



The Belvedere Academy

Student Induction

Parents' Handbook 2009-2010

An Introduction to The Belvedere Academy for
Parents & Carers new to the Academy

The Handbook

The aim of this handbook is to provide as much information to parents & carers as possible about the Academy. It should act as a reference guide throughout the year but will be particularly useful in the first few weeks as your daughter begins to settle into Academy life and the new routines that this brings.

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Welcome!

Dear Parents

I am pleased to welcome you to The Belvedere Academy and to our Induction Booklet which I hope you will find both interesting and informative.

The choice of a secondary school is always a difficult one and is usually taken after a great deal of thought. I am delighted that you have chosen to send your daughter to The Belvedere Academy and I hope that we can work closely together to ensure an outstanding educational experience for your child.

We hope that your daughter settles quickly into her new environment, but if you have any questions or concerns please do not hesitate to contact us.

I look forward to meeting you regularly during your association with The Belvedere Academy.

Yours sincerely

P M Kennedy
Principal

The Belvedere Academy

Senior Management Team

Principal:	Mr P. Kennedy
Vice Principals:	Mr I. Irwin Mr M. McGarry
Assistant Vice Principal & Director of Specialisms:	Miss G. Hammond
Assistant Vice Principal & Director of Sixth Form:	Mrs R. Cliffe

Year 7 Key Members of Staff

Key Stage 3 Manager:	Mrs A. Mansfield
Assistant Key Stage 3 Manager:	Mrs J. Marshall
Inclusion Manager:	Ms. K. Foley
Pastoral Administrator:	Mrs J. McNeill
Pastoral Assistant:	Mrs S. Carter

Year 7 Form Tutors

7 C	Mrs G. Coleman
7 P	Miss J. Poole
7 B	Miss Z. Beer
7 N	Miss E. Nuttall
7 J	Miss L. Jones

Key Members of Staff

Middle Management

Key Stages

Key Stage 4 Manager:	Mrs A. Beddard
Assistant Key Stage 4 Manager:	Miss N. George
Director of Sixth Form:	Mrs R. Cliffe
Assistant Key Stage 5 Manager:	Mr M. Lucas

Curriculum Areas

Curriculum Leader – English & Media:	Miss J. Jones
Ast. Curriculum Leader – English & Media:	Miss E. Speed
Curriculum Leader – Maths & ICT:	Mrs A. McDonald
Ast. Curriculum Leader – Maths & ICT:	Mr R. Burns
Curriculum Leader – Science & Technology:	Mrs J. Everett
Ast. Curriculum Leaders – Science & Technology:	Mr P. Caulfield
Curriculum Leader – MFL:	Ms. K. Gilmartin
Ast. Curriculum Leader – MFL:	Mr A. Ryder
Curriculum Leader – Humanities:	Ms. V. Pryce
Ast. Curriculum Leader – Humanities:	Mrs A. Parker
Curriculum Leader – Arts:	Miss S. Bell
Director of PE & Community Sports:	Mrs J. Davies

Vision & Ethos of The Belvedere Academy

The five outcomes for all young people set out in Every Child Matters will inform decision-making, Academy organisation and the educational offer at the Academy.

We will work with others to create a healthy, safe environment within which students can enjoy learning, make progress and achieve high standards; participate fully and make a positive contribution to the Academy and wider community; and, ultimately become successful, motivated, well-adjusted adults who achieve economic well-being. We will measure our success against these outcomes.

Our Vision: What we are aiming to achieve for all of our students?

- Achieve high standards in their academic attainment and actively pursue fulfilment in their personal and social development;
- Apply and develop their personal, learning and thinking skills across a broad range of programmes;
- Excel in aspects of Academy life beyond the taught curriculum, including taking up and seeking national and international opportunities to further their learning;
- Contribute positively to the well-being of the Academy and the wider community;
- Are E-confident learners prepared for living and working in a global society;
- Are prepared to contribute positively to society and capable of achieving economic well-being in their chosen career(s);
- Go on to further their education;
- Understand the importance of learning throughout their lives.

Our Ethos: What characterises our students?

- Have an enduring set of values, and learn and live their lives by these (these will be identified and agreed with the students);
- Have 'personal best' as a consistent goal;
- Are well behaved and self-disciplined;
- Are motivated, think creatively and are confident learners;
- Make informed choices and pursue healthy life-styles;
- Are respectful and tolerant of each other and different cultures;
- Have a strong sense of community;
- Have a strong sense of personal and social responsibility;
- Take pride in their own and the Academy's achievements;
- Enjoy attending The Belvedere Academy and take an active part in their learning and Academy life;
- Are involved in the development of the Academy and help shape their educational experience.

