



Dear Parents and Carers

I am proud to welcome you to the Mill Road Campus (MRC) of Plume, Maldon's Community Academy. We are looking forward to your child joining us as a new member of the Plume family, embarking on the next and exciting stage of his/her education.

At Plume, we strive to forge strong partnerships between parents and carers, as well as students and the academy, working together to ensure that your child obtains the most from his/her time with us. However, ultimately, we look to ensure that he/she has the opportunity to fulfil his/her true potential by the time he/she leaves. Every child is a unique individual to us and we recognise that this must be central to all areas of academy life to help prepare them for their future endeavours, whilst equally giving them the most positive experience of secondary school education that is possible.

Whilst recent times have proved challenging for everyone, this has not stopped us working hard to ensure that our students receive a thorough and relevant transition experience into Plume. Our current Year 7 have demonstrated how our adapted transitional approach has still been highly successful and our Year 7 settling in survey results were once again reflecting that our students feel safe, secure and positive at Plume. The 2020/2021 results found that 100% of students agree to strongly agree that they are familiar with the academy and expectations, 99% of parents agree to strongly agree that they are happy with all communications with the academy and 100% of parents believe that their child feels safe and secure at the academy. Whilst these results are a mere snapshot of the positive feedback received, they still provide an insight into how our parents and students feel about the hard work that we consistently apply, to ensure the happiness of our stakeholders.

To thrive, it is crucial that your child also feels happy at school. We know that settling into Plume Academy is usually a very swift process for the majority of students, but can take longer for others. All members of the Plume Mill Road Campus community, staff and students alike, work hard to ensure that everyone feels welcomed. This ethos helps individuals develop and achieve their ambitions. When things do not go smoothly, however, it is important to note that open communication is fundamental in ensuring we work alongside the respective family to address concerns and ensure progress is made. Therefore, do not hesitate to contact us should you feel you need to do so – we are only a phone call or an email away and we very much look forward to working with you and your child over the course of your time with us, at Plume Academy.

Yours sincerely

Ms Joanne Everett
Assistant Vice-Principal & Head of Mill Road Campus

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THE ACADEMY DAY

The academy day is made up of five, one hour lessons with a five-minute movement allowance time between lessons. The timings of the academy day are as follows:

8.25 am	Warning bell
8.30 am	Tutor group time
8.50 am	Lesson 1
9.50 am	Movement time
9.55 am	Lesson 2
10.55 am	Morning break
11.10 am	Warning bell and movement time
11.15 am	Lesson 3
12.15 pm	Movement time
12.20 pm	Lesson 4
1.20 pm	Lunch break
2.00 pm	Warning bell and movement time
2.05 pm	Lesson 5 (Including 5 minute registration)
3.10 pm	End of the school day

ACADEMY HOLIDAYS AND TERM DATES 2021/2022

Please see the Plume Academy website for details of term dates and non-student days.

Please see <https://www.plume.essex.sch.uk/term-dates>

ACADEMIC PROGRESS TRACKING

As parents and carers, you will receive three Progress Reviews a year, distributed across the academic year. The Progress Review sets out your child's current attainment and progress in each subject area. The Progress Review also provides the following information for each subject area:

Learnability

Learnability is focused on students' ability to be effective learners in the classroom and is scored between 5 and 1 for each subject area. These relate to the following learner profiles:

5 Outstanding: The student is always well motivated, highly resilient and is able to work effectively in a wide variety of situations with a minimum of direction. Work is exceptionally well presented with an extremely high level of accuracy demonstrated consistently. Students are equipped to learn, organised and actively seek feedback for improvement. Homework is always exemplary.

4 Very Good: The student is resilient, well-motivated and is able to work effectively, making positive contributions in class. Students take pride in their work which is completed to a high level of accuracy. All tasks are completed fully, and they make an excellent effort to improve or extend work. They always have the correct equipment for lessons and complete homework to the best of their ability.

3 Good: The student is usually well motivated, shows interest and contributes in lessons. They are keen to take on a challenge but at times need support in finding solutions. They usually take pride in their work and most work is completed accurately. Students usually have the correct equipment and homework is usually completed to the best of their ability and handed in on time.

2 Requires Improvement: The student sometimes works hard, making limited contribution in lessons. When encouraged they can be a resilient learner, but they require considerable support and encouragement when faced with a challenge. They usually take care with presentation but do not always complete tasks fully. Homework is completed but at times with minimal effort and not always handed in on time.

