

Leigh Academy
BEXLEY

Parent/Carer
INFORMATION
BOOKLET
2024/2025

FOR YEAR 7 ADMISSIONS IN SEPTEMBER 2024

Contents



Welcome	2	Progress	14
Our Vision & Values	3	My Child at School (MCAS)	14
Module Dates 2024 / 2025	4	How We Support Students	15
Moving Around the Academy	5	Respect Code	16
The Academy Day	6	Anti-Bullying	16
Extra-Curricular Activities	7	Safeguarding & Child Protection	17
Cycling to the Academy	8	Emergency Contacts	17
Leigh Academy Bexley Uniform	9	Contacting Students	18
Equipment	10	Attendance Matters	18
Valuables	10	Punctuality	19
Lost Property	10	Signing Out	19
Teaching & Learning	11	Illness or Accident	20
Key Stage 3	11	Medicines	20
Key Stage 4	11	WisePay	21
Sixth Form	12	Cashless Catering	21
Homework	13	Photo Permission	22
Success	13	Contacts at the Academy	22

Welcome

I am very privileged to be the Principal of Leigh Academy Bexley. Our vision is that regardless of background and regardless of their starting point, students will leave us as kind, resilient, independent learners with the right behaviour and attitudes to ensure continuous progress and achievement, ready for the next stage of their education and beyond. We want our students to be successful in their chosen careers, in their relationships and in their interaction with the world.

We aspire for Leigh Academy Bexley to be a highly effective and truly inclusive school, reflecting the vibrant, diverse, and dynamic community that we serve. We believe in connecting with our local community and championing our local area.

We believe in providing our young people with an education; one that unlocks curiosity, ignites ambition, and forges a social conscience, equipping our students with the tools they need to have an impact on the world around them. Our teachers lead with professionalism and scholarship; they are experts in their field. All of us are part of a warm and caring family of staff, Governors and Trust colleagues who have the highest ambition and a deep hunger to learn. Our staff receive regular, first-class training to achieve mastery of their craft, amazing support to flourish every day, and a sense of shared moral purpose about the best job in the world.

At Leigh Academy Bexley students join one of the four colleges, each with a team of staff, dedicated to helping them reach their full potential. The college communities are vertical (Years 7 to 11) and have students in tutor groups according to their year group; allocation is not determined by academic performance. Students form a strong relationship with their tutor as a first point of contact. Students meet their tutors every day and there is a well-planned programme for tutor time which includes assemblies, housekeeping, values and sex and relationships education alongside a well-structured careers, advice and guidance scheme. The entire Academy community, including the sixth form, has regular College assemblies to share Academy messages and values. Students' personal development is also promoted through amazing life experiences which are part of a wide range of enriching extracurricular clubs, cultural activities and our Values curriculum.

An increasingly broad programme of extra-curricular opportunities is offered to all students, extending the curriculum beyond the classroom and providing students with increased confidence and building resilience.

Leigh Academies Trust (LAT) is one of the largest and most successful multi academy trusts in the region with 32 academies in Kent, Medway, Bexley, and Greenwich. It has the capacity to provide significant and immediate support in all areas required so that Leigh Academy Bexley can enjoy the benefits of being part of a wide local educational network.

Leigh Academy Bexley has already received unprecedented investment and refurbishment as part of Leigh Academies Trust, providing excellent learning facilities. All students within Leigh Academies Trust are given access to a personal Chromebook, which they use every day in lessons and at home, to support their learning; all teaching staff have Google Educator certification.

Being part of Leigh Academies Trust will ensure that students are equipped with the knowledge, skills and experiences so that they can play an active and informed role in modern 21st Century Britain. We provide outstanding academic support and pastoral guidance, so that students can lead fulfilling and successful adult lives: inquisitive, articulate and internationally engaged, our students are defined by their boundless thirst for knowledge, self-improvement and learning.

John Dixon

Principal

Further information about our Academy can be found on the Leigh Academy Bexley website:

www.leighacademybexley.org.uk



Our Vision & Values

At Leigh Academy Bexley, we believe in providing our young people with an extraordinary education; one that unlocks curiosity, ignites ambition and forges a social conscience, enabling our students to have an impact on the world around them. We are proud to be a truly comprehensive school; a school where all students are valued, supported and inspired. For students to thrive, we need to ensure that every student and staff member is invested in our community, that everyone is included and respected. As such we place inclusivity at the heart of our decision-making.

