

# **Madeley Academy**



## **Handbook for Students**

**Academic Year  
2024-25**

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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.**

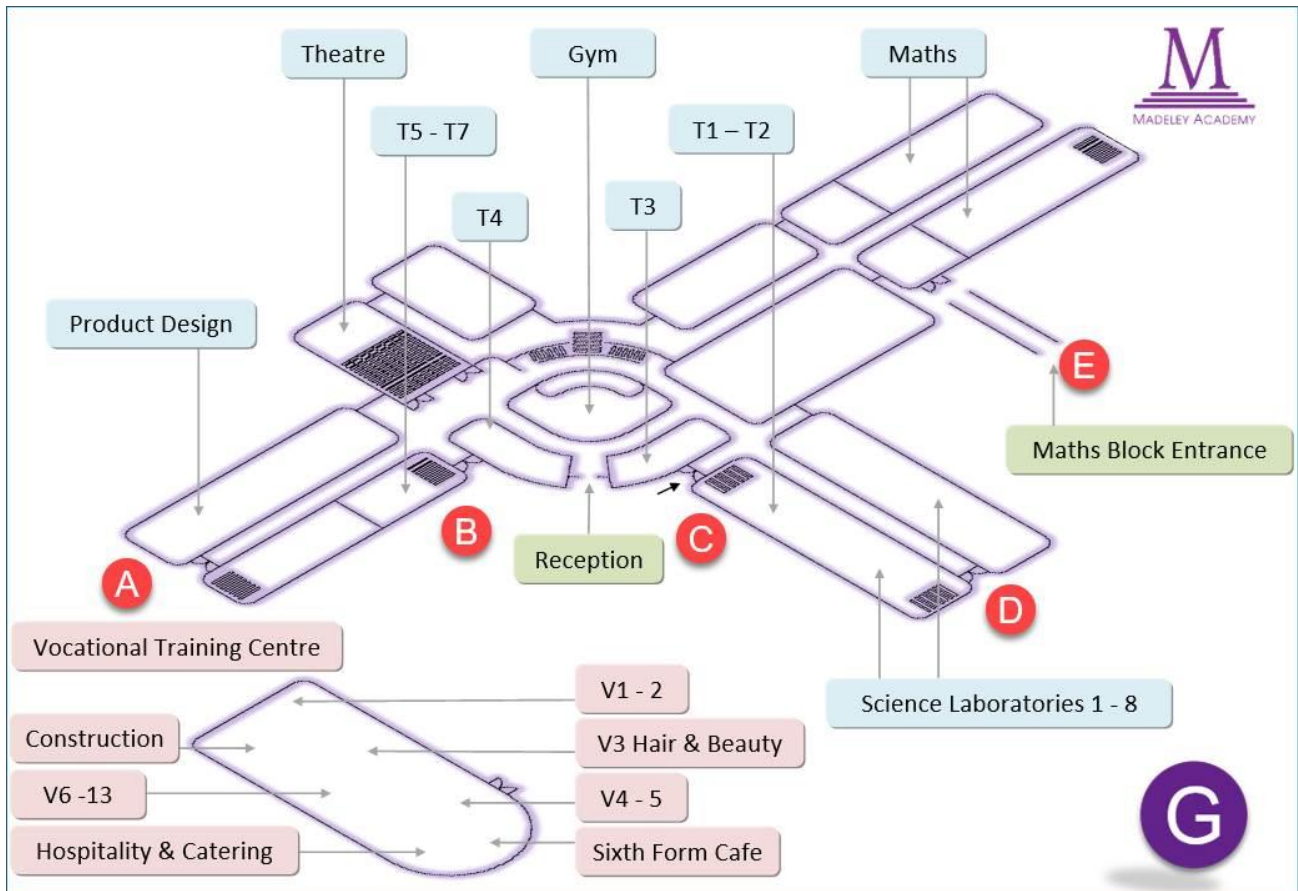
## 2. Organisation & Routines

### 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

<b>A</b> Year 9	<b>B</b> Year 7	<b>C</b> Year 11	<b>D</b> Year 10	<b>E</b> Year 8
<b>12</b> Year 12	<b>13</b> Year 13			

### Departure Times

<b>2.50 pm</b>	Year 7
<b>3.00 pm</b>	Year 8
<b>3.00 pm</b>	Year 9
<b>3.00 pm</b>	Year 10
<b>4.00 pm</b>	Year 11*
<b>3.10 pm</b>	Year 12
<b>3.10 pm</b>	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
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.

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

# Madeley Academy



## 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.

***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

We believe that smartly dressed students create a positive image of themselves and of the Academy. This in turn can help students obtain employment or a place in further education or training. A high standard of personal appearance is expected of all students and anyone arriving at the Academy in non-uniform clothing may expect to be sent home to get changed.

In exceptional circumstances students inappropriately dressed may be provided with the appropriate garment by the Academy as a temporary measure. All students are required to have full uniform – fashion garments are not allowed.

### Boys' Uniform

Black Blazer with Academy badge

Black full-length school trousers – no denim or black jeans

White shirt (to be tucked in with collar fastened)

Academy tie (to be fastened around the collar and hung down to the waist)

Black V-neck Academy jumper or cardigan with purple line (jumpers are optional and do not replace the blazer)

Black shoes of a sensible design. Sports logos/detailing is not allowed

Black socks – no trainer socks

Dark-coloured outdoor clothing with minimum decoration

### Girls' Uniform

Black Blazer with Academy badge

Black full-length school trousers – no flares, denim, leggings, skinny fitting trousers, long shorts, black jeans or ¾ trousers

Or black Academy skirt – black straight skirt found on the Madeley Academy's page at Baker and Son's Schoolwear website or a black ASDA pencil skirt to the knee. No Variation allowed including no tube skirts or any type of mini skirt.

White blouse (to be tucked in with collar fastened)

Academy tie (to be fastened around the collar and hung down to the waist)

Black V-neck Academy jumper or cardigan with purple line (jumpers are optional and do not replace the blazer)

Black shoes of a sensible design. Sports logos/detailing is not allowed

Black socks/tights – no fashion socks or trainer socks

Dark-coloured outdoor clothing with minimum decoration



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

### Key Stage 3 & 4 PE Kit – Boys and Girls

Madeley Academy black and purple T-shirt  
Madeley Academy black shorts (*not legging-type*)  
Madeley Academy black tracksuit bottoms  
Black football socks  
Madeley Academy Rugby shirt (Year 7 boys)  
Madeley Academy black base layer top (optional)  
Madeley Academy black fleece (optional)  
Madeley Academy black smock (optional)

### GCSE/BTEC Girls Dance Kit (Years 9, 10 and 11 only)

Black high necked capped sleeve leotard (no straps)  
Plain black crew neck shirt  
Black leggings  
Plain black crew neck sweatshirt with Academy logo to be purchased from Performing Arts

### GCSE/BTEC Boys Dance Kit (Years 9, 10 and 11 only)

Plain black crew neck shirt  
Plain black jogging bottoms  
Plain black crew neck sweatshirt with Academy logo to be purchased from Performing Arts

### Hair & Beauty

Black tunic to be purchased from the Vocational Training Centre  
Black school trousers  
Black closed toe shoes

### General

- Any headwear worn for religious purposes should be plain black or purple
- 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 – 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 or 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
- Girls must wear school trousers or the Academy skirt only (no variations are allowed)
- School 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

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

### Jewellery

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

- Boys and girls 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.

***Parents/carers are requested to ensure that their child follows the rules regarding uniform and is dressed in a smart fashion for school. In particular, to ensure that shirts are tucked in and ties worn appropriately.***

5. Term Dates



Madeley Academy Term Dates - September 2024 to August 2025

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

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

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

School Day

School Holiday

UK Bank Holiday

Professional Development Days (PD Days)

190

5

## 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 and his/her name will be written on the **Honours List**.

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

## 6. Ambassador Badges (*continued*)

### The Madeley Academy Honours List

Situated outside of the Theatre, the **Honours List** serves to remind others of the excellent levels of **conduct and respect** demonstrated by students during the year. The Honours List is a permanent fixture. Students may become an Ambassador every year and be added to the Honours list.

Honours lists are in purple, silver and gold rank orders.



### 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.

