

2026-27

SHERWOOD
CHURCH
ACADEMY



Parent & Carer Handbook

Welcome to Year 7



01623 663450



enquiries@tscacademy.org.uk

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Welcome

We would like to extend our warmest welcome to those Year 6 students who have been offered a place at The Sherwood 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 attending our transition days in July and being immersed in our school 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 will 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 we hope your child will 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.

Staff Team

All of our fantastic team of staff will feature as important figures within your child's journey through secondary education and we cannot wait to meet you.

Some key figures to get you started in year 7 will include:

- Mr Bennett- Head of School
 - Mr Preece- Vice Principal and Designated Safeguarding Lead
 - Mr Freeman- Vice Principal
 - Mr Allott- Assistant Principal
 - Mrs Jones- Assistant Principal
 - Mr Maddison- Assistant Principal
 - Mrs Pendleton- SENCO
 - Mrs Jephson- SLT
-
- Miss Penny- Head of Year 7
 - Pastoral Lead for Year 7

Year 7 Tutors

- 7H1 JRO- Mr Rogers
- 7H2 DWE- Mrs Welsh and Mrs Giles
- 7N1 TBR- Mr Brown
- 7N2 DCH- Mrs Chivers-Jarvis
- 7R1 CCL- Mrs Clayton
- 7R2 KGO- Mrs Gontarz
- 7S1 JWO- Mrs Worrall and Mrs Evans
- 7S2 BCO- Mr Copestake

Vision and Values

Our vision is to create an environment that provides the best start to a bright future for all of 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.



Safeguarding

The Sherwood 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 in 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 Sherwood 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, although this is not for urgent concerns.

Safeguarding Team			
Dan Preece Designated Safeguarding Lead	Shannon Pitchford Deputy Designated Safeguarding Lead	Fiona Hay Healthcare Assistant	Geoff Riley Off Site Provision Lead
Alex Noble Pavilion Team Leader	Demi Scales Safeguarding Assistant	Mandy Reeks Learning Manager	Emma Dove Learning Manager
Cathrine Severn Learning Manager	Kerrie Hallbrook Learning Manager	Harriet Patterson Learning Manager	Lucas Bingham Learning Manager
Keshia Milne Learning Manager			

The Academy Day

8.10am
Free breakfast

8.30am
Academy day begins

8.30-9am
Tutor time

9-10am Period 1	10-11am Period 2	11-11.20am Morning Break
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12.20-1.50pm
Lunch 30 mins, plus Period 4 - 1 hour

1.50-2.50pm
Period 5

2.50-3.40pm
Period 6 - Extra-curricular activities (1 period 6, per week compulsory for Y7-11)

Support

- Learning Manager
- Safeguarding Team
- Chaplain
- Daily Drop-in Sessions
- Buddy Mentors
- SEND Team
- CAMHS Support Team Hub
- CASY counselling services
- Health Team
- The CORE- Alternative Provision Unit

Anti-bullying

There is a comprehensive anti-bullying policy available in the parents' section of the school website. Bullying is always taken seriously and students regularly advise us that they believe in the effectiveness of our responses to any reported incidents. We believe that every person has the right to feel comfortable, secure and accepted as an individual and not be subjected to behaviour that makes him or her feel distressed, intimidated or ill at ease.

Message to students: If you think you are being made to feel uncomfortable in any way do not hesitate to talk in confidence to your form tutor or to any other member of staff. If you see/hear bullying, please report it to a member of staff.

Message to parents: If, as a parent, you feel that your child is being bullied at school, please contact his/her form teacher in the first instance. The school has a behaviour policy, treats such occurrences seriously and will take appropriate steps within our control to deal with the matter.

Uniform

The way a student presents themselves is a reflection of their attitude towards communication and education at the Sherwood 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.

- 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 the Academy. Please do not allow your child to have new piercings during the school year.



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

Socks should be plain black

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

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.



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)



Basic Equipment

It is an expectation that students arrive at the Academy 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 the Academy:

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



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 Sherwood Church Academy wearing the same uniform. We cannot reunite items with their owner if they aren'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 child's name does not fade on their belongings.