Our values are based upon the belief that we are all deserving of respect and that as part of a wider community we are obliged to show respect and consideration to others.

Politeness

Behaviour that is respectful and considerate of other people.

Respect

Due regard for the feelings, wishes, or rights of others.

Kindness

The quality of being friendly, generous, and considerate.

Courage

The ability to do something that frightens one; bravery.

Ambition

A strong desire to do or achieve something.

Desire and determination to achieve success.

Resilience

The capacity to recover quickly from difficulties; toughness.

Modules For the Academic Year

Year 7 and 12 return Monday 2nd September 2024

All students return Tuesday 3rd September 2024

Module 1 INSET Days - academy closed	Thursday 29 August - Friday 18 October 2024 Thursday 29 and Friday 30 August 2024
Autumn Break	Monday 21 October - Friday 1 November 2024
Module 2 INSET Day - academy closed	Monday 4 November - Friday 20 December 2024 Monday 4 November 2024
Winter Break	Monday 23 December - Friday 3 January 2025
Module 3 INSET Day - academy closed INSET Day - academy closed	Monday 6 January - Thursday 13 February 2025 Monday 6 January 2025 Friday 14 February 2025
Early Spring Break	Monday 17 February - Friday 21 February 2025
Module 4	Monday 24 February - Friday 4 April 2025
Spring Break	Monday 7 April - Monday 21 April 2025
Module 5 May Day Holiday	Tuesday 22 April - Friday 23 May 2025 Monday 5 May 2025
Early Summer Break	Monday 26 May - Friday 30 May 2025
Module 6	Monday 2 June - Tuesday 22 July 2025

INSET Days (Academy Closed to Students)

1. Thursday 29 August 2024
2. Friday 30 August 2024
3. Monday 4 November 2024
4. Monday 6 January 2025
5. Friday 14 February 2025

Moving around the Academy

We expect students to move quickly and purposefully to each lesson and to arrive on time. Students have copies of their timetable with them at all times so that they always know where they should be. Students are expected to walk calmly and quietly around the building, walk up and down stairs in single file and must adhere to all signage around the Academy at all times.

Every morning students are greeted at the Academy gate by senior members of college staff who will check that they are wearing the correct uniform and have the necessary equipment and support they need for the Academy day to ensure that they are successful learners.



School Day

Timings of the Academy Day

School Day: Monday, Tuesday, Thursday and Friday			
Year 7, 8, 10, and 12		Years 9, 11 and 13	
Late Warning Bell	8.25am	Late Warning Bell	8.25am
Tutor Time	8.30-8.55am	Tutor Time	8.30-8.55am
Period 1	8.55-9.55am	Period 1	8.55-9.55am
Period 2	9.55-10.55am	Period 2	9.55-10.55am
Break 1	10.55-11.20am	Tutor Time/Assembly	10.55-11.20am
Tutor Time/Assembly	11.20-11.45am	Break 2	11.20-11.45am
Period 3	11.45-12.45pm	Period 3	11.45-12.45pm
Lunch 1	12.45-1.15pm	Period 4	12.45-1.45pm
Period 4	1.15-2.15pm	Lunch 2	1.45-2.15pm
Period 5	2.15-3.15pm	Period 5	2.15-3.15pm
Period 6, Enrichment & After School LOPT	3.15-4.15pm	Period 6, Enrichment & After School LOPT	3.15-4.15pm

School Day: Wednesday			
Year 7, 8, 10, and 12		Years 9, 11 and 13	
Late Warning Bell	8.25am	Late Warning Bell	8.25am
Tutor Time	8.30-8.50am	Tutor Time	8.30-8.50am
Period 1	8.50-9.50am	Period 1	8.50-9.50am
Break 1	9.50-10.10am	Tutor Time	9.50-10.10am
Tutor Time	10.10-10.30am	Break 2	10.10-10.30am
Period 2	10.30-11.30am	Period 2	10.30-11.30am
Lunch 1	11.30-12.00pm	Period 3	11.30-12.30pm
Period 3	12.00-1pm	Lunch 2	12.30-1pm
Period 4	1pm-2pm	Period 4	1pm-2pm

Extra-Curricular Activities

Leigh Academy Bexley has a variety of facilities and expertise, and the provision of extra-curricular activities is an integral part of Academy life. There is a diverse range of activities available to students and we believe that it is vital to encourage students to extend and take up new interests and hobbies alongside their studies. This is an area that we have extended this academic year, with opportunities to visit galleries, attend shows in London and participate in a range of outdoor activities.