1 Unsatisfactory: The student shows little interest in learning and rarely contributes to lessons. They give up easily when faced with a challenge and work is often inaccurate with careless mistakes. Tasks are rarely completed fully, with a lack of attention given to presentation. They rarely have the correct equipment and homework is completed with little effort and rarely handed in on time.

In addition to the progress reviews, you will also have the opportunity to attend a Parent Consultation Evening during the academic year where you will have the opportunity to discuss your son or daughter's progress with individual subject teachers.

ASSEMBLIES

Students experience collective worship and year group assemblies on a weekly basis. Assemblies are used to promote the academy ethos, celebrate students' success and provide occasions to meet together to reflect upon topical issues. Tutor Groups at MRC also present assemblies to each other on particularly important topics and this time gives us the opportunity for visitors to share information with the whole year group at various points.

ATTENDANCE

Plume is an academy that is determined to ensure every student is able to achieve to the very best of their ability. Therefore, it is vital that students and parents and carers recognise that a high level of attendance at our academy is directly linked to high attainment.

Plume's attendance target is currently **95.5%** but we fully expect all students to strive to secure 100% attendance.

In September 2015, Essex County Council informed us of the following:

*"Any student with an attendance level of **90% or below** will be classed as a **Persistent Absentee (PA student)**". Plume Academy will then be legally expected to address this within the process already set out and issue the appropriate sanctions if deemed necessary.*

An attendance rate of 90% would mean that a student has actually missed six months of schooling during their secondary education. Therefore, in order for students to achieve the highest possible grades, they must be in school.

Student absence

It is your responsibility to ensure that we are contacted every day that your child is absent. Please telephone 01621 854681 and follow the push button instructions by 9.00 am. Alternatively, email the academy's Attendance Officer at attendance@plume.essex.sch.uk including your child's name and tutor group in the subject line of the email. A brief reason for absence is required (messages saying 'unwell' or 'sick' are not a sufficient reason).

Attendance: 'Authorised/unauthorised' – medical evidence

Please be aware that where absence falls below **95.5%** (academy target), parents and carers will be required to provide medical evidence to support the absence. If this is not provided, the absence will be recorded as 'unauthorised'. If you have any questions about attendance, please liaise with Mrs Freeman (Attendance Officer) via k.freeman@plume.essex.sch.uk

Aquinas

Parents and carers are expected to contact the academy at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in such a manner, the academy may refer the child to Aquinas. She/he will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, these officers can use sanctions such as Penalty Notices or refer to Missing Education & Child Employment Service (MECES) for prosecutions in the Magistrates Court.

Further details of the options open to enforce attendance at school are available from www.direct.gov.uk

First day call back

We have a system whereby a text message will be sent to you if your child is absent and we have not had contact from you by 9.00 am. Therefore, it is imperative that all contact numbers are up to date and we would ask that you please contact the academy with any change of numbers (mobile or landline) as a matter of urgency should your details change.

For Fire and Safety Regulations, it is also every student's responsibility to sign in the late book if they do not attend registration for any reason, whatever the time of day.

After every absence, you are required to provide a signed note for their form tutor explaining in detail the reason for the absence (unwell is not sufficient). It is then the academy's decision as to whether or not to authorise the absence.

Medical and dental appointments qualify for leave of absence. The student should bring in any appointment card or letter from his/her parents and carers to request this. Where possible, we also ask parents and carers to arrange appointments outside the regular school hours.

Please note that for medical appointments, we will authorise a morning *or* an afternoon session. If circumstances dictate that a whole day is required, please provide evidence to support this. This must be received by the academy before or within five days of the appointment for the absence to be authorised.

Application for leave of absence

There is no automatic entitlement in law to time off during term time for leave of absence.

Leave of absence is not a legal right and the academy strongly discourages parents and carers from taking their children out of the academy during term time. If, under *exceptional circumstances*, parents and carers wish to request a leave of absence, they should write to the Executive Principal at *least four school weeks* in advance of the proposed date, stating the circumstances relating to the request.

Whilst the Executive Principal is able to authorise requests which are deemed 'exceptional', please be aware that the vast majority of time taken out of the academy will be classified as **unauthorised**.

