



Introductory Booklet

for parents/carers of Y9, Y10 and Y11 learners

THE JCB  ACADEMY

*Changing lives by developing the
engineers and business leaders of the future*

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Academy day

The JCB Academy day starts at 8:30am. The day comprises of six sessions and session one commences at 8:30am.

Learners have a 15-minute break in the morning, followed by a 30-minute lunch break. All breaks are staggered and are taken in year groups. The academy day finishes at 3:45pm.

Timetable

Each learner is provided with their timetable on the first day of the academic year (this gives details of subjects, teachers and rooms for each lesson). We recommend that in the first few weeks you work with your son/daughter to get into the academy routine, particularly with reference to the days they need their PE kit.

Transport

Due to the very large catchment area of the academy it is not possible to route the buses throughout this area. This means that, on the whole, buses go along main routes and stop in the main towns or villages. Bus routes and times will be available following negotiation with the bus companies. If you have any questions about the arrangements, these should be raised directly with the Director of Finance & Operations at the academy. We monitor behaviour on the academy

buses and should you have any concerns in relation to any incidents on the bus, please contact your son's/daughter's Mentor.

If your son/daughter wishes to use an alternative bus for exceptional circumstances, this should be agreed by prior arrangement with the Admin Office at least one week in advance. Please note that due to capacity it may not always be possible to accommodate such requests.

Wellbeing

Pastoral Care and Support

Anti-Bullying

The JCB Academy has a duty of care towards its learners due to the fact that the Principal and staff stand in loco parentis (in place of the parents); this duty of care includes protecting learners from potential harm caused by bullying.

The JCB Academy takes a zero tolerance approach to all bullying behaviour, including peer-on-peer behaviour, sexual harassment and verbal abuse. All staff work hard to foster an environment where learners feel confident about reporting bullying, safe in the knowledge that the matter will be addressed and resolved in accordance with the perceived victim's wishes and feelings.

You should be aware that we will intervene in all bullying incidents between our learners; not only those which occur on the academy premises, but also those which take place on academy transport or at the

bus stop and via social media, if it is impacting on our learners during their school day and causing them distress.

All our learners receive education, via PSHEE sessions, on anti-bullying where they are reminded of the nature of bullying behaviour, ways in which they can keep themselves safe and, most importantly, ways in which they can access support should they need to. The academy promotes national events such as Anti-Bullying Week to raise awareness across the cohort. We collate feedback from learners, via the Learner Council, to ensure that they have a voice and that their opinions are heard and taken into account. Learners also complete several questionnaires.

Learners and parents/carers are encouraged to report any concerns that they have regarding bullying to any of the following:

- Head of Year or Assistant Head of Year.

- One of the academy's Designated Safeguarding Leads.
- Mentor.

Learners will receive appropriate support to help them overcome the impact of any incident; this can be through 1:1 work with their Mentor or counselling from an external agency. Learners who are identified as bullying others will be sanctioned in accordance with the academy's Behaviour Management Policy and they will also receive support to help them acknowledge, understand and address their behaviour.

The academy's Anti-Bullying Policy can be viewed on our website.

Mentoring

Each learner is allocated a Mentor who acts as the first point of contact for parents/carers. Each Mentor is responsible for the academic and pastoral welfare of their learners.

Learners will regularly meet with their Mentor; the learner's needs or circumstances will dictate the frequency of these meetings. During the meeting the Mentor and the learner will agree actions and targets to enable progress to be made; details of the meeting are then emailed/posted home to parents/carers.

Year Group System

The JCB Academy is structured with a year group system with learners admitted into Y9 and Y10. Each year group is allocated a Head of Year, an Assistant Head of Year and a number of Learning Support Mentors. Each year group has a dedicated hub where learners can access pastoral support.

Safeguarding

The JCB Academy recognises its legal duty to protect and safeguard the interests of all children and young people. We understand that effective child protection work requires sound procedures, good inter-agency co-operation and a workforce that is competent and confident in responding to child protection situations.

The JCB Academy has a safeguarding team made up of three Designated Safeguarding Leads and three Deputy Designated Safeguarding Leads who are also the Heads of Year. If you have a concern relating to the safety of a young person attending the academy, please notify us without delay.