The Academy uses a registration and monitoring system called SOCS. This online system is used by an extensive number of schools and academies, providing students with the ability to view and sign up to the full range of extra-curricular activities that are delivered at the Academy. The programme also provides students with an activities calendar which can be shared with you, ensuring you are able to monitor and track your child's attendance to these extra-curricular opportunities.

Club	Teacher	Year	Room	Time
Monday Clubs				
Breakfast Club	Academy Restaurant	All	Restaurant	07:30 - 08:15
Lunchtime Football	APD Coach	All	Football pitch	Lunch One & Two
Lunchtime Basketball	Basketball Court	All	Basketball Court	Lunch One & Two
Bedrock Learning Homework Club	Mrs Allen	All	The Library	15:15 - 16:15
Tuesday Clubs				
Breakfast Club	Academy Restaurant	All	Restaurant	07:30 - 08:15
Lunchtime Football	APD Coach	All	Football pitch	Lunch One & Two
Lunchtime Basketball	Basketball Court	All	Basketball Court	Lunch One & Two
Key Stage 3 Basketball	Mr Woods	Years 7, 8, & 9	Sportshall	15:15 - 16:15
Trampolining Club	Mrs Beswick	All	Sportshall	15:15-16:15
Wednesday Clubs				
Breakfast Club	Academy Restaurant	All	Restaurant	07:30 - 08:15
Lunchtime Football	APD Coach	All	Football pitch	Lunch One & Two
Lunchtime Basketball	Basketball Court	All	Basketball Court	Lunch One & Two
Year 9 and 11, Puzzle and Chess Club	Mr Shamsi	Years 9 & 11	M3B	Lunch One
Thursday Clubs				
Breakfast Club	Academy Restaurant	All	Restaurant	07:30 - 08:15
Lunchtime Football	APD Coach	All	Football pitch	Lunch One & Two
Lunchtime Basketball	Basketball Court	All	Basketball Court	Lunch One & Two
Information Book Club	Mrs Allen	All	The Library	Lunch One
Science Book Club	Mrs Allen	All	The Library	Lunch Two
Year 7 Boys Football	Mr Coulson	Year 7 Boys	Astroturf Pitch	15:15 - 16:15
Year 8 Boys Football	Mr Larkin	Year 7 Boys	Astroturf Pitch	15:15 - 16:15
Year 9 Boys Football	Mr Crowe	Year 9 Boys	Astroturf Pitch	15:15 - 16:15
Girls Football	Miss Windsor & Mrs Beswick	All	Astroturf Pitch	15:15 - 16:15
Maths Club	Mr Parajuli	All		15:15 - 16:15
Act Too	Mr Wardzynski	All	PA2A	15:15 - 16:15
Friday Clubs				
Breakfast Club	Academy Restaurant	All	Restaurant	07:30 - 08:15
Lunchtime Football	APD Coach	All	Football pitch	Lunch One & Two
Lunchtime Basketball	Basketball Court	All	Basketball Court	Lunch One & Two
Year 7, 8, & 10, Anime Club	Mr Shamsi	Years 7, 8, & 10	M3B	Lunch One
Year 9 & 11 Anime Club	Mr Shamsi	Years 9 & 11	M3B	Lunch Two
Community Craft Club	Mrs Allen	All	The Library	Lunch Two

Cycling to the Academy

The Academy bicycle racks are available to all students who cycle to the Academy. We would encourage as many students as possible to cycle to the Academy. It is both healthier for them and will help to reduce the congestion around the Academy gates that is caused by cars dropping off and collecting students.

Any student wanting to bring in their bicycle will need a chain and padlock to secure it. We look forward to more students taking advantage of the facilities. We strongly recommend that all students wear helmets when cycling. These should fit well and conform to current British standards. We also recommend the use of high visibility garments such as jackets or tabards. Lights should be in good working order. All cyclists should be aware of the rules of the Highway Code that relate to cycling and should follow these at all times.

Please note that bicycles are left at owner's risk on the Academy site.



