



Year 7 Handbook

September 2022 - July 2023



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.

It is imperative that our students all have the opportunity to experience a thorough and relevant transition experience into Plume. Our current Year 7 have demonstrated how our transitional approach, even when restrictions were being faced, 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 2021/22 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 their child had settled in well and established themselves at our Mill Road Campus and 98% 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
Mill Road Campus Lead



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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:

8.25am	Warning bell
8.30am	Tutor group time
8.50am	Movement time
8.55am	Lesson 1
9.55am	Movement time
10.00am	Lesson 2
11.00am	Morning break
11.15am	Warning bell and movement time
11.20am	Lesson 3
12.20pm	Movement time
12.25pm	Lesson 4
1.25pm	Lunch break
2.05pm	Warning bell and movement time
2.10pm	Lesson 5
3.10pm	End of the school day

Academy Holidays and Term Dates 2022/2023

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

Distributed across the academic year. The Progress Review sets out your child's current attainment and progress. As parents and carers, you will receive three Progress Reviews a year in each subject area. Students are assessed using Cognitive Ability Tests (CATs 4) during the Autumn term of Year 7 and this data is shared with you in the first Progress Review. The progress review also provides the following information for each subject area:

Behaviour for Learning

The Behaviour for Learning grade is based on the students' attitude to learning in class and at home, their learning resilience, how equipped to learn the student is, and how they contribute and participate in lessons. Students receive a grade from between 5 and 1.

5 - Outstanding

4 - Good

3 - Requires Improvement

2 - Requires Significant Improvement

1 - Significant Absence

Students receive an additional Behaviour for Learning report after the first half term so that you are aware how they have settled into Plume Academy.

Attainment Grades

Students are awarded a grade from A to E based on their understanding of the curriculum learnt that term. This grade is based on the criteria detailed below:

- A** Understanding of the curriculum taught this term is sophisticated; students have detailed knowledge of the material. They also make cogent links between current and prior learning, the recall of which is very thorough. They may engage in additional reading and other related super-curricular activities, further engagement in which should be actively encouraged.
- B** Students have a good knowledge and understanding of the curriculum taught this term. They recall prior learning well and sometimes make links between current and prior learning. Occasionally, they would benefit from engaging in wider reading and additional comprehension or practice activities to further consolidate their learning, perhaps in respect of the more challenging concepts
- C** Knowledge and understanding of the curriculum taught this term is generally good. Students are often able to recall core prior learning, such as key facts. Engagement in comprehension and other practice activities, in addition to wider reading will further consolidate learning and ensure that students gain a better grasp of more complex areas of the curriculum.
- D** Students have a developing knowledge and understanding of the curriculum taught this term. With assistance, they can recall some aspects of prior learning, such as key facts. Consolidation and practice activities and wider reading will further support learners in developing their grasp of more complex topics.
- E** Students have a foundation knowledge and understanding of the essential elements of the curriculum taught this term. They are able to recall simple facts or core learning with support. Occasionally, learning could be improved with more active engagement in comprehension and practice activities. Students should be encouraged to read texts that interest them.

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 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. Assemblies are closely linked to our Personal Development curriculum and strongly encourage the students to become aware of how they can continue to develop their abilities to be proactive, responsible and socially aware individuals, whilst incorporating and enhancing their knowledge of the five British Values.



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.

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 academy.

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 and will be marked as unauthorised).

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 our Attendance Team at attendance@plume.essex.sch.uk or alternatively contact the Year 7 Pastoral Team at year7support@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. 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 the Local Authority 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 form time for any reason.

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 or email attendance@plume.essex.sch.uk. Where possible, we also ask parents and carers to arrange appointments outside the regular academy 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 Vice 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 willfully remove their child from the academy after the Executive Principal has unauthorised the respective application, the academy will refer the case to the Local Authority 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 the academy. Students should ideally aim to arrive 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

The Year 7 Pastoral Team (including the Head of Year 7)

Year 7 and Assistant Head of Year 7: year7support@plume.essex.sch.uk

Specific Transition Enquiries: s.rattenbury@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

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.plume.essex.sch.uk

The academy's website contains a wide variety of information which all students and parents and 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

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;
- ready widely and complete homework task; 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 that is recommended are colouring pencils, highlighters and a glue stick.