Our vision for working with parents, other schools and the wider community includes:

- Seeing the education of our students as a partnership with parents and guardians;
- Influencing the development, across the city, of other schools' practice in modern foreign languages and raising cultural awareness;
- Working in partnership with other professionals and agencies, in the spirit of Every Child Matters, to ensure that the needs of our students are met and supported in the most effective way;
- Playing a part in the development of Specialist Vocational Diplomas;
- Collaborating with the family of Liverpool schools, colleges and higher education institutions and the local Learning and Skills Council to provide high quality education for all, city-wide;
- Making provision for adult and community learning which meets identified needs and fosters a commitment to lifelong learning;
- Collaborating with GDST schools to share effective practice;
- Establishing strong links with business and industry.

Our partnerships will be characterised by:

- Welcoming parents and guardians into the Academy, encouraging them to participate in the life of the Academy and involving them in their child's education and care – at home and at the Academy;
- Working collaboratively with primary schools to develop staff knowledge and expertise to improve students' language learning and cultural awareness;
- Making our specialist facilities and expertise available to other schools and the community;
- Ensuring that students' needs are met by working with specialists from other agencies in a co-ordinated and strategic way;
- Leading and participating in initiatives which share expertise, resources and staff to the benefit of students;
- Planning for progression and transition from primary schools into the Academy and from the Academy to further and higher education courses;
- Extending students' horizons and raising their ambitions by taking part in programmes such as Aim Higher and compact arrangements with local universities and international higher education partners;
- Developing curriculum opportunities, collaborative projects, work based learning and internships, business mentoring and opportunities for 'off-site' learning with others;
- Utilising new technologies to access learning resources and expertise in local schools and schools in other countries;
- Collaborating on continuing professional development and sharing effective practice with other schools.

Before Starting

Induction

The transition from primary school to secondary school is an exciting time for students. At The Belvedere Academy we endeavour to ensure that this transition is as smooth as possible.

Once we know the names of our new Year 7 students, the Pastoral Staff from The Belvedere Academy will begin to contact or visit each Primary School to talk to or meet with their Class Teachers. This contact or visit is very important in the induction process. We want to find out how we can help each new student to settle in to the right class and to get the best out of all that we have to offer. We will be asking for details of friendships and of achievements from the Year 6 Teachers.

After your daughter has been awarded a place at The Belvedere Academy she will be invited to attend an Induction Day during the Summer Term of Year 6.

As a student taking part in Induction Day, your daughter will spend a full day with us at the Academy. Your daughter will have opportunity to meet lots of new friends from other Primary schools. There will be lots of exciting lessons in several subjects during the day for your daughter to experience, some of which will be new to her. Everyone will have lunch together and she will sample a selection of the food available to her from September.

The Induction Day is an integral part of the transition process from Key Stage 2 to Key Stage 3 and serves as an introduction to the students of a typical day at secondary school, whilst allowing staff to get to know the students before teaching begins in September. The Induction Evening for parents and carers gives us the opportunity to begin our important partnership with you.

We hope that the Induction Day for new students and the Induction Evening for parents & carers will answer many of your questions. There will of course be questions or concerns that may arise during the transition process. These should be raised with Mrs A. Mansfield, Key Stage 3 Manager, Mrs J. Marshall, Assistant Key Stage 3 Manager, or Ms. K. Foley, Inclusion Manager.

In addition, your daughter's Form Tutor will form a key link between home and the Academy.

Communications

Keeping You Informed

We aim to keep you informed of what is happening at the Academy both with regard to your daughter's progress and the development of the Academy. We do this by providing:

- Regular updates providing information on events, and activities on recent progress within the Academy, as well as celebrating the achievements of our students.
- The Belvedere Academy website www.belvedereacademy.net
- Regular Electronic Messaging via our text messaging and e-mail communication system.
- Two short progress reports and one full written report each academic year.
- A Year 7 Curriculum Evening in the first Term, where the academic expectations are fully explained to parents.
- An initial Year 7 Tutor based Parents' Evening in the first Term, followed by a full Parents' Evening later in the year.
- Regular update letters from the Principal, on progress and developments in the Academy.
- An active local Governing Body and Academy Trust Board, who produce regular updates throughout the year.

Keeping Us Informed

We would ask that parents contact the Academy to keep us informed of the following:

- Changes of address or telephone number.
- Any occurrence which could affect your daughter's behaviour or ability to concentrate at the Academy.
- Absence from the Academy.

Contact information is particularly important in case of a medical emergency. Hospital treatment is usually withheld until a parent or carer is present. We must be able to contact someone named by you at all times.

Who To Contact

You may need to contact The Belvedere Academy for a variety of reasons. To ensure that you speak to the most appropriate person it may be helpful to use the following guidelines:

In most cases the first point of contact should be the Pastoral Office. The Pastoral Office is essentially a student services office, aimed at providing support, advice and communication for our students and their parents. The Pastoral Office also assists our Pastoral Team and other members of staff in dealing with all student issues.