Should a parent/carer wilfully remove their child from the academy after the Executive Principal has unauthorised the respective application, the academy will refer the case to the Missing Education and Child Employment Service (MECES) who will make a decision as to whether to issue a Penalty Notice of £60. If the leave of absence is then taken with disregard to the outcome of the application, the academy will seek to apply for a Penalty Notice in accordance with Education (Penalty Notices) Regulation 2004.

Punctuality

Parents and carers will be informed if we have concerns relating to punctuality. However, we do ask for your support in encouraging students to prepare their bag and clothes the evening before school, and ensuring they allow plenty of time to actually get to school. Students should ideally aim to arrive in school between 8.15 am and 8.25 am. The office and phones are open from 8.00 am (both sites) and we monitor students' punctuality closely; repeated late arrival will be dealt with using the academy's established and ratified sanctions processes.

CLUBS AND ACTIVITIES

A wide range of extra-curricular activities, including art, the KS3 band, drama, football, gymnastics, languages and singing are organised on both the MRC and FRC sites. A complete list of clubs available for MRC students will be advertised on a display board outside the Student Support Centre during the first few weeks of term and will also be available on the academy website. These are subject to change, however, so please check for the up-to-date clubs' listings.

COMMUNICATION

We value parents and carers input into our academy. Therefore, please do not hesitate to contact us at any time by email or phone should you feel the need to do so.

Useful contacts:

MRC:	01621 879803
FRC:	01621 854681 follow options to speak to the Assistant Head of Year
Head of Year 7 email:	s.rattenbury@plume.essex.sch.uk
Assistant Head of Year 7:	<i>N. Janes</i> n.janes@plume.essex.sch.uk
or general enquiries:	admin@plume.essex.sch.uk

*For subject specific related matters, we encourage all parents and carers to communicate with class teachers if they have any queries, concerns or require information. Staff email addresses are available on the academy website <https://www.plume.essex.sch.uk/staff-contacts>

Emails

To help improve communication with parents and carers, we send the majority of our communication by email through a system called 'Intouch'. We feel that emailed communication will be beneficial to you because:

- messages will get to you swiftly and reliably;
- we can send messages directly to parents and carers;
- you will quickly know about important or urgent messages;
- we can tell you more about what is going on at the academy;
- letters can be sent home electronically as an email attachment; and
- it saves the academy a significant amount of money in postage meaning this can be better spent on other educational matters.

To use electronic mail, we need to collect your email addresses and mobile numbers and therefore, we would ask you to complete the form within the information pack and return it to us. Also, please update us if you change your email address or mobile phone number.

Our email collecting company is registered with the Data Protection Registrar and it *guarantees* that all information you provide will be stored securely and will not be passed on to any other organisation.

Messages to students

Due to the nature and sheer amount of the work carried out in our main office, we cannot guarantee that phone messages or items left can be delivered to the student concerned except in an emergency. We will, however, endeavour to pass on messages as soon as we possibly can.

Mobile Phones

The academy has not made a blanket ban on mobile phones. All phones must be switched off during academic hours, including break and lunch times, for our MRC students.

Should students be found using mobile phones in the academy, these will be confiscated and stored in the safe at our reception. Parents and carers may be requested to collect the phones by the Head of Year.

Website: www.plumeacademy.org.uk

The academy's website contains a wide variety of information which all students and parents/carers are encouraged to use because it provides a quick and easy way of keeping track with what is happening at the academy including updates on the academy calendar and the latest edition of 'Plume News', our fortnightly newsletter.

Twitter

Both the academy and the Executive Principal have Twitter accounts and these are updated on a daily basis and sometimes on more than just a daily basis. Both of these can be viewed/accessed via the academy's website too.

Parent Voice

Parent Voice is a focus group which contributes to the ongoing review and improvement of events and services offered at Plume Academy. This allows us to work with our parents and carers who we see as key partners in their child's education, listen to parents' and carers' views, discuss important issues and discuss how community needs can be best met. 'Plume News' advises the dates, so please look out for an invitation to our half termly meetings.

CONDUCT

Making sure we respect...



Discipline with Dignity



Students will be successful at Plume Academy if they are:

- Punctual and have high attendance:
 - at least 95.5 % but aiming for 100%; and less than 95.5% is below the academy target and therefore, below our expectations for student attendance.
- Show consistent positive attitudes to learning by:
 - being ready to engage with the learning opportunities available;
 - reading widely and complete homework tasks; and
 - bringing the correct equipment to school.
- Be polite, act in a considerate manner and demonstrate pride in the academy to enhance learning by:
 - excellent conduct, manners and punctuality;
 - treating others and their right to learn with respect;
 - use language which is appropriate and will not cause offence; and
 - respecting the academy environment by keeping the academy clean and tidy.