Books and equipment should be brought into the academy in a suitably sized school bag 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.

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 Satchel One 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 Satchel One 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 and 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 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 (PSHE) curriculum is delivered via a timetabled one hour a week lesson together with additional form time activities and assemblies. PSHE education is a school subject through which students 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

Introduction and Relationships Sexual Health

Careers

Health

Living in the wider world

Wellbeing

Finance

Year 8

Relationships and Sexual Health

Living in the wider world

Rights and responsibilities

Careers

Rights and responsibilities

Personal wellbeing

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 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

If any personal contact details change after registering on Admissions+, please advise the academy by email to g.harris@plume.essex.sch.uk so our records can be updated.

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 academy books which are lost or damaged must be replaced. Therefore, it is strongly recommended that equipment should be carried in a good quality and sized bag.

Valuables

Students should not bring items of value e.g., jewellery, specialty iPads etc. into the academy. If a student does bring an item of value into the academy, 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.

Academy 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:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- 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 guarantee element of Pension Credit
- Child Tax Credit (provided you're 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

How do I apply?

If you think your child is entitled to FSM, you will need to apply online using the academy's 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.

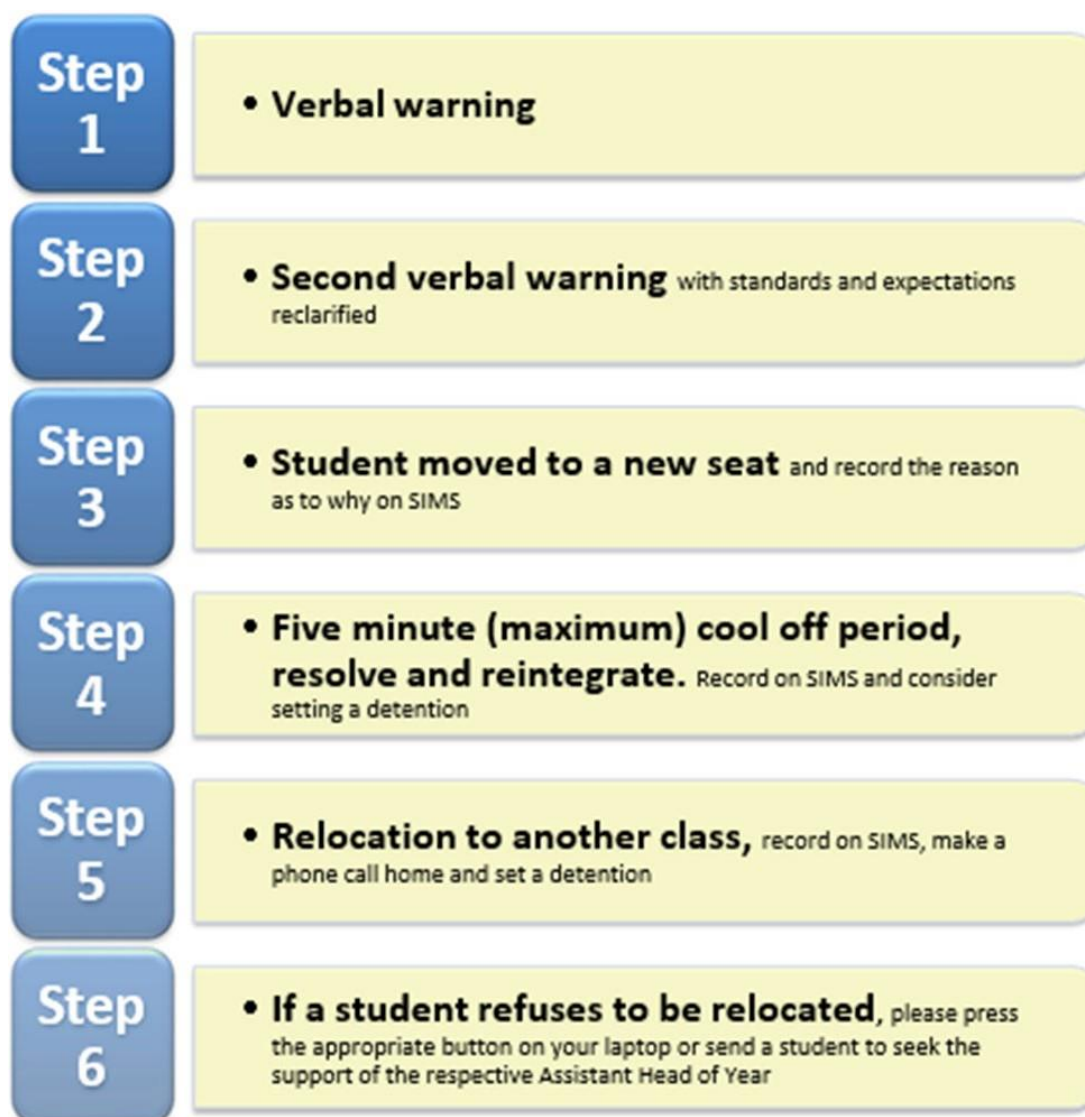
Replacement student cards are £3.00 and students will be given their card on the first day of school. It is essential that students carry their cards with them at all times. If there are any problems with students being unable to purchase food due to having no card or no money on their account, they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

