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## PARENT INFORMATION BOOKLET 2020

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A question and answer booklet to help you  
prepare for September

 ERDINGTON  
ACADEMY

PART OF THE FAIRFAX MULTI-ACADEMY TRUST



## CORE VALUES AND BELIEFS

### EXCELLENCE:

We strive for the highest quality to ensure excellent outcomes.

### DEDICATION:

We believe there is dignity in hard work and effort.

### AMBITION:

We want the very best for our students.

### INTEGRITY:

We believe in openness and transparency

### TRADITION:

We believe in old-fashioned manners, courtesy and respect.

We are delighted that you have chosen to send your child to Erdington Academy. Erdington Academy is one of a family of four academies that form the Fairfax Multi-Academy Trust (FMAT).

Established in 2014, FMAT is an educational charity, which encourages its academies to celebrate their own uniqueness, whilst sharing one mission, vision and set of values.

Our mission is “Enriching Lives; Transforming Futures”. We achieve this by ensuring all of our students access a broad and wide-ranging curriculum, while being supported in a structured, kind and caring environment.

Our family is a values-led organisation. The following five values underpin all of the work we do:

**Excellence** - We strive for the highest quality to ensure excellent outcomes and personal achievements.

**Dedication** - We believe there is dignity in hard work and effort.

**Ambition** - We aim to be the best that we can be, in all that we do.

**Integrity** - We believe in openness, honesty and have a real sense of moral purpose.

**Tradition** - We believe in good manners, kindness and respect.

Our vision is that every child within the Trust, regardless of their background, will attend an Academy that offers a high-quality education.

What do we mean by ‘high-quality of education’?

Every child is recognised as an individual and has access to first-class pastoral care because we want your child to be happy;

Every child benefits from a wide range of enriching opportunities because we place great emphasis on your child’s personal development;

Every child benefits from dedicated leaders, teachers and staff who are relentless in their ambition to improve the quality of teaching in our academies because we know excellent teaching is key to transforming the futures of our students.



Mr Simon Jones  
CEO Fairfax Multi-Academy Trust

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Dear Parent/Carer,

I would like to welcome you to Erdington Academy. The next few months for you, as parents/carers, is a milestone.



Personally, as a parent, I have gone through the transition from primary to secondary school. It is a huge marker in your child's development and growth. Over the next 5 years your child will begin the journey to adulthood. They will make decisions about what they want to study when leaving year 11; they will have opportunities to visit different sixth forms, universities, colleges and work places; they will prepare for GCSE examinations.

There are lots of unknowns as a parent at this time, what makes it more difficult for you is that we are currently in unprecedented times. The current circumstances mean that the transition process from primary to secondary school is not going to happen as we, at Erdington Academy, had already planned.

Unfortunately, we are unable to meet with you and your child as much as we want to prior to September. We have produced handbooks for both your child and for you with all the information that we would want to pass onto you at the evenings we had organised during the Summer terms.

I hope that circumstances change enough to enable us time to meet with you a little more prior to September, however, in the meantime I hope that this information provides you with as much information as you need to start preparing for your child's move to Erdington Academy.

I look forward to meeting both you and your child in September, and hopefully before.

Should you have any queries, please do not hesitate to contact the school on the above telephone number.

Yours sincerely,

**Mr Simon Mallett | Head of Academy**

### How do I 'get involved' as a parent?

The simplest ways to be involved with your child's education is to:

1. Talk to your child about their day at school (what went well, what did they learn, what homework have they been set etc.)
2. Check the MyEd app each day for any updates
3. Install 'Show My Homework' onto your smart phone. Enable the notifications to ensure you receive notification when your child has homework set, due or has missed a deadline.
4. Attend parents' evenings each year
5. Engage with any workshops that are put on during the year
6. Attend and engage with 'Parents' Forum'

### How can I contact school?

Your main methods of contact into school are by telephone or email. In order to meet with a member of staff you would need to book a meeting to ensure that both staff and a meeting room are free at this time.