POLICIES

Please refer to this page on our website for academy policies.

Hard copies are available on request. <http://www.plume.essex.sch.uk/policies-home-page.html>

ESSENTIAL EQUIPMENT LIST

Students will need to bring into the academy essential equipment – water bottles, pens, pencils, ruler, eraser, pencil sharpener and reading book. These will be checked every week during tutor time. Additional equipment to be recommended are colouring pencils, highlighters and a glue stick.

Books and equipment should be brought into the academy in a suitably sized schoolbag which is both waterproof and secure.

In addition to the following subject specific equipment will be required:

Subject	In addition to basic equipment	
Art and Design	2B pencil Sketch book (<i>can be bought through ParentPay in the first week of the new academic term</i>)	
Modern Foreign Languages	Dictionary French/English or Spanish/English depending on language option	
English	Glue Stick Reading book Highlighter pens	
Mathematics	Scientific calculator (Preferably CASIO fx-83GT) Protractor or angle measurer Compass	30cm ruler Glue Stick Red pen

HOME LEARNING FOR YEAR 7 AND Year 8

At Mill Road Campus, we fully recognise the importance of integrating purposeful and relevant home learning tasks into our students' progress journey and ongoing education. Homework can help to reinforce and further develop the skills, knowledge and understanding that the students acquire within the classroom. The completion of homework encourages the students to organise and develop themselves as independent and responsible learners, recognising how their own personal contributions can benefit their progress and attainment.

What will students and parents/carers expect to see?

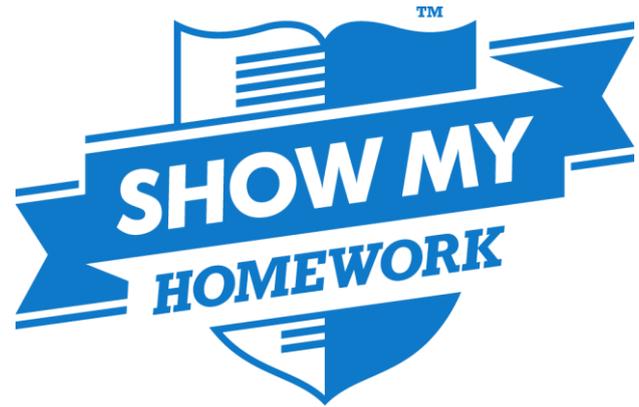
Students will be set regular homework tasks by their English, Maths, Science, Modern Foreign Languages and Humanities (History, RE and Geography) teachers. However, other subject areas will also set homework in accordance with the regularity by which they appear on your son's/daughter's timetable.

At certain points of the academic year, students may be expected to spend a lengthier amount of time on their homework, and this can often be the case when students are preparing for exams or assessments.

Homework set should be linked to the learning and subject content that are to be covered during the course.

How will I know if my child has homework?

The vast majority of homework for Mill Road Campus students will be set via our 'Show My Homework' platform. This will advise students and parents/carers on the tasks that are to be completed, the estimated length of time to be spent on each individual piece of homework, as well as the required submission date.



What if my child needs help?

Homework should be explained with appropriate resources allocated, via the 'Show My Homework' platform and/or within the classroom by the individual member of staff.

Students are encouraged to take responsibility for seeking help from the respective teacher should they require it, however, parents/carers may of course contact individual members of staff via email or telephone for further clarification as and when required.

How will my child receive feedback?

Students should receive specific and timely feedback that is directly related to the individual homework task, and primarily be in the form of marked input from the respective member of staff.

THE LAIC (Learning And Information Centre)

The LAIC offers many useful facilities to students and staff to enhance and develop learning. There will always be a Library Assistant available who will be happy to assist with any questions students may have.

Library - Up to a maximum of four books for a period of two weeks can be borrowed free of charge, and there is a broad range of fiction for all abilities from many different genres. There is a large selection of non-fiction books as well as a reference section. We also have a wide range of fiction and non-fiction Accelerated Reader books within the LAIC. DVDs and audiobooks are available for overnight loans, again free of charge.