School Uniform

Leigh Academy Bexley Uniform

All to be purchased only from our outfitters - Casey's Schoolwear in Blackfen

Casey's Schoolwear

246 Blackfen Road, Sidcup, Kent, DA15 8PW. Tel 0208 850 8645. Web: www.caseysschoolwear.co.uk

The uniform for The Leigh Academy Bexley has been designed by students and staff with style, durability, comfort, availability and of course affordability in mind. It was designed to inspire students and instil a sense of pride. We expect them to dress and behave in a way that reflects the high standards and expectations of Leigh Academy Bexley.

Please make sure that all items of the uniform are clearly marked with the student's name. Jewellery is not permitted to be worn, other than a wristwatch and one small stud in the lower ear lobes. Other piercings, acrylic or painted nails, false eyelashes, smart watches are not permitted to be worn at the Academy. Please note: The Academy will not take responsibility for lost items of jewellery or clothing.

Blazer	Black with Academy logo - must be worn at all times, unless instructed to remove
Trousers	Black smart trousers only (no jeans, trousers with emblems or embroidery, leggings or tight-fitting trousers)
Skirt	Plain black pleated skirt - Must be unrolled and touch the back of the knee when standing - no stretch fabric Full length black skirt for Muslim girls (no jeans to be worn underneath - black trousers only)
Shirt	White shirt/blouse with collar - Must be tucked in
Jumper/Cardigan	<u>Optional</u> - Black with Academy logo
Tie	College tie - worn appropriately (full standard length)
Shoes	Black, leather, sensible and serviceable shoes (Kicker shoes are acceptable) - no logos. Boots must NOT be worn
Plain Black Coat	<u>Plain black coats only</u> . Denim jackets, hoodies, tracksuit tops and coloured coats are not permitted in the Academy
PE	Leigh Academy Bexley PE polo shirt, plain black shorts (small logo only) or plain black tracksuit bottoms (small logo only) and trainers. Plain black leggings or sports tights and a long-sleeved top will be permitted underneath PE kit during cold periods. No hooded sports tops permitted

Equipment

Students will need to bring to the Academy on a daily basis their PPRR (pen, pencil, rubber and ruler). When they join the Academy, all students will be provided with a Chromebook. The devices provided to students are loan devices and come at no cost but must be returned at the end of the academic year. All students will be required to bring these devices into the Academy on a daily basis, fully charged, as part of their daily equipment.



Valuables

Students should not bring valuable items or large amounts of money into the Academy. If students have to bring money to the Academy it can be stored in their College Office safe and returned at the end of the day.

Mobile phones and ear pieces (including AirPods) are not permitted to be used in the Academy. They must be switched off and out of sight at all times. If seen in the Academy they will be confiscated and kept securely in their College Office safe and appropriate sanctions applied in line with our behaviour management policy. If these items are brought into the Academy they are the students' responsibility.



The Academy cannot take responsibility for any lost items.

Lost Property

Please clearly label all items of clothing / bags / equipment with your child's name.

Lost property should be handed into the College offices promptly. If something is lost, students should report it to their College. If the item is labelled it will be returned to the owner immediately. If it has not been handed into College offices, the student should report the loss to their tutor. All uniform and items must be labelled with the student's name.

PE equipment or clothing mislaid in the Sports Centre will be stored in the PE office.



Teaching & Learning

Leigh Academy Bexley ensures that all students have the essential knowledge, qualifications and skills to achieve in later life and opportunities to excel in every subject. Students learn how to maximise their physical, emotional and spiritual well-being through a programme of personal, health, social, career and emotional awareness. It is a Parent's/Carer's right to withdraw their child from some or all of sex education delivered as part of statutory Relationships and Sex Education (RSE), although we would encourage all families to support our well thought out programme.



Key Stage 3

Leigh Academy Bexley is committed to providing an International Baccalaureate Middle Years Programme (IBMYP) curriculum that is challenging, broad, balanced and appropriate to each student's ability. The International Baccalaureate Middle Years Programme curriculum encourages students to make practical connections between their studies and the real world. In addition to English, Mathematics and Science, all Key Stage 3 students study Art, Drama, Music, History, Geography, French or Spanish, PE, Technology, and ICT. The MYP aims to develop active learners and internally minded young people who can empathise with others and pursue lives of purpose and meaning. The program empowers students to inquire into a wide range of issues and ideas of significance locally, nationally and globally. The result is young people who are creative, critical and reflective thinkers.