Please note, we cannot guarantee that a member of staff will be free for you to meet without a meeting being booked, due to prior commitments.

**Telephone:** 0121 373 1080

**Email:** enquiry@erdingtonacademy.bham.sch.uk

Main reception is open Monday to Friday 8.00am to 4.00pm.

**satchel:  
one**

If you have a homework query, you are able to contact Teachers directly via the Show My Homework app (also known as Satchel One).

### How will school contact me?

Erdington Academy is conscious of the impact on the environment when letters are sent out to a large secondary school. Therefore:

- All letters will be sent out via email (please ensure you have provided your email to school)
- Updates will be sent out through the MyEd app (this includes your child's reports, daily attendance and Achievement Points)
- The website will provide you with regular updates about the school
- The schools' social media (Twitter and Facebook) will provide you with updates

### What apps and websites do I need to access?

**MyEd** – This will automatically link with the primary contact for your child from September 2020. You will be able to access your child's daily attendance, Achievement Points and school reports. There are key links available to other key websites that you may need access to.

**Show My Homework** – All students homework is organised on this platform. In September you and your child will both be provided with account information to give you access to this. Once you have logged in you will be able to set up notifications for when your child has been set, completed or missed deadlines for homework.

**Parent Pay** – Erdington Academy is a 'cashless' school. The means students do not need to bring any cash onto school site. All school trips, dinner money etc can be paid over the Parent Pay system. You may use this at your child's primary school, if not, you're able to link parent pay to your bank account to make direct payments into the account.

**Parents' Evening Book System** – Our online booking system enables parents to book parents evening appointments online, you will be able to select the times that are appropriate to you. You will receive an email when the booking is open.



### What can I do as a parent to prepare my child for moving to secondary school?

It is important in the current circumstances that you following the guidance from the government. With this in mind, please understand that dependent on the government advice, some of the below suggestions may need to be amended or wait until current restrictions are raised.

#### Go through your Transition Handbook

As well as this information booklet for parents, there is a student handbook for transition. This booklet goes through key information that your child will need.

Take the time to sit with your child and go through the handbook. Discuss how there are differences to primary school and ensure they are ready for the change.

#### Be positive and talk openly

This is an anxious time for students, particularly as moving to secondary school is the 'unknown'. Talk positively about the move to secondary school, reflect on the good things that they will achieve and enable your child opportunities to discuss their worries.

#### Get prepared

One of the academy values is 'Excellence'. One of the ways students show excellence is through their uniform. With this in mind, you need to ensure that you have prepared for September by purchasing the school uniform and appropriate footwear. You will also need to ensure that your child has the school PE kit, a school bag and a coat. Your child will also need to have a pen, pencil, ruler and calculator. They will be given a planner in September on their first day, which they will need to have with them at all times (it is similar to a diary).



### The Journey

Ensure your child is ready to make the journey to and from school safely.

- **Walking** – If your child is going to be walking to school, practice the route with them and ensure they are aware of how long it will take them both on the way to and from school. Ensure they are aware of a different route home in case their route is blocked and you have discussed road safety with them.
- **Buses/Train** – Teach your child how to read the timetable, how to pay/use their bus pass and how to make the journey. Do the journey with your child in the morning and the afternoon, so they are aware of how long it will take. There are regularly issues with traffic in the mornings, so plan for your child to take the slightly earlier bus to ensure they are on time. It is important to discuss safety when travelling with your child.

There are 2 gates into the school open to students in the morning and from 3.00pm-3.15pm. It is important that you and your child know which gate they will be using in the morning/afternoon. Ensure your child is confident in travelling to and from school using the front and back gates.

The front gate is on Kingsbury Road; this is where all parents enter school. The back gate is located at the top of Croydon Road and gives students entry into school via the playground.