The Safeguarding and Child Protection Policy can be accessed via the academy website, along with many other useful guidance for parents/carers and learners.



Uniform

Learners are expected to wear full academy uniform.

Prior to joining the academy there is an opportunity to purchase uniform at a Fit and Kit evening. Thereafter, uniform is ordered direct from our uniform supplier, Clive Mark Schoolwear.

The academy welcomes and celebrates diversity, therefore if any of the uniform requirements cut across recognised religious or cultural modes of dress, we will be happy to discuss this with parents/carers.

Coats, scarves, hats & bags

Once inside the academy it is not necessary for learners to wear a coat (apart from their blazer), scarf or hat. Lockers are provided for the storage of bags and therefore learners should place their PE bag in the locker at the start of the day. During the day learners will not need to carry books around the academy, only a laptop, equipment and a small folder in which to put any notes they may need to make on paper.

Footwear

Learners are required to wear suitable black footwear which should be in the form of a sensible type shoe. Boots, sport shoes, sandals, heels above 2" and ballet-style shoes are not acceptable footwear. Learners are not permitted to wear trainers for medical conditions without providing a medical note from a consultant or GP. If trainers are worn at any other time they will be confiscated and alternative footwear provided on the day.

Hair

Extreme styles are not condoned by the academy and hair must be of a natural colour. If the hair is over shoulder length then it must be tied back for all practical lessons or where health and safety requires it. Shaving on any part of the head less than a grade 1 cut is not permitted, nor is the use of gel to create unusual styles.

Jewellery

A watch plus one other item of jewellery may be worn - this may be either a plain ring or fine chain or for pierced ears small studs or sleepers (gold or silver in colour with a maximum of one in each ear). Studs worn in the nose or any other part of the face are not

allowed (this includes the tongue). We request that parents/carers do not allow learners to have piercings in any other part of the body as they will not be allowed to participate in any academy activity until such time as they are removed.

Make-up

Learners are permitted to wear neutral shades of make-up, however false eyelashes are not allowed. Those wearing false eyelashes will be directed to remove them and will be issued with a lunchtime detention. Nail varnish can be worn providing it is a natural, nude colour. Bright coloured nails or gel or acrylic nails are not permitted.



Behaviour

CCTV

CCTV is in operation in certain parts of the academy building and grounds.

Chewing gum

Due to the mess created by chewing gum it is not allowed anywhere in the academy or its grounds. Any learner caught with chewing gum is asked to dispose of it and has house points deducted.

Class Charts

Class Charts enables staff to track positive and negative house points throughout the day. It also allows

us to securely share learners' house point information with parents/carers and keeps them up to date in real-time.

Detentions

Detentions are set for poor behaviour or lack of effort and all set detentions can be viewed via Class Charts. The majority of detentions take place during the academy day, however persistent poor behaviour may result in a learner being issued with an after-school detention. After-school detentions run from 3:40pm to 4:40pm and learners

need to be collected from the academy once the after-school detention is finished.

Mobile telephones

The use of mobile telephones within the academy grounds is not permitted at any time. They are valuable, easily lost and can at times disrupt the educational process. We do understand that learners may wish to have a mobile telephone in their bag at the academy due to the long bus journey. If this is the case, it should be switched off and kept out of sight. Any learner seen with a mobile telephone within the grounds, whether it is being used or not (use includes receiving messages or calls), will have it confiscated until the end of the day. Should it be confiscated from a learner on a second occasion in a half term then it will be held by the academy until the Friday. Should this be repeated on a third occasion, the telephone will be retained until Friday and not returned until such time as a parent/carer can collect it on behalf of the learner.

If a family emergency requires your son/daughter to use a mobile telephone in the academy for a specific day or days, please contact us to arrange this. Additionally, should a learner need to make a

personal call during the day, this can be arranged with their Mentor.

Prohibited items

Energy drinks, energy bars, mobile phones, vapes, knives or weapons, drugs*, stolen items, fireworks or firecrackers, pornographic material or any other items deemed to be unsafe.

