

Madeley Academy



Handbook for Students

**Academic Year
2026-27**

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Madeley Academy



1. Introduction & Foreword

Welcome to Year 7

I would like to welcome all new Year 7 students and their parents/carers to Madeley Academy. We are looking forward to working with you and making the next 7 years at Madeley as productive and enjoyable as possible.

Parents/Carers

If there is anything in this Handbook you do not agree with, please contact the Headteacher directly to discuss the matter so that we can quickly resolve any issues in the interest of your child's education.

Attendance

Good attendance is vital if students are to make the most of their education and obtain employment. 100% attendance should be the target for all students, and we do not expect any absence unless there is a very good reason.

If you feel that your child is unable to attend for any reason, it is important that the Academy is informed as early as possible using the Attendance Line: **(01952) 527715**. This will enable the absence to be recorded accurately and allows the Academy to prioritise absence checks.

In the event of persistent unauthorised absence our Education Welfare process will become involved with you to help improve attendance. There is a possibility, however, of legal action if an attendance issue is not resolved.

The Academy will not agree to absence for holiday purposes. Whenever possible all dentist's or doctor's appointments should be made outside Academy hours.

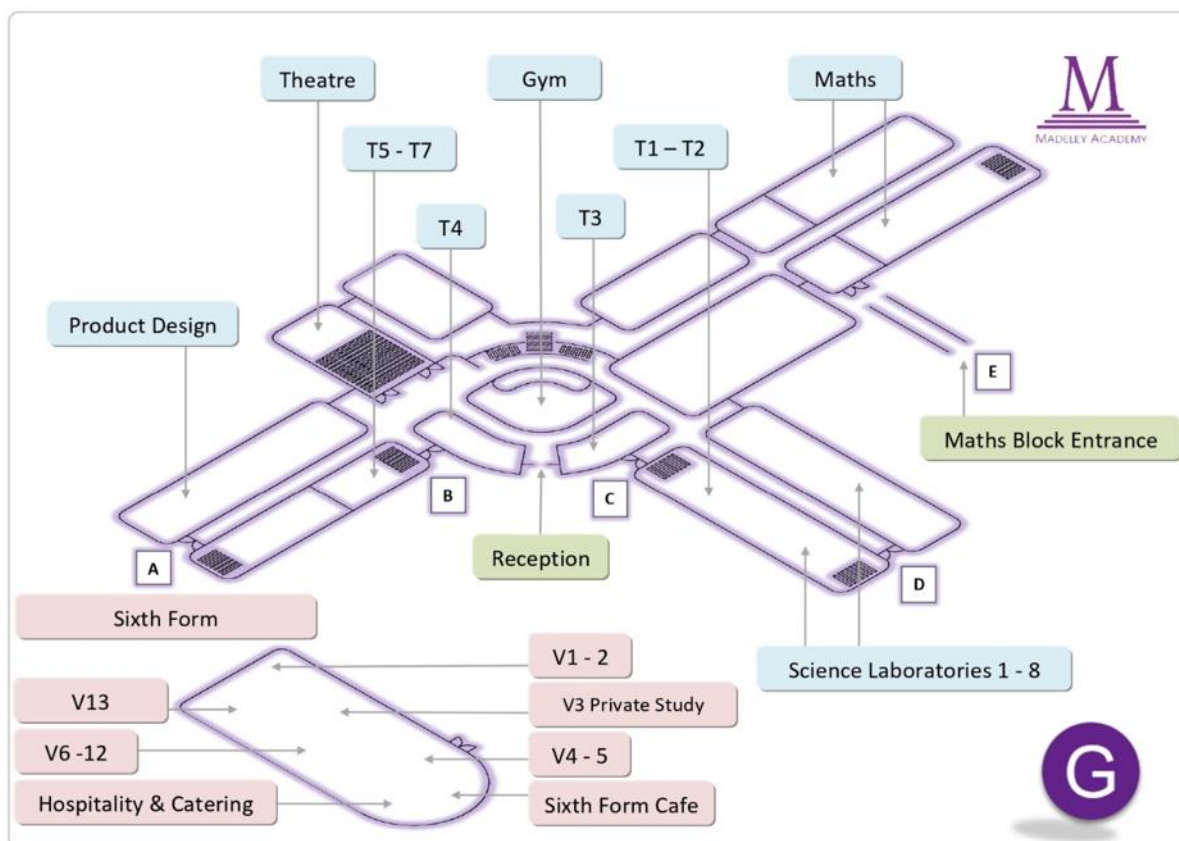
2. Organisation & Routines

Arrival in the Morning

Students cycling to the Academy must dismount at the gate and wheel their bikes to the secure bike shelters. A security lock will be needed.

