



**BRISTOL
METROPOLITAN
ACADEMY**

***HIGH STANDARDS, HIGH
ASPIRATIONS, HIGH EXPECTATIONS***

www.bristolmet.net

**PARENT/CARER
HANDBOOK
2023 – 2024**



Healthy Schools



Specialist Schools
and Academies Trust
EXCELLENCE AND DIVERSITY



**Cabot
Learning
Federation**



Welcome to our Parent/Carer Handbook. We hope it will assist you in understanding more about our policies and procedures.

We are a school very much at the heart of our community.

Bristol Metropolitan Academy is not all about exam results as we very much believe in the power of sport, music and the arts. Our school productions, concerts and sporting clubs are all inspirational. We want all students to take part in the wider areas of school life.

We are an open school and we want you to keep in touch. We certainly look forward to seeing you at our Parents' Evenings and the many events that we stage throughout the year. With your support, I am confident that we will ensure that your child is academically and socially successful and has a fabulous time at Bristol Metropolitan Academy over the next five years.

Detailed in this document is information that you will find useful in learning more about BMA.

The Metropolitan Way

The Metropolitan Way is a document that outlines the vision and ethos of Bristol Metropolitan Academy, its students and staff. This is used to guide us in all that we do.

Our Code:

- We welcome visitors to our Academy
- We are rewarded for outstanding learning
- We celebrate achievement
- We wear correct uniform at all times
- We are equipped and on time for learning
- We are independent learners
- We always try our best
- We consider others around us
- We respect our staff, our peers, our environment and our community
- We have good relationships with staff and students
- We listen to instructions and follow directions
- We consider the safety of others
- We settle disagreements through discussion or ask for a member of staff or an older student to help settle the disagreements

ABSENCES

Regular attendance at school is essential to good progress. Attending school every day helps children and young people maximise their learning in the classroom and enjoy the benefits of their educational experience. It is a legal requirement that your child attends school every day unless prevented by unavoidable circumstances. You can find more information below and in our attendance policy, on the Bristol MET website.

Missing school seriously affects life opportunities. Good school attendance (**95% or more**) gives your child the opportunity of success and helps develop skills for life. Parents/Carer's commit an offence if a child doesn't attend school regularly. In some cases, unauthorised absence may result in prosecution and/or a fine. Missing school damages a student's learning and their grades - research shows that missing 17 days of learning often leads to a drop in a GCSE grade.

ABSENCES – UNPLANNED

Students should attend every day, however, if your child is unwell and cannot attend school, parent/carers need to alert us of their absence before 9am on each day of absence. This can be done by **texting 07860095892**. When reporting your child's absence, please provide the following information:

Your name, the child's name, their tutor group title and the reason for their absence including symptoms in cases of illness.

This enables the school to keep records up to date and helps alleviate the fear of missing children.

The Academy will follow up any student absences where the parent/carer has not contacted us to explain why, or where we are unclear about the reason for absence. If you fail to notify us of the reason for your child's absence, it will be recorded as unauthorised. Where the Academy has cause for concern about the reason for a student's absence, staff may seek additional information or evidence from parents/carers regarding the absence, and/or make a home visit in order to verify the reason. If satisfactory proof is not provided, the academy may record the absence as unauthorised.

ABSENCES – PLANNED

Please do not take your child out of school without requesting leave, or notifying the academy why your child will be absent. When parents/carers notify us of a term time absence via the term time leave request form, it is for two purposes:

- To seek authorisation (only exceptional circumstances will be authorised)
- To tell us where your child is, if the planned absence goes ahead.

It is really important that we know where child is, as we have a duty to ensure they are safe. If we don't know why a child is absent, we will follow our safeguarding procedures.

Please do not plan for your child to have time off school in term time until you have completed a leave request form and forwarded it to the Academy. These forms can be collected from main reception or emailed upon request, this enables us to make a good decision together.

Parent/Carer's are reminded that unauthorised leave taken in term time can result in a Penalty Notice or Prosecution.

ABSENCE – MEDICAL APPOINTMENTS

Please try to avoid medical and dental appointments in school time. Should it be unavoidable, please inform us in advance and ensure you child is out of school for the shortest time possible. Evidence of medical appointments must always be provided. This can be done by emailing info@bristolmet.net or by providing the necessary documentation to the school reception. Evidence can consist of anything that shows the child was at a medical appointment: an email, text, letter or slip from the establishment.

