

# Parent & Carer Handbook 2024-25



SAMWORTH  
CHURCH  
ACADEMY



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# Welcome to The Samworth Church Academy

We would like to extend our warmest welcome to those Year 6 students who have been offered a place at The Samworth Church Academy and we are delighted that you have chosen us. We know that the transition to secondary school can be an exciting time, but it can also be confusing and overwhelming.

Before joining us in September we hope that your child will have the opportunity to attend our transition days in July, which we hope will make the transition as smooth and enjoyable as possible. Your child will experience taster lessons and get a full tour of the Academy to help familiarise themselves with the new environment.

We offer these days to give your child a chance to boost their confidence and come in with a running start in September.

We are confident that your child will enjoy the many opportunities they will be given and those they will seek out over the coming years with us. Developing resilience is essential for all children and this is gained by them recognising that through failure and challenge comes success, and with a positive mindset and hard work, that anything is possible.

We aim to provide a fully rounded education for all students, developing independent thinkers who are ready to support and drive the many communities they will join during their lives. Students are presented with a variety of experiences and challenges to develop their confidence, self-esteem, independent learning skills and teamwork.

Our vision is to create a distinctively Christian and values driven environment that provides the best start to the 70 or more great years your child should enjoy when they leave us.

We are proud of what has been achieved by our fantastic young people in the past and excited at the limitless potential of current and future students.

# Our Vision and Values

Our vision is to create an environment that provides the best start to a bright future for all our students, by giving them all the opportunity to be fully qualified for adult life, in the fullest sense of the term.

We realise this vision by offering a broad range of courses, to cater for as many interests and abilities as possible. We also work in partnership with other Mansfield schools to maximise opportunity. To broaden the educational experience we fully integrate Sport, Dance, Music and Drama into the curriculum. Not just for the select few, but for absolutely everyone. There are many different ways of defining achievement but ours is unusually holistic. Good qualifications are crucial to young people and their futures but we also know that other things are important to prepare young people for the challenges they face. Involvement with the Round Square organisation helps us to achieve these aims.



# Student Leadership

Student leadership is an integral part of daily life at the Samworth Church Academy. Students in all year groups have opportunities and training to enable them to become involved in the strategic and operational running of the Academy in order to give exceptional experience and preparation for post-school life. They will learn transferable leadership skills that will enrich them and add to the likelihood of them enjoying 70 or more great years when they leave our school.

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## Round Square

The Samworth Church Academy is a Global Member of Round Square, a worldwide association of schools which share a commitment, beyond academic excellence to personal development, responsibility and international understanding through service, challenge and adventure *'Inspiring students to become the leaders and guardians of tomorrow's world'*.



## Opportunity Trust

The Samworth Church Academy Opportunity Trust was founded by our Sponsors (Sir David Samworth and the Diocese of Southwell and Nottingham) to support the wider work of the Academy. The purpose of the Trust is to support students financially to take part in activities that would not normally be part of the educational provision of the Academy. For more information about this please visit our [website](#).



# Academy+

We all want more for our children - more than the curriculum and our current school budgets can offer them.

Academy+ relies on donations to fund projects in addition to the standard curriculum to broaden education, build character, strength, and resilience and to fund experiences children don't get in a classroom. For more information or to donate please visit our [website](#).



## My Child At School App

You can monitor your child's academic performance in real time using the My Child At School App, this includes but isn't limited to all homework set in lessons and any behaviour related notifications you might need.

You can also use the My Child At School App to pay for lunches and snacks at breaktimes as well as any trips.

New updates are released all the time to My Child at School so make sure to keep an eye on communications sent out to you.



My Child at School can be downloaded from the App Store or Google Play.





# Behaviour

The Samworth Church Academy is committed to helping our students to be the best that they can be. Students are expected to make an overall positive contribution to academy life, supported by a behaviour system which promotes positive behaviour and a no grudges culture.