The Pastoral Administrator and Assistant who are based in the office will be able to answer most queries that you may have or be able to advise you on which particular member of staff you need to speak to. Advice on this is offered below:

- If your call relates to a particular subject area then either telephone the Pastoral Office, and leave a message for the appropriate Curriculum Leader or e-mail the subject teacher direct via our Academy e-mail enquiries address. Please ensure that you mark clearly who the e-mail should be directed to.
- If your call relates to more general issues about your daughter at The Belvedere Academy then you should contact the Pastoral Office and leave a message for Mrs A. Mansfield, Key Stage 3 Manager, or Mrs J. Marshall, Assistant Key Stage 3 Manager stating the nature of your enquiry. For specific SEN or Inclusion matters, parents should contact Ms. K. Foley, Inclusion Manager, in the same manner.
- If you need to contact the Academy for an urgent matter, telephone or visit the Academy explaining the urgency of your call. You will be connected to an appropriate Senior Member of Staff.
- If you wish to speak to any members of staff in person, appointments must be made. To arrange this you should leave a message via the Pastoral Office for the member of staff who will contact you to arrange a convenient time.

The Academy telephone number is: **0151-727-1284**
The Academy e-mail address is: **info@belvedereacademy.net**

The Belvedere Academy

Uniform Policy

Regulation Uniform for Students in Years 7 – 11

Blazers

Regulation royal blue Belvedere Academy blazer with crest, which can be purchased from **Laser School Wear only**. All girls must wear a blazer during school hours, and must seek permission from the individual class teacher before removing during a lesson. All girls must wear a blazer on the journey to and from the Academy, whatever form of transport they use.

Ties

Regulation Belvedere Academy tie in Academy colours, worn at a visible full length outside of the blouse or shirt, with the top shirt button fastened. **Available from Laser School Wear only**.

Blouses and Shirts

Regulation long-sleeved in light blue.

Skirts

Regulation style, navy blue, which can be purchased from Laser School Wear. Skirts must be of at least a reasonable knee length, and must be plain without any pleats.

Tights and Socks

Socks should be plain navy. Tights should be plain navy or black.

Knitwear (Optional)

Regulation plain navy-blue cardigan with The Belvedere Academy crest on **available from Laser School Wear only**. Or a plain navy-blue pullover with the Academy crest.

Coats and Rainwear (Optional)

A plain black or navy blue full-length coat, plain full-length raincoat or black or navy blue regulation cagoule.

NB. No other coats, anoraks, etc, are acceptable in any colour.

A School Bag

The bag must be navy-blue or black, waterproof and must close to protect books and A4 files, i.e. be of sufficient size to protect all school books and materials.

Shoes

Regulation flat, close fitting shoes in black leather.

In the interest of comfort and health, we request the co-operation of parents in buying sensible shoes.

Hair

Long hair should be tied back or secured with dark coloured accessories. There should be no inappropriate hair colours. Fake or Acrylic nails are not allowed. One pair of conventionally placed plain ear studs is allowed. No other jewellery apart from a wristwatch should be worn.

Hijab

If a hijab is worn, it must be plain navy-blue

Scarf (Optional)

Regulation navy blue Belvedere Academy scarf with crest available from Laser School Wear only.

Waist belts

With purse; navy-blue.

Summer uniform

A regulation light blue short-sleeved blouse to be worn with the skirt and blazer. No tie is worn with the summer blouse.

Lesson Specific Uniform

Full length Overall

To be worn in Science, Art, and Technology. *(Available from the PE Department in the Academy)*

Physical Education

- Polo Shirt
- Skirt
- Shorts
- Socks for Lacrosse
- Sweatshirt
- Tracksuit Bottoms

Every item is needed and may be purchased throughout the year. An Order Form is included as part of the new student induction pack, and will also be available at the Parents Induction Evening, and upon request from the PE Department. (The Science / Art overall is also sold by the PE Department)

Also

- One pair of predominantly white trainers
- One pair of studded boots for lacrosse (Y7-Y9)
- One tennis racquet (Summer Term) (Optional)
- One mouth guard for lacrosse

Marking

All personal belongings, including blazers, PE kit, shoe-bag, purses, etc. MUST be clearly marked with the owner's name.

Regulation Sixth Form Academy Uniform For Years 12 – 13

Business Suit

A plain black business type suit to be worn, which may include either a matching black skirt of reasonable length or matching plain black tailored trousers.

Blouses and Shirts

A plain white shirt or blouse

Tights and Socks

Socks should be plain black. Tights should be plain black or flesh coloured.

Knitwear (Optional)

Regulation plain black cardigan or pullover.

Footwear

Sensible black shoes or boots. No trainers.

In the interest of comfort and health, we request the co-operation of parents in buying sensible shoes.