Without evidence, we will unfortunately not be able to authorise the absence.

ABSENCE – PUNCTUALITY

Students can arrive from 8:10am and are welcome to enjoy our free breakfast club available to everyone. All pupils are expected to arrive at the Academy in good time for the start of the school day at 8.35am. If a pupil arrives after 8:40am, they will be marked in the register as late and the parents/carers will be notified by text message. The student will also be required to attend a break time detention on that day. Should a student's lateness persist during the week, sanctions will escalate through the week.

ACADEMY COUNCIL

The Academy Council, with the Principal, have responsibility for the overall direction of the school. The Academy Council includes sponsors, staff and parent members.

The full Academy Council meet each term. The Chair of the Academy Council is Mrs. Clare Ryder who may be contacted through the school. From time to time, there are elections for parent members as vacancies arise.

ADDRESS

The school address is: Bristol Metropolitan Academy, Snowdon Road, Fishponds, Bristol, BS16 2HD

Telephone: 0117 3772071 **Fax:** 0179 3772090 **E-mail:** info@bristolmet.net **Website:** www.bristolmet.net

APPOINTMENTS

If you have a query or would like to see a member of staff please do not hesitate to contact us. To make an appointment please telephone the school in advance to arrange a mutually convenient appointment. Staff may not, due to their commitments, be able to see you without an appointment.

ASSESSMENT

Students are assessed throughout the year to monitor their progress in relation to the National Curriculum and GCSE courses. Assessment may be in the form of end of unit tests, mock examinations or controlled tests. Students are actively involved in the assessment process and are encouraged to reflect on their own performance and to establish future targets.

BICYCLES

Students who travel to school by bicycle may leave it in the bicycle shed. We are very conscious of the high cost of modern bicycles and recommend the use of secure locks such as a 'D' lock as an extra to the locked shed. All bicycles are left at school at the student's own risk.

BREAKFAST CLUB

Breakfast club is open from 8.10-8.30am. All students are able to have a **free** breakfast at the Academy from 8.10am. The breakfast menu includes toast, beans on toast, fruit etc.

BULLYING

The school is determined to vigorously challenge all forms of bullying. We will not tolerate any form of verbal, physical or psychological bullying. No student has the right to make other people feel insecure in the school. We have a firm anti-bullying policy, which is available on our website.

CAR PARK

We do have a car park at the Academy but this is not to be used for drop off and collection of students at the beginning or end of the school day. Due to the thin entrance to the Academy, multiple cars coming in and out is a safety concern for the students on foot and bicycle.

If you are invited into the Academy for a meeting or appointment then you can use the car park. Please only park within the marked parking bays and not on double yellow lines, designated bays, disabled bays (without a blue badge) or minibus parking.

CAREERS

Bristol Metropolitan Academy provides independent information, advice, guidance and support to all of our students. We work within school and further education establishments and training providers. We support students with all aspects of their transition through to their Post 16 choices and progression. Providing information, advice and guidance around the opportunities available and the decisions that need to be made around future choices in education, training and employment.

CALENDAR – Term Dates

TERM DATES - 2023 – 2024	
Term 1	
First Day of term for Students	Tuesday 5 th September 2023 – Year 7 and Year 11 only Wednesday 6 th September 2023 - All students return
Last Day of Term for Students	Wednesday 18 th October 2022
Inset Days - School Closed to Students	Friday 1 st September 2023 Monday 4 th September 2023 Thursday 19 th October 2023 Friday 20 th October 2023
Term 2	
First Day of term for Students	Monday 30 th October 2023
Last Day of Term for Students	Friday 15 th December 2023
Term 3	
First Day of term for Students	Wednesday 3 rd January 2024
Last Day of Term for Students	Friday 9 th February 2024
Inset Day - School Closed to Students	Tuesday 2 nd January 2024
Term 4	
First Day of term for Students	Monday 19 th February 2024
Last Day of Term for Students	Thursday 28 th March 2024
Term 5	
First Day of term for Students	Tuesday 16 th April 2024
Bank Holiday	Monday 6 th May 2024
Last Day of Term for Students	Friday 24 th May 2024
Inset Day - School Closed to Students	Monday 15 th April 2024
Term 6	
First Day of term for Students	Monday 3 rd June 2024
Last Day of Term for Students	Tuesday 23 rd July 2024
Inset Day - School Closed to Students	Friday 5 th July 2024

CATERING

Bristol Met's catering supplier uses a cashless system. They are therefore unable to accept cash. We use the provider ParentPay and money can be put on your child's card via the internet or pay point. Students are issued with their card during Term 1. If a student loses their card, they must replace it. Replacement cards are ordered from Student Reception and cost £2.00.