#### Transition Events

Attend any transition events that are on prior to your child moving to Erdington Academy and also once they have started. There are events throughout the year such as: Parents' Evenings, Parents' Forums and workshops that will provide you with information about your child's progress but also allow you to engage with the school and give your opinions.

## What uniform does my child need?

One of the academy values is 'Excellence'; students demonstrate this through their uniform standards. At all entrance gates into school there is a painted blue line on the floor, this line indicates the start of school. When students step over the blue line their uniform must be impeccable and mobile phones must be away.

You will need to purchase the following uniform:

- Erdington Academy blazer
- Erdington Academy tie (colour dependent on your child's House)
- Black school cotton trousers and/or
- Black cotton knee length skirt
- White school shirts
- Black polishable school shoes (no trainers)

## What does my child need to wear for PE?

There is an Erdington Academy kit that students need to wear. Students will need their PE kit on days they have PE.

## Where do I buy the school uniform from?

Both the above will be able to provide you with the Erdington Academy branded blazer and tie. They also non-branded items for you to purchase if you would like or you can purchase black trousers, school shirts etc. from other shops.

Uniform Suppliers:

Our authorised uniform suppliers are

### Clive Mark

11-13 Boldmere Road  
Sutton Coldfield,  
B73 5UY.

### Truetex

71 High Street  
Erdington  
B23 6SA



## UNIFORM

- Black blazer
- Erdington Academy pocket badge
- Black skirt OR black tailored trousers (no leggings, jersey skirts, denim, cord or skin tight trousers. Skirts should be no more than 3cm above the knee).
- White collared shirt
- Tie in House colours appropriate for your Key stage
- Black shoes with low heels. Lace up shoes should have black laces only. Shoes should be of a polishable material (no training shoes, boots or canvas shoes allowed)
- Plain white socks or plain black or natural tights
- Narrow black belt with small plain buckle
- Jewellery: one stud in each ear and one watch. No facial piercings
- Make up to be kept natural and subtle. No nail varnish
- No extreme haircuts or colour

Please note: Hoodied tops, tracksuit tops, leather jackets or denim coats are not permitted.

## FOOTWEAR

- Must be able to carry an A4 workbook
- Made of a robust and weather resistant fabric

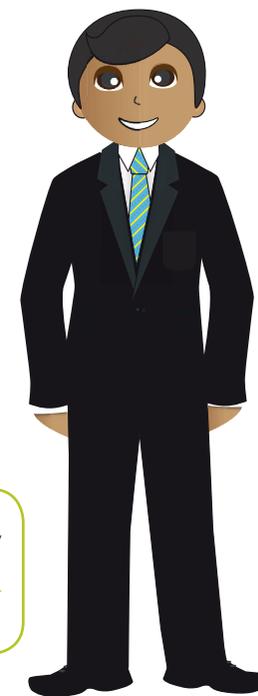
## GAMES AND PE KIT

- Reversible long sleeve sports top with school badge - black/sky/white (compulsory)
- Short sleeve sports polo-shirt with school badge - black/sky/white
- Black appropriate track suit bottoms optional
- Plain shorts - black/sky/white
- Plain skort - black/sky/white
- PE school socks - black/sky/white (compulsory)
- Indoor trainers with non-marking soles
- Football boots

## FOOTWEAR

Black shoes. Shoes should be of a polishable material and have low heels. Lace up shoes should have black laces only.

Training shoes, boots, canvas shoes, Nike Air Max, Vans, Converse or similar footwear are NOT Allowed as school shoes.



### What equipment does my child need every day?

Students are responsible for their equipment each day. It is essential that they have:

- Blue or Black pen (not a gel pen)
- Pencil
- Ruler
- Calculator
- Reading Book (Students will get these from their Reading lessons each week)
- Planner (Students will be given this on their first day)



It would be good practice to have:

- Rubber
- Sharpener
- A spare pen/pencil
- Green Pen – For improving their work
- Highlighters – To annotate work and aid revision



### Is my child allowed their phone at school?

We fully support that students need their phones on the way to and from school as a safety mechanism. Erdington Academy has a 'no phone' policy, if students are on their phones or their phones ring during the school day they will be confiscated by staff.