Key Stage 4

We are proud of the diverse range of high-quality GCSE and Vocational courses that all students have access to. We are confident that the curriculum we offer to students will equip them with the qualifications, knowledge and skills they will need to lead successful and fulfilling adult lives. The decisions that students will make are therefore important and consequential. It is for this reason we are absolutely committed to providing students and families with comprehensive and individual support at each stage of the options process. Whilst all students will study GCSEs in English, Mathematics and Science, students and families will be taken through a guided process so that an informed decision can be made with confidence about the options your child wishes to make for Year 10 and 11.



Sixth Form

This is an exciting time to be part of the Leigh Academy Bexley Sixth Form. Students will study 3 subjects from a range of A Level and Vocational courses, which are designed in a way that students can pick sensible combinations, which allow for progression onto pathways of higher education, apprenticeships or into the world of work. Students will also have an opportunity to enhance their knowledge and skills by gaining extra qualifications, such as EPQ or Core Maths, as well as building their professional profile through weekly career development opportunities. Students' timetables will see them have a daily lesson of their chosen subjects. Teachers will work with students to ensure they are equipped with the relevant skills they need to be able to study independently which will prepare them for life after Sixth Form.

All students in the Sixth Form benefit from a programme of careers interviews, work tasters and opportunities to meet with employers and higher education providers. All aspects of the support have proved advantageous and have played a large part in our students successfully gaining university places.



Homework

We use Google Classroom to set all materials and assignments, so that students can complete their homework and follow their usual timetable remotely. All students have their Google Classroom login codes, and will be added to each of their subject classrooms. This software allows students to complete their work, receive feedback from their teachers, as well as ask any questions they might have.

All Parents/Carers will have an invite to Google Guardian which will give weekly or daily updates on the assignments received, provide a completion deadline for each assignment and inform of any overdue tasks, which Google refers to as 'missing'.



Sparx Maths

Success

We want the best for all our students and so we regularly ask our students if they enjoy learning and if they feel safe in the Academy. We respond promptly to this feedback, enabling our students to develop the skills, confidence, independence and self-awareness required for their future wellbeing and success.

We expect all students to make outstanding progress from the moment they join us. We expect them to join our Sixth Form to continue their education and progression. We ensure that teaching is creative, rigorous and exciting, allowing students to learn actively and to acquire, develop and hone the skills they need for success. The support we put in place for our learners comes in many forms but all with one aim, to ensure our students achieve their best.



Library

Leigh Academy Bexley has a brand new Library! This is full of new books to interest and inspire readers of all abilities.

The ability to read proficiently is at the heart of our teaching and learning and as part of our literacy strategy students in KS3 have one library lesson per fortnight. In addition, students have time in tutor time to read or complete literacy activities on one of the online literacy platforms all students have access to. The Library is open to students at break, lunch and afterschool for students to select, change books and seek advice from the librarian.



Phone: 01322 348231 | Email: info@leighacademybexley.org.uk

Progress

Parents/Carers play a crucial role ensuring their child achieves at the highest level, meets their targets and makes the most of their opportunities at the Academy. We regularly provide Parents/Carers with information and data to ensure they are informed of their child's progress. This information is emailed to families and will be accessed through the My Child at School app.

Parents/Carers are provided academic and contextual feedback from every subject through progress reports and Parents' Evenings. Each year-group has a formal Parents' Evening. Parents/Carers are also welcome to contact their child's College for an update on their academic progress by speaking with the College team.

My Child At School

(MCAS)



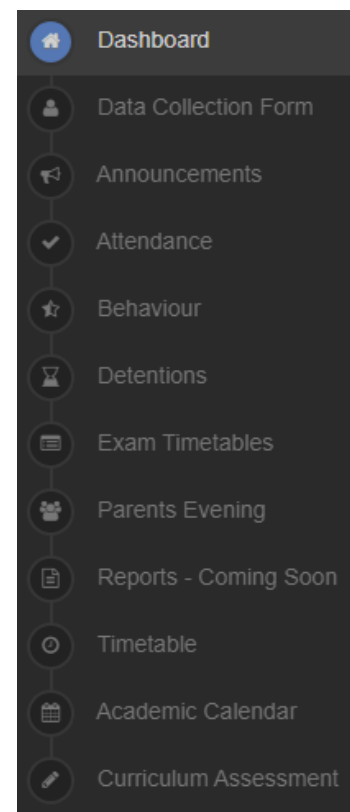
My Child at School (MCAS) is a smart phone application that enables Parents/Carers to access real time and up to date information about their child.