At break time, students can buy a snack, drink, fruit or sandwich. At lunch time students can select from a choice of hot food, paninis, baguettes, pasta pots and salads. Each day there is a vegetarian and/or halal option.

A main, hot, meal costs **£2.40** which also includes, either, a pudding or a carton of water. Other items can be purchased and are priced individually, some of the items may include, but are not limited to: baguettes, salad boxes, tray bakes, fruit pots, fruit juices. There is a maximum spend of £5.00 per day. Parents can view full account balances as well as items purchased via ParentPay. Students registered for free school meals will have a £2.40 to spend daily, if it is not spent, this does not carry over to the next day. Free school meals are ideally used for the student's to have a healthy, hot meal at school every day. They can use the balance on snacks at break time but it means they will not have enough to buy a hot meal within the free school meal allowance. However, parent/carers can add additional funds to the ParentPay account to allow for the children to buy snacks and a meal if they choose to.

COMPLAINTS

If you have any worries, concerns or complaints, please do not hesitate to contact us. Like any organisation, we do not always get things right, but we are keen to hear about ways in which we can improve the quality of our service. Please contact the Senior Operations Manager, Tania Caulfield in the first instance on 0117 3773011 or email: Tania.Caulfield@clf.uk

CURRICULUM

In line with the National Curriculum, all students follow a curriculum, which is broadly based, balanced and relevant. Students in Year 7, 8 and 9 will study the following subjects: English, Mathematics, Science, Technology, Information Technology, French, German or Spanish, Geography, History, Physical Education, Art, Drama, Music, and PSHE across the curriculum.

In Years 10 and 11 students follow a broad and balanced curriculum in line with the National Curriculum. All students continue to study English, English Literature, Mathematics, Science, Languages and PE, In addition students may choose subjects from the following: - Computer Science, Media Studies, Food Nutrition and Preparation, Design Technology, History, Geography, Music, 3D Art, Fine Art, Textiles Design, Drama, Business, Performing Arts Dance, ICT, Philosophy and Ethics, Business Studies, Statistics, Religious Studies, Drama, Sports Studies and PE.

DAILY TIMETABLE

In total, students have 30 timetabled lessons for 50 minutes per week excluding Tutor and assembly time. The school works a one-week timetable. Lessons are in the same time slot each week.

The Academy Day	
Breakfast Club	08.10 – 08.30
Start Bell	08.35
Tutor	08.40 – 09.00
Lesson 1	09.00 – 09.50
Lesson 2	09.50 – 10.40
Break	10.40 – 11.00
Lesson 3	11.00 – 11.50
Lesson 4	11.50 – 12.40
Lunch	12.40 – 13.20
Lesson 5	13.20 – 14.10
Lesson 6	14.10 – 15.00
End of Day	15.00

Students not involved in supervised activities, as part of the extended day, are asked to leave school site by 3.30pm.

DUKE OF EDINBURGH AWARD SCHEME

The scheme is open to all students over the age of 14 and gives an opportunity to progress to Bronze and Silver Certificate. The award is divided into four areas of experience: service, skill, physical recreation and expedition. The scheme is well established and is popular with students. The scheme provides students with an opportunity to demonstrate personal achievement and contribute in a positive way to the community. Duke of Edinburgh's Awards are widely recognised by employers. For more information contact: Hannah.Wallace@clf.uk

EQUIPMENT

Please ensure that your child has the following equipment available to use in their lessons. If you are unable to provide any of the equipment below, please contact your child's tutor to discuss alternative arrangements.

