



# **Pupil Handbook 2021/2022**

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## Foreword from the Principal, Alice Corrigan



If you are reading this it is likely that you have recently received an offer of a place at The Rural Enterprise Academy.

I hope you are excited at the prospect and looking forward to September!

Whilst you will be excited and looking forward to September you will also be slightly apprehensive and that is quite normal so please don't worry.

I hope this handbook will answer some of the questions you might have. Once you start you will be given other opportunities to ask questions and as you reach the end of your first week, you will start to become more familiar with our ethos and expectations.

Of most importance is the expectation that you treat everyone attending or working at the Academy with the utmost respect; remember if you show others respect they will respect you.

I hope you are about to embark on an extremely positive experience where you will learn and develop the skills and dispositions necessary to become our future rural entrepreneurs. My wish for you all is that you develop a great passion for learning for, if you do, you will never cease to grow.

*"Sic itur ad astra". - Virgil*

*"I'm not afraid of storms, for I'm learning to sail my ship." Aeschylus*

### Academy Contact Details including the web site.

Should you need to contact us at the Academy the number is 01785 333360. If your child is going to be absent, please email [absence@ruralenterpriseacademy.com](mailto:absence@ruralenterpriseacademy.com). For all other enquiries, please email [enquiries@ruralenterpriseacademy.com](mailto:enquiries@ruralenterpriseacademy.com).

The Academy web site address is [www.ruralenterpriseacademy.com](http://www.ruralenterpriseacademy.com)

### Staff and Subjects They Teach

<b>Staff</b>	
<b>Principal (SLT)</b>	Mrs Corrigan
<b>Vice Principal (SLT)</b>	Mr Attwood
<b>Head of Pupil Development (SLT)</b>	Mr Singh
<b>SENCO (SLT)</b>	Miss Cunnion
<b>Business Manager (SLT)</b>	Mrs Walker
<b>English</b>	Mrs Dunlop, Miss Grey, Mr Shepherd
<b>Maths</b>	Mr Singh, Miss Cunnion
<b>Science</b>	Mr Attwood, Mrs Awal
<b>Business Studies</b>	Miss Cunnion
<b>Geography</b>	Mrs Adams
<b>ICT</b>	Mr Sedgwick
<b>PE</b>	Mr Sedgwick, Mr Smith
<b>KS3</b>	Mrs Randall
<b>Exams Officer</b>	Mrs Sheppard
<b>Reception/Admin</b>	Mrs Moore
<b>Student Progression Mentors</b>	Mrs McVicar, Mrs Keeble, Miss Adamson, Mrs Cooper, Mrs Colwell
<b>Apprentice Teaching Assistant</b>	Miss Pucci

## The Academy Day

<b>Time</b>	<b>Period</b>
<b>9.00-9.20</b>	<b>Tutor</b>
<b>9.20-10.10</b>	<b>Teaching 1</b>
<b>10.10-11.00</b>	<b>Teaching 2</b>
<b>11.00-11.20</b>	<b>Break</b>
<b>11.20-12.10</b>	<b>Teaching 3</b>
<b>12.10-13.00</b>	<b>Teaching 4</b>
<b>13.00-13.40</b>	<b>Lunch</b>
<b>13.40-13.50</b>	<b>Tutor</b>
<b>13.50 - 14.40</b>	<b>Teaching 5</b>
<b>14.40 - 15.30</b>	<b>Teaching 6</b>

<b>15.30 - 16.30</b>	<b>Extra-curricular activities</b>
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NB. A variety of extra-curricular activities will be offered throughout the week, these will take place after the school transport has left. Pupils will need to make their own arrangements for how they will get home when they have finished.