On the first occasion these will be locked away and handed to students at the end of the day. After this, students' phones will be locked away and parents/carers will need to collect from school.

Students are responsible for their own phones, if they bring them into school. This means the school take no responsibility for any damage or lost phones.

Just like with the uniform, phones should be away at the gate as students step over the blue line.

### What is the House system?

Every student in school belongs to a 'House'. There are four houses: Arden, Dean, Mercia and Sherwood.

Each House is run by a House Manager whom leads the day-to-day management of students within their House. In each house their Forms have students from Year 7-10.

Our primary focus for the House system is to focus on the well-being of our students, for students in Year 7 forming relationships with older students enables them to ease into the secondary school way of life. Students have older peers whom are able to direct them to the right classrooms for the initial weeks of their new timetable.

The House system enables students to form an identify and be part of a team. Each house will be involved in House competitions throughout the year to build skills in responsibility, leadership and comradery. Each students' Achievement Points will be

collated at the end of the year and added to points from the winners of House competitions. The points will decide the winners of the House Cup.

### What support will the House system give to my child and I?

Students are supported on a day-to-day basis by their Form Tutor and their House Manager. Each Form Tutor is a teaching member of staff, who may also teach your students for one of their subjects.

The role of the Form Tutor is to build the relationships of the students in their Forms and develop skills such as independence, resilience and responsibility.

As parents/carers you will have the opportunity to meet with your child's Form Tutor at Parents Evenings. If you have any concerns or queries, contact Main Reception and ask for the Form Tutor or House Manager to contact you back so we are able to support you appropriately.



**What time does school start/end?**

School starts at 8.40am, at this time students need to be at their Form room or in the Main Hall for assembly. Realistically, students need to be in school at 8.35am latest to get to their Form and/or Assembly on time.

Students that arrive at school or their Form after 8.40am are classed as Late.

The school day ends at 3.00pm. Extra-curricular clubs end at 4.15pm.

**What time are break/lunch times?**

All students have a break at 11.05 for 20 minutes. At this time there is enough time to visit the toilets and get a snack from one of the Canteens or the Snack Shack.

There are two different lunch breaks, both 35 minutes long. By having a split lunch time across the school, this enables all students in the school to be able to have the time to visit the toilet, eat a sit-down meal (if they want) or play one of the activities available.

**What is the timetable of the school day?**

The table below show the school timetable.

	8:40 - 9:05	9:05 - 10:05	10:05 - 11:05	11:05 - 11:25	11:25 - 12:25	12:25 - 1:00	1:00 - 1:25	1:25 - 2:00	2:00 - 3:00
YEAR 7, 9 & 11	Form Time/ Assembly	PERIOD 1	PERIOD 2	BREAK TIME	PERIOD 3	LUNCH TIME	PERIOD 4		PERIOD 5
YEAR 8 & 10	Form Time/ Assembly	PERIOD 1	PERIOD 2	BREAK TIME	PERIOD 3	PERIOD 4		LUNCH TIME	PERIOD 5

Your child will be given a copy of their timetable on their first day. This will have information of their subject for each lesson, the Teacher Code and the classroom number.

Students are responsible for recording their timetable into their planner at the beginning of the year; and updating it through the year if there are any changes.

Students will not be given a spare timetable, unless they pay for one. Therefore, it is essential students look after their timetable.