** Drugs are defined as those that are legal (such as alcohol, tobacco, solvents, legal 'highs', over-the-counter performance enhancing drugs, prescribed drugs, vape oils) and illegal drugs. Please note this list is not exhaustive.*

Smoking

The JCB Academy is a strictly no smoking or vaping site and any breaches of this policy will be dealt with seriously. Learners are not allowed to smoke/vape anywhere on the academy premises, at any times on an educational visit (whether or not they are in uniform), on the academy transport or waiting at the bus stop or in any other location whilst in academy uniform. Any learner found in possession of cigarettes/tobacco, e-cigarettes, vapes or any other smoking/vaping materials will be sanctioned in accordance with the Behaviour Management Policy.

Reward System

Annual Awards Evening

Each year there is an awards evening for learners and their parents/carers when the following awards are presented together with an appropriate gift.

There are prizes for:

Y9

- Business Learner of the Year
- Engineering Learner of the Year
- Mathematics Learner of the Year
- English Learner of the Year
- Scientist of the Year
- PE Learner of the Year

Y10

- Engineering Learner of the Year
- Manufacturing Learner of the Year
- Mathematics Learner of the Year
- English Learner of the Year
- Modern Linguist of the Year
- Scientist of the Year
- PE Learner of the Year

Y11

- Business Learner of the Year
- Engineering Learner of the Year
- Manufacturing Learner of the Year
- Mathematics Learner of the Year
- English Learner of the Year
- Modern Linguist of the Year
- Scientist of the Year
- PE Learner of the Year

House points

House points are awarded to reward behaviour in the following areas:

- "Can do/will do".
- Pursuit of technical and academic excellence.
- Achieving through action.
- Passion for quality.
- Creating and enterprising behaviour.
- Team and leadership capacity.

House points are also awarded at the end of each challenge for:

- Reliability over the challenge.
- Individual achievement within an extension activity.
- Achievement in house competitions.
- Attendance above 95% over the challenge.
- Achievement of target grades in more than 80% of subjects.
- Not receiving negative house points during the challenge.

House points are deducted for:

- Negative behaviours that result in a formal sanction.
- Lateness to a session.
- Failure to comply with uniform requirements.
- Disruption.
- Chewing gum.
- Use of a mobile telephone or similar.
- Failure to bring appropriate equipment.

Pre-16 Certificates

Positive house points are totalled on a cumulative basis each half-term with certificates presented in assemblies and letters sent home.

Pre-16 Prizes

Total house points for Y9, Y10 and Y11 are added up (separately) at the end of each half term and the winning house in each year is announced at the first assembly of the following term. Trophies are awarded to the winning houses which are decorated with ribbon in the appropriate colour and displayed in reception.

A prize (up to a certain value and chosen by the learner) is awarded to a learner within the winning house. All the learners in the top half of the winning house and the top 10% of learners for improvement in house points during the half-term are entered into a random name selector 'Magic Hat'.

The learner with the highest overall house point total score in each year group each half term is presented with a prize (as above list) in the first assembly of the following term. This learner also receives a certificate and a letter home.

Prefects

Y11 Prefects have the role of providing support and guidance to all learners in Y9 and Y10. They can be identified by their Prefect badge. If your son/daughter has any concerns or questions they wish to ask a fellow learner, the Prefects will be more than happy to help.



Attendance and Absence

Attendance

Regular attendance is vital if learners are to achieve their potential.

Ensuring regular attendance is the legal responsibility of every parent/carer and permitting absence from school without a valid reason is an offence in law which can result in prosecution. Please be aware that the government classes learners with an attendance percentage below 90%, over a school year, as persistently absent.

During Y9, Y10 and Y11, learners who miss school will miss vital learning which could impact on their performance in examinations. Furthermore, a learner's attendance record forms a significant element of their reference for employment and further education opportunities; we are therefore keen to ensure that all learners achieve full attendance. We will look to take action with regard to any learner whose attendance falls below 95% or who has unauthorised absences on their registration certificate. Below 90% Attendance Officer may send a formal letter requesting medical evidence to authorise any future absence. Future absences will then only be authorised if appropriate medical evidence is provided.

Attendance is classed as being present at school; an authorised absence, such as a dental appointment, will lower a learner's attendance percentage.

Missing the academy transport, resulting in missing the morning register mark, will also affect a learner's attendance record.