Computer Area - 15 computers are available for students to use at break and lunchtimes for *homework and school work only*. There is also the facility for both colour and black and white printing.

Teachers - can also book the LAIC for lessons (including Accelerated Reader lessons), and can use the computer facilities and request resources to assist with lessons and topics.

Students - are allowed into the LAIC at breaktime and lunchtime to take out books and there is a selection of general browser books, newspapers and magazines. In addition, students can play games such as Chess and Uno. There is a small stationery shop within the LAIC which is useful for purchasing essential items (cash only).

Book Group - a very active and well attended weekly 'Book Group' takes place on Monday lunchtime. Students can eat their lunch at Book Group and it is a vibrant social club incorporating lots of enjoyable and interesting activities.

Breakfast Club - this takes place every day from 8.00 am, however, students are asked to sign in upon arrival.

Homework Club - this takes place on Tuesday after school. Students can do homework (with staff support), use computers, print, take out books that are appropriate to the work, and also have a drink and biscuit together before leaving.

PERSONAL DEVELOPMENT

The Personal, Social, Health, Economic Education (PSHEE) curriculum is delivered via a timetabled one hour a week lesson together with additional form time activities and assemblies. PSHEE education is a school subject through which pupils develop the knowledge, skills and attributes they need to keep themselves healthy and safe, and prepare for life and work in modern Britain. In Year 7, the first unit of study helps students come to terms with the changes involved in moving from Key Stage Two into the secondary school environment.

The Personal Development programme continues in Years 8 to 13 building on the key areas below using a variety of teaching methods such as a role-play, class discussion, group work and presentations as well as visiting speakers, quizzes and videos:

Year 7	Year 8
<ul style="list-style-type: none"> • Introduction and Relationships Sexual Health • Careers • Health • Living in the wider world • Wellbeing • Finance 	<ul style="list-style-type: none"> • Relationships and Sexual Health • Living in the wider world • Rights and responsibilities • Careers • Rights and responsibilities • Personal wellness

Year 7

The course is covered using a variety of teaching methods such as role-play, class discussion, group work and presentations as well as visiting speakers, assemblies, quizzes and videos. Our goal is to equip students with the knowledge, skills, and understanding they need to become informed, active and responsible citizens.

PARENTPAY

As well as being able to pay for uniform, trips and catering accounts through traditional methods, parents and carers at Plume Academy will have their own ParentPay account. This enables parents and carers to pay securely online and removes the need to send any money directly into the academy. Parents and carers will be provided with their personal log-in details at the beginning of September, prior to the start of term. Further information (and an online demonstration) can be found at www.parentpay.com

PERSONAL CONTACT DETAILS

It is essential that the enclosed pink 'Student Information Sheet' is returned to us with a copy of your child's birth certificate for our internal records. If any contact details change after this has been handed in, please advise the academy immediately so our records can be updated accordingly.

PROPERTY AND LOCKERS

All property and clothing, including PE kit, should be clearly marked with your child's name and tutor group. It must be emphasised that each student is responsible for her/his own property and the academy cannot be held responsible for any loss. Small articles, when found, are handed in to lost property situated at our main reception.

Academic books and equipment are on loan to students and it is expected that the greatest of care will be taken of such property. Any school books which are lost or damaged must be replaced. Therefore, it is strongly recommended that equipment should be carried in a good quality school bag.

Valuables

Students should not bring items of value e.g. jewellery, speciality iPads etc. into school. If a student does bring an item of value into school, it is the sole responsibility of the student as such items are **NOT** covered by our insurance policy.

Lockers

Lockers can be rented and provide some secure storage for students' property. The charge for a locker is £3.00 for two years plus a £5.00 refundable deposit (total £8.00). The deposit will be refunded at the end of Year 8 on return of the key. Lost keys can also be replaced at a price of £5.00.

SCHOOL MEALS

Plume Academy catering takes pride in delivering fresh, seasonally inspired food. Meals are served on a cafeteria basis and students pay for the food taken at the time of purchase. (**No cash will be taken at the tills**).

The academy operates a cashless meal system using a cashless catering card. Daily spend limits may be applied to the students' accounts if required. If your child is entitled to Free School Meals, his/her account will automatically be credited daily.

Students may also bring a healthy lunch box which must be eaten within the dedicated areas provided.