We suggest that students put a copy of their timetable on the fridge or in a key place in the family home. This enables you as parents to:

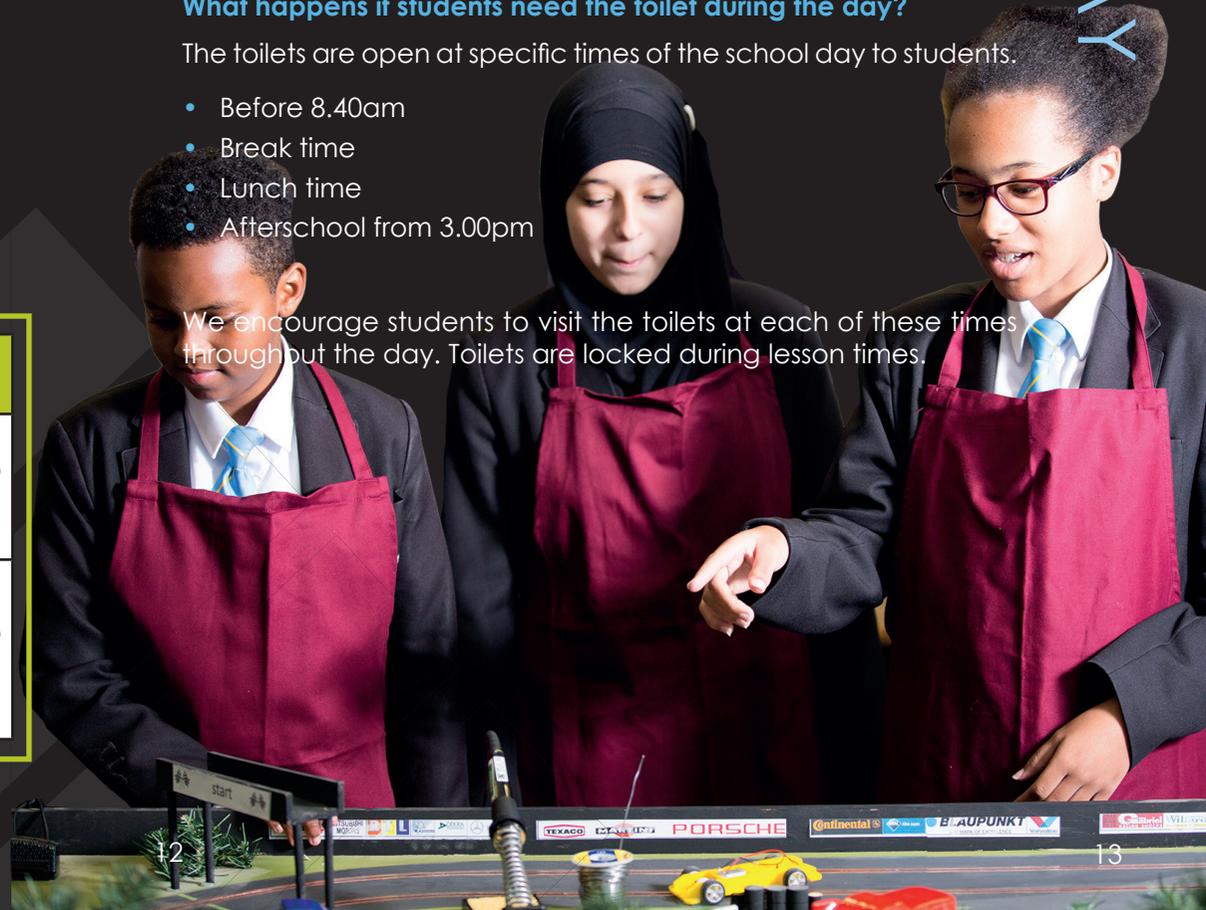
1. Know when students need their PE kits
2. Are able to discuss the lessons students have each day

**What happens if students need the toilet during the day?**

The toilets are open at specific times of the school day to students.

- Before 8.40am
- Break time
- Lunch time
- Afterschool from 3.00pm

We encourage students to visit the toilets at each of these times throughout the day. Toilets are locked during lesson times.



**What should I do if my child is sick?**

If your child is too sick to attend school you need to inform the school. You can do this by either:

1. Phoning the school and selecting the option to 'report my child's absence' or;
2. Message the Absence Line over the school app (you will not be able to access this until your child's first day).