## Holidays

For you, the students, autumn term begins on Monday, 6th September. Students will attend for 190 days. You will have the same Academy holidays as other schools in Staffordshire with the addition of 5 staff training days so for the academic year 2021-2022 the term dates and holidays are as follows:

### Autumn Term 2021:

Staff: Wednesday, 1st September – Friday, 22nd October  
Pupils: Monday, 6th September – Thursday, 21st October  
Holiday: Monday, 25th October to Friday, 29th October  
Staff & Pupils: Monday, 1st November – Friday, 17th December  
Holiday: Monday, 20th December - Monday, 3rd January

### Spring Term 2022:

Staff and Pupils: Tuesday, 4th January - Friday, 18th February  
Holiday: Monday, 21st February - Friday, 25th February  
Staff: Monday, 28th February – Friday, 8th April  
Pupils: Tuesday, 29th February - Friday, 8th April  
Holiday: Monday, 11th April - Friday, 22nd April  
Easter Sunday: Sunday, 17th April

### Summer Term 2022:

Staff and Pupils: Monday, 25th April - Friday, 27th May  
May Day: Monday, 2nd May  
Holiday: Monday, 30th May - Friday, 3rd June  
Staff and Pupils: Monday, 6th June - Thursday, 21st July  
Holiday: Friday, 22nd July - Friday, 2nd September

Teacher training inset days are:

**Wednesday, 1st September 2021**

**Thursday, 2nd September 2021**

**Friday, 3rd September 2021**

**Friday, 22nd October 2021**

**Monday, 28th February 2022**

## **Plan of Site**

All rooms are labelled and your timetable will show where you should be and when. Remember it would be almost impossible to get lost; the site is quite small.

Whilst the Academy site is compact the College campus is extensive. There will be some movement around the campus and some parts of the college campus will be out of bounds. This will be explained to you once you start.

## **Behaviour**

**RESPECT** is the basis of our behaviour policy which can be found in full on the web site. [www.ruralenterpriseacademy.com](http://www.ruralenterpriseacademy.com)

If you wish to be treated with respect by Academy staff and by other students you must show respect; it's very simple!

We have a code of conduct that you must abide by. If you do, you will receive praise and reward and if you don't you will receive sanctions, for example a detention. Please be aware that your parents sign a form prior to you starting the Academy stating that should you be issued with a detention they will collect you from school.

Of most importance you must treat every member of staff that you meet with the greatest respect. If you are asked to do something by a member of staff you must do so without argument. If you feel a request is unfair then come and speak to me about it afterwards but at the time I expect you to do as asked. It is never helpful to refuse at the time and much better to consider why you feel the request is unfair before following it up with a calm conversation. This applies for ALL members of staff.

Academy pupils are not allowed to smoke anywhere on the South Staffordshire College Campus or within the boundaries of the Academy. Anyone who breaks this rule will receive an automatic after-school detention and we will inform parents/carers.

We expect you to read the Behaviour Policy before you arrive.

## **Attendance and Punctuality**

If you do not attend you will not succeed! There is a great deal of research that has been done to show the negative effects on achievement of not attending.

Less than 40% of students in secondary schools with an average of 15 days or more absence per year get 5 GCSE passes! In other words you cannot afford to have any time off.

If your parents/carers suggest going on holiday during term time please remind them of the detrimental effect upon your success it will have and that it is against the Law. With the exception of illness, where we may ask for a medical note, I will only grant leave of absence for the most unavoidable, emergency situation and as such if you do decide to take time off it will be classed as unauthorized absence; not something you want on your record.

Any pupil who starts to feel unwell during the Academy day will be assessed. If we determine that they need to go home we will call parents or another emergency contact to collect them. Please do not call home directly.

The Academy day begins at 9.00 am. Unless the circumstances are unavoidable you must be here at least 10 minutes before the first lesson. If you are late we will contact parents straight away as we need to be sure you are safe. If you are going to be late please ask parents/carers to let us know in advance.

Any student that is regularly late, either in the morning or for lessons, will have a one to one meeting with me. Remember, just as future employers/colleges/universities will be reluctant to offer jobs or places to someone that takes too much time off they will not want someone who cannot keep to time.

The Americans refer to poor timekeeping as tardiness (although it is originally from the Latin tardus which translates as slow). Make sure I don't start referring to you as tardy!

