



MASCALLS ACADEMY

Aspire Believe Achieve



Starting Mascalls

A Parent and Student Guide

2016-2017

Welcome to Mascalls Academy

I am delighted to welcome you to Mascalls Academy.

We are a dynamic, forward thinking academy which aims to prepare students for the challenges they will face after school and enable them to acquire life skills, self-awareness and compassion. We want our students to not only make the most of their abilities, but also to become adults who can make a valuable contribution to society over the course of their adult lives. We celebrate each individual student and aim to ensure that they leave the academy as confident young adults who have high self-esteem and are prepared for the next stage in their lives. Our staff are extraordinarily hard-working and go beyond the call of duty to help each student reach their full potential.

We are also proud of the pastoral care we provide for our students. We value them as individuals and do everything in our power to make their time here as happy as possible and to help them cope with the ups and downs of different stages of life through to adulthood. We have very positive relationships with our students' parents and believe very strongly that by working closely with them, we can support their children most effectively.

Close partnership with parents and mutual respect in this partnership underpins all we do.

May I take this opportunity to extend to you a warm welcome to Mascalls Academy. I know your child will be happy and successful here.

Mr Wayne Barnett
Principal

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The Academy's Aims and Ethos

The Academy's aim is to provide a broad range of educational opportunities for all students regardless of their ability or background, to develop their potential to the full and to enable them to become confident, caring adults with the competencies necessary for success in adult life and life-long learning.

The school has an ethos which is shared by staff and students alike and which is founded on respect:

- for each other
- for hard work
- for achievement
- for our community and our environment

Our 5 Core Values:

- Be Honest and Respectful
- Maintain a Safe Environment
- Do your Best
- Have High Expectations
- Be Positive and Enjoy Learning

Mascalls' Core Values

Our principle aim at Mascalls is to maximise the quality of each student's educational experience. Everyone in our school community plays a part in that process. To ensure that effective and successful teaching and learning take place, we share responsibility for establishing and maintaining a constructive climate, which promotes clear and consistent standards of good behaviour.

It is the responsibility of all students to come to school in full school uniform, equipped and ready for each working day. Students should accept the authority of teachers and other staff at all times.

In the classroom

- Arrive promptly for all lessons with the correct books and equipment
- Do your best and try hard at all times
- Put your hand up if you need help
- Listen carefully to all instructions from your teacher
- Leave the room in a tidy state, ready for the next lesson

Between lessons

- Walk at all times
- Keep to the right in corridors and crowded places
- Go quietly and without delay to your next lesson
- Persistent lateness to lessons will result in an after school detention

Around the school – break and lunchtime

- Eat and drink only in places designated for eating and drinking
- Place all litter in bins
- Remain within a permitted part of the site at all times

Out of school

Behave always in a way that reflects credit on yourself, your school and your parents.

At all times

Remember violence and aggressive words and actions have no place at Mascalls.

Timings of the School Day

School Day 8:30am – 3pm

Period	Start	Finish	Duration
Advisory	8.30	9.00	30 mins
Lesson 1	9.00	10.00	1 hour
Lesson 2	10.00	11.00	1 hour
Break	11.00	11.20	20 mins
Lesson 3	11.20	12.20	1 hour
Lesson 4	12.20	13.20	1 hour
Lunch	13.20/13.30	14.00	30 mins years 10-13 40 mins years 7-9
Lesson 5	14.00	15.00	1 hour

Contacting the Academy

School Address: Mascalls Academy, Maidstone Road, Paddock Wood, Kent TN12 6LT

Tel: 01892 835366
 Website: www.mascallsacademy.org.uk
 Email: enquiries@mascallsacademy.org.uk

It is essential to maintain close links between home and school throughout your child's education at Mascalls. If we are to be able to support them effectively, we need to be aware of anything that may adversely affect their ability to learn, however trivial. Similarly it is always good to know of their achievements so that we can celebrate them in school. We also want to know of any concern that you may have about the school's performance so that we can address these issues. For our part, we will keep you informed, three times a year, of progress. We will also write to you to let you know of your child's success and also when we have concern about his or her progress or behaviour.

Normal hours for telephoning are from 0700 to 1700 Monday to Thursday and from 0800 to 1600 Friday on school days and from 0900 to 1500 during holiday periods. Callers are asked to note that only a 'skeleton' staff operates during the holiday periods and not necessarily on every day.