If you have not phoned in to report your child's absence, you will receive a call to check on the welfare of your child.

**What is good attendance?**

Children cannot learn if they do not attend the Academy - attendance at the Academy is a prerequisite to learning.

School starts every day at 8.40 am. Please ensure that your child leaves home in time to account for possible delays on the road or when using public transport.

0 days off school	100%	Perfection
2 days off a year	99%	Excellent
5 days off a year	97%	Good
10 days off a year	95%	Cause for concern
20 days off a year	90%	Serious cause for concern
30 days off a year	85%	Critical

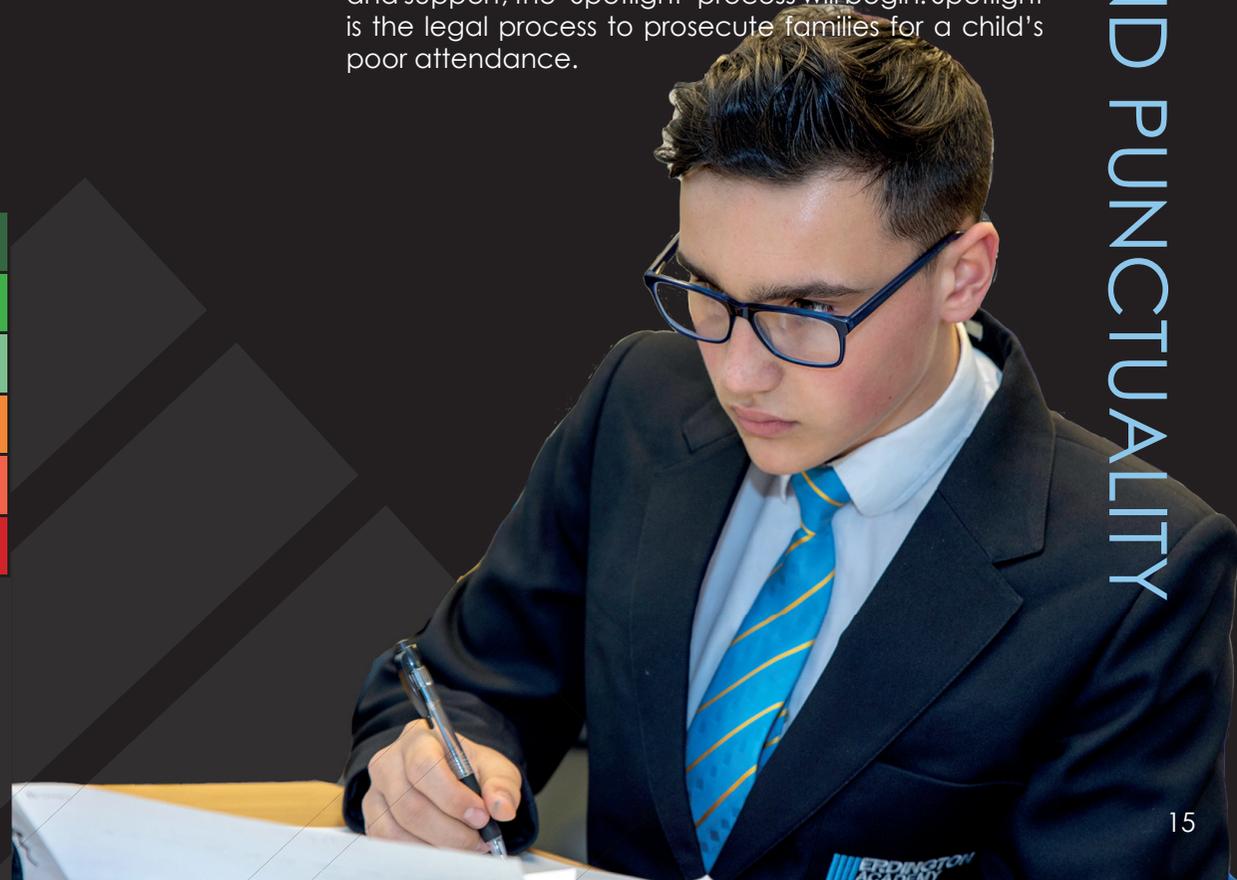
**What do I do if I want to take my child on holiday during the school term?**

The Head Teacher will not be able to grant any leave of absence during term time, for any purpose unless there are exceptional circumstances.