## The Rural Enterprise Academy Uniform

BOYS	
Academy blazer with badge	Grey. The blazer is an essential part of the Academy uniform and must be worn at all times.
Jumper	Academy jumpers are available. If another jumper is worn it must be dark grey, plain V neck. If a jumper is required, it should be worn in addition to the blazer and not instead of.
Trousers	Black – formal style, i.e. not jeans style. This means no trousers with rivets, back patch pockets like jeans or tight trousers. Anyone wearing trousers we deem inappropriate in style will be asked to change in school to a stock of trousers we keep. Appropriate trousers will need to be purchased as soon as possible.
Shirts	White – worn tucked in. Sleeves should not be rolled up.
Academy clip on tie	Academy colours
Socks	Plain black.
Shoes (not trainers)	All black leather – sensible style. No logo, even if the logo is black. Canvas shoes are not suitable for the Academy as they do not provide sufficient protection against the elements. Under no circumstances should Converse style pumps/shoes be worn, even if they are leather as they are far too light weight for school use.

**GIRLS**

Academy blazer with badge	Grey. The blazer is an essential part of the Academy uniform and must be worn at all times.
Jumper	Academy jumpers are available. If another jumper is worn it must be dark grey, plain V neck. If a jumper is required, it should be worn in addition to the blazer and not instead of.
Skirt	The Academy has introduced a new school skirt and no other skirts will be allowed. Please ensure the skirt purchased is a minimum 22 inch length and not shorter; longer lengths are available. The school skirt should not be rolled up.
Trousers	Black - formal style, i.e. not jeans style. Again, there is a school style. No-one should wear trousers with rivets and/or back patch pockets like jeans, no leggings or jeggings. The trousers must not be tight fitting, especially around the calves. They must be trousers and not leggings or jeggings. Anyone wearing trousers we deem too tight, or inappropriate in style, will be asked to change in school to a stock of trousers we keep. Appropriate trousers will need to be purchased as soon as possible.
Blouse	White – shirt style worn tucked in – sleeves should not be rolled up.
Academy clip on tie	Academy colours
Socks	Plain black knee or ankle length. No frills or logos attached.
Tights	Plain black opaque, without pattern.
Shoes (not trainers)	All black leather – low heel, sensible style. No logo, even if the logo is black. Canvas shoes are not suitable for the Academy as they do not provide

	sufficient protection against the elements. Under no circumstances should Converse style shoes/pumps be worn, even if they are black leather as they are far too light weight for school use.
Shalwar Kameez (optional)	Black
Head scarf	Black
Boots are not acceptable footwear at the Academy unless prescribed for a medical condition.	

<b>SPORT</b>	
<b>Boys</b>	<b>Girls</b>
Black/green polo shirt (boys) (available from Crested school wear only)	Black/green polo shirt (girls) (available from Crested school wear only)
Black/green rugby top (available from Crested school wear only)	
Black shorts available from Crested School Wear and many other retail outlets. They must be plain black without a logo and must end just above the knee.	A Black skort available from Crested School Wear. Alternatively girls may purchase black shorts available from Crested School Wear and many other retail outlets. They must be plain black without a logo and must end just above the knee.
Black football style socks. These must be plain black with a fold over top that come to just below the knee.	
Trainers (For safety reasons these must be sport trainers and not fashion trainers)	
Football boots – These can be metal or plastic studs	
Gumshield & Shinpads	

Please ask if you require advice about where specialist uniforms can be purchased.

**PPE for Land based Practical Sessions**  
**ESSENTIAL FOR ALL LEARNERS WHEN ON A PRACTICAL**

Steel Toe Capped Footwear  
Overalls

**Outside Coats**

- Outside coats - we would encourage the purchase of sensible coats as you are likely to walk around the Academy and college site during lessons.
- You must not wear casual outer garments when attending the Academy or when travelling to and from the Academy, e.g. hooded sweatshirts, sweatshirts, tracksuit tops .
- Denim or material of similar appearance must not be worn to the Academy.

If you do not wear the appropriate uniform, and no satisfactory reason (supported by a note from your parents on the day) is given, you will experience withdrawal of privileges and other sanctions may be applied. A medical note will be requested in the case of alternative footwear.

