

Principal: Mark Woodhouse

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20<sup>th</sup> December 2018

Dear Parents/Carers

### **Autumn Term Review and Update**

I write this as the autumn term draws to an end and with Christmas and New Year fast approaching. The 5<sup>th</sup> September when term started seems a long and distant memory. However, as I reflect on the term there is much that has gone on and much that the academy and our students should be proud about.

We welcomed 129 new Year 7s at the start of September. With a new school day and new behaviour system the students quickly found their feet. The academy was fully staffed with teaching staff on the first day of term (not a position that many other schools or academies could boast!) and fortunately despite a couple of unforeseen staffing issues we have been able to remain fully staffed throughout the term.

With lots of new school year enthusiasm September brought about our Open Evening and Open Mornings. It was difficult for me to gauge the real success of these events being my first experience of these at the academy, but colleagues said the turnout was positive and equally there was a significant amount of positive feedback from our visitors both on the evening and during the mornings which was great to receive.

During October we were visited by our sponsor's new CEO Debbie Clinton. Debbie has been undertaking acclimatisation visits of all the academies in the Academy Transformation Trust. We were the first academy she had visited in this context. She was impressed with the potential of colleagues that she met but was also very clear about where we need to make improvements. The feedback from this visit has begun to drive the next phase of academy improvement. Also during October, the academy ran a number of extra activities, with the PE department taking a group of students to Leicester Tigers RFC for a coaching session and to watch a Premier League game. Our Icenis students helped with the town garden project. We had a number of students hone their CPR skills on Restart a Heart Day and World Mental Health Day was marked with students creating displays and painting finger nails yellow to raise awareness of mental health issues.

The start of November marked the centenary of the end of World War 1. The academy was able to mark this event in a number of ways. We created our own remembrance display within the academy as well as contributing to the displays in Swaffham town. We were also represented at the Marham Remembrance Service where some of students read poems they had written and as well as performing songs as part of the service. Some of our student leaders represented the academy at the town Remembrance Service.

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**Determined to be...**  
**'the best that we can be'**

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As part of the events to mark the remembrance weekend the academy allowed students to come to school in uniforms that they wear through the air cadets, army cadets and other similar services. It was fantastic to see them in their various uniforms and take a huge amount of pride in wearing them. The highlight for me though was the exchange between two students at lunchtime about how one of them did not have their shoes as polished as they needed to be! November also saw the students raise money for Children in Need and there were careers advice and guidance opportunities as the UEA came into talk to our post 16 students about their futures and we ran our own pathways evening. This event involved a number of local post 16 providers having stands to promote their organisations. It was pleasing to see a number of Year 10 and Year 11 students attend this event with their parents to find out about possible pathways. November also saw the PE department continue to excel with a number of fantastic results in rugby, netball, basketball, badminton and cross-country. The last two in particular saw us win the West Norfolk Schools Badminton Championships for the first time and one of our Year 7 boys became the West Norfolk Year 7 Cross Country Champion and will go on to represent the district at the county schools event.

Moving into December the Academy's Creative Arts Department put on a Christmas Show Extravaganza. It was great to see all the different talents our young people have and more crucially the confidence to performing in front of a sell-out crowd. It was a wonderful way to get everyone into the festive mood and a huge thank you needs to go out not only to the staff and students who made it a success but all the families who supported the event brilliantly. We also celebrated the success of our students from the past year at our Prize Giving Evening. Our special guest for the evening was Wing Commander Stew Geary from RAF Marham, who gave a fantastically inspiring speech centred on how important hard work is for being successful. The evening was a wonderful opportunity to acknowledge and recognise the great work of our students.

Moving forward I am aware there are still things that need to be better within our academy so that all our students can get the best education and support possible.

## **Standards**

I will be continuing to strive for the highest standards across the academy. Our students have shown what outstanding role models can be and I will be looking for your support in helping us achieving the highest standards, in behaviour, attendance and uniform. We will be updating our behaviour policy and processes as we go into the New Year, to reflect the developments we have made, and for the handful of students who we need to apply sanctions for I would ask for your support in doing so.

Without students attending they cannot learn. It can be easy at this time of the year for us all to wake up and feel a little 'under the weather' and think it is easier to 'roll over' and not come in. There are significant amounts of research to show that students with good attendance achieve well so we will encourage students to be at the academy as much as possible. There are obviously times when this is impossible but I would ask for your support in encouraging your sons and daughters to attend when they should be in school.

We have noticed that over recent weeks that some uniform of some students has started to slip a little. How students present themselves says a huge amount about those individuals and I will be asking staff within the academy to have a focus on making sure our students are properly attired. As our attention turns towards the New Year please could you make sure that your sons and daughters are in correct uniform when they return from the Christmas holidays and if for any reason they cannot be, please can you ensure that they have a note to explain why appropriately. Given how cold it can be at this time of the year students can wear coats, hats and scarves on their way to and from the academy but all outdoor clothing must be taken off whilst in the academy buildings.

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## **Reporting and Information**

As of Friday 14<sup>th</sup> December our new information system Go4Schools was live. Miss Thomason has previously written to you and explained how to access the Go4Schools systems using an email address. If you need further guidance about how to do this information can be found on our website. Go4Schools will show parents and carers achievement and progress data, behaviour and reward points, timetables and homework. Again I am asking staff to use this system to highlight when homework is set, so it should provide you with a comprehensive overview about what homework has been set and when the deadlines are. There will be further developments using Go4School in the future.