The school is organised into three colleges – Earhart, Shackleton & Luther King. Each college has around 350 children, led by a Head of College. Each student is in an advisory group which meets with their advisor five times a week. The advisor is supported by a Head of Pastoral and an Assistant Head of Pastoral and together these people ensure that your child is known very well within the school community.

The point of contact is your child's college Head of Pastoral via email. Due to the work commitments of teachers it is not always possible to respond to parents in a 24hr period. However, we will make every effort to do so. If you have a concern of any kind about your child's education, please contact your child's college Head of Pastoral in the first instance.

College	Head of Pastoral	Contact email
Earhart College	Mr Illsley	mike.illsley@mascallsacademy.org.uk
Shackleton College	Mr Hatherill	aaron.hatherill@mascallsacademy.org.uk
Luther King College	Miss Mohamed	anna.mohamed@mascallsacademy.org.uk

If your child is absent, please contact Mrs Hughes in the Attendance Office 01892 831477 or email lorriane.hughes@mascallsacademy.org.uk

Appointments with the Principal - please contact the Principal's PA, Mrs Jeffery.

All visitors on the school site must report to Reception; they will be 'signed in' and given a visitor's badge, they will then be collected or directed to the relevant office. This is an important part of ensuring the security of students and staff.

Electronic Communication

<p>Home/School Communication</p>	<p>School correspondence is sent via email to parents/carers. It is important that parents/carers provide us with a regularly checked email account. You can update and change your details through the SIMS Learning Gateway which is available through our website.</p>
<p>Parent Portal (SIMS Learning Gateway)</p> <p>Online access to your child's school records</p>	<p>Parents may access their children's school records via the SIMS Learning Gateway. Parents can access this portal from our website. Parents will be given log in details in September.</p>
<p>Mascalls Website & Facebook Page www.mascallsacademy.org.uk</p>	<p>The school website is updated regularly and we hope to provide parents with as much information and news about the school as possible.</p> <p>In particular, you will find up to date details of forthcoming exams, term dates, homework timetables, and an archive of messages to parents. Please 'like' our Facebook page for regular day to day updates (eg bad weather information, announcements, latest events etc).</p>
<p>My Files (Home Access Plus+)</p>	<p>Students can access their school files from home via the 'My Files' link at the top of the website. Students should log in with their normal username and password that they use on the school computer. It provides access to their own files, as well as most of the shared drives used in school. This is a good way to upload and download work that is too big to be sent via email.</p>
<p>Show My Homework</p>	<p>Students and parents can use Show My Homework to see details of their homework and when it should be submitted. Log in details will be sent out in September.</p>

The School's Computer Network

ACCEPTABLE USE POLICY FOR ICT NETWORK AND INTERNET

All parents and students are required to sign the Mascalls Academy Network and Internet Use forms. This is based on national and Kent County Council guidelines. You should have already received a copy of this form for your signature.

Students are responsible for good behaviour on the Internet and using e-mail facilities.

If students are found to send offensive e-mail messages or pictures, or access unsuitable sites, they will be immediately locked out of the internet. A letter will also be sent to the parents informing them of the school's decision. If it is deemed that the offence is extreme, it is possible that a student may be completely excluded from the ICT system for a period of time and face other sanctions. It is essential that parents go through the Acceptable Use Policy with their children so that there is no misunderstanding. Passwords should never be shared.

Signed forms are to be returned as soon as possible to ensure that students are then given their required access to the ICT network system.

CODE OF BEHAVIOUR IN ICT ROOMS

Students should check their workstation to ensure that they have a working system at the beginning of the lesson. Any problems should be reported immediately to the member of staff in charge.

During the lesson, students should not eat or drink in the rooms. Mice and keyboards should not be moved around or unplugged.

Students should log off correctly as instructed. If they are in an ICT lesson at the end of the day, they should log off and shut the machine down.

Below is a list of the different software that pupils will use in their Digital Learning lessons during their time at Mascalls. This list is not exhaustive but it does give the main software and free alternatives that can be downloaded and used at home to aid their studies, however it is not expected for pupils to have access to them at home.