**All items of clothing should be named.**

**Jewellery**

Our first consideration is your safety and, therefore, jewellery is discouraged. **The wearing of certain jewellery can be dangerous** e.g. heavy chains/medallions/leather necklaces. **Jewellery of any type must not be worn for rural or sporting activities including earrings.**

- The Academy reserves the right to request you to remove jewellery which we believe could cause injury to you or others. The only jewellery allowed is:
- Earrings – You may wear either **ONE** or a pair of very small solid studs. They must be gold or silver in colour. Hooped earrings of **ANY** description are **NOT** allowed.
- **We strongly advise that ear piercing be done at the beginning of the summer holidays.**
- Nose studs are not acceptable and neither is any other form of body piercing.
- Ear stretchers are not allowed.
- Tongue and lip piercings are not allowed.

Anyone wearing any form of stud other than the earrings allowed above will be told to remove them immediately

Watch - pupils may wear a wrist watch. The watch should be discrete.

We encourage you not to bring items of value to the academy for obvious reasons and jewellery often falls into this category.

**Make-up and Nail Varnish** – The wearing of make-up is not encouraged. Anyone wearing excessive amounts of either will be asked to remove it. Staff will determine excessive. False nails or nail varnish should not be worn and any pupil who does not abide with this rule will be forced to remove varnish/nails as it is a health and safety issue, especially for land based studies. Nail varnish remover will be provided. We urge parents/carers not to allow pupils to have false nails applied unless they can be removed prior to school attendance. They are very expensive but are not compatible with the ethos of a land based enterprise academy. There are no exceptions to this rule.

**Hairstyles** – We reserve the right to make judgements about relevant hairstyles and hair colour but extreme hairstyles are not acceptable.

**Tattoos** – are not acceptable. Any pupil that already has a tattoo should advise us prior to starting at the Academy. Hand drawn tattoos are included in this prohibition.

**Disclaimer – The Academy reserves the right to make the final judgment on any of the above.**

**Transport – If you are being brought to the Academy by parents/carers or friends:**

**By Car (From the M6)**

Leave the M6 at junction 12 and join the A5, westbound towards Telford. Take the third exit off the roundabout onto the A449 (Stafford & Penkridge). Rodbaston Campus is approximately 1/2 mile on the right and there are two entrances, both of which will take you to the campus.

**From Telford**

Follow the A5 towards Cannock. At the junction with the A449 take the first exit at the roundabout. Rodbaston Campus is approximately 1/2 mile on the right and there are two entrances, both of which will take you to the campus.

**By Rail**

There are three rail stations locally placed near Rodbaston Campus:

- Penkridge (1.5 miles)

- Cannock (5 miles)

Hednesford (5 miles)