Hijab

If a hijab is worn, it must be plain black

Additional Subject Specific Uniform & Equipment

Additional items such as full length overalls or lab coats, PE kit etc. may be required for some subject courses. Individual departments will advise on this if appropriate.

Please note official 2009-10 Academy suppliers for any uniform items containing the Academy badge:

Laser School Wear

**92-100 London Road
Liverpool
L3 5NL**

Tel: 0151-709-0701

PE - Mouthguards

It is mandatory that your daughter wears a mouth guard during lacrosse lessons and matches. We have arranged for 'O-Pro', a national organisation of dental surgeons who specialise in the provision of sports mouth guards, to visit the Academy and take impressions in early September.

The dentists will take impressions for those who wish to purchase custom fitted mouth guards, which cost about £25.00.

An alternative to these mouth guards is one that can be purchased in the Academy, chemists or sports shops, which can be moulded by placing in boiling water, priced at approximately £2.00.

You will receive a leaflet to book an appointment for your daughter to be measured for an 'O-Pro' mouth guard direct to your home by the beginning of July.

Equipment

School Bag

Students should bring a black or navy blue bag suitable to carry their books, writing equipment and sports kit. Every student is expected to provide the following basic items of equipment for every lesson:

- Black or blue pens
- Pencils
- Coloured pencils
- Eraser
- Ruler
- Pencil sharpener
- Calculator

Please check regularly that your daughter has the correct equipment for lessons. We place great emphasis on encouraging our students to be independent learners. Good organisation is an essential part of this. Textbooks and specialist equipment will be issued on loan and students will be required to pay for any loss or damage to Academy property.

Jewellery

A student is restricted to one watch and one pair of matching, plain gold or plain silver stud earrings, one in each ear lobe. Expensive jewellery should not be brought into the Academy and parents are asked to ensure that this rule is followed. Jewellery and badges should not be worn on jacket lapels or other clothing.

Facial jewellery (for example, a nose pin) is not permitted and students will be asked to remove such items immediately. Students may be withdrawn from lessons if they are unable to remove unauthorised jewellery and in this case parents will be asked to ensure its removal before their daughter is permitted to return to lessons.

Electronic Items

We understand that parents may want their daughter to carry a mobile phone. Whilst in the Academy they are the responsibility of students. They must be kept switched off during the day. In emergencies, students may ask the Pastoral Office to telephone home. Parents wishing to contact students should do so via the Academy Pastoral Office. (0151-727-1284)

Electronic games, I-Pods, MP3 players and personal stereo equipment should not be brought into the Academy.

Lost Property

A student is expected to take responsibility for her property, taking care to keep belongings with her or in her locker. All items of clothing and equipment should be clearly marked with her name. Expensive items should not be brought into the Academy.

Students' clothing, equipment and possessions are not covered by the Academy insurance policy. The Belvedere Academy accepts no responsibility or liability for the loss / theft of, or damage to personal property on Academy premises. Parents are strongly recommended to insure their daughter's property against such eventualities.

If students lose any items during the day they should report it to lost property which is in the Pastoral Office, where any items found are returned and stored. Students who find property should hand it in immediately. Valuable items should be given to the Pastoral Administrator.

Girls' Issues

For girls the move to secondary school comes at a time when many other physical changes are taking place. Before your daughter comes to The Belvedere Academy we would ask that she is fully informed and prepared for the onset of these changes and that she understands the personal hygiene routines necessary for a young person. To help make this time less stressful there are certain things that girls can do to ensure they are prepared.

- Always carry a sanitary pad or tampon in her school bag for emergencies.
- If they forget, or need a pad, then they should see the Pastoral Administrator or their Key Stage Manager or Assistant.
- The Academy has supplied vending machines in the main toilet areas as well, for girls who prefer to purchase their own when required.
- If they need to leave the class urgently they should inform the teacher they need to go to the toilet 'for personal reasons'. All teachers, male and female, will understand and will allow them to go. Where possible however, we encourage girls to plan in advance and use the break times available.
- Remember that periods are normal and should not stop them taking part in all of the usual Academy activities. Exercise should be encouraged and girls should not avoid doing P.E.
- Girls shouldn't be afraid to ask for help and advice. The Academy has access to a trained Liverpool Primary Care Nurse who comes into the Academy to support the teaching of PSHCE, and to address any concerns.
- During the course of Year 7 all students will receive specific PSHCE lessons regarding menstruation and puberty. (Please contact Mrs Mansfield, or Mrs Marshall, if you do not wish your daughter to participate in these specific lessons).

Starting at The Belvedere Academy

The Academy Day

The Academy day starts at 8.35am and by then students are expected to be in class ready to start work. Students should use the main student entrances only. Breakfast is served from 8.00 am until 8.25 am in the Dining Room.

Students have a 15 minute mid morning break and a 1 hour lunch break. Food and drinks are served at both of