2. Organisation & Routines (*continued*)

Year Group Entrances



8.20 am Entrance Time

A Year 9	B Year 7	C Year 11	D Year 10	E Year 8
12 Year 12	13 Year 13			

Departure Times

2.50 pm	Year 7
3.00 pm	Year 8
3.00 pm	Year 9
3.00 pm	Year 10
4.00 pm	Year 11*
3.10 pm	Year 12
3.10 pm	Year 13

*Friday's on teachers request

2. Organisation & Routines (*continued*)

The Academy Day

Please note the session timings:

		Time	Duration
Session 1a	Including Breakfast (20 mins)	8.30 – 10.10am	1hr 20 mins
Session 1b		10.10 – 11.30am	1hr 20 mins
Tutor Time		11.30 – 11.50am	20 mins
Session 2a	Including Lunch (30 mins)	11.30am – 1.40pm	1hr 40 mins
Session 2b		1.40 – 3.10pm	1hr 30 mins
Session 3	Monday - Thursday	3.15 – 4.30pm approx	1hr 15 mins

Students receive breaks from learning during the day for Breakfast and Lunch.

Please note that after-school sport can finish later than 5.15pm. Parents/carers can drive onto the site to pick up from 5.15pm onwards to ensure students' safety.

Lunchtime

Lunchtimes will be organised around the students' lessons and vary from day-to-day. This will mean that all students will have to stay on the site. The benefits of this are that we can keep interruptions to learning to a minimum, and ensure that students have a relaxed break, are safe, well cared for and receive a first class education.

End of the Day

Students will be escorted from their lessons at the following times for them to safely leave the site.

Year 7	2.50pm	Year 10	3.00pm	Year 12	3.10pm
Year 8	3.00pm	Year 11	4.00pm (<i>Monday-Thursday</i>)	Year 13	3.10pm
Year 9	3.00pm		3.10pm (<i>Friday</i>)		

Drop-Off and Pick-Up

Due to road congestion at peak times, we are unable to permit parents & carers on site to drop-off or pick-up children. This is because of the effect tailbacks have on traffic flow. We take our responsibility for the safety of students very seriously. We want to encourage more students to make their own way to the Academy – preferably by walking or using a bike where they can.

There is no specific provision on the highway for drop-off and pick-ups. We therefore encourage you to exercise care and consideration for other road users, our neighbours on Woodside and the Madeley Court Hotel by not parking there. Please be very mindful of the children's safety if you are a car user.

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3. Academy Environment

Healthy School

Please note that energy drinks are banned on the Academy site; they are very unhealthy and over-consumption can be dangerous. All students will be provided with a free water bottle at the start of the autumn term which can be filled regularly during their breaks.

Parents/carers are requested to encourage their child to accept the advice given on health matters in relation to exercise, sex and relationships, diet, drugs and smoking.

Smoking and Vaping

The Academy site is a **No** Smoking site.

Parents/carers are requested to emphasise to their child that smoking (including vapes) on the Academy site will not be tolerated.

Drugs

Parents/carers, students, Governors and staff are united in adopting a zero tolerance to the possession or use of drugs on the Academy site. This ensures that the children will be kept safe and healthy whilst at the Academy.

Parents/carers are requested to remind their child of this and emphasise that possession or use of drugs on the Academy site can result in permanent exclusion.

Chewing Gum

Chewing gum is totally banned on the Academy site. It can be responsible for damage to furniture, carpets and external areas. Bins for chewing gum are positioned by the entrance gates. Any person coming onto the Academy site is expected to remove chewing gum.