Menus and all catering information can be found on our website and students are reminded of the importance of keeping the academy free of litter by using the many bins provided.

Breakfast is available on a daily basis on both campus sites from 8.00 am. The main dining hall at MRC offers daily hot and cold food to year 7 and year 8.

FREE SCHOOL MEALS (FSM)

Please note that **FSM eligibility does not automatically transfer from your previous school**

FSM is completely anonymous – due to the cashless catering system, no other student or member of catering staff will be aware of the FSM allocation.

FSM does not affect any other benefits you are claiming

If you receive any of the following support payments your child may be entitled to receive free school meals:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- **Child Tax Credit** (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- **Working Tax Credit run-on** paid for four weeks after you stop qualifying for Working Tax Credit
- **Universal Credit** - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you receive).

How do I apply?

If you think your child is entitled to FSM, you will need to apply online using the academies web-checking service. You will need to provide your name, National Insurance number and address details. You will need to apply separately for each child in your household. This service gives an instant response to your child's eligibility.

Please use the link below:

<https://www.cloudforedu.org.uk/ofsm/ofsm-east>

If you do not have access to a computer, please contact Richard Scott, Director of Finance, at the academy and we can provide a paper form to allow you to provide your consent for the academy to check your eligibility.

Cashless Catering

Plume Academy operates a cashless catering system. The system requires students to use a card which is much like the Oyster Card used within the National Rail network. Each student has their own catering account that can be credited online via ParentPay. Please load your child's account prior to the first day using your log-in details which will be sent out at the beginning of September.

Students can access their account balance at the balance checking machine which is located near each food outlet. When students purchase food from one of the academy's outlets using their unique card, their catering balance is automatically debited.

Replacement student cards are £3.00 and students will be given their card on the first day of school. It is essential that students carry their cards with them at all times. **If there are any problems with students being unable to purchase food due to having no card or no money on their account, they should report to reception in the first instance.**

Any parent and carer without internet access or a bank account can use Pay Point cards, which can be used to top up catering accounts at local convenience stores displaying the yellow 'PP' - PayPoint logo, using cash, credit or debit cards; there is no charge for this card but if lost, a charge of £1.50 will be made to order a replacement. Once you load credit onto your card *this can take up to three days* to appear on your child's account. If you require a Pay Point card, please request one from the academy finance office (finance@plume.essex.sch.uk).

ACADEMY SANCTIONS

Step 1	<ul style="list-style-type: none"> • Verbal warning
Step 2	<ul style="list-style-type: none"> • Second verbal warning with standards and expectations reclarified
Step 3	<ul style="list-style-type: none"> • Student moved to a new seat and record the reason as to why on SIMS
Step 4	<ul style="list-style-type: none"> • Five minute (maximum) cool off period, resolve and reintegrate. Record on SIMS and consider setting a detention
Step 5	<ul style="list-style-type: none"> • Relocation to another class, record on SIMS, make a phone call home and set a detention
Step 6	<ul style="list-style-type: none"> • If a student refuses to be relocated, please press the appropriate button on your laptop or send a student to seek the support of the respective Assistant Head of Year

In the rare cases where students do not follow the academy's established and fair Code of Conduct, we use the following academy protocol within the classroom. This approach provides students with

an opportunity to improve their behaviour through a warning system before receiving a sanction for unacceptable behaviour.

When necessary, detentions will be held for unacceptable work or conduct.

Stage 1 Lunchtime detention - This can be set by a classroom teacher and can either be communicated verbally to the student or via a detention slip depending on the teacher's preference.

Stage 2 Faculty after school detention – This will be recorded on our SIMS internal system which in turn will deliver an email to those with registered email addresses or alternatively, via a letter to those parents and carers who do not have access to email. This communication will state the date, time, location, faculty area setting the detention and the reason for the detention.

Stage 3 SLT detention - These will be issued to any student who does not attend a 'Stage 2 Faculty after school detention' or for a higher level of sanction linked to an individual student's behaviour. This will then be set via SIMS and the student's respective parents/carers will again, have this communicated to them via InTouch (or for those without access to email, via letter) to inform them of the SLT detention.

Further details of the ratified Plume Academy Behaviour Policy can be found on our website.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND) FACULTY

It is known that all students learn in different ways and at different rates. Our SEND Faculty provides support to a range of students in order to develop their skills, engagement and success. Much of the support occurs in the classroom, where students are given bespoke advice and guidance in order to access to the full curriculum.