The academy has an Attendance Policy, copies of which are available on request or via the academy's website. Attendance is split into two sub-sections: absence and leave of absence (holidays).

Absence

A letter or email must be provided in advance if your son/daughter needs to attend a medical/dental appointment during the academy day; this should be handed into the Admin Office or given to the academy's Attendance Officer.

Where possible, we would request that appointments are made late in the afternoon; this is to reduce the impact on lesson time and will have the minimum impact on attendance. For attendance purposes, the academy day is split into two sessions: an AM and PM registration. Therefore, if a learner is absent for one day they will have two absences on their record.

Sickness absence from the academy must be reported to us as soon as possible, preferably before 9:00 am by telephoning the academy on 01889 506100 or by email to attendance@jcbacademy.com. When contacting us please provide information regarding the reason for your son's/daughter's absence and when you think they are likely to return.

Learners are expected to remain on academy premises for the day, including any break periods. However, if a learner needs to leave the premises during the day, e.g. to attend a dentist appointment, s/he must bring in a letter from home stating the time s/he will be collected. Prior to leaving the academy premises, learners must go to the Admin Office to sign out and must also sign back in on their return. Parents/carers must also contact the academy by telephoning on 01889 506100 or by email to attendance@jcbacademy.com to confirm what time they will collect the learner.

Any other absence, e.g. participation in sporting events, participation in religious festivals or interviews, must be requested as far in advance as possible by completing a Learner Leave of Absence form which can be requested from your son's/daughter's Mentor, from attendance@jcbacademy.com or

downloaded from the academy website. Once completed, forms must be returned to the Attendance Officer for consideration. Absences due to bereavements or other sensitive situations can be discussed with the Learner Support Team Leader.

Leave of absence

The Department for Education makes it clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Requests should be made well before the desired period of absence by completing a Leave of Absence form. There is no automatic right to any leave in term time.

Should the Principal decide not to grant the leave of absence and the learner is taken out of school or the absence is not requested, the absence will be recorded as unauthorised, which may result in a penalty notice fine of £60 per parent/carer per child. This fine will increase to £120 if not paid within 21 days. Failure to pay the £120 fine may lead to court proceedings.





IT, Equipment and Communications

Biometrics

Restaurant purchases and printing are accessed via biometric readers at the academy. Learners register a digital representation of prints from their thumb (this is a digital measure and is not stored as a fingerprint and cannot be recreated as one). To access services, learners place their thumb on a biometric reader attached to the academy network. Parents/carers give permission for the academy to store and use this data.

Stationery

Learners must have, every day, as a minimum: one black pen, one pencil, one ruler and one eraser. If an item of compulsory equipment is missing, three negative house

points will be issued and the learner will be sent to the Admin Office to purchase the item(s) via ParentPay using their thumb print biometric. If this happens on three occasions, the learner will be sanctioned.

Laptops

All learners at the JCB Academy have a laptop and it is the learner's responsibility to arrive every day with this fully charged. In the event that a learner's laptop has a fault or is damaged, the laptop can be repaired via the warranty or the insurance. Replacement chargers can also be purchased. All of the warranty and insurance details are provided upon purchase of the laptop.

Communicating with parents/carers

We will often communicate important information to you via a messaging system called InTouch. This system enables us to communicate with learners and/or parents/carers via a text message or an email. It is therefore important that you keep us updated with any changes to contact telephone numbers or email addresses. Should you not have access to a computer or an email then we can arrange for a printed version to be posted to you. Please let us know if you would prefer a paper version.

We also keep parents/carers updated on a regular basis via our website and social media accounts.

ParentPay

All payments for food in the restaurant, trips and visits, or out of academy events are processed online via ParentPay. Each learner is allocated a unique log-in which gives access to the ParentPay service. Via this mechanism, parents/carers are able to pay for items at the academy and credit funds to their son's/daughter's restaurant account. For parents/carers who do not have access to the internet,

payments can be made via one of the numerous 'PayPoint' outlets which are available in many local stores. You will need a payment card or bar-coded letter to pay via PayPoint, available from the academy.

Contacting us

If you have a concern you wish to raise with the academy, then the first point of contact should be your son's/daughter's Mentor. Mentors will be in regular contact with you by email, and it is therefore important to ensure you have provided us with an email address.