- Writing pens with black, blue, red and green ink
- Pencils
- Pencil Sharpener
- Rubber
- Ruler
- Scientific Calculator (We recommend Casio)
- PE kit (see uniform)
- A reading book. (All students are able to borrow reading books from our Learning Resource Centre)
- An appropriately sized backpack to carry all the above and fit in A4 folders

Other Equipment your child will find useful:

- Colouring Pencils / Pens
- Highlighters
- Protractor
- Compass
- Pencil Case

All students are provided with a locker and they should use this to store all valuables during the school day (including mobile phones), equipment they do not require before the next break and their lunch.

EMERGENCY CLOSURE

In the unlikely event of a sudden closure, because of weather or other emergency situations, we will endeavor to contact you by text or email with the information. Please also look at our website: www.bristolmet.net

EXAMINATIONS

It is the policy of the school that as many students as possible should be given the opportunity to sit public examinations.

EXTRA CURRICULAR

Staff and students work together to provide a wide range of clubs and activities that take place throughout the year. Art, Music and Drama departments provide a large programme of musical, dramatic and artistic events and the Physical Education department runs a comprehensive list of sports fixtures and clubs. We encourage all students to take part in at least one of the activities on offer.

FREE SCHOOL MEALS

Did you know that just by applying for Free School Meals you can support BMA? If you are in receipt of any of the following benefits, you may qualify for Free School Meals:

- Income Support
- Income-based Jobseeker's Allowance
- Income-Related Employment Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Child Tax Credit, (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

For every child and young person aged 4-16 who claims for Free School Meals, their school gains up to an extra £1,300 in Pupil Premium. If you claim for Free School Meals, your child will be able to get a hot meal and drink every day. **How do I apply?** - The easiest way to apply is online at www.bristol.gov.uk/fsm and enter your details. The process is quick, and proof of benefits is normally checked automatically. A guide to applying online is enclosed with this leaflet. If you do not have access to a computer, we can arrange for you to use a school computer - please ask at Reception.

How will the money be spent on my child?

The Pupil Premium funding is designed to enable the Academy to improve the support available to all students at the Academy. The money will be used to provide more staff to support students both in lessons, in the academic intervention unit (HUB) and outside of lessons, as well as to fund additional interventions and projects such as Aggression Replacement Therapy, enrichment groups and activities, gardening projects etc.

FIRE ALARM

In the unlikely event of a fire, the alarm system will sound: this is a continuous 2 tone sound. Students are required to leave the building by the shortest possible route and in an orderly manner. Students line up in Tutor Groups in designated areas on the Astro Turf.

HOMEWORK

The school believes that home learning is important for the educational progress of all children. A wide variety of homework is set on a regular basis for all students. As Parents/Carers, you can support your child by ensuring that homework is completed conscientiously and in the best possible conditions. If a student has a genuine difficulty in completing their homework or in meeting a deadline, they should make sure that they speak to their teacher before it is due to be handed in. Reading is also very actively encouraged.

HOUSES/LEARNING FAMILIES

We operate a house system in the school. There are four houses which are made up of Tutor Groups and led by a Head of House. Your child will be allocated to either Communication, Discovery, Enterprise or Performance.

The Academy is committed to creating a community of support around the child, which includes Tutor, Head of House and Parent/Carer. We are therefore keen to ensure that we stay in touch with all parents/carers throughout the year, that you attend all parent evenings and that you feel comfortable contacting your tutor with any concerns or questions.

Each House is supported by an Assistant Head of House who will contact you in the event of an unreported absence, behaviour concerns and to set up appointments for Tutors or Heads of House.

LOCKERS

All students will have access to a key operated locker. Students will need to pay £5 to secure and get a key to their locker – If any keys are lost then the £5 will be used to replace the keys up to a certain amount.

LOST PROPERTY

In the event of a student losing an item of property they should report to Student Reception. The best advice for a student who has lost something is to go back over their timetable, checking each room in turn. We request that all uniform is labelled.

MEDICAL

First Aid for accidents is provided by a trained first-aider. Children who feel unwell should report to their Head of House. If your child is too ill to stay at school, we will contact you in order that you may collect your child and take them home.

In cases where hospital treatment is required, **it is essential that we have a contact number where we can contact parent/carers in case of medical problems. Please ensure that you have submitted a contact number to the school and notify us of any changes.**

Please inform the school of any serious medical conditions, e.g. epilepsy, diabetes, asthma or anaphylaxis. Physical education, chemistry and practical subjects can sometimes present difficulties, so students with a medical problem should inform their teacher should they anticipate any difficulties or feel unwell.