Additionally, specific tuition programmes may be recommended to accelerate students' progress, which would require short-term withdrawal from classes where this is appropriate. Interventions are planned for students who would benefit from targeted support for academic, social or physical needs and are planned in collaboration with parents and carers.

Homework support is available at lunchtimes in Room 15, and in the LAIC after school, where access to resources and facilities are made available in addition to staff assistance. We make use of a range of computer programmes which have been specially designed to aid learning in key areas of reading and spelling.

Our support for individuals is based largely upon helpful information provided by parent and carers and primary schools. Transition is a challenging time for all students, particularly for those who have additional needs. Therefore, staff from the Faculty will be present at the Year 6 Transition Day Parents' Evening to discuss any particular needs, and will also offer an informal opportunity for Year 6 Parents and carers to meet SEND Faculty staff at our coffee mornings in the summer term.

Key Staff in the Faculty are:

Mrs J Bloye SENDCo, Associate Assistant Vice-Principal
j.bloye@plume.essex.sch.uk

Mrs J Hiscock SEND Student Progress Manager (MRC)
j.hiscock@plume.essex.sch.uk

STUDENT REWARDS

At Plume Academy, our staff praise students as a matter of routine. This day-to-day praise forms the foundation of rewarding achievement. To support this, students at the academy all receive a record card which provides a place to record their subsequent achievement points.



STUDENT ACHIEVEMENT CARD

Name: _____

Tutor Group: _____ Date issued: _____

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31	32	33	34	35	36

Achievement points are awarded by staff for:

- **Excellence in lessons** - this includes positive contributions towards lessons, excellent classwork, excellent homework and outstanding effort.
- **Contribution to the academy community** - this includes representing the academy through sports/arts, evening or other events.
- **Being prepared for learning** – Teachers and Form Tutors may award achievement points for being well prepared with the correct equipment and uniform.

In recognition for students reaching target totals, certificates will be issued. Achievement points may also be recorded on our school system using a program called SIMS, and this information is shared with Form Tutors who use it to motivate and encourage students. At the end of term assembly, prizes are also issued as awards.

TRANSPORT

For those students who need to use buses to travel to and from the academy, Heddingham & District Omnibuses Ltd, in conjunction with the local authority, have secured a number of contracted routes.

However, please note, the academy is not part of this official contract and therefore does not have actual jurisdiction as to how the buses operate in terms of timings and routes. We do and will continue to take responsibility for managing the behaviour of our students whilst travelling on these routes, though.

Should you need to contact Heddingham & District Omnibuses Ltd at any point in time, their contact telephone number is 01206 769778.

UNIFORM

All students are encouraged to take a pride in their personal appearance and uniform must be worn at all times. We ask for your support and cooperation to help keep the standards of students' uniform as high as possible.

*Blazer – Navy blue with Academy badge

No other badges to be worn attached to the blazer unless awarded by the Academy.

Shirt – Plain white shirt with collar.

Shirt should be tucked in and top button done up.

*Trousers – Graphite grey Academy trousers.

*Shorts – Graphite grey academy tailored shorts.

*Skirt – Graphite Grey Academy skirt

Belts must be plain black leather or faux leather.

*Tie – Navy, pale blue and white striped Academy tie.

Must be tied to show a minimum of four full pale blue stripes below the knot.

Socks/Tights – Plain black (ankle high) socks.

Tights must be “natural” or plain black.

Socks or tights must always be worn

Shoes – must be plain black leather with no white or coloured logos or stitching. Heels must be no higher than 4cm and we do not allow suede shoes, boots, sling-backs, wedges or trainers like ‘Nike Air Max’. However, we do allow all black Nike Air Force 1s, Converse, All Stars, Puma and similar but, again, they must be all black leather.



*Optional Knitwear – Plain navy blue V-neck woollen jumper worn beneath the Academy blazer not instead of the blazer.

Coats – Students are not permitted to wear coats, hoodies or other outdoor garments within the Academy building. However, we do encourage coats to be worn to the academy and during lunch/break times during winter months.

Jewellery – a maximum of one plain, small stud worn in the lobe of each ear and a watch if required.

No other jewellery to be worn in the Academy including friendship bands.

No make-up to be worn in the Academy (including no nail varnish).

Hair must be a natural colour and must not be styled in an extreme manner (This includes no tram lines or closely cropped styles).