If parents/carers decide to take a holiday in term time and it has not been authorised, you may be liable to receive a fixed penalty, where each parent/carer may have to pay a fine for each child removed from the Academy.

**What happens if my child's attendance drops below 95%?**

Erdington Academy expects that all students attend at least 95% of the time. The attendance team work closely with students and their families if attendance is below or dropping towards this figure. If a student's attendance does not improve as a result of intervention and support, the 'Spotlight' process will begin. Spotlight is the legal process to prosecute families for a child's poor attendance.



### What food is available in the canteen?

Erdington Academy contract the catering provision in the canteen from a company called Aspens.

Aspens provide both the staffing and catering services for the school to ensure that students have a range of food choices when it comes to their lunches.

In line with the context of the school there are both halal and non-halal options to meet the differing dietary needs of students.

More details about the Aspens service can be found at <https://www.aspens-services.co.uk/>

### What food is available at break and lunch time?

At break time students have access to both the World Kitchen, the Hot Deli and the Snack Shack. They will be able to purchase sandwiches, baguettes, pasta pots, fruit pots, pastries and hot brunch-type options.

At lunch times students will have access to the World Kitchen and Hot Deli. Both provide cold deli foods in addition to hot sit-down meals and faster food options.

All hot food must be eaten seated down in the canteens.

### What is there for students to do at break/lunch times?

There are options for students to get involved at break/lunch times, including:

- Football on the Astroturf
- Football on the 2 5-a-side pitches
- Basketball in the 2 cages
- Reading in the Library
- Chess in the Library
- Table Tennis on the Playground
- Basketball in the Sports Hall
- Board Games in the Games Room

### What are the rules for the Astroturf?

Each year group gets access to the Astroturf to play football during the day. Students will only be allowed on the Astroturf to play football and will need to have appropriate footwear, no studs.



**Will my child get detentions?**

Hopefully not.

Erdington Academy use a restorative approach to managing student behaviour. We do this because as humans we all make mistakes; what we learn from these mistakes shape us into the adults we are. By adopting the restorative approach we develop students' ability to take responsibility for their actions and move forwards.

Our behaviour system is relatively simple:

1. If students are not reaching our expectations; they are given a verbal warning. This helps the student to understand that they are not demonstrating positive behaviours and therefore have an opportunity to put this right.
2. If students continue to not reach the expectations; they receive a written warning. This is a warning that is mapped on the schools' system so we are able to track where students get things wrong, but correct their mistakes, or where they then continue this disruption.
3. If students do not take notice of the verbal or written warning and continue to not reach the expectations; students receive a Correction.

Please note: Students demonstrating persistent behaviour concerns or whom demonstrate a high-level one-off behaviour that breaches the schools behaviour policy could receive a fixed period of time in the schools' internal exclusion or a fixed term exclusion from school.

**What happens in a 'Correction'?**

Students are taken to their Correction by their Period 5 teacher. They will be met by the member of staff that set the Correction. At this point the student and the member of staff will have a restorative conversation to look at what went wrong, why it went wrong and how to move forwards and not make the same mistakes again.

Corrections are supervised by the House Managers to offer support to both students and teachers where restorative conversations need some further support. This enables students to have a member of staff present and involved with whom they have a strong positive relationship with. Please read the schools Behaviour Policy, on the website for more information around the expectations, support and sanctions around student behaviour.

