round necked plain t-shirt • Navy and sky blue shorts • Navy and sky blue socks • Navy and sky blue 'sector' polo shirt • Blue micro-fleece for outdoors • Trainers • Shin Pads • Studded boots • Gum Shield 	<ul style="list-style-type: none"> • White round necked plain t-shirt • Navy and sky blue 'sector' skirt OR shorts • Navy and sky blue socks • Navy and sky blue 'sector' polo shirt • Blue micro-fleece for outdoors • Trainers • Shin Pads • Studded boots • Gum Shield
<p><i>No jewellery to be worn at any time during PE lessons, including ear studs.</i></p>	

OPTIONAL FOR BOYS AND GIRLS
<ul style="list-style-type: none"> • Blue tracksuit bottoms • Printed fleece jacket • Printed showerproof jacket • Navy sweatshirt • Printed boot bag, PE bag, backpack

EXTRA CURRICULAR ACTIVITIES

Here is an example of the extra-curricular activities available during a week (Summer Term 2019). At the start of each term a list of extra-curricular activities will be published on the Parent Portal.

EXTRA-CURRICULAR ACTIVITIES - Summer Term 2019

- *The details for this term's extra-curricular activities are given below.*
- *All before and after school activities will require parental permission.*
- *All start dates and any changes to the activities will be given to pupils via the Daily Bulletin.*

THE FOLLOWING CLUBS RUN DAILY

		ACTIVITY	AGE GROUP	TIME	PLACE	ACTIVITY LED BY
Before School		Out of Hours Supervision £3 per session – book in advance	All Years	7.30-8.30am	LRC	Mrs Robbins
		LRC Drop In	All Years	8.30-8.55am	LRC	Mrs Wyeth
First Break		Beech Hut Drop In	All Years	11.05-11.35am	Beech Hut	Mrs Wakeman
		Games Club / Drop In	All Years	11.05-11.35am	Student Support	Mrs Paull
Second Break		Games Club / Drop In	All Years	1.35-2.15pm		
		Beech Hut Drop In	All Years	1.35-2.15pm		
After School		Out of Hours Supervision £5 per session – book in advance	All Years	3.35-5.30pm	LRC	Mrs Robbins

		ACTIVITY	AGE GROUP	TIME	PLACE	ACTIVITY LED BY
MONDAY	First Break	Ukulele Club	Year 5	11.05-11.35am	Music Room	Mr Westwood-Gould
	Second Break	Rounders	Years 5 & 6	1.40-2.10pm	Front Field	Mr Collett
		Computing Club	All Years	1.45-2.10pm	Tech Suite	Mrs Hyde
		School Orchestra	All Years	1.40-2.10pm	Music Room	Mr Westwood-Gould
TUESDAY	First Break	Guinea Pig Cuddle Club	Year 5	11.05-11.25am	Lab 2	Mrs Ridgley / Mr Street
	Second Break	Choir	All Years	1.40-2.10pm	Music Room	Mr Westwood-Gould
		DT Club	Year 6	1.40-2.10pm	DT Room	Mr Flatt
		Guinea Pig Cuddle Club	Year 5	1.35-1.55pm	Lab 2	Mrs Ridgley / Mr Street
	Golden Mile Running Club	All Years	1.40-2.10pm	Front Field	Mr Collett / Mrs Gray	
WEDNESDAY	Second Break	Cricket	Years 7 & 8	1.40-2.10pm	Front Field	Mr Collett
		Chapter One Reading Group (starting after half term)	All Years	1.40-2.10 pm	Room 3	Miss Ritchie / Mrs Sprules
		Guinea Pig Cuddle Club	Years 7 & 8	1.35-1.55pm	Lab 2	Mrs Ridgley / Mr Street
		DT Club	Year 7	1.40-2.10pm	DT Room	Mr Flatt
After School	Archery Club	Year 8	3.35-5.00pm	Main Hall	Mr Manuel	
THURSDAY	First Break	Guinea Pig Cuddle Club	Year 6	11.05-11.25am	Lab 2	Mrs Ridgley / Mr Street
	Second Break	Rounders	Years 7 & 8	1.40-2.10pm	Front Field	Mrs Vowles
		DT Club	Year 8	1.40-2.10pm	DT Room	Mr Flatt
		Guinea Pig Cuddle Club	Year 6	1.35-1.55pm	Lab 2	Mrs Ridgley / Mr Street
		Kwik Cricket	Years 5 & 6	1.40-2.10pm	Front Field	Mr Collett
		Drama Club (via audition)	All Years	1.40-2.10pm	Music Room	Mrs Chapman / Mr Westwood-Gould
After School	Cheerleading Club	Years 6, 7 & 8	3.35-4.45pm	Main Hall	Miss Crudge	
FRIDAY	Second Break	Athletics	All Years	1.40-2.10pm	Front Field	Mr Collett
		Toot, Whistle, Plunk and Boom (Year 5 Orchestra)	Year 5	1.40-2.10pm	Music Room	Mr Westwood-Gould
		Creepy Crawly Cuddle Club	All Years	1.35-1.55pm	Lab 2	Mrs Ridgley / Mr Street
		Card Club (Yugioh)	All Years	1.40-2.10pm	Lab 1	Mrs Breach-Greer
		Art Club	All Years	1.45-2.10pm	Art Room	Mrs Hyde
After School	South Somerset Youth Orchestra (subject to minimum standard of ability)	All Years	5.30-6.30pm	Main Hall	Mrs Dale	
Monday – Friday	Big Bang Science Club	Years 7 & 8	Second Break	Lab 2	Mrs Ridgley / Mr Street	
Monday - Friday	Bookable Music Rooms	All Years	First and Second Break	Practice Rooms	Mr Westwood-Gould	