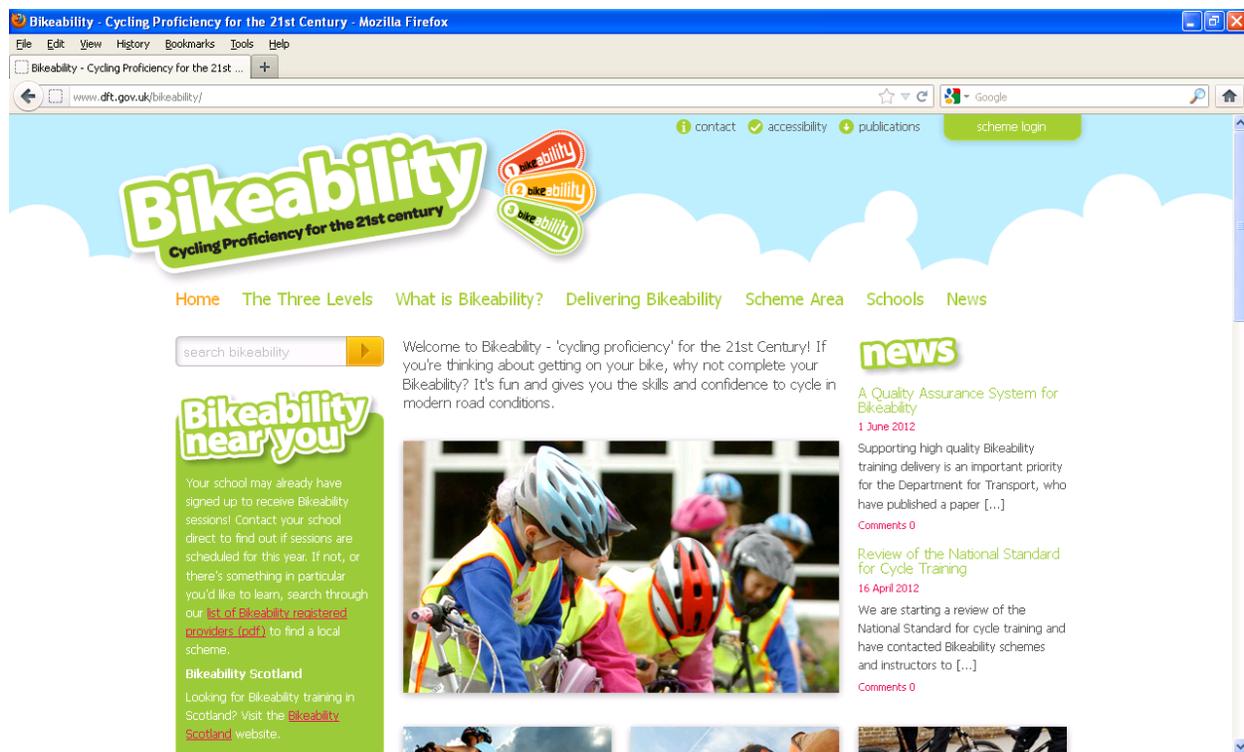
For train times, please call 08457 48 49 50 or visit [www.networkwestmidlands.com](http://www.networkwestmidlands.com)



## Transport – Cycles

If you intend to ride a cycle to the Academy you must do so at your own risk and you and your parents/carer must consider your route and whether you have the competence to make such a journey. Anyone that does cycle to the Academy should wear a safety helmet.

We recommend that you have completed an accredited test to ensure that you know and can use the skills necessary to cycle on the busy main roads that lead onto the Academy campus. Details can be found at <http://www.dft.gov.uk/bikeability/>



The screenshot shows the Bikeability website homepage. The browser window title is "Bikeability - Cycling Proficiency for the 21st Century - Mozilla Firefox". The address bar shows "www.dft.gov.uk/bikeability/". The website features a large "Bikeability" logo with the tagline "Cycling Proficiency for the 21st century" and three circular icons representing levels 1, 2, and 3. A navigation menu includes "Home", "The Three Levels", "What is Bikeability?", "Delivering Bikeability", "Scheme Area", "Schools", and "News". A search bar is located on the left. The main content area includes a welcome message: "Welcome to Bikeability - 'cycling proficiency' for the 21st Century! If you're thinking about getting on your bike, why not complete your Bikeability? It's fun and gives you the skills and confidence to cycle in modern road conditions." Below this is a photograph of children in cycling gear. To the right, there is a "news" section with two articles: "A Quality Assurance System for Bikeability" dated 1 June 2012, and "Review of the National Standard for Cycle Training" dated 16 April 2012. A sidebar on the left titled "Bikeability near you" provides information for schools and Scotland.

There are cycle racks where you can chain your cycle during the day but the Academy does not take any responsibility for loss or damage to your cycle. You must ensure that the lock you use is adequate.

## **Transport - Expected behaviour as you travel to the Academy**

Whilst travelling to and from the Academy you are representing the Academy and as such we expect you to adhere to the Academy Behaviour Policy which is available in full on the Rural Enterprise Academy website: [www.ruralenterpriseacademy.com](http://www.ruralenterpriseacademy.com)

Our behaviour policy is based on the simple principle of mutual respect and the right of every individual to be shown respect. This applies when you are on the Academy site and when you are on your way to and from the site. Indeed it is something we would expect you to follow all the time, wherever you are, without exception. You all have a responsibility to be in control of your own behaviour.