Students requiring medication should speak with their Head of House and a note provided from parents explaining dosage.

MOBILE PHONES

Mobile phones are not to be used in school. You are welcome to bring a phone to school but they must be switched off during the day and placed securely in a bag or locker. If seen being used, the phone will be confiscated and retained until collection by an appropriate adult. In emergencies mobile phones can be used in House Office/Reception to contact parents.

MONEY

All money for trips and other activities are to be paid for by Parent Pay.

PARENTS' EVENINGS

In each year there is Parents' Evening twice a year, once to have a learning talk with your child's tutor and once to meet subject teachers.

For Parents' Evening a Parent Evening Booking system is available online. Parents are invited to book appointments with the teachers they wish to see. Subject Parents' Evenings start at 4.00pm and finish at 7.00pm.

PERSONAL DATA

We hold information about your child both electronically and in hard copy. This includes contact details, national curriculum assessment results, attendance information, behaviour information and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. We use this personal data to:

- Support their learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess the quality of our service

It is vital that the data we hold is kept up-to-date. If anything changes, including your contact details or their medical information during the school year, please contact info@bristolmet.net with the new information. If you wish, to know more about how we use and share data please view the Privacy Notice and the Data Protection Policy on our website.

IPODS/MP3

Ipods and MP3's are not to be used in school. You are welcome to bring them to school but they must be switched off during the day and placed securely in a bag or locker. If seen being used, they will be confiscated and retained until collection by an appropriate adult.

PHYSICAL EDUCATION

If your child has an illness or injury and they are well enough to be in school then they are assumed to be well enough to participate in any PE lesson they have on that day.

The student should bring a note to their PE teacher explaining the poor health and **must bring in their PE kit**. There may be limitations to what your child can achieve in that lesson and what role they may adopt but it is down to the professional skills of their PE teacher to give them differentiated tasks to guarantee a form of participation and maintain their progress. There are many facets to modern physical education and there are endless activities your child can perform with various ailments.

PRODUCTIONS

School productions take place several times during the year. All students are encouraged to participate either on or off the stage. Auditions take place for each event and all students are welcome to attend.

PUNCTUALITY

It is important that students arrive at the school punctually since this is a realistic preparation for employment and adult life. Students arriving after registration must sign in at Student Reception. The morning session starts at 8.35am. All students should be in the building by 8.30am.

REPORTS

You will be provided with a report outlining your child's progress 3 times per year. If you have any concerns at any time please do contact your child's tutor in the first instance.

ROAD SAFETY

Students travelling to school either on foot or by public transport at some point in their journey cross roads. Please ensure your child is aware of their personal safety on the roads and that they are clearly visible especially on the dark winter evenings.

SMOKING

Bristol Metropolitan Academy has a 'No Smoking Policy' for all users of the school. Smoking is not permitted by students within or in the vicinity of the school. Smoking is also forbidden on all trips and out of school activities. This also includes the use and possession of vapes and electronic cigarettes.

SCHOOL UNIFORM

'Monkhouse' stock the full range of Bristol Metropolitan Academy uniform and PE kit as well as suitable school trousers and skirts.

Parents and carers can purchase uniform and PE garments by either visiting their shop, by telephone or via their website. For convenience, if you order online or by telephone, delivery is direct to your home or you can collect from the shop. Prices online are the same as the retail prices and inclusive of VAT; all major credit and debit cards are accepted. Free delivery is available to the school.

Address: Monkhouse, 140 East Street, Bedminster, Bristol, BS3 4EW - Website: www.monkhouse.com

To make purchasing more affordable for parents and carers only the Blazer, Tie and PE kit in the table must be purchased from Monkhouse.

Other items can be purchased from Monkhouse or any other clothing store. We recommend that trousers/skirts are purchased from or viewed at Monkhouse as this ensures that they meet our uniform standards for design and material.

Woven Academy Tie with logo	£7.50
Black blazer with embroidered logo	From £30.00
PE polo shirt with embroidered logo	From £16.00

Other compulsory items are:

- white shirt/white blouse with a collar
- black trousers/skirts - conforming to school standards
- black school shoes – conforming to school standards

Head coverings for religious or cultural reasons must be black or navy in colour if worn. We are proud to subscribe to the "Halo Code" recognising and protecting cultural headdress and hair style

Ties are also available for purchase direct from the Academy.