**How will my child get rewards?**

We like to reward our pupils as much as possible and have various tangible rewards we issue to pupils. Our main way of rewarding pupils is through Achievement points. These are logged by the teachers and given out for anything from an excellent contribution to class discussion, perfect behaviour and excellent homework just to name a few. A pupil's total points is tracked weekly and shared by the form tutor. The pupil with the most reward points that week receive a "queue jump" pass to use at break or lunch which are highly sought after!

**What happens to the 'top Achievers'?**

There are then various rewards given out for the top achievers. At the end of every term those with the most points may receive a cinema voucher, school supplies like stationary and maybe even a free place on the end of year rewards trip.

Pupils receive certificates at achievement point milestones (25, 50 etc) and are celebrated at our end of term rewards assemblies.

At the end of the year we offer a rewards trip to those pupils that have excellent behaviour throughout the year and good homework completion rate. This is voted for by pupils and the school will pay for or subsidise the trip dependent on cost.

We also liaise with the student voice termly to get their ideas about new rewards that they would like to see introduced.

**How much homework will my child receive each week?**

The homework policy is currently being reviewed but it will be roughly at least 20-30 minutes per subject per week in years 7 – 9 and two 30 minute homeworks a week in years 10 and 11. This may sometimes be more on the run up to exams or to meet coursework deadlines etc.

**What happens if my child does not do their homework?**

Teachers will monitor and record when pupils are not doing their homework. If your child is not completing it on time then class teachers will phone home to discuss their concerns. We currently do not give pupils detentions for not completing homework as we prefer a more positive approach to the benefits of completing work so pupils will receive additional achievement points and rewards for completing their homework to a good standard and on time. Homework always builds on classroom content and teachers will discuss answers to homework in lesson so inevitably students will fall behind if they are not completing it.

It is your responsibility, as a parent of a child attending Erdington Academy to:

- Download the app
- Know when your child has homework to complete
- Know when your child has met homework deadlines
- Discuss and support your child in completing homework, this is a way of being involved in your child's education

**Does my child have opportunity to do their homework at school?**

Yes – our library is open every break, most lunchtimes and after school for pupils to do work. There is also an “homework club” study room available every day after school. Both locations are open until 4pm.

**What type of homework will my child be set?**

We use the online platform show my homework to set all of our homework but students will also be required to submit some work on there. A popular feature is our quizzes which need to be done online. Some subjects like maths use online interactive websites like mathswatch. Whereas some subjects will prefer to give paper homework that simply need to be completed and brought back to school.

**Can I see what work my child had been set?**

Yes! When your child starts at school they will be given log in details for themselves but also one for parents and guardians. It is really beneficial to register as you will receive notifications when your child has been set work but also when they do not complete it on time so it is easy for you to monitor.

**My child cannot log on/has forgotten their password, what should we do?**

Your child just needs to speak to their form tutor who can help them reset their password.



More information about your child's first day at school will be sent out closer to the time following the changing advice from the government in regards to the COVID-19 pandemic.

### **Where do I drop my child off?**

We understand that your child's first day at secondary school is an exciting one. Many of you will want to drop your child to school.

Please remember that Erdington Academy is in a residential area. If you are going to be dropping your child at Erdington Academy on the first day we recommend that you walk to school, where possible.

If you have to drive to school, please park your car away from school without blocking the nearby roads or driveways of local residents and walk to the school gates. Parents will not be allowed to enter the school, but may visit Main Reception, if necessary. However, with the large intake of students we recommend, where possible, that you call or email school later in the day to raise your query.

### **Where do I pick my child up from?**

Students will be released at 3.00pm when the school bell goes. On the first day of school teachers will escort students out of the building and direct them to either the top gate on Kingsbury Road or the back gate on Croydon Road.





**Mr Simon Mallett | Head of Academy**

🏠 Erdington Academy, Kingsbury Road, Erdington, Birmingham, B24 8RE

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🌐 [www.erdingtonacademy.bham.sch.uk](http://www.erdingtonacademy.bham.sch.uk)