Software	Use	Free Alternative	Link
Microsoft Office		OpenOffice	https://www.openoffice.org/download/index.html
Microsoft Access	To design and create databases to store data	OpenOffice Base	https://www.openoffice.org/download/index.html
Microsoft Excel	To design and create spreadsheets to use formulae and functions	OpenOffice Calc	https://www.openoffice.org/download/index.html
Microsoft Powerpoint	To create interactive presentations	OpenOffice Impress	https://www.openoffice.org/download/index.html
Microsoft Publisher	To create leaflets and other publications	Serif PagePlus	http://pageplus-starter-edition.en.softonic.com/
Microsoft Word	To create reports, letters and other written work	OpenOffice Writer	https://www.openoffice.org/download/index.html

AppInventor	To design and create mobile phone apps	AppInventor	http://appinventor.mit.edu/explore/
Kodu	To create 3D games	Kodu	http://appinventor.mit.edu/explore/
Python	A programming language	Python	https://www.python.org/downloads/
Scratch	A visual programming language	Scratch	http://scratch.mit.edu/
SmallBasic	A programming language	SmallBasic	http://smallbasic.com/

Adobe Flash	To create animations and to use as a programming language	-	-
MovieMaker	To create movies and video editing	MovieMaker	http://www.microsoft.com/en-gb/download/details.aspx?id=34
Soundbooth	To create soundbites and to edit sound files	Audacity	http://audacity.sourceforge.net/

Adobe Dreamweaver	To create websites	KompoZer	http://kompozer.net/
Adobe Fireworks	To manipulate graphics	Gimp	http://www.gimp.org/
Adobe Photoshop	To manipulate graphics	Gimp	http://www.gimp.org/

Absence

The law requires all parents to ensure their child's regular attendance at school.

If your child is absent, please contact Mrs Hughes in the Attendance Office (01892 831477) email lorraine.hughes@mascallsacademy.org.uk each day your child is absent. This is a reliable way of ensuring the absence is genuine. In cases where absences remain unexplained, parents will be contacted by letter. If a student's attendance drops below 90% it may become necessary to involve the Education Welfare Officer. As a school we expect our students to achieve attendance of 96% or above.

Students may on occasion choose or be requested to stay after school to access activities such as clubs and study support sessions. In rare cases, students may be asked to attend after school detentions as a consequence of misdemeanours. In these cases, it is the responsibility of the parent to organise arrangements for his/her journey home.

Medical and dental appointments

Whenever possible, please try to make appointments out of school hours. If students need to miss part of the day to meet an appointment, they will need to bring a letter to the Attendance Office where they will be signed out and issued with a school pass. On return, they must report back to the Attendance Office to be signed back in.

Permanent/Temporary Disability

Any permanent or temporary disability which may affect performance, participation in PE/Dance or any school activity should be notified to the school in writing without delay and supported by a doctor's certificate. Information of this type is kept as confidential, but in the interest of the student, appropriate staff will be informed of all conditions which present hazards, however slight. It is the responsibility of parents to ensure information that is essential to their child's well-being is not withheld.

Lateness

Lateness to school will be recorded in the register and included in students' final references and progress files with the exception of unavoidable delays on public transport which are recorded but not punished.

Pupils arriving late should firstly go to the Attendance Office to sign in and then proceed straight to lessons. Pupils who arrive late to ANY lessons will be recorded as such by staff and three 'lates' in a week will result in a detention.

Family Holidays

Holidays in term time will not be authorised except in very exceptional circumstances. Permission must be obtained in writing from your child's college Head of Pastoral. Unauthorised holidays will be reported to the Educational Welfare Officer and a fine will be incurred. Absence results in missed work and disrupted teaching. Teachers cannot be expected to set work to cover such absences.

Illness during the school day

If a student feels unwell during the day they should report to Student Services. No medication of any sort can be given to them unless it is prescription medicine supplied by the parent and authorised to be released for administration. The school will take a view on whether the student should be at home or is well enough to return to their lesson. Under no circumstances should a student telephone home themselves.

Parents/guardians must ensure that we have an emergency telephone number on which they or another responsible adult can be contacted.

The school's medical room is intended for first aid treatment, a place to rest for a short period (not prolonged stays) and a place for students awaiting collection who have previous consent to go home due to illness.

Any accident or emergency will be dealt with by an appointed first aider in the customary way. Should it be necessary to call an ambulance, every effort will be made to contact parents immediately but, failing this, a first aider or another member of staff will normally accompany the ambulance to the hospital.

NO MEDICATION WILL BE GIVEN WITHOUT THE AUTHORITY OF THE PARENT/GUARDIAN

Students using prescribed medication such as inhalers for asthma and epipens, may, of course, keep these with them. If your child is known (for example) to suffer from migraines or period pains, please ensure that they carry only the requisite daily dosage on their person during school hours.

Insurance – Personal Accident

Students are not insured for personal accident, for example for injuries arising from PE. If required, parents should make their own insurance arrangements.