Main School Uniform Items

Academy Blazer



Blazer - Embroidered with academy logo on breast pocket. 100% woven polyester, Teflon-coated blazer. Machine washable.

Shirts and Blouses



Shirt - White School Blouse or White School shirt must be able to be buttoned up to the collar. Long or short sleeved allowed.



Straight skirt with kick pleat at back. Back zip and fastening. Skirts must be knee length



Straight leg or standard fit trousers

School Tie



Socks/Tights: Plain black, grey or dark blue socks or plain black/natural tights. Sock height must be anywhere above the ankle but below the knee.

Shoes: Black. Students must wear shoes (not trainers, daps or boots)

Optional Item: Navy V-neck pullover may be worn under blazer but not as an alternative

Footwear to be worn with uniform **Plain Black Polishable Shoes** - No trainers, sandals, canvas, open backs, boots, high heels or platforms. For PE students must have trainers with non-marking soles.

Black Traditional Trousers/Skirts Students must wear formal business wear, like black trousers or skirts. Trousers are not to taper in. Skirts should be plain and around knee in length. Trousers/skirts should not have fashion zips, buckles, patch pockets or be frayed and must be worn around the waist. Any belt must be plain black. **Please note:** we do not allow denim, black jeans, canvas, corduroy, linen or similar materials.

Students must wear their blazer at all times. The Principal will make the decision to allow students to remove the blazer during warm weather; this will be communicated via the tannoy and will be decided on a day by day basis. Students are permitted to remove blazers whilst learning in a classroom.

The Academy tie must be worn at all times. A member of staff may advise them to remove the tie for a particular task but it must be put back on at the end of that task.

Students can wear a navy-blue V-necked jumper under their blazer in cooler weather. This should be a plain knitted standard school jumper with no badges or logos. Jumpers are not permitted without the blazer. Sweatshirts and hooded tops are not permitted. Students found wearing these will have them confiscated until the end of the day.

Students are permitted to wear one pair of ear studs in each earlobe and a single small stud in the nose. For health and safety reasons and to promote the general business like values of the Academy, no other jewellery is permitted. This includes rings, neck chains and facial piercings such as eyebrow or tongue rings/bars.

At BMA the wearing of makeup, including nail varnish is discouraged as it is contrary to the business like values the Academy aims to promote. If make up is worn, then it must be of a discrete nature. **Acrylic nails should not be worn at any time.**

For Health and Safety reasons, and to support the general business like values of the Academy, BMA expects students to have reasonable hairstyles and colours. If the Principal, or a member of staff acting for the Principal, considers a student's hairstyle to be unreasonable, then the student will be asked to rectify the matter.

All students should bring a 'School Bag' to school every day. A 'School Bag' is defined by the school as a bag, which is suitable to carry books of up to A4 size, basic equipment and kit for other subjects. Typically, students carry small waterproof rucksacks. These can be stored in their locker during the day.

TUTOR GROUPS

On entry to the school, each student is placed in a Tutor Group. The Tutor meets the group every morning, and is the most important contact a child has with the staff. The Tutor is there to register attendance, monitor progress, help students to organise their work, and provide guidance if there are any problems.

If you have any concerns regarding your child, please contact their tutor in the first instance. You can contact them by leaving a message with reception or sending an email to info@bristolmet.net with the tutor's name as the subject.

All tutors or the Assistant Head of House will endeavour to contact you within 3 working days of receiving your message.

VALUABLES

It is important that all children take care of their property. Money should always be kept to a minimum and never left unattended.

VANDALISM

The school has very few problems of vandalism or graffiti by students. Where damage is done to the school buildings, equipment or surroundings by students acting in a careless or thoughtless manner, they are expected to contribute towards repair or replacement. In this way, we hope to encourage responsible behaviour.

VISITS

The school provides excellent opportunities for students to be involved in a wide range of educational visits. These include visits to the theatre, museums, exhibitions, local fieldwork and sporting events. There are also residential trips with opportunities to go abroad. The school regularly undertakes trips to France and Spain.

WATER

We encourage students to drink water during the day. The school provides drinking fountains for students to use at break and lunchtimes. Students may bring a clear plastic water bottle into school and can drink water from this at any time providing that it does not disrupt a lesson or compromise health and safety.