Parents/carers are requested to counsel students on this issue to avoid conflict.

Mobile phones

A mobile phone and smart device ban is enforced in the Academy. Further details are available to view on our website.

3. Academy Environment (*continued*)

Equipment

Every student is expected to provide the following basic items of equipment:

- Blue or black pen
- Pencil and pencil sharpener
- Ruler 30cm
- Pencil eraser
- Coloured pencils
- Official Academy bag to carry homework folder/books/pencil case

All students are provided with an Academy bag and are expected to bring it to the Academy every day.

Tippex/Liquid Paper is not allowed in the Academy and should not be used on any Academy work. Subject books and homework folders are issued to all students. **Any loss or damage to Academy property will be expected to be paid for by students.**

Homework

Parents/carers are requested to encourage their child to complete homework. It would be very helpful if a quiet space at home could be found for work to be completed.

Parents/carers are invited to raise issues about homework with their child's Personal Tutor through their Progress Report returns. Homework will be assigned by Teachers on MCAS, it will appear on the parent application for you to check daily.

Session 3 Programme

We expect all students in Years 7 and 8 to attend at least one Session 3 per week. Students in Years 9 and 10 will combine mandatory attendance if required by a teacher and optional attendance for students wishing to access further support in their learning. All Year 11 students are expected to finish normal lessons at 4.00pm.

A full programme of Session 3 activities will be available on the website.

4. Academy Dress Code & Rules

Ensuring Equality and Inclusivity

The Equality Act 2010 prohibits discrimination against an individual based on the protected characteristics, which include age, sex, disability, race, religion or belief, pregnancy and maternity, and gender reassignment.

- To avoid discrimination, the Academy will:
- Avoid listing uniform items based on sex, to give all students the opportunity to wear the uniform they feel most comfortable in.
- Make sure that uniform costs the same for all students.
- Allow all students to have long hair (though each school reserves the right to ask for this to be tied back).
- Allow students to request changes to swimwear for religious reasons or if they are experiencing discomfort related to their sex, gender or gender reassignment.
- Allow students to wear headscarves and/or other religious garments.
- Allow for reasonable adaptations to the policy on the grounds of equality by asking students or their parents/carers to get in touch with the Academy, who will be able to answer questions.

Limiting the cost of school uniform

The Academy has a duty to make sure that the uniform we require is affordable, in line with statutory guidance from the Department for Education (DfE) on the cost of school uniforms. We understand that items with distinctive characteristics (such as branded items, or items that need to have an Academy logo attached or be in a unique fabric or style) cannot be purchased from a wide range of retailers, and that requiring many such items limits parents/carers' ability to shop around for the best price.

We will therefore make sure our uniform:

- Is available at a reasonable cost
- Provides the best value for money for parents and carers

We will do this by following the statutory limits for compulsory branded items of uniform and PE kit to a maximum of 4.

To ensure families have access to high-quality, affordable uniform, Madeley Academy works with one approved uniform supplier. Madeley Academy uniform is stocked locally by Baker and sons:

29 New St, Wellington, Telford TF1 1LU

<https://www.bakerandsonschoolwear.co.uk/>

4. Academy Dress Code & Rules (*continued*)

Our Academy Uniform

Compulsory branded items:

- Black Blazer with Academy badge or Black V-neck Academy jumper or cardigan with purple line
- Academy tie (to be fastened around the collar and hung down to the waist)

Non-Branded items:

- Black full-length school trousers – no denim, black jeans, flares, denim, skinny fitting trousers, leggings, long shorts or $\frac{3}{4}$ trousers
- Black pencil skirt – Black straight skirt to the knee no mini or stretchy tube type skirts.
- White shirt (to be tucked in with collar fastened)
- Black shoes of a sensible design. Sports logos/detailing is not allowed
- Black socks – no trainer socks
- Dark-coloured outdoor clothing with minimum decoration

PE Kit

Compulsory branded items

- Madeley Academy black and purple T-shirt
- Madeley Academy Performance top

Non-branded:

- Plain black tracksuit bottoms
- Plain black shorts (cycling shorts not permitted)
- Plain black leggings