Travel

Contract coaches and service buses

If you live more than three miles from the school which the KCC has designated as the nearest appropriate school, you can claim free transport to that school. Usually you will be given a season ticket for public transport or offered a seat on a bus hired by the KCC. The distance is measured by the shortest walking route.

The Admissions and Transport Team 0300 333 6472 can give advice about bus travel, whether or not it is free and it also issues the bus passes.

Young Person's Travel Pass

Weekday bus travel in Kent for 11-16 year olds. Before you apply for a young person's travel pass you may want to check if you are eligible for the free school transport scheme.

www.kent.gov.uk/roads-and-travel/school-transport/free-school-transport

Further information and how to apply is available from:-

www.kent.gov.uk/roads-and-travel/school-transport/young-persons-travel-pass or from Mr Riedy, the School Facilities Manager telephone: 01892 839784.

Bus company telephone numbers

Arriva, Maidstone	01622 697000
Arriva, Tunbridge Wells	01892 520221
Hams Coaches, Tunbridge Wells/Pembury	01580 879537
Autocar Bus Co - 205 service to Five Oak Green/Tonbridge	01892 833830
Autocar Bus Co - 215 Ditton/West Malling/Kings Hill service	01892 833830

By car – before school

Students should be dropped off in the school car park on Maidstone Road before 8.15am. Please do not drop children off in the main road. Buses have priority and care must be taken at all times.

After school

No student is allowed to leave on foot by the Maidstone Road entrance.

At the end of the day most students will leave by the corner gate into Mascalls Court Road. If they are being collected by car they should walk to Putlands Leisure Centre car park and be collected there where the parking is safe. Please do not park in the road. If students wish to leave through the main school gate they MUST wait until the buses have all left the site and the gates are opened.

Picking up students during the school day

If you need to do this you must collect your child from Reception and ensure they have signed out appropriately.

Independent Study

We aim to foster a culture where students and parents value homework and understand its contribution to students' success as learners. The main purpose of homework is to support and encourage students to develop independent study skills, organisational skills, time management and self-discipline. A homework timetable will be published on the website and sent to parents at the beginning of the academic year. In Year 7 a student can expect approximately two subjects per night each of 30 minutes.

It is the responsibility of the **SCHOOL** to ensure that:

- Each student has a student planner (lost planners must be replaced, by the student, at a cost of £4.00)
- Details of the homework policy and any relevant timetables are available via the school website.
- Independent study is valued by all staff and is set according to the policy and feedback given to the student.
- The independent study set will be relevant and appropriate.
- All independent study tasks will be set on Show My Homework.
- Independent study will encourage self-reliance and give students an opportunity to demonstrate what they can do independently.
- Independent study is collected on the date due with an appropriate sanction for non-completion.
- The advisor is the first port of call for any concerns or queries regarding independent study.

It is the responsibility of the **STUDENTS** to ensure that:

- They have their planner in school at all times.
- They enter the independent study carefully and the date by which it is due.
- The necessary books or materials are taken home.
- Their independent study is completed to the best of their ability and is handed in on the date due.
- They find the relevant teacher if they are not sure of the task or require help prior to the deadline.

It is the responsibility of **PARENTS** to ensure that:

- They have studied and are aware of the requirements of the independent study timetable for their son or daughter.
- They promote the importance of completing independent study to a high standard and support the school in encouraging an ethos of learning outside lessons.
- They, where possible, check Show My Homework on a regular basis for specific details of independent study tasks.
- They support the school in implementing appropriate sanctions for non-completion of work.
- Students have a quiet place with no distractions in which to carry out their independent study. Studying with TV or music is less effective.
- They contact the advisor in the first instance if they have any concerns regarding independent study.

Reports, Assessment & Monitoring

Parents will receive a progress report via the SIMS Learning Gateway on their child's progress three times a year. This will include information on their child's target grades for the year. Parents who live apart from their children may ask to have copies of these school reports.

Progress reports will inform parents of their child's current level of attainment and will indicate progress being made towards their Personal Target Grades.

Students are taught in sets for English, maths and science and mixed ability grouping for all other subjects. Students at the beginning of Year 7 will have been placed in a teaching group based on their CAT scores. Their progress is carefully monitored throughout the year by their teachers and, at key reporting times in the year, their progress is reviewed. There will be three key times a year when their current performance and progress may reveal the need for a move to another teaching group.

A calendar of key school dates for the academic year will be issued to all parents, including the dates when reports are released and when Parent Consultation Evenings are to be held. These will also be available on the school website.