TERM DATES FOR ACADEMIC YEAR 2019 – 2020

Maiden Beech Academy - Terms and Holidays 2019/2020 Academic Year



September 2019 M 2 9 16 23 30 Tu 3 10 17 24 W 4 11 18 25 Th 5 12 19 26 F 6 13 20 27 Sa 7 14 21 28 Su 1 8 15 22 29					October 2019 M 7 14 21 28 Tu 1 8 15 22 29 W 2 9 16 23 30 Th 3 10 17 24 31 F 4 11 18 25 Sa 5 12 19 26 Su 6 13 20 27					November 2019 M 4 11 18 25 Tu 5 12 19 26 W 6 13 20 27 Th 7 14 21 28 F 1 8 15 22 29 Sa 2 9 16 23 30 Su 3 10 17 24				
December 2019 M 2 9 16 23 30 Tu 3 10 17 24 31 W 4 11 18 25 Th 5 12 19 26 F 6 13 20 27 Sa 7 14 21 28 Su 1 8 15 22 29					January 2020 M 6 13 20 27 Tu 7 14 21 28 W 1 8 15 22 29 Th 2 9 16 23 30 F 3 10 17 24 31 Sa 4 11 18 25 Su 5 12 19 26					February 2020 M 3 10 17 24 Tu 4 11 18 25 W 5 12 19 26 Th 6 13 20 27 F 7 14 21 28 Sa 1 8 15 22 29 Su 2 9 16 23				
March 2020 M 2 9 16 23 30 Tu 3 10 17 24 31 W 4 11 18 25 Th 5 12 19 26 F 6 13 20 27 Sa 7 14 21 28 Su 1 8 15 22 29					April 2020 M 6 13 20 27 Tu 7 14 21 28 W 1 8 15 22 29 Th 2 9 16 23 30 F 3 10 17 24 Sa 4 11 18 25 Su 5 12 19 26					May 2020 M 4 11 18 25 Tu 5 12 19 26 W 6 13 20 27 Th 7 14 21 28 F 1 8 15 22 29 Sa 2 9 16 23 30 Su 3 10 17 24 31				
June 2020 M 1 8 15 22 29 Tu 2 9 16 23 30 W 3 10 17 24 Th 4 11 18 25 F 5 12 19 26 Sa 6 13 20 27 Su 7 14 21 28					July 2020 M 6 13 20 27 Tu 7 14 21 28 W 1 8 15 22 29 Th 2 9 16 23 30 F 3 10 17 24 31 Sa 4 11 18 25 Su 5 12 19 26					August 2020 M 3 10 17 24 31 Tu 4 11 18 25 W 5 12 19 26 Th 6 13 20 27 F 7 14 21 28 Sa 1 8 15 22 29 Su 2 9 16 23 30				

Key:

	School holiday
	Bank holiday
	Term time
	Inset Day

Term dates summary:

Term 1: 02 September – 25 October 2019 (40 days)
 Term 2: 04 November – 20 December 2019 (35 days)
 Term 3: 06 January – 14 February 2020 (30 days)
 Term 4: 24 February – 03 April 2020 (30 days)
 Term 5: 20 April – 22 May 2020 (24 days)
 Term 6: 01 June – 20 July 2020 (36 days)

TOTAL = 195

Bank and public holidays 2019/2020

Christmas Day Bank Holiday	25 December 2019	Easter Monday	13 April 2020
Boxing Day Bank Holiday	26 December 2019	May Day Bank Holiday	04 May 2020
New Year's Day Holiday	01 January 2020	Spring Bank Holiday	25 May 2020
Good Friday	10 April 2020	Summer Bank Holiday	31 August 2020

Anticipated start date for the 2020/2021 academic year: 01 September 2020

TIMES OF THE SCHOOL DAY

Out of Hours Supervision	7.30 - 8.30 am
'Food 4 Thought' breakfast	8.30 - 8.55 am
Extended Learning Club	8.30 - 8.55 am
Morning Registration	8.55 – 9.05 am
Period 1	9.05 - 10.05 am
Period 2	10.05 - 11.05 am
First Break	11.05 – 11.35 am
Period 3	11.35 am - 12.35 pm
Period 4	12.35 - 1.35 pm
Second Break	1.35 - 2.15 pm
Registration and Tutorial	2.15 - 2.35 pm
Period 5	2.35 - 3.35 pm
End of School	3.35 pm
Out of Hours Supervision	3.35 – 5.30 pm

Children should not be on the school site before 8.45 am, when morning duties begin. The exceptions to this are morning Extended Learning Club and Breakfast Club (both of these start at 8.30 am) and the Out of Hours Supervision which starts at 7.30 am (£3 per session). The gate at our Bushfield entrance is locked until 8.430am.

Children must leave the school site by 3.45 pm unless under supervision (eg Out of Hours Supervision (£5.00 per session) or extra-curricular activity).

Please note that whilst information in this booklet is correct at the time of going to print, it should not be assumed that there will be no change subsequently.