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.

Student Rewards

Plume Academy stakeholders take great pride in ensuring our students achievements, values and approach to their academic studies are rewarded. Using Satchel One, our academy's staff can reward students with badges for values that are specific to our academy's mantra of 'Discipline with Dignity.'

When students accumulate a certain number of single values or cumulative values, they are awarded with physical badges to place upon their academy blazer on their lapels. This captures and ensures students achievements are recognised, rewarded, and displayed with pride and place upon our students' uniform.

Commitment – showing commitment to work, the academy, stakeholders, the community, and themselves

Endeavour – striving to achieve, reach or succeed with any given task, activity, or purpose

Aspiration – showing a great degree of ambition or hope to achieve something

Collaboration – working with other stakeholders of the academy to achieve targets, goals or set tasks

Honesty – being honest and truthful in their approach when representing the academy

Integrity – showing and reflecting strong moral principles that work in tandem with honesty

Trust – creating a form of trust between themselves and other stakeholders by being reliable and consistent

Accountability – standing up and taking responsibility for actions that they are accountable for within the academy



To ensure you can download and view your child's badges, please use the QR code for Satchel One below where you will be directed to download the application for your mobile phone.

All stakeholders actively have a role to play in ensuring that rewarding key values within our students are recognised, rewarded, and worn by our students of Plume, Maldon's Community Academy.

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 – Harrow grey or Graphite grey Academy trousers.
Shorts – Harrow grey or 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 or hoop to be worn in the lobe of each ear. Items such as watches, bracelets, rings or necklaces may be worn, however, they must be removed during practical lessons. Please note all these possessions remain the students’ responsibility and we take no responsibility for the items if they are damaged or lost.

Make-Up and Eyelashes - Make-up may be worn but must be discrete and where possible, in non-noticeable amounts. Eyelashes may be worn whether it be extensions or glue on eyelashes. Light mascara may be used to volumise eyelashes if required

Hair must be a natural colour and must not be styled in an extreme manner
(This includes tram lines being shaved in).

Year 11 will be offered the opportunity to purchase and wear a tie specifically for their year group (as supplied by the Academy shop).

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 Sky blue/Navy
Unisex or Fitted sports polo shirt



or

Year 7 to 11

Navy shorts
White socks
Trainers

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 or football/rugby boots, depending on the sport activity. Shin pads may also be required for some activities.

Optional: to be worn subject to weather conditions

Plume Navy leggings
Plume School Base Layer Academy

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

Non-Participants in Physical Education lessons

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.
Campus Lead	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 safeguarding, behaviour and pastoral care 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).
DSL ADSL	The Designated Safeguarding Lead for the Academy The Assistant Designate Safeguarding Lead for the Academy

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 students wishing to purchase food from the canteen will need to have their cashless catering accounts topped up. Log in details for ParentPay will be sent a few days before start of term for the cashless catering accounts to be registered and accessed
- 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



01621 879803



NEWYEAR7@plume.essex.sch.uk

Website: www.plume.essex.sch.uk





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Website: www.plume.essex.sch.uk