A GUIDE TO WHO'S WHO IN SCHOOL – September 2023

Senior Leadership Team

Principal	Mr. Cameron Shaw
Vice Principal	Mr. Kristin Bridgeman
Assistant Principals	Miss Natasha Williams Mr. Mark Allen Mrs. Rachel Purdell-Lewis (Maternity Leave) Mrs Ceri O'Sullivan
Associate Assistant Principals	Mr. John Price Mrs. Jo Fisher Mrs. Emma Ball Mr. Andrew Price Mrs. Natasha Martin (Maternity Leave) Mrs. Nicola Phelps (SENDCO) Mr. Chris Heeson Mr. Luke Jennings Miss Elizabeth Barker
Senior Operations Manager	Mrs. Tania Caulfield

ACADEMY COUNCIL

Chair of Academy Council	Mrs. Clare Ryder
Clerk to the Academy Council	Mrs Sue Burns

HOUSE TEAMS

Head of House - Communications Assistant Head of House - Communications	Mrs. Mandy Wilshire Mrs. Patricia Hodge
Head of House – Enterprise Assistant Head of House - Enterprise	Mr. Lee Hoggett Mx. Steph Graham
Head of House – Discovery Assistant Head of House – Discovery	Mrs. Donna Whitcliffe Mrs. Monica Bascombe
Head of House - Performance Assistant Head of House - Performance	Miss. Nicola Hooper Mrs. Helen Small

ENGLISH AND MEDIA

Programme Leader

Mr. Julian Widdicombe

**Deputy Programme Leader
Leader of Literacy**

Mr. Steven Gill
Mr. William Andrews

Teacher

Mr. Mark Swallow

Teacher

Mr. Dale Irwin

Teacher - SENDCo

Mrs. Nicola Phelps

Teacher

Ms. Emma Dalton

Teacher

Mr George Simpson

Teacher

Miss Prettiraj Kaur

Teacher

Mrs Meghan McKay

Teacher

Mr. Luke Jennings

Librarian

Mrs. Helen Harman

MATHS

Programme Leader

Miss. Victoria Clee

Deputy Programme Leader

Mr. Sam Durston

Teacher

Miss Shabina Iqbal

Teacher

Mr. Trevor Simpson

Teacher

Mr. Sam Durston

Teacher

Ms. Kwestan Kadir

Teacher

Miss. Dee Smith

Teacher

Mr. Chris Weaving

Teacher

Mr. Raymond Douglas

Teacher

Mr. Sanmay Kanumakala

SCIENCE

Programme Leader:

Mrs. Toni Court

Deputy Programme Leader

Miss Valerie Mayers

Teacher

Miss. Charnelle Lattibeaudiere

Teacher

Ms. Emiliya Antonova

Teacher

Mrs Janet Allen

Teacher

Ms. Gwinear Lloyd

Teacher

Miss. Natasha Grant

Teacher

Mr. Nathaniel Newman-Beckett

Teacher

Mr. Steven Cooper

Teacher

Mr. Robert Haigh

Teacher/Assistant Principal

Mr. Mark Allen

Technicians

Vacancy

Mr. Mohammed Farah

PHYSICAL EDUCATION

Programme Leader

Mr. Tom Hooper

Deputy Programme Leader

Mr. Gareth Williams

Teacher

Miss Hannah Wallace

Teacher

Mrs. Charlotte Hankins

Teacher

Miss Emily Pine-Smith

Teacher/AAP

Mr. Chris Heesom

HUMANITIES

Programme Leader History	Miss Bethan Jones
Programme Leader Geography -Part Time	Miss Phoebe Smart
Programme Leader Geography – Part Time	Mr Sam Thomas
Programme Leader of RS	Mr. Enda McNiffe
Teacher of Geography – Associate Assistant Principal	Mr. Andrew Price
Teacher - Geography - Associate Assistant Principal	Mrs. Emma Ball
Teacher - RS – Associate Assistant Principal	Mr. John Price
Teacher - Geography - Associate Assistant Principal	Mrs. Jo Fisher
Teacher of Humanities	Mr. Louis Price
Teacher of History	Miss Beth Gaffney