## **School Money**

The academy has been using School Money for a little over a year now. We would like to take this opportunity to say thank you for your support over the past year.

However, we have noticed an increase in the amount of cash being given to students for dinner over the past few months. Unfortunately, from 14<sup>th</sup> January 2019 we will be unable to accept any cash on site. In relation to this can you please ensure that your child has enough credit on their dinner account each day in order that they can access the canteen for break and lunch. If your child's account goes into arrears we will not be able to serve them.

I would like to take this opportunity to remind you of the ways you can top up your school money account:

Online using your debit / credit card

1. At any shop offering the Paypoint facility
2. If you are experiencing login issues or would like more information regarding the Paypoint provision offered by School Money please contact [finance@tnha.org.uk](mailto:finance@tnha.org.uk).

## **Communication**

In order to provide our students with the best support possible it goes without saying that there needs to be good communication between the academy and home. I am conscious that this has not always been the case and I have been looking at ways in which we can make this better. Please find attached to this letter a communication protocol that will hopefully highlight who and how to get in touch with staff at the academy if you have any questions or concerns. I would ask parents and carers to follow this protocol as it will help best to support your child's concerns by directing enquires to the most appropriate person to deal with the initial issue. Please can I also take this opportunity to reinforce the expectation I have set out with staff here at the academy about communicating with parents and carers. I have said to staff that they need to respond within 48 hours to any external communication including parents and carers and I have also said that this should be done within the academy working hours. Whilst I know that there are many of my colleagues who have and will communicate with parents beyond the academy working hours I have a responsibility to ensure that my colleagues conduct their work at appropriate times. Also I have to be mindful that as parents and carers, when you can respond and or get a response from the academy. Obviously there are always emergency situations which will require immediate attention and on these occasions contacting the academy reception is the best way to get this information into the academy but I would ask that you are mindful of the fact that many of the staff you will try to contact at the academy are teachers or have other responsibilities that make an immediate response almost impossible.

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As already mentioned there is always lots to do and I hope that you will continue to support the improvements that we are trying to make across the academy. There are many other developments planned for 2019 and we will keep you updated with these when we return after the holidays. The spring term starts on Monday 7<sup>th</sup> January and we will return on a Week B.

I would like to take this opportunity to thank you for all the support you have shown the academy this year and I wish you and your families a wonderful Christmas and New Year.

Kind regards

**Mark Woodhouse**  
**Principal**

In order for communication between parents and the academy to be as effective as possible I would ask the following protocol to be followed:

1. The stages of communication are followed
2. All communications will be acknowledged within two academy working days\*
3. All numbers and email contacts can be found on the academy website.

<b>Stage of Communication</b>	<b>Academic</b>	<b>Pastoral</b>
<b>1<sup>st</sup> Stage</b>	Subject Teacher	Form Tutor
<b>2<sup>nd</sup> Stage</b>	Head of Faculty	Key Stage Leader
<b>3<sup>rd</sup> Stage</b>	Faculty Line Manager	Director of Pastoral Care
<b>4<sup>th</sup> Stage</b>	Vice Principal (VP) Curriculum and Standards	Assistant Principal (AP) Student Behaviour and Attitudes
<b>5<sup>th</sup> Stage</b>	Principal	
<b>6<sup>th</sup> Stage</b>	Chair of Governors/ATT Representative	

<b>Pastoral Contacts</b>	
<b>AP for Student Behaviour and Attitudes</b>	Katie Ogden
<b>Director of Pastoral Care</b>	Kate Warnes
<b>Head of Year 7/Transition</b>	Sam Bristow/Gemma Teanby
<b>Head of KS3 (Years 8 and 9)</b>	Ian Hogarth
<b>Head of KS4 (Years 10 and 11)</b>	Spencer Nash
<b>Head of KS5 (Years 12 and 13)</b>	Phil Segar

\*Additional pastoral contacts you may be directed to include our CSLs, Roz O'Sullivan, Danielle Chilvers and Sue Newton who undertake significant work in supporting our students and the pastoral team.

<b>Academic Contacts</b>		
<b>VP for Curriculum and Standards</b>		<i>Emily Thomason</i>
<b>Subject</b>	<b>Curriculum Lead</b>	<b>Subjects</b>
<b>English</b>	<i>Erica Reynolds</i>	<i>English Media</i>
<b>Maths</b>	<i>Sam Caro</i>	<i>Maths</i>
<b>Science</b>	<i>Barry Delve</i>	<i>Science Biology Chemistry Physics</i>
<b>Creative Arts</b>	<i>Steve Hatfield</i>	<i>Art Creative Arts Dance Drama Music Performing Arts</i>
<b>Humanities</b>	<i>Clare Smith</i>	<i>Geography History Languages Travel and Tourism</i>
<b>Sport</b>	<i>Mark Lloyd</i>	<i>PE Sport Sociology Psychology</i>
<b>Vocational</b>	<i>Cindy Jones</i>	<i>Business Child Development Computer science Food Tech ICT Health and Social Care Technology</i>

<b>Specialist Contacts</b>	
<b>SEND</b>	Liz Bernard (SENDCO)
<b>Safeguarding</b>	Contact Main Reception and ask for a member of the safeguarding team
<b>Press and Publicity</b>	Jill Hambright (PA to Principal)
<b>Business Communications</b>	Jill Hambright (PA to Principal)

\*Academy working days and hours are any days when the academy is open to students.  
Monday to Thursday (8.30 am until 4.30 pm) and Friday (8.30am until 3.30 pm).