We expect all members of the academy community to behave reasonably and seek to resolve differences in a positive and cooperative manner in which a common-sense approach prevails. Staff will always encourage students to make the right choices.

Please see our **behaviour policy and pathway documents** for further information. You can find this on our website under 'Policies'.



BE THE  
BEST  
YOU CAN BE



# Uniform

The way a student presents themselves is a reflection of their attitude towards communication and education at the Samworth Church Academy. We hope that you appreciate, not every aspect of appearance can be covered in these guidelines so if you have any concerns or queries please contact us to discuss.

Unless otherwise stated, a Samworth Church Academy blazer is to be worn at all times.

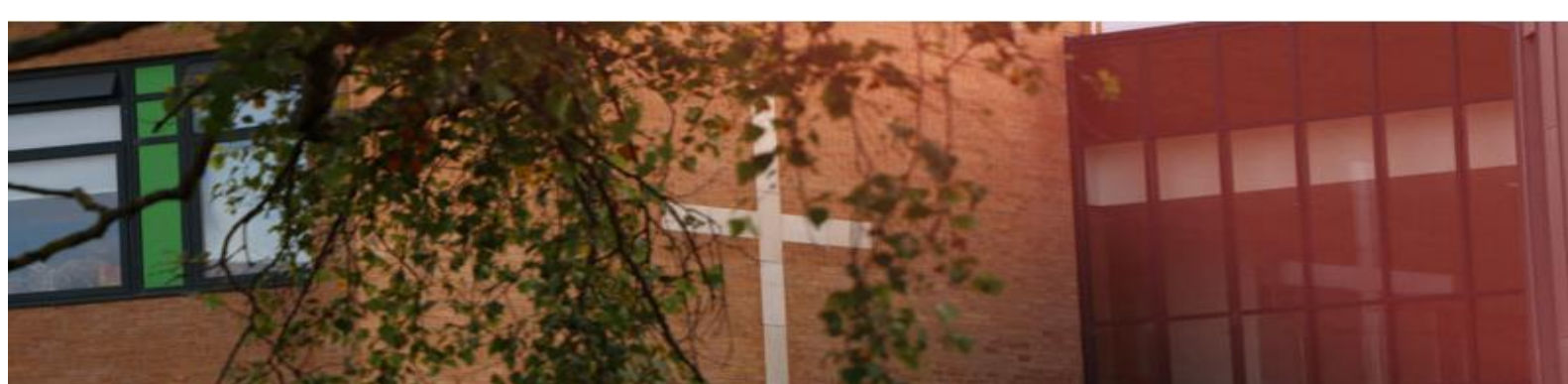
Black trousers with no branding should be worn. Leggings are not allowed.

Academy knee length branded skirts may be worn with tights. Tights should be at least 40 denier and plain black without patterns.

Shoes need to be plain black and sensible with no visible branding (not trainers or boots).

- If worn, make-up (including false eyelashes) should not be excessive.
- Skirts should be worn full length and not rolled up.
- No coloured nail varnish, acrylic or false nails are permitted.
- Hair colour should be natural and hair styles not deemed extreme.
- No coats or outdoor clothing (including non-academy hoodies and jumpers) should be worn inside the school.
- No badges are to be worn on blazers other than those that are issued or approved by the Academy.

Jewellery is limited to one watch and students are not allowed to wear piercings of any kind (including clear spacers) in school. Please do not allow your child to have new piercings during the school year.





# PE Kit

The Academy has high expectations of students in how they perform in Physical Education. Obvious risks are involved with some activities and therefore, it is essential that students arrive correctly equipped.

Every student is required to take part in all PE lessons. It is important that students are dressed appropriately for the weather, always expect to be outside and come prepared! Students are allocated sufficient time to change.