COMPUTING, BUSINESS AND DESIGN TECHNOLOGY

Programme Leader Computing/Business	Mr. Frank Ward
Programme Leader DT	Miss Phillpa Evans
Teacher – Business	Vacancy
Teacher – DT/Vice Principal	Mr. Kristin Bridgeman
Teacher – DT/Assistant Principal	Mrs. Ceri O’Sullivan
Teacher – DT	Miss Lindsey Kerlake
Teacher – DT and ICT	Mr. David Vince
Teacher of DT	Miss Rosemary Steer
Technicians	Mrs. Lisa Flower
	Mrs. Charlotte Collins

THE ARTS

Programme Leader Drama and Performance	Mrs. Michelle Vince
Programme Leader of Art	Miss Nicola Knill-Jones
Programme Leader of Music	Mr. Kama Miller
Teacher – Drama	Miss Lucie Morrish
Teacher – Art	Miss Hayley Poulton
Teacher – Art	Mr. Gabrielle Eastwood
Teacher – Music	Mrs. Sairee McGrath
Technician	Miss Jessica Cox

LANGUAGES

Programme Leader	Miss Yasemin Eroglu
Deputy Programme Leader	Mrs. Natasha Wilson
Teacher	Miss Luna Garcia
Teacher/ Assistant SENDCO	Miss Sarah Carden- Farley
Teacher	Miss Barbara Coda
Foreign Language Assistant	Mrs. Lesley Benson
	Mr. Felipe Gomez Corredera

PSHE

Programme Leader

Miss Josephine Waithe

PROFESSIONAL SERVICES TEAM

Assistant to SLT	Mrs Jennifer Britton
Receptionist	Mrs. Kathryn Lapham
Receptionist	Mrs. Claire Stone
Receptionist	Mrs. Paula Goldswain
Exams Officer	Ms. Mandie Armstrong
Administrator (Communication)	Mrs. Sue Harvey
Administrator (Admissions/Facilities)	Mrs Maxeena Grice
Attendance Officer	Mrs. Hannah Boondeekhun
Administrator (Inclusion)	Mrs. Claire Smith
Finance Administration	Mrs. Rachel Hood
Data Manager	Mrs. Claire Cooke

STUDENT SUPPORT AND INCLUSION

Student Support Team Leader/AAP	Mrs. Elizabeth Barker
Learning Ready Supervisor	Mrs. Bibian Dowe
Learning Mentor Supervisor	Mr Marshall McDicken
Learning Mentor	Mr. Richard Dixon
Learning Mentor	Mr. Andrew Young
Learning Mentor	Mrs. Jo Howell
Careers Advisor	Miss Amy Oatway
Assistant Careers Advisor	Mr. Bill Hayes
Assistant Senco	Mrs. Susan McKenty
Learning Support Assistant	Mrs. Jane Collingbourne
Learning Support Assistant	
Learning Support Assistant	Miss Gwin Keizer
Learning Support Assistant	Mrs. Rebecca Claridge
Learning Support Assistant	Mr. David McCann
Learning Support Assistant	Ms Kelly Miles
Higher Level Learning Support Assistant	Miss Layla Smyth
Higher Level Learning Support Assistant	Miss Mary Smith

THE HUB

Teacher of Maths	Mr. Andrew Hallam
Teacher of Maths	Mrs. Rachel Veeranna
Teacher of English and EAL	Mrs. Ishrat Ahmed
Teacher of English and EAL	Mr. Tashon Wallace- Hall

IT TEAM

Network Manager	Mr Michael Britton
Apprentice Network Assistant	Mr Hayden Jones

LEARNING/COVER TEAM

Cover Supervisor
Cover Supervisor
Cover Supervisor

Ms. Catherine Manolopoulos
Mrs. Josette Kamara
Mr. Paul Sabin

Cover Administrator/Receptionist

SAFEGUARDING TEAM

Strategic Safeguarding Lead
Designated Safeguarding Lead
Designated Deputy Safeguarding Lead
School Counsellor

Mr. Kristin Bridgeman
Mrs. Sarah Mapstone
Miss Lacie Hooper
Miss Jessica Parsons

All staff have their own individual email address at school. To contact any member of staff by email use their forename and surname followed by @clf.uk i.e forename.surname@clf.uk

PLEASE KEEP THIS BOOKLET IN A SAFE PLACE

FOR FUTURE REFERENCE

Published June 2023

The information contained in this booklet was correct at the time of publication but may be subject to change at any time.