Optional branded items:

- MA shorts
- MA tracksuit bottoms/leggings

General

- A plain black hat may be worn for medical conditions e.g Alopecia
- School shoes are to be worn at all times including to and from the Academy
- Outdoor coats can be worn over a blazer or jumper –but must be removed inside the Academy
- Coats and other outdoor clothing may not be worn in classrooms, on the corridors or whilst eating in the Restaurant
- Caps, hats, bandanas and durags cannot be worn on the Academy site
- Non-uniform tops, including hooded tops are not allowed and cannot be worn on the Academy site

4. Academy Dress Code & Rules (*continued*)

General Continued

- Academy blazers or the Academy pullovers are the only tops allowed to be worn over a school shirt
- Hair colour and style must be appropriate for the Academy and not be extreme eg Mohican style, hair sculpting or bright colours
- Due to Health & Safety reasons the use of spray deodorant and hairspray is not permitted, the use of roll on deodorant is considered suitable

Jewellery

Due to Health & Safety regulations the Academy must insist upon students following the rules, which are:

- Students are allowed to wear one ear stud in each ear – no earrings
- Nose studs and other body piercings such as tongue studs are not allowed - if parents/carers agree to their child having a body piercing, then this should be **planned during a holiday** to avoid the need to wear a body piercing at school, which would result in the child being sent home if it is not removed
- One ring of sentimental value is permitted
- A watch may be worn

Students who wear bracelets and necklaces that constitute a hazard will be asked to remove them. It should also be noted that for some activities students may be requested to remove jewellery for safety reasons.

All students will be provided with a free Academy bag at the start of the Academic year and free water bottles. If these are lost or damaged a plain back alternative will be required to be purchased from any supplier.

Madeley Academy holds a selection of second hand uniform that can be distributed to students free of charge when required. Parents are to contact ddobson@madeleyacademy.com for any assistance on this.

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5. Term Dates



Madeley Academy Term Dates - September 2026 to August 2027

September 2026						
M	T	W	T	F	S	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2		
October 2026						
M	T	W	T	F	S	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
November 2026						
M	T	W	T	F	S	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6
December 2026						
M	T	W	T	F	S	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

January 2027						
M	T	W	T	F	S	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
February 2027						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
March 2027						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2		
April 2027						
M	T	W	T	F	S	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
May 2027						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6
June 2027						
M	T	W	T	F	S	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
July 2027						
M	T	W	T	F	S	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
August 2027						
M	T	W	T	F	S	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

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- School Day
- School Holiday
- UK Bank Holiday
- Professional Development Days (PD Days)

6. Ambassador Badges

Students should work to the standards listed below.

All students should aspire to excellent standards at all times.

Students who adopt the highest standards will be rewarded each year with Ambassador Badges:

Year 7 – Purple

Year 8 – Silver

Year 9 – Gold

Year 10 – Ruby

Year 11 - Prefect



1. Wear your **uniform** correctly and with pride
2. Maintain a high quality **Academy Bag** for use in lessons, Personal Development & Wellbeing and Assembly
3. Be **respectful and courteous** at all times to students and staff
4. Bring your own **pen, pencil** and **ruler** to the Academy
5. Be **punctual** to lessons and have 100% attendance



After receiving 100 positive points, a student will be awarded a Madeley Academy Ambassador Badge

Students achieving between 35 and 70 points will be acknowledged with an Academy certificate in Assembly.

6. Ambassador Badges (*continued*)

Student Voice



Each Personal Tutor Group democratically elects two students each year to represent their tutor group at up to six meetings per year. Students direct their charity fundraising efforts to a range of local causes. Student Voice also make decisions where they believe some finances should be spent. This has included the financing of Restaurant management queue systems and table tennis equipment for a healthy approach towards promoting active lifestyles.

Plus Points

Each half term staff apply Plus Points to Bromcom for excellent work in the Academy. These are added up and placed in rank order for the top 99 students each term. The top twenty students in each year receive a badge and certificate. Plus Points are different; they are reset to zero each half term allowing a wider range of students to access rewards.