Those of you using the PVAT transport system will travel with students from other schools; all TREA students must be aware of this and remember that any poor behaviour is almost certainly going to be reported.

Anyone reported for inappropriate behaviour on their way to and from the Academy will be dealt with in exactly the same way as you would be if you misbehave whilst attending the Academy. Parents are expected to enforce the need for exemplary behaviour at all times and will always be contacted if you fail to behave appropriately on a journey to or from the Academy.

## **Transport - Where will you be dropped off and picked up from?**

There is a parking area specifically for buses and minibuses. You will then be required to walk sensibly, keeping to the marked walkways, to the Academy site. Cars and other vehicles use the College internal roads and although they drive very slowly through the site you must always be aware of the traffic and take extra care to be safe. Any student seen crossing the designated walkway or any student seen pushing another student so they might end up outside marked walk areas will be reported to the principal and parents/carers will be contacted as you could be endangering the safety of another student. Only designated personnel are allowed through the barrier and on to the main site so all parents/carers must drop their children off at the car park.

## **Health and Safety Whilst on the Academy Site – Leaving the Academy Site**

All pupils must remain on the Academy site during the Academy day. You should not leave the Academy site unless supervised by a member of staff. Students are not allowed to use the facilities of South Staffordshire College unless supervised by a member of the Academy or College staff.

Pupils must not visit the College canteen or coffee shop.

Pupils will not be allowed to leave the site for any reason unless we have prior, normally written permission, from your parent or carer. Any letter giving permission to leave the site, perhaps to attend a medical appointment or similar must indicate how you will get to the appointment. For example – will parents collect you and where will they collect you from. If you are to make your own way to an appointment you must do so with the permission of your parents and the Academy cannot take responsibility for you once you leave the site

### **ALL STUDENTS MUST SIGN OUT AT RECEPTION BEFORE LEAVING THE SITE**

#### **What happens if?**

This section of the handbook will be added to, on a regular basis, once questions arise.

For example a ‘what happens if question’ that might arise is:

**What do I do if someone is supposed to collect me at the end of the Academy day but they fail to turn up?** Obviously the answer to this question will be not to put yourself at risk by attempting to walk home unless that is what your parents have asked you to do via telephone to us first. You would normally come back to reception and inform someone what has happened so that contact can be made with your parents/carers.

#### **Animals**

A number of animals roam the Rodbaston site and none are domestic pets. You should not approach any animal roaming the site including the very friendly peacocks. Any animal that lives in the wild has the potential to harm you so please steer clear for your own safety.

Likewise we must all do our utmost to protect the animals that roam the site. Any pupil that does anything to frighten or harm an animal will be dealt with as a level three breach of behaviour and could end up being permanently excluded. You are attending a Rural Enterprise Academy so it goes without saying that all wildlife deserves our respect.

## **The College Roadways**

See additional information under transport.

The College roadways can be busy and must be treated exactly as though you were walking along a country road with no pavement.

In other words take extreme care and act sensibly at all times.

## **Intruders**

Whilst you shouldn't normally be wandering the College site there will be occasions when you have an activity that takes place outside the Academy perimeter. Everyone attending the College or working for the College should be wearing a clearly visible identity badge. Everyone attending the Academy should be wearing an academy uniform or, in the case of staff, a clearly visible identity badge.

If you see anyone wandering the site that is not wearing an Academy uniform or a clearly visible identity badge do not approach the person but as quickly as possible report it to any member of the Academy staff.

## **Safe use of ICT**

The Academy will operate secure access to the internet, preventing access to inappropriate websites, chat rooms and social networking sites. We use an IT monitoring software at the academy which will alert us to anyone who is accessing inappropriate content. Anyone found accessing any site that is deemed inappropriate could end up being excluded. Inappropriate use of any ICT will be treated extremely seriously and will not be tolerated under any circumstances but especially when it leads to bullying.