The app/website will provide the following information:

- Attendance and punctuality
- Timetable
- Progress Reports
- Calendar

For more information, please visit the Leigh Academy Bexley website:

www.leighacademybexley.org.uk



Phone: 01322 348231 | Email: info@leighacademybexley.org.uk

How we Support Students

We are an inclusive Academy that values individual diversity regardless of social and/or cultural background, disability, or learning difficulties, ensuring that all students achieve and thrive. Leigh Academies Trust has made considerable investments in resources and staffing at this Academy to further strengthen the provision for our most vulnerable students. These improvements include employing more highly qualified SENCOs full-time to further strengthen the team. The Academy has also invested in regular professional support, such as weekly Speech and Language Therapists and full-time Counsellors.

All staff at Leigh Academy Bexley are ambitious for all students with SEND, ensuring that their needs are identified, assessed, and met quickly. Our well-planned and helpful curriculum is carefully arranged to suit all of the students' requirements, starting places, and future goals. We always seek to successfully involve Parents/Carers (and other professionals/specialist services where appropriate) in decision-making for students with SEND.

Inclusion at Leigh Academy Bexley is built on the following principles:

- All of our students may require support at some time in their secondary school career
- We always do our best to ensure that all students can access the mainstream curriculum and make excellent progress in their lessons
- We provide an appropriate curriculum for all of our students so that their needs are met
- We communicate quickly and appropriately with students, Parents/Carers and staff to remove barriers to learning
- All teachers are teachers of students with special educational needs and disability (SEND).

Students can take advantage of a variety of support programmes. After a student's requirements are assessed, support options may include a Learning Support Assistant in the classroom, literacy assistance, or access to resources such as the Learning Engagement Centre. We organise monthly multi-professional meetings to ensure that students are developed through praise and encouragement, appropriate intervention and high quality teaching. We also take advantage of local authority provisions, support and advice to ensure all students are making progress including Autism outreach and Occupational Therapists.



The Respect Code

The Respect Code is the foundation of our basic expectations at Leigh Academy Bexley and supports the Academy community in achieving our values, mission and vision.

Anti-Bullying

Bullying is “behaviour by an individual or a group, repeated over time that intentionally hurts another individual either physically or emotionally”. (DfE “Preventing and Tackling Bullying”, July 2017). Bullying can include: name calling, taunting, mocking, making offensive comments; kicking; hitting; taking belongings; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours. This includes the same unacceptable behaviours expressed online, sometimes called online or cyberbullying. This can include: sending offensive, upsetting and inappropriate messages by phone, text, instant messenger, through gaming, websites, social media sites and apps, and sending offensive or degrading photos or videos.

Bullying can be a form of child on child abuse and can be emotionally abusive; it can cause severe and adverse effects on children’s emotional development.

Bullying can be based on any of the following things:

- Race (racist bullying)
- Religion or belief
- Culture or class
- Gender (sexist bullying)
- Sexual orientation (homophobic or biphobic bullying)
- Gender identity (transphobic bullying)
- Special Educational Needs (SEN) or disability
- Appearance or health conditions
- Related to home or other personal situation
- Related to another vulnerable group of people, e.g. young carers

Leigh Academy Bexley will not tolerate bullying in any of its forms. Anyone who bullies someone will be dealt with in line with our Academy policies.

The Academy encourages all students to challenge bullying. If a student is being bullied or sees anyone else being bullied, inside or outside the Academy, they should tell an adult, who will tackle it promptly and sensitively.

Students being bullied will be offered strategies to deal with bullies. Telling people about bullying is the first step to solving the problem. It is the right thing to do.

Remember - We are a telling Academy

Students do not have to put up with bullying - so tell an adult

Safeguarding and Child Protection

The Academy Child Protection Policy is published on the Academy website. All Parents/Carers should be aware of the responsibility of all staff members with regard to child protection and safeguarding procedures. The staff of Leigh Academy Bexley fully recognise the contribution the Academy makes in the safeguarding of our students. We recognise that all staff, including volunteers, have a full and active part to play in protecting our students from harm.

Our Academy procedures for safeguarding children are in line with the London Child Protection Procedures and the London Borough of Bexley Safeguarding Children Partnership arrangements.

We recognise that the Academy plays a significant part in the prevention of harm to our students by ensuring that there are good lines of communication with trusted adults. We aim to establish and maintain an ethos where young people feel secure, are encouraged to talk, and are always listened to. We provide students with opportunities within the Personal Development curriculum to learn the skills and understanding they need to stay safe from harm and to know who to turn to for help, if necessary.