Behaviour

Every student requires a clearly defined framework within which they operate, that is supported by all staff and clear to all students. This framework is intended to create security within the school and encourage positive behaviour.

We believe that good behaviour is dependent on high self-esteem and that a consistently applied and generous system of rewards, as well as a system of sanctions, is fundamental to good order.

We also believe that if a Behaviour Management Policy is to be effective, it should have the active involvement and support of all groups in the school community: parents, teachers and support staff.

Early intervention and involvement of parents should be an underlying principle. Usually this will take the form of a letter, telephone call or e-mail informing them of the problems.

Reasonable sanctions will be applied fairly and consistently to all students, taking into account all the circumstances. Students should be certain that sanctions will be applied if they transgress the School's 5 Core Values or other rules, including safety regulations. A variety of sanctions may be applied, some of which are described below. Students may be set community tasks or detentions during break-time or lunchtime. (If after-school detentions are given, parents will be given 24 hours' notice (through the planner, by a telephone call or text) so that safe transport home can be arranged.

In some circumstances, students may be removed from their normal lessons and placed in the Student Referral Centre. Serious misconduct, including persistent disruption of lessons so that others cannot learn, violence, defiance, bullying or racism will almost always result in exclusion from the school, and this may, for persistent or serious offenders, be permanent.

Inside the classroom

All staff are given clear guidance on how to use our procedure for using assertive discipline techniques to manage low level disruption in the classroom. Our approach when classroom rules are broken is to apply SWAT:

1. **State** the rule that is being broken
2. **Warn** of the consequences if the rule continues to be broken
3. **Apply** the sanction – move seats, 20 minute detention with the classroom teacher and logged on the parent portal (SIMS).
4. **Transfer** the student to another classroom – SIMS logged as DD Transfer, classroom teacher contacts parents, 60 minute after school college detention.

Consistency and uniformity is the key to successful implementation of the policy.

Rewards

Students receiving the highest number of reward points will receive subject awards in termly rewards assemblies. They will also be entered into a draw for special prizes. Students will receive automatic reward points for 100% attendance and excellent attitude to learning in their progress reports.

General Information

Areas out of bounds

No student may leave the Mascalls site during the school day. The following areas are Out of Bounds

- All areas of woodland, bushes, staff car parks
- The drive, bus park and path to the bottom gate, unless coming to/leaving school
- The area around the Construction Centre near F Block and behind G Block
- The area at the back of the Sports Hall
- Staff Room steps (except individuals on official business)
- The area between J block and Riley building, including the stairs, are for 6th form and Staff only
- A field
- Lower level of C field

Insurance of personal property

The school will accept no liability for personal losses or damage to personal property on the school site. Parents are strongly advised to obtain personal insurance cover, readily available from reputable companies for a comparatively low premium, for all personal belongings, including cycles.

The following **must not** be brought into school:

Alcohol	Tobacco	Aerosols
Chewing Gum	Valuables	Knives
Inappropriate literature	Tippex	Lighters/Matches
Large amounts of money	Illegal substances	Any type of firework, banger or explosive

These items will always be confiscated and in some cases, may not be returned. In the case of knives the student will be handed over to the police.

Smoking

Smoking is forbidden anywhere in the school and will result in students serving an internal exclusion in Referral. Possession of smoking equipment will also result in time spent in Referral; any repeated offence will result in a fixed-term exclusion.

Mobile phones and valuables

Valuable items should not be brought into school. However, if a mobile phone is brought to school, it must be kept in the bottom of the student's bag throughout the day and turned off. If it is seen it will be confiscated and kept in the school safe for 24 hours or over the weekend if confiscated on a Friday. It must be understood that such items are brought at the owner's risk. If students need to telephone home during the day they should in the first instance go to Student Services during break or lunch.

Any loss or theft of such items is not the responsibility of the school.

Extra-curricular Activities

Mascalls Academy has a wide variety of facilities and expertise, and the provision of extra-curricular activities is an integral part of school life. There is a diverse range of activities available to students at lunchtime and after school, and we believe that it is vital to encourage students to extend and take up new interests and hobbies alongside their studies. From sports to film, music, debating, cheerleading there really is something for everyone!

It is expected that every Year 7 student will participate in at least one club every semester. A copy of the extra-curricular programme will be available for parents to view on the school website and students will be given a copy to take home.

Students will be rewarded through the school's rewards system for their attendance and indeed for any contributions that they make to life at the school, for example representing the school in sports teams or drama productions. It is important to note that clubs are there for all students, whatever their ability; the aim is to enrich the experience of each student during their time at Mascalls.