If a student cannot take part in the physical aspect of a PE lesson for any reason, a note from home will be required explaining the reasoning. Any long-term conditions (over two weeks) we ask that a doctor's note is provided. If a student is unable to take part in a PE lesson, they will still be required to change into PE kit as they will be involved in a less active capacity, for example officiating, coaching or any other role set by the class teacher. Students need to be appropriately dressed for an outside lesson with clean and dry uniform to change into. We would not expect students to get changed if they have a cast or are using crutches. Please speak to a member of the PE team before the day of the lesson if you are at all unsure.

## Compulsory PE Kit

- Academy polo shirt
- Academy black shorts/ tracksuit bottoms
- Academy sports socks
- Trainers
- Boots for football, rugby and lacrosse
- Shin pads for football and hockey

## Optional Kit

- Academy rugby shirt
- Long sleeve black or red under top
- Black leggings (these can only be worn after October half-term until the Easter break)
- Gum shield for hockey and rugby
- Academy sports team jumper/ jacket (this must not have a hood)

Students who forget any part of their compulsory PE kit will be provided with a loan and sanctions may be applied in accordance with the Academy's Behaviour Policy. All clothing that has been loaned out is laundered after every use.

# Basic Equipment

It is an expectation that students arrive at school well prepared for learning on a daily basis. Please ensure that your child has the right equipment available each day to complete their work during lessons. Each student should bring the following to school:

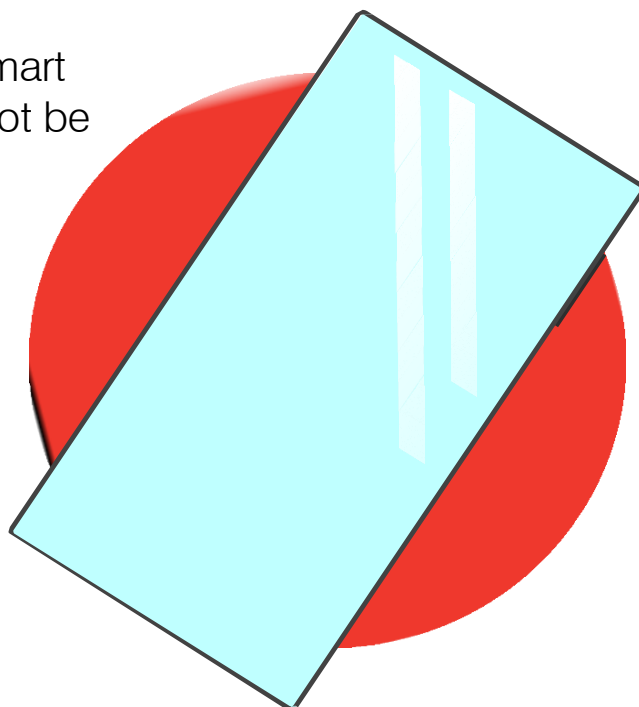
- Schoolbag into which A4 work books will fit
- Blue or black pen
- Pencils
- Eraser
- Sharpener
- Ruler
- Calculator (optional)
- Compass
- Protractor
- Reading Book

# Mobile Phones and Electronic Devices

Mobile phones and other devices such as smart watches that access the internet should not be brought into the Academy.

Should these be brought into school, they should be switched off at the entrance and put away. They can be switched on at the end of the day once they have left school. If a student is seen with these items in school they will be confiscated and we will arrange collection of the item by a parent/ carer.

If a student decides to bring any valuable electronic devices or other valuable possessions into the Academy, they are brought in at their own risk. Under no circumstances will the Academy accept responsibility for any theft, loss or damage.



# Lost Property

We appreciate that replacing lost uniform and equipment can be expensive and hopefully these strategies will assist your child in retrieving any items they may misplace.

All lost property that is handed into the Student Information Desk with a name tag will be returned to its rightful owner by the Student Receptionists. Any lost property that is handed to the Student Information Desk and is not labelled will be held for four weeks. At the end of this period all lost property will be disposed of.

Staff members are unable to search for lost property and the responsibility lies with students to be accountable for their own property. When students lose property, they should visit and look in the classroom or area where they believe the property was left. If they do not find their property they should then go to the Student Information Desk to check if it has been handed in.