Leigh Academy Bexley Designated Safeguarding Lead is Mr P Wilson. Mrs Cook is the Safeguarding Officer and the Academy Leadership Team are all Deputy Designated Safeguarding Leads.

Students are supervised at all times on site and during educational visits off site. Visitors to the Academy are required to sign in at Reception and to wear a visitor's name badge.



Mr P Wilson

Designated Safeguarding Lead

Emergency Contacts

Parents/Carers are asked to inform their child's College **immediately** if there is any change in telephone number, email address or if they move house during the academic year. It is essential that the Academy has at least **two** emergency contacts, whose details are accurate and up to date, for all students.

Contacting Students

Parents/Carers are asked to take note that the Academy is unable to act as a messaging service for students unless there is an emergency. Please ensure you communicate any arrangements with your child before they come to the Academy. Please do not contact your child directly during the Academy day. All Parents/Carers will be provided with College contact details.



Attendance Matters

Outstanding attendance is essential if students are to achieve their full potential. Leigh Academy Bexley works with Parents/Carers to ensure that we meet our attendance targets. Parents/Carers play the most significant role in ensuring that attendance and punctuality are outstanding.

We expect all students to maintain attendance above 96%.

The Academy asks Parents/Carers to:

- Contact the Academy on the first day of absence, with the reason and expected length of absence
- Arrange medical and other appointments outside school hours where possible
- Provide medical evidence to support any absence due to illness

Please ensure that medical and dental appointments are scheduled outside Academy hours. When this is not possible an appointment letter/card must be provided as evidence in order for the absence to be authorised.



Family Holidays

The amendments to the Education Regulations 2006 make clear that headteachers can NOT grant any leave of absence during term time unless there are exceptional circumstances. Permission must be requested in writing, in advance, for such cases.

The proper place for students to be on a school day is in the Academy. Family holidays must be arranged to fit in with Academy holiday dates.



Punctuality

If a student is 5 minutes late every day, it adds up to over 3 days of school lost each year. 15 minutes late every day is the same as being absent for 2 whole weeks.

It is essential that students attend the Academy every day and arrive on time to every lesson. The Academy has in place a robust punctuality policy. Students must arrive at the Academy by 8.25am at the latest.

Where students arrive outside of this time, with no good reason, they will be set a same day loss of personal time (LOPT) for 30mins/60mins.

Parents/Carers will be informed on the day of the lateness.

Where students demonstrate consistent excellent punctuality or significant improvements, they will be recognised and celebrated within their College.

If you require support regarding attendance or punctuality then please contact your child's College.



Signing Out

If a student must leave the Academy during the day for any reason then evidence must be provided from the Parents/Carers in advance of the date. This note must be authorised by a member of the College Leadership Team or the Principal. Students will be signed out at Reception and will receive a stamped Gate Pass. If they return to the Academy later on the same day they must sign-in again at Reception and their College.



Illness or Accident

If a student feels unwell or has an accident they must tell a teacher or member of support staff straight away. The teacher/support staff will alert College first aid in order that they can be cared for. If the student is too ill to remain in the Academy or if hospital treatment is required, Parents/Carers will be contacted by the College office to make suitable arrangements. **That is why it is vital that we have at least two, up to date, emergency contact numbers.** Under no circumstances should a student leave the Academy or go home without permission.

Students must not use their mobile phone in the Academy; the College office can make contact with Parents/Carers if necessary. If a student feels unwell at break or lunchtime, they should speak to the nearest adult.

Medicines

Administration of Medication

Staff at Leigh Academy Bexley wish to ensure that students with medical needs receive the highest standard of care and support at the Academy. The Principal will only accept responsibility for members of the Academy staff giving or supervising students taking prescribed medication during the Academy day as long as the following points are adhered to:

- 1) Medication can only be accepted in the Academy if it has been prescribed by a doctor.
- 2) Medication will not be accepted in the Academy without complete written and signed instructions from the Parent/Carer.
- 3) Only reasonable quantities of medication should be supplied to the Academy (for example, a maximum of four weeks' supply at any one time).
- 4) Each item of medication must be delivered in its original container and handed directly to the College office.
- 5) Where the student travels on transport provided by the borough with an escort, Parents/Carers should ensure the escort is informed of any medication sent with the student.
- 6) Each item of medication must be clearly labelled with the following information: student's name, name of medication, dosage, frequency of dosage, date of dispensing, storage requirements (if important) and expiry date.
- 7) The Academy will not accept items of medication which are in unlabelled containers or in 'over the counter' packaging.
- 8) It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside Academy hours. Parents/Carers are encouraged to ask the prescriber about this. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after Academy hours and at bedtime.