In Year 10 and above there is the opportunity to pursue the Duke of Edinburgh's award.

- KS3 Homework Club runs on Tuesdays, Wednesdays and Thursdays 3pm-4pm in the Learning Hub.
- Attendance at extra-curricular activities may involve parents in making arrangements for travel. The school cannot provide a special transport service.

Parent Voice



Parent Voice is run independently of the school by a Parent Governor. We aim to provide for the needs of parents and carers by providing courses, discussion forums and feedback mechanisms. Our courses and meetings are friendly and informal, and usually provide some excellent light refreshments.

Meetings are held on an ad-hoc basis, when issues become apparent via feedback from parents or the school.

Meetings have included items such as 'The New Behaviour Policy' and our 'Homework and Independent Learning Policy'. Our courses have included hot topics like 'What is Snapchat, Vine, YouTube and Instagram?' and 'How to set privacy settings on Facebook, Twitter and Instagram'.

You can make a big difference to your child's education by having your say in the progress and development of Mascalls. If you would like to raise an issue you can contact Rachel Hirst (our School Marketing Manager) by emailing rachel.hirst@mascallsacademy.org.uk in the first instance.

Ray Bradley (Parent Governor and Chair of Parent Voice)

The School Library

The Library provides resources in support of the curriculum from Years 7 to 13, as well as providing recreational reading, periodicals, newspapers and DVDs. The Library catalogue and borrowing system are on computer.

The Library is a vibrant area and encourages all students to read and discover as much as possible. The Library is open every day during school hours, including break and lunchtime; it is usually open 15/20 minutes before school, as well as half an hour after school.

In Year 7 all students are timetabled for a library lesson once a fortnight. They work on all types of literacy including speaking and listening, reading and written work and information literacy. Lots of classes use the library for research, presentation, debating and group work.

Running up to the summer exams the librarian is available to help students with revision techniques and the library is available for quiet study during the exam season.

School Fund

All parents, apart from those whose children receive free school meals, are expected to contribute to the School Fund. This enables the school to provide additional but highly desirable facilities for students, such as support for the extra-curricular programme, in sport, music, art, drama and dance, that is such a feature of life at Mascalls, and additional facilities in the school which cannot be afforded from Government funding. It enables the school to enrich and extend its educational provision. Parents will be invited to make an annual contribution of a minimum of £25 per family. Please complete the form in your parent pack and return to Reception.

Gift Aid Scheme

However you decide to pay, it is possible to gift aid the money to the school (provided only that the money comes from taxed income) by simply completing the sheet attached to the school fund letter in our parent pack. Should you have any enquiries about this, please contact the Finance Office on 01892 839027

Donations/Sponsorship

The school is always grateful for one-off donations (which may be eligible for tax relief), and the Principal is always willing to discuss ideas for areas of sponsorship through which individuals or companies may wish to become involved with the school.

School Meals

All students are expected to remain on the school premises at lunchtime. Eating and drinking is only permitted in designated areas. The school operates a 'healthy eating' policy and we are introducing a new catering contractor in September 2016 called Cucina, which is an Italian name for kitchen or where food is prepared. The name describes their approach of sharing what they know about food with the students, by giving them a sense of being in the kitchen and watching them prepare fresh, great tasting food. As part of this change to a new caterer the Academy will be fully cashless. Cucina operates a more modern and efficient cashless system showing online top ups instantly.

Packed Lunches

These should be brought to school in a sealed container and are to be consumed in the canteen or designated areas.

Free School Meals

If you have children under 19 and in full-time education, you may be able to get free school meals for them. For further information contact your child's college Head of Pastoral.

Do you qualify?

You can register your child for Free School Meals if you get any of these benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190

Pupils can also register for Free School Meals if they get any of these benefits themselves. All your children who are attending a maintained school are entitled to receive meals free of charge. Even if your child had a free school meal at Primary School, you will still need to fill out a new form, available from Reception. You can also apply on-line via <http://www.kent.gov.uk/education-and-children/schools/free-school-meals>. Please note the address for Kent Area Awards Team is: St Peters House, Dane Valley Road, Broadstairs, Kent, CT10 3JJ 03000 416464. Students who are entitled to free school meals will have their meal value credited each day to their account. We are committed to confidentiality, and no one will know you have registered and it will not affect any other benefits you are claiming.

Pupils on free school meal entitlement can also place additional money into their account. The extra money is stored in a separate purse called Own Purse. The free school meal allowance is always used in full prior to removing any extra funds from the Own Purse account.