We currently have over 1,000 students at The Samworth Church Academy wearing the same uniform. We cannot reunite items with their owner if it isn't labelled, therefore we strongly recommend that all property is clearly marked with the owner's name.

Labelling uniform is very easy to do, name tapes are best, even iron-on tapes. However, if you do not have these, just write on the label or inside trainers or shoes with a good quality laundry marker pen or permanent marker pen. Please use full name or initial and surname. Washing does erase marker pens, so please check that your son or daughter's name does not fade on their belongings.

To contact the Student Information Desk regarding lost property, please telephone 01623 663450 extension 202.

# Reporting to Parents

Three reports a year will be available for Years 7, 8, 9 and 10 (one every term). Five reports a year will be available for Years 11 and 13 reports (Autumn 1, Autumn 2, Spring 1, Spring 2 and Summer 1). Year 12 students will receive six reports a year (two every term). Reports are made available to you digitally through the My Child at School app.

# Academy Day and Attendance

The Academy day may be extended to allow students to take part in other activities and clubs.

To enable students to be the best they can be, it is vital that they attend the Academy regularly and that they arrive on time. If students are regularly late, their tutor, with the assistance of parents, will help them tackle the issue. But remember it is the student's responsibility to get to the Academy on time.

The Academy day begins at 8.30am and finishes at 3pm, though the building will be earlier for students to come in for a free breakfast.

You must notify the Academy on the first day if your child is unable to attend, and each day thereafter when it is due to illness or other circumstances.

Absence reporting can be done through the My Child at School app, by emailing [attendance@tscacademy.org.uk](mailto:attendance@tscacademy.org.uk) or by telephoning 01623 663450.

Remember the students who achieve the most always have excellent attendance records.

# Dining With Us

As we are totally committed to providing high quality food at the lowest possible price there will be no need for students to leave site to buy food. Students are of course welcome to bring a packed lunch.

Chocolate, sweets, fizzy drinks, energy drinks, and family size packets of biscuits and crisps should not be brought into the Academy and will be confiscated for collection by students at the end of the school day.



If there is a very good reason why your child needs to go home during the Academy day please contact us so that we can firstly discuss the situation and, where appropriate, grant permission to leave the site. We anticipate these circumstances to be rare but acknowledge there may be individual situations where such permission is appropriate.

## Health

It can be tricky deciding whether or not to keep your child off school when they are unwell. The NHS [website](#) offers advice and guidance to help you make a decision, but if you are in any doubt please consult your own Doctor.

Please let us know if your child's medical needs change using the My Child at School app. We will routinely ask you to check the details we have to ensure we have up to date information. You can also email [health@tscacademy.org.uk](mailto:health@tscacademy.org.uk) with any health concerns.



# Safeguarding

The Samworth Church Academy and by extension all staff are committed to the safety and wellbeing of our students, we want our students to be happy individuals who know what to do if they have a concern about something.

We endeavour as a group of staff to keep students safe at all times. Our values are embedded in every experience at the Academy, whether that be in lessons or on the corridors or in events outside of school hours. We have a dedicated approach to safeguarding that ensures our students get the help they need in a timely and sensitive manner. We aim to teach every student what behaviours are acceptable and what they can do if they experience something outside of these expectations.

Every student has a dedicated Learning Manager to help them in situations where they might need protection or advice, students are all aware who their Learning Manager is and where to find them if they are needed, every student has the right to voice their concerns and be listened to in an effort to action steps to help protect them from harm. We know that we have a fantastic staff body who want to help our children in any way they can. However, it is vital that we always put children first by adopting the very basic but crucial viewpoint - **'it could happen here'**.

We are committed to working honestly and openly with parents/carers to ensure they are treated with respect and that they can have their voice heard. We respect both students and parents rights to privacy, therefore we would be unable to discuss information regarding students and parents without their explicit permission or in a situation where it would be necessary to protect a child. The Samworth Church Academy will share concerns with parents as necessary unless doing so would put the child in a position of further risk.