If a student suffers from asthma, they are encouraged to carry an asthma pump in their bag. Please ensure that a spare pump is clearly labelled as indicated above and left with the College office. The above also applies where students require an Epipen. A full copy of the policy for administering medication can be supplied on request.

No exceptions to the policy in respect of medicines can be made.

WisePAY

We do not accept cash at Leigh Academy Bexley WisePay – A Convenient Way to Pay

Parents/Carers can book and pay securely online for a range of items using a debit/credit card. Paying online gives you the peace of mind that comes with knowing that your money reaches the Academy safely. WisePay also links to our cashless catering system to ensure that when dinner money is paid for, it is credited to your child's account within 24 hours.

Every new Parent/Carer will be sent an activation letter providing information about how to activate your secure on-line account. You will be provided with a unique username and password and will be prompted to change these and keep them safe and secure.



Cashless Catering

Cashless catering incorporates the latest technology and eliminates the need for your child to carry cash throughout the day. It is also biometric so there is no need to carry a card, with the system recording the thumbprint of your child at pay points and at the tills in the Restaurant.

Please make sure you complete and return the Biometric 'opt in' section of your Admissions Form to allow us to biometrically register your child. The preference of the Academy is to use biometrics as this is more secure and faster than any other method of identification. The biometric information taken is an algorithm and not an actual fingerprint.

If you choose not to have your child registered, the Academy will provide a 4-digit PIN code. Biometrics is totally secure and does not allow for pin numbers to be used by anybody other than the student.



Photo Permission

The Academy requires Parents/Carers permission before we take any photographs or recordings of your child. Further information on this permission can be found in the Leigh Academies Trust Data Protection Policy.

By agreeing to this, it is accepted that permission is granted for photographs or images of your child to be used in/on Academy publications, publicity material including local newspapers, relevant trade magazines, the Academy's website and/or the World Wide Web.

Parents/Carers understand that they or the student do not own the copyright of the photograph(s) taken.

In agreeing to this photographic consent, it is accepted that you allow Leigh Academy Bexley to use the photograph(s) taken for any purpose as outlined above.

Conditions of use

1. We will not use your child's full name alongside the photograph.
2. We will not include personal e-mail or postal addresses, or telephone numbers on videos, on our website or in printed publications.

You will be able to accept or decline this consent on your admissions form.



Contacts at the Academy

If you have any concerns at all, please contact the Academy immediately. Together we can normally find solutions to most problems and difficulties.

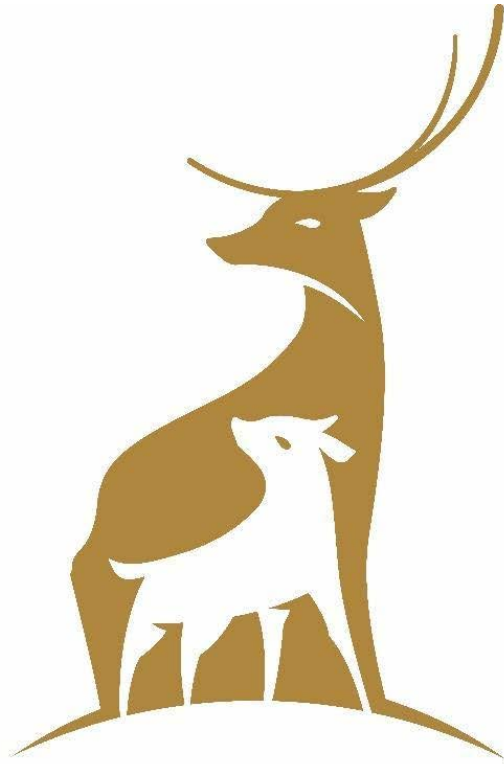
Main Academy

Email: info@leighacademybexley.org.uk Phone: 01322 348 231

Admissions

Admissions Officer, Tammy Green

Email: admissions@leighacademybexley.org.uk Phone: 01322 940 515



Leigh Academy
BEXLEY

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