You will be expected to sign safe use of ICT policy documents as will your parents/carers on your behalf.

## **Medical**

The Academy has a First Aid Policy that includes information on medication.

The Academy will not normally administer medication to students. However where you must self-medicate or in circumstances where Academy staff might be required to administer under a health plan, perhaps because you have a medical condition that requires regular medication the Academy will store such medication in an appropriate secure place for you.

Because of the age of students attending the academy it will be your responsibility to ensure that you self medicate at the appropriate times.

We will always expect a doctor's letter stating the medication, when it must be administered and how the medication must be stored.

If you have to carry a nebuliser or an EpiPen then it is normally a good idea to provide a spare for us to store in case you forget to bring your own. This can be named, stored securely and safely and only self administered by you.

Any student diagnosed as Diabetic is also advised to ensure that the Academy has all necessary emergency medication and supplies of appropriate food.

**ANY PUPIL SELF ADMINISTERING MEDICATION DOES SO WITH THE PERMISSION OF PARENTS/CARERS AND IN CONJUNCTION WITH APPROPRIATE MEDICAL PROFESSIONALS. THE RURAL ENTERPRISE ACADEMY WILL ALWAYS REQUIRE A CARE PLAN AND WILL TAKE NO RESPONSIBILITY FOR ADMINISTRATION OF SUCH MEDICATION INCLUDING REMINDING STUDENTS TO TAKE THE MEDICATION. ALL SELF MEDICATION IS AT THE PARENT/CARERS OWN RISK.**

### **Mobile Phones**

Mobile phones, including smart phones have become an almost essential part of life and we know that the vast majority of you will carry a mobile phone of one sort or another.

Mobile phones should not be used at any time whilst on site and should therefore be switched off throughout the day. If a student is found using a mobile phone whilst on site, it will be confiscated for the remainder of the day and kept safely in the office. Repeat offenders will be asked to hand their phone in at reception on a daily basis.

Mobile phone cameras should **NEVER BE USED TO TAKE PHOTOGRAPHS OR FILM** unless you have been expressly given permission on a case by case basis by a teacher. Any student who does not comply with this instruction will face serious disciplinary action that could, depending on the nature of the photograph taken, involve the Police.

**Under no circumstances must you use your mobile phone to take photographs of or film a member of staff or another pupil.**

Any student found using their mobile phone when they shouldn't be or for inappropriate use at any time will have their phone confiscated. The phone will be placed in a sealed envelope, locked in a safe place and will only be returned at the end of the day. In certain circumstances the Academy may ban a student from bringing their mobile phone into the

Academy and in severe circumstances, where we believe there could be safeguarding issues, we may call in the Police and hand the phone over to them for further investigation. If this happens parents/carers will always be informed as soon as possible and students will be given the opportunity to make emergency calls from the Academy office.

The above rules apply to you even when you are travelling to and from the Academy. Please see the Academy Use of Images Policy.

**Pupils are strongly advised not to bring items of value into the Academy. However if they do, and any item is either lost or damaged the Academy will not accept liability for replacement or repair.**

### **Homework**

At the start of term you will be issued with a homework timetable. You must comply with instructions given to you by your teachers and complete homework by the date set by the teacher. Failure to complete homework on time could result in a withdrawal of privileges such as taking part in the extended curriculum or a detention. If the problem persists parents will be contacted.

### **Charging Policy**

The Academy has a Charging Policy and all parents/carers can access this via the web site or request a printed copy from the Academy.

There will be some activities and trips for which there will be a charge.

There will be some activities and trips for which parents/carers will be asked to make a voluntary contribution and it may be that the trip or activity cannot take place if we do not have enough voluntary contributions.

In the case of hardship parents/carers should make contact with the Principal and any request will be treated in the strictest confidence.

### **Tutor Groups**

All students will be placed in tutor groups. Tutor time is very important, as is your tutor. This will be the member of staff who knows you better than anyone else and the person you should go to for advice and help with any issue that is worrying you. If your tutor can't help, they will know someone who can.