Concerns about a particular lesson should be initially raised with the relevant Learning Manager (class teacher).

Communication between the academy and home is vital to ensure every learner achieves their potential. Please do not hesitate to contact us if you have any concerns or wish to seek clarification on anything that has occurred during the academy day.

If you have concerns regarding your son's/daughter's emotional wellbeing we would urge you to contact the academy's Learner Support Team Leader or their Head of Year.



Extension Activities, Trips and Visits

At The JCB Academy, we make every effort to provide our learners with a wide range of extra-curricular opportunities.

Duke of Edinburgh (DofE) Award

We offer the Bronze DofE Award to Y9 learners, the Silver DofE Award to Y10 learners and the Gold DofE Award to sixth form learners.

The DofE Award is made up of four sections – Skill, Physical, Volunteering and Expedition - and provides learners with fantastic opportunities to develop in so many different ways while giving back to local communities and experiencing some great adventures.

Extension Activities (EA)

A range of after-school EA options are available after-school on Tuesdays, Wednesdays and Thursdays from 3:40pm to 4:40pm. These options change throughout the year and are offered by all departments.

It is during these sessions that the sports teams train. The PE department typically run football, rugby, netball and rounders teams and enter both local and national competitions. We also enter individual events in other sports throughout the year.

Ski trips

We run an annual ski trip during February half-term; these trips are open to learners in all groups. Over the past ten years we have run trips to France, Switzerland, Italy and Austria.

Payment for trips and visits

All payments should be made via ParentPay system.

Academy Community

Prefects

All year groups have a group of Prefects selected from the learner body. All learners will have the opportunity to apply to become a Prefect and those chosen will be selected for their excellent record of behaviour, attendance and punctuality.

Once appointed, Prefects are awarded a badge that identifies them amongst their peers. They act as role models to the other learners and represent the academy by carrying out duties, taking part in the learner panel for prospective employees and issuing a half-termly newsletter to their year group.

Learner Council

The Learner Council represents the voices of learners at The JCB Academy. It is a great opportunity for learners to develop leadership and organisational skills and plays an important role in developing the academy, communicating ideas and suggestions from learners directly to the Senior Leadership Team. Each year group has a dedicated group of Learner Council members and those selected will have a strong work ethic, a positive attitude and a responsible character.

Reports and Progress Checks

A progress check which indicates target GCSE grades and progress to date is issued at calendared intervals throughout the academic year, with a full report issued once per year.

The aim of progress checks is for the academy and parents/carers to monitor performance in an ongoing manner by checking progress against target and reviewing effort levels. Each learner will be seen by their Mentor following the progress check and will agree a set of targets

and actions for continuous improvement. Details of the targets will be shared with parents/carers by email.

Parents' evenings

A virtual parents' evening is held once per year for all year groups, with an additional evening held during Y11. Parents/carers are advised of the dates and times of events by letter and via the mentoring process and appointments are made via the academy's website.

Medical and Health

Learners with injuries are seen by a first aider. Parents/carers are informed immediately of serious injuries or serious illness. All injuries and treatment are recorded.

On-going medication for learners is kept in the medicine cabinet. Parents/carers are asked to complete a medication permission form and learners are then responsible for administering their own medi-

cation under the supervision of a first aider.

Water keeps the brain hydrated enabling it to work efficiently. We encourage learners to bring water in clean bottles to lessons and water coolers are provided around the academy. Please note that learners are not allowed to bring other drinks to lessons.

Work Experience

It is an academy expectation that all learners have one week's work experience for each academic year. In normal circumstances, Y10 work experience takes place in May, Y11 in September and Y12 in July. These timings will be kept under review due to COVID-19. Work experience does not take place in Y9 or Y13.

Y10 learners will receive a Careers & Work Experience Handbook and attend lessons which will guide and

support them in arranging their placement. Throughout the year, all learners at the academy attend lessons which help with career planning and learners also have access to drop in sessions in the Careers Hub at breaks and lunch-times, to access resources and information on career options and support for work experience.

Any queries in relation to work experience should be directed to the Careers Education & Guidance Co-ordinator.



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