To contact the Student Information Desk regarding lost property, please telephone 01623 663450 extension 5016 or 5017.

Student Leadership

Student leadership is an integral part of daily life at the Sherwood 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 Academy.

Opportunity Trust



The Opportunity Trust was founded by our former 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](#).

My Child At School- MCAS

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.



MCAS can be downloaded from the App Store or Google Play Store

Mobiles and 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 the Academy. If a student is seen with these items at the Academy they will be confiscated, and we will arrange collection of the item by a parent or 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.

Attendance

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/carers, will help them tackle the issue. But remember it is the student's responsibility to get to the Academy on time.

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 or by telephoning 01623 663450.

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

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 with any health concerns.

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 Academy 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.

Reporting to Parents

Three comprehensive reports per year will be completed by staff and available for Years 7, 8, 9 and 10 (one per term). Five reports per year will be available for Years 11 and 13 reports (Autumn 1, Autumn 2, Spring 1, Spring 2 and Summer1). Year 12 students will receive six reports a year (two per term).

Reports consist of Attitude To Learning (ATL) scores as well as information about their attainment, relevant to their year group, attendance and behaviour data. In Key Stages 4 and 5 this will also make reference to target grades and revision areas required to obtain targets or higher.

Reports are made available to you digitally through the My Child at School app.

Wider-Curricular Activities

- P6 Programme- Each Year 7-10 student must attend one Period 6 activity of their choice each week, which alternates termly. Period 6 is designed to stretch students and encourage them to take part in activities outside their normal curriculum. Activities include Art, Computer Programming, Fencing, Bushcraft, Gardening, Chess, Dance, Choir, Eco, Tennis and many more. Y11 also attend Period 6 which are intervention classes based on needs.
- Instrumental Tuition
- Student Voice and Student Committees
- Dance, Drama, Music Performances
- PE/Sport Fixtures

Homework

Homework is set in all years although will not commence right away for Year 7. We use a system called Bromcom to set homework and work set on Bromcom can be viewed on the Bromcom Student Portal, as well as the MCAS parent app.

Homework may be digital or in paper form and will recap and recall information taught in lessons to reinforce and support learning. We also offer a homework club with support on hand from staff if you would find this helpful.

Rewards and Points

We love to celebrate the success of our fantastic students and do so through the use of Positive Points (which can be seen on MCAS app), rewards assemblies, rewards events and our Annual Awards Evening.

We also track points for those who have not complied with the rules/expectations and these are logged in the MCAS app under Negative events. Please be assured that staff are understanding that Year 7 will take time to get used to the new rules and processes so will exercise professional judgement as to when these are necessary. Points accrued throughout the school may lead to Detention, Isolation or Suspensions, but we hope that these will not be needed.

Behaviour for Learning

At our school, we believe every student can be the best they can be. We are preparing young people not just for their time with us, but for 70 or more successful and fulfilling years ahead. This means developing the habits, character and self-discipline needed to thrive in education, work and life.

Students are expected to contribute positively to every lesson and support the learning of others. If a student makes a poor choice, they will receive one clear warning and staff will provide support to help them get back on track. However, if misbehaviour continues, the student may be asked to leave the lesson. This ensures that all other students can continue learning in a calm, purposeful and disruption-free environment.

If negative behaviour points need to be awarded, 2 points would result in a 20 minute detention, 3 points to a 30 minute detention and so on.

Our Top Tips for joining Secondary school



1

Be Kind and embrace the opportunity to meet new people, you never know who may become your new best friend, sit next to you in class or may captain a team you become part of.

2

Listen, to all the information and advice you are given so you have the best chance of understanding and getting it right, and if you are not sure, ask!

3

Expect that it takes a little time to get used to a new building, new rules and new people, we are all here to help so if you need anything or feel a little lost, just ask, we are all very friendly really!

4

If you don't quite manage to get it right first time, that's okay, we are all human, all we ask is for you to try your best and communicate if you are finding something difficult, so that we can help, educate you and make you feel happier to do it next time.

5

Although this is your first time, we have supported students on transition for years, so trust us, we know what we are doing, we will guide you through the process the best we can!

Term dates for academic year 2026/27



September 2026					
Mon		7	14	21	28
Tue	1	8	15	22	29
Wed	2	9	16	23	30
Thu	3	10	17	24	
Fri	4	11	18	25	
Sat	5	12	19	26	
Sun	6	13	20	27	

October 2026					
Mon		5	12	19	26
Tue		6	13	20	27
Wed		7	14	21	28
Thu	1	8	15	22	29
Fri	2	9	16	23	30
Sat	3	10	17	24	31
Sun	4	11	18	25	

November 2026					
Mon		2	9	16	23
Tue		3	10	17	24
Wed		4	11	18	25
Thu		5	12	19	26
Fri		6	13	20	27
Sat		7	14	21	28
Sun	1	8	15	22	29

December 2026					
Mon		7	14	21	28
Tue	1	8	15	22	29
Wed	2	9	16	23	30
Thu	3	10	17	24	31
Fri	4	11	18	25	
Sat	5	12	19	26	
Sun	6	13	20	27	

January 2027					
Mon		4	11	18	25
Tue		5	12	19	26
Wed		6	13	20	27
Thu		7	14	21	28
Fri	1	8	15	22	29
Sat	2	9	16	23	30
Sun	3	10	17	24	31

February 2027					
Mon	1	8	15	22	
Tue	2	9	16	23	
Wed	3	10	17	24	
Thu	4	11	18	25	
Fri	5	12	19	26	
Sat	6	13	20	27	
Sun	7	14	21	28	

March 2027					
Mon	1	8	15	22	29
Tue	2	9	16	23	30
Wed	3	10	17	24	31
Thu	4	11	18	25	
Fri	5	12	19	26	
Sat	6	13	20	27	
Sun	7	14	21	28	

April 2027					
Mon		5	12	19	26
Tue		6	13	20	27
Wed		7	14	21	28
Thu	1	8	15	22	29
Fri	2	9	16	23	30
Sat	3	10	17	24	
Sun	4	11	18	25	

May 2027					
Mon		3	10	17	24
Tue		4	11	18	25
Wed		5	12	19	26
Thu		6	13	20	27
Fri		7	14	21	28
Sat	1	8	15	22	29
Sun	2	9	16	23	30

June 2027					
Mon		7	14	21	28
Tue	1	8	15	22	29
Wed	2	9	16	23	30
Thu	3	10	17	24	
Fri	4	11	18	25	
Sat	5	12	19	26	
Sun	6	13	20	27	

July 2027					
Mon		5	12	19	26
Tue		6	13	20	27
Wed		7	14	21	28
Thu	1	8	15	22	29
Fri	2	9	16	23	30
Sat	3	10	17	24	31
Sun	4	11	18	25	

August 2027					
Mon		2	9	16	23
Tue		3	10	17	24
Wed		4	11	18	25
Thu		5	12	19	26
Fri		6	13	20	27
Sat		7	14	21	28
Sun	1	8	15	22	29



School holidays



Public holidays



Inset days

Return date for autumn 2027 to be confirmed.

Useful Contacts:

enquiries@tscacademy.org.uk
attendance@tscacademy.org.uk
safeguarding@tscacademy.org.uk
sid@tscacademy.org.uk - Student Information Desk
01623 663450

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Find us on Facebook at facebook.com/theSherwoodchurchacademy
Follow us on Instagram at [@theSherwoodchurchacademy](https://www.instagram.com/theSherwoodchurchacademy)



The Sherwood Church Academy is a part of the Diocese of Southwell and Nottingham Academy Trust (SNMAT). To learn more visit www.snmat.org.uk

Disclaimer

This handbook is issued for the general guidance of students joining us at The Sherwood Church Academy in September 2026. The information is correct at the time of going to press (June 2026) and the programmes and services described herein are those which Sherwood Church Academy is planning to offer.

We make every effort to ensure that the content of our handbook, website and other materials is accurate. However, on occasion it may be necessary to alter certain aspects of the content of the handbook. Should any of these changes become necessary, we will give you as much notice as possible before they come into effect and ensure that any disruption is minimised.



01623 663450



year7staffteam@tscacademy.org.uk