We have a dedicated email for you to contact us or to report any safeguarding concerns [safeguarding@tscacademy.org.uk](mailto:safeguarding@tscacademy.org.uk).



## Academy Year 2024/ 2025

	September 2024					October 2024					November 2024					
M		2	9	16	23	30		7	14	21	28		4	11	18	25
T		3	10	17	24	1	8	15	22	29		5	12	19	26	
W		4	11	18	25	2	9	16	23	30		6	13	20	27	
T		5	12	19	26	3	10	17	24	31		7	14	21	28	
F		6	13	20	27	4	11	18	25	1	8	15	22	29		
S		7	14	21	28	5	12	19	26	2	9	16	23	30		
S	1	8	15	22	29	6	13	20	27	3	10	17	24			

	December 2024					January 2025					February 2025					
M		2	9	16	23	30		6	13	20	27		3	10	17	24
T		3	10	17	24	31		7	14	21	28		4	11	18	25
W		4	11	18	25	1	8	15	22	29		5	12	19	26	
T		5	12	19	26	2	9	16	23	30		6	13	20	27	
F		6	13	20	27	3	10	17	24	31		7	14	21	28	
S		7	14	21	28	4	11	18	25	1	8	15	22			
S	1	8	15	22	29	5	12	19	26	2	9	16	23			

	March 2025					April 2025					May 2025					
M		3	10	17	24	31		7	14	21	28		5	12	19	26
T		4	11	18	25	1	8	15	22	29		6	13	20	27	
W		5	12	19	26	2	9	16	23	30		7	14	21	28	
T		6	13	20	27	3	10	17	24	1	8	15	22	29		
F		7	14	21	28	4	11	18	25	2	9	16	23	30		
S	1	8	15	22	29	5	12	19	26	3	10	17	24	31		
S	2	9	16	23	30	6	13	20	27	4	11	18	25			

	June 2025					July 2025					August 2025					
M		2	9	16	23	30		7	14	21	28		4	11	18	25
T		3	10	17	24	1	8	15	22	29		5	12	19	26	
W		4	11	18	25	2	9	16	23	30		6	13	20	27	
T		5	12	19	26	3	10	17	24	31		7	14	21	28	
F		6	13	20	27	4	11	18	25	1	8	15	22	29		
S		7	14	21	28	5	12	19	26	2	9	16	23	30		
S	1	8	15	22	29	6	13	20	27	3	10	17	24	31		

School Holidays
  Public Holidays
  Inset Days

# Contact Information

Main Reception	01623 663450 <a href="mailto:enquiries@tscacademy.org.uk">enquiries@tscacademy.org.uk</a>
Attendance	01623 663455 or 01623 663453 <a href="mailto:attendance@tscacademy.org.uk">attendance@tscacademy.org.uk</a>
Student Information Desk	01623 663456 <a href="mailto:sid@tscacademy.org.uk">sid@tscacademy.org.uk</a>
Admissions/Complaints	01623 663464 <a href="mailto:parentsupport@tscacademy.org.uk">parentsupport@tscacademy.org.uk</a>
Exams	01623 663465 <a href="mailto:exams@tscacademy.org.uk">exams@tscacademy.org.uk</a>
Marketing	<a href="mailto:publications@tscacademy.org.uk">publications@tscacademy.org.uk</a>
Safeguarding	<a href="mailto:safeguarding@tscacademy.org.uk">safeguarding@tscacademy.org.uk</a>
SENDSCO	<a href="mailto:sendco@tscacademy.org.uk">sendco@tscacademy.org.uk</a>
<b>Learning Managers</b>	
Year 7	01623 663451
Year 8	01623 663457
Year 9	01623 663463
Year 10	01623 663454
Year 11	01623 663460
Sixth Form	01623 663452

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