Year 11 will be offered the opportunity to purchase and wear a tie specifically for their year group (as supplied by the Academy shop).
Students will not be permitted to wear 'reward' subject/club specific T-shirts during the Academy day.

Parents/Carers of students who fail to meet the expectations highlighted in this document and in terms of the Academy uniform will be asked to collect their son/daughter from the Academy and to rectify the necessary issues. Parents/carers are then expected to return their son/daughter to the Academy as quickly as possible that day.

These items marked * must be purchased from our set suppliers via the link on the academy website.

<http://www.yourschoolwear.co.uk/plume-maldons-community-academy-185-c.asp>

PLUME ACADEMY PE KIT

Indoor

Year 7 to 9

Plume Sky blue/Navy Unisex or
Fitted sports polo shirt



or

Year 10 to 11

Plume Navy/Sky blue Unisex or
Fitted sports polo shirt



or

Year 7 to 11

Navy shorts
Plume Navy/Sky Blue PE socks
Clean white trainers (For use in
Drama and Dance Lessons)

Optional

Plume Navy leggings

Outdoor

Year 7 to 11

Plume Navy/Sky blue long-sleeved half zip Sports
Top or Plume Navy/Sky blue long-sleeved Sports
Jersey



or

Year 7 to 11

Navy shorts
Plain Navy tracksuit bottoms – no logos
Plume Navy/Sky blue PE socks
Trainers and football boots

Optional: to be worn subject to weather conditions

Plume Navy leggings
Plume School Base Layer Academy

Uniform suppliers:

<http://www.yourschoolwear.co.uk>

Students who are injured should provide their teacher with a note from their respective parent/carer.
All students will be expected to wear their PE kit for lessons and will participate

SNOW DAYS AND UNEXPECTED CLOSURES

In the event of adverse weather or other unexpected circumstance which force the academy to close, a message will be placed on the academy website, local radio, and a text message will be sent to parents and carers (please ensure we have your up-to-date details) and on the Executive Principal's Twitter feed as soon as the decision has been made by the Executive Principal and Chair of the Board of Trustees.

PLUME ACADEMY GLOSSARY OF TERMS

With a new academy, often come new names for roles, systems and so on. To help you and your child navigate the first few weeks, we thought a glossary to explain some of these terms would be helpful. The full glossary of terms is available on the website:

SLT	The Senior Leadership Team. This team is responsible for all aspects of how Plume Academy runs and includes Assistant Vice-Principals, Vice-Principals and is led by the Executive Principal.
Head of Campus	The Assistant Vice-Principal with overall responsibility for aspects of attainment and progress as well as the behaviour and safety of students at MRC.
Head of Year	The member of staff responsible for student pastoral care at MRC for a particular year group. This includes behavioural and academic support.
Assistant Head of Year	This member of staff has responsibility for the behaviour and safety of students within a particular year group at MRC, whilst supporting the respective Head of Year.
FRC	The Fambridge Road Campus (FRC) of Plume Academy. This campus caters for students in years 9-13 (including Plume College).
MRC	The Mill Road Campus of Plume Academy. This campus caters for students in years 7 and 8.
SEND	Special Education Needs and Disabilities.
SIMS	Plume uses a data management system called SIMS to record a wide range of data, such as registers, student progress, achievements and other tracking/logging processes.
LAIC	The Learning and Information Centre. This area incorporates the Plume Library (see the LAIC entry for more details).

WHAT WILL MY CHILD NEED ON THE FIRST DAY AT PLUME ACADEMY?

- Basic Equipment (Page 8) – notebook, pens, pencils, ruler, eraser, pencil sharpener, reading book.
- Packed lunch or money put on Cashless Catering account. Log in details for ParentPay will be sent a few days before the start of term.
- Snack for break time or food can be purchased from the canteen. Students should have a bottle of water in lessons.
- If students are travelling on a school bus, it would be helpful for them to know the number of the bus. Students line up in the playground outside reception at the end of the day.
- Students must use the student entrance to enter and exit the academy unless travelling on a school bus.



OTHER HELPFUL INFORMATION

- Students DO NOT need their PE kit on the first day or their first PE lesson.
- Lockers will be issued as soon as possible during the first week of term.
- If you have any queries, please contact us by email or phone (see details at the bottom of this page).

PARENTAL NOTES: