



We want to make this transition as easy as possible for everyone. If you have any concerns please contact:

Mrs J Pengelly
Head of Academic Progress -Year 7

01752 338373 ext 307
pengellyj@plympton.academy

www.plympton.academy
Plympton Academy, Moorland Road, Plympton, Plymouth, PL7 2RS



Year 7 Handbook

Helping to support
parents and students
with the transition from
Primary to Secondary
School.



Key School Dates 2017/18

Term 1

- Monday 4th September 2017 - First day of Term
- Thursday 21st October 2017 - End of Term

Term 2

- Monday 30th October 2017 - First day of Term
- Tuesday 19th December 2017 - End of Term

Term 3

- Thursday 4th January 2018 - First day of Term
- Friday 9th February 2018 - End of Term

Term 4

- Monday 19th February 2018 - First day of Term
- Thursday 29th March 2018 - End of Term

Term 5

- Monday 16th April 2018 - First day of Term
- Friday 25th May 2018 - End of Term

Term 6

- Monday 4th June 2018 - First day of Term
- Friday 25th July 2018 - End of Term

Non-student days (Staff training)

- Friday 22nd September 2017
- Friday 20th October 2017
- Monday 23rd July 2018
- Tuesday 24th July 2018



Message from Head Boy & Head Girl

Hello! We are your Head Girl and Head Boy and we offer you a warm welcome to Plympton Academy. Our role is to support and guide you through not only the transition from Year 6 to Year 7 but also during your time at Plympton Academy. We will try and make your journey as challenging, interesting and creative as possible. Most importantly, we will be happy to listen to any of your concerns or ideas and raise them in our frequent meetings. We hope to inspire you to get involved in extracurricular activities or to run for the JLT (Junior Leadership Team) so you can contribute to how our Academy is run. We look forward to seeing you in September.

Phoebe Lansley and Robbie Evans

one child at a [ParentPay](#) school/s you can also add children to a single account providing one login for all children at [ParentPay](#) schools.

[ParentPay](#) will NEVER contact you by phone, email or mail and ask you to divulge confidential information like passwords or card numbers. If you are ever contacted by someone claiming to be from [ParentPay](#), please contact ParentPay immediately on 0845257 5540.

Impact Cashless Catering

To make purchases in the canteen we use a biometric recognition system where measurements taken from each person's finger (not a finger print image) are used as identification.

Once your child has selected their food and drink from the school café they scan their finger at the till and the cost of the items are deducted from their canteen account.

Credit can be purchased for their canteen account via [ParentPay](#) as described earlier, but as a fall back we also have a cash loader machine in the canteen entrance where students can scan their finger and insert notes and coins (the smallest coin accepted is a 10p) to add credit to their canteen account.

For those students in receipt of free school meals (FSM) the credit is automatically added to their account each day ready for them to use in the same way as other students and staff. If you wish, you may top up their FSM allowance via [ParentPay](#) or at the cash loader.

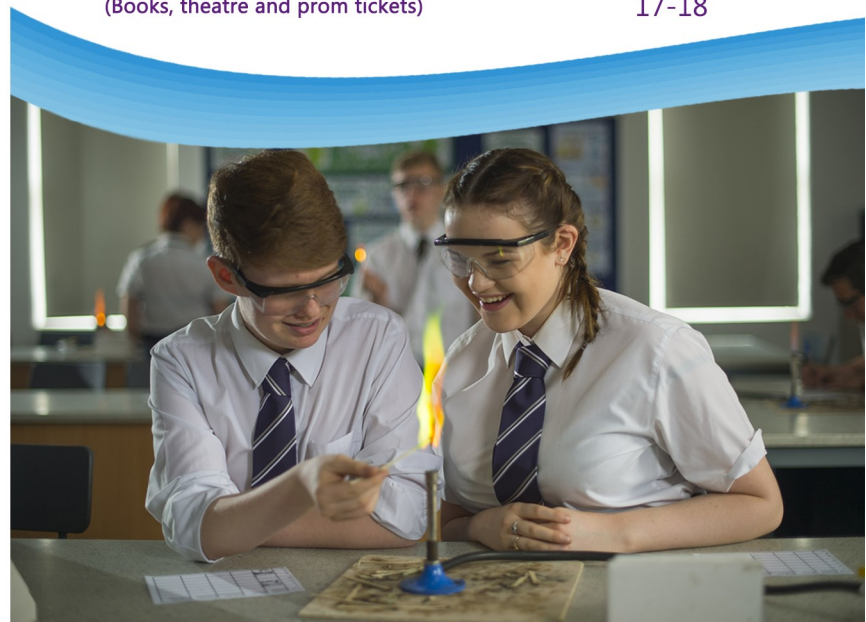
If your child's finger scan does not work well, perhaps due to any skin condition or permanent injury, or if you do not want the school to hold this information, we can issue a swipe card instead.

To comply with data protection legislation we must have written or e-mailed consent from each student's parent or carer to hold biometric recognition data (the finger scan measurements). We provide a simple form for you to sign to give this consent and you may withdraw this consent at any time should you wish simply by writing a brief request to the school.

If you have any questions or concerns please contact the School Finance Team on 01752 338373 ext.155, 122

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Welcome to your new school

I am pleased to welcome all our new students and parents to Plympton Academy, where I am incredibly proud to be the Principal.

Our students are inspired through a culture of success that is promoted in all that we do throughout the academy day. We want the young people in our care to achieve the very best, whatever their starting point, and pursue their dreams.

We have high expectations, as you do, and year on year we are improving the outcomes for our students through excellent support and guidance and through challenging and engaging learning.

I hope you find all the information you need in this booklet, however, if not, please do contact us and we will be happy to help.



Lisa Boorman,
Principal

Paying for trips, school meals and other items

(Such as books, theatre and prom tickets)

We are aiming to make the school a cash-free environment and to achieve this we have introduced two payment systems:

- **ParentPay** our on-line payment system
- Impact Cashless Catering

ParentPay

Using the ParentPay website www.parentpay.com you will be able to pay for school meals, trips, music lessons, D of E and most other items you might be asked to pay for whilst your child is at Plympton Academy, all from the comfort of home and at a time that suits you without having to send cash or cheques into school.

The School Finance Team input the trip or item details onto the ParentPay site and using your username and password you are then able to pay for them securely from home using your debit or credit card.

If you prefer not to pay on-line by debit or credit card, barcoded letters can be requested from the school Finance Team which can be scanned at any store where you see the PayPoint sign. The nearest PayPoint stores to the school are Co-op, Ridgeway and Chaddlewood; Colebrook Stores; BP Station, 251 Ridgeway; Londis, Plymbridge Road and Bargain Booze, 9 Underwood Road.

Please notify the Finance Office if you wish to use the PayPoint facility.

finance@plympton.academy

or tel: 01752 338373 ext.155, 122 or 162.

How do I get started?

The School Finance Team will send you an activation letter containing your activation username and password to enable you to setup your **ParentPay** account. During the activation process you will be guided through changing your username and password to something more memorable; if you have more than

Accelerated Reading

Accelerated Reader (AR) is a system designed to help teachers and parents monitor students' reading progress.

How does it work?

- In English lessons, students complete computer-based Star Tests four times a year.
- The results of these Star Tests provide each student with an individual reading range and target.
- The student is then directed towards reading books within their range
- After completing a book, the student takes a quiz based upon what they have read.
- These quizzes test levels of recall and understanding.
- Regularly passing quizzes will ensure that the student progresses towards their target

How is progress monitored?

- English teachers, the Literacy coordinator and the Librarian monitor students' pace of reading and progress throughout the year.
- Parents and carers can also monitor progress using their own personal log in. This is provided at the start of the academic year.
- Star Tests provide additional information about students' reading progress.



08.00- 08.30

Plympton Academy Diner (P.A.D.) open for students to have breakfast.

08.15- 08.40

Learning Resource Centre (LRC) open

08.40 - 09.40

Period 1

09.40 - 10.40

Period 2

10.40 - 11.00

Breaktime (The P.A.D. and the LRC open)

11.00 - 12.00

Period 3

12.00 - 13.00

Period 4

13.00 - 13.40

Lunchtime (The P.A.D. and the LRC open)

13.40 - 14.40

Period 5

14.40 - 15.00

Registration/ Assembly

15.00 - 16.00

Please see our 'Extra-Curricular period 6 booklet' for details of clubs running.



Show My Homework

Alongside the planner we are using the on-line Show My Homework diary. Teachers will upload the homework when it is set. As parents you will be able to take a more active role in your children's home learning. You will be able to see what has been set and help your child stay organised, meet deadlines and help to reduce homework stress.

We will send you a login and you can download an app for your mobile phone.

Take a look now on: -
www.showmyhomework.co.uk
Or follow the link on our website.

All students are issued with a Student Planner

This is a communication book between Home and School. It contains many important sections such as a home communication record, timetable, subject targets, space to record set tasks for home learning and absence slips.

Parents' role

We encourage parents to use the planner:

- For notes to tutor and subject staff.
- To notify receipt of school letters by signing the planner.
- To ensure parents' evening appointments are made for all subject staff.
- To see the term dates to ensure holidays are taken outside the term time.
- Planners need to be kept neat and tidy. They reflect attitude to learning and will be checked regularly.

Subject Teacher/ Team leader

- On-going Home Learning concerns
- Subject target setting
- Progress reports
- Subject concerns

Write a note in the planner, email relevant staff or leave a message with Reception.

Attendance

Attendance is paramount to your child reaching their full potential. We understand that there will be unavoidable absences due to sickness, medical appointments and other unforeseen events. In these instances please contact the school's Attendance Secretary. Prolonged absences will require medical evidence. Please telephone if you need further guidance.

E-mail

Letters and key information will be sent via email.
Please ensure the school has your correct email address.

Texting

The school has a text notification system. It is used to contact you for various reasons. Please ensure the school has your *up-to-date* mobile number.

Plympton Academy Diner (The P.A.D.)

The school offers a range of hot and cold food and operates a cafeteria system. It is open for breakfast from 8am, break and lunchtime.





A small worry will soon become a big one if you don't share it.

Students are always advised to tell someone if they are upset or worried, such as their personal tutor, parent, friend, subject teacher, teaching assistant, or a tutor group member.

What do I do if...?

School Reception 01752 338373

- Lost property
- What time does the...?
- Parents' evening
- Lost a letter
- Leave a message for staff

Attendance Secretary

To report an absence, contact 01752 338373 pick option to report student absence or email the school.

Head of Academic progress 01752 338373 ext 307

The Head of Academic Progress has the oversight of the learning and progress across the entire year group.

Pastoral Support Worker 01752 338373 ext 178

- Pastoral concerns
- Issues relating to health and well-being that could affect learning (poor attendance, family bereavement).

Home Learning

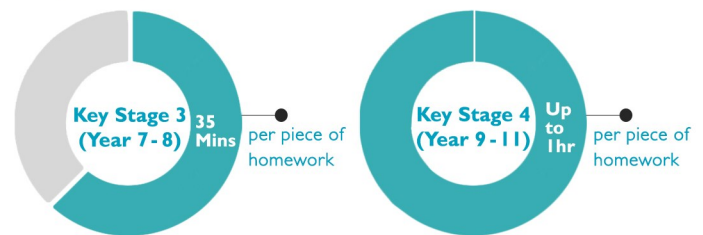
We believe Home Learning is an essential part of a good education. We want to develop, in our students, a work ethic that is characterised by an engagement in learning and commitment to doing their best. Home Learning has the potential not only to reinforce independent learning but also to develop the skills and attitudes that students need to be successful during and beyond their time in Plympton Academy.

Purposes of Home learning

- Enhancing skills
- Reinforcing and extending the curriculum
- Giving students a sense of achievement
- Completion of coursework
- Promoting effective learning habits of enquiry and investigation.
- Encouraging personal organisation and a sense of responsibility.
- Allowing parents / carers to be involved with their children's education.

The amount of Home Learning

The following table provides a guide to the amount of Home Learning a student in each year group is expected to complete on a daily basis. The amount and type of Home Learning set will vary between subjects depending on the curriculum area.



We will teach your son/daughter how to learn at home, how to manage his/her time, where to find the resources they need and what to do if there is a problem. We will also show them how to use the Learning Resource Centre (LRC) effectively.

PE Kit

The Plympton Academy PE kit has had a complete re-design ready for 2016/17 that incorporates the latest performance fabric, thanks to our partnership with AGAME Sportswear. This drive to ensure our pupils look and feel their best, partners our ongoing commitment to investing in outstanding sporting facilities at the Academy.

The PE kit packages are to be purchased through the schools (web based) 'online shop' and are being offered at the following competitive prices:-

PE Kit for BOYS to include - *Sublimated 'rugby style' shirt (will also be used for all other sports)
Shorts and socks. JUNIORS. - £33.25

PE Kit for GIRLS to include - *Sublimated polo shirt, Skort and socks. JUNIORS - £33.25

There are also OPTIONAL extras that can be purchased through the schools 'online shop' that can be used for PE lessons, sports clubs and fixtures.

* 'Sublimated' means logos are bled into the material so it increases the longevity of the garment alongside our own unique design.

The PE kit is compulsory

It is essential that students bring a complete change of clothes for PE and this includes appropriate footwear.

- Fashionable 'skater' footwear is not suitable for PE.
- All students must wear different footwear for PE from those worn to school.
- Inexpensive trainers and boots are available in most shoe and sports shops.

How we report progress

It is our aim to ensure that you have timely and accurate information on the progress and achievement of your child. This enables us to work in partnership with you and your child to make sure they are on track to achieve outstanding outcomes.

Setting targets

Plympton Academy uses national guidelines and data to set Minimum Expected Grades (MEGs) for our students. These MEGs are set in line with the progress made by students nationally who have similar KS2 results.

How we report

Throughout the year we will track and report three measures.

- Commitment to learning
- Behaviour
- Progress towards minimum expected grades

We use a colour coding system to describe the commitment that your child is showing to their learning in order to achieve outstanding progress, and their behaviour in lessons. The criteria that teachers use to assess your child are set out 6 times a year in your child's planner which they will receive on their first day at school in September.

When will reports be produced?

Progress reports are produced regularly at the end of each assessment period. They contain reports for commitment to learning and behaviour as well as progress towards minimum expected grades.

Tutor and Parents' Evenings

In the first term we hold a tutor evening where you can check with your child's tutor how they have settled in at Plympton Academy. In the Spring term we hold a parents evening where you can meet all of your child's teachers to discuss their progress and any concerns you may have, however, at any point you can contact the school.





Your Year 7 Timetable

Students have a two week timetable. Subjects include:

Subject	Hours per Fortnight
English	8 hours
Maths with ICT	8 hours
Science	6 hours
Technology	1 hour
Physical Education	4 hours
Spanish	3 hours
Geography	4 hours
History	4 hours
Religious Studies	4 hours
French	2 hours
Art and Design	2 hours
Music	2 hours
Drama	2 hours

Equipment to bring to School

Basic equipment is necessary for the successful completion of work. In school all students are expected to have essential items of equipment.



- Pencil Case
- Pens
- Lead pencils
- Pencil Sharpener
- 30cm Ruler



- Coloured pencils (not felt-tips)
- Eraser Pen (not tipex)
- Rubber
- Mathematical equipment (such as Compass, Protractor etc.)



- Scientific calculator
- School bag (Large enough to hold A4 folders)
- PE kit

Learning Resource Centre (LRC)

The school LRC opens before the start of the school day (from 08.15am), at break and lunch times, until 16.00 Monday to Friday.

The LRC can be used for reading, borrowing books, finding out information to help with studies or purchasing some items of essential equipment and stationery.

There are newspapers, magazines and computers. The computers are connected to the Internet to help with research and have printing facilities.

The LRC is a place where all students are welcome to come and enjoy a special area where everyone is quietly focused in what they do.

Extra-curricular clubs

Many students participate in a range of extra-curricular clubs at lunchtime or at the end of the school day. Details about activities can be found in the extra-curriculum booklet, which can be found on the website.

There is plenty of variety, from music to sport, to keep students busy and interested.

**‘Fun, exhausting,
amazing,
excellent,
thrilling and
cool’.**



Trip to Bude

We are delighted to be running our residential trip to Adventure International, Bude on Wednesday 1st November to Friday 3rd November 2017.

The aim of the trip is to promote

- Resilience
- Independence
- Team work and communication
- To build students self-confidence and self esteem

Students have the opportunity to participate in a wide range of adventurous activities which include high ropes, kayaking, caving and dragon boating to name but a few.

**‘I felt
challenged
and out of
my comfort
zone’.**



**‘I found my
confidence and
kept going’.**



**‘The trip has
changed my
views because I
didn’t think I
could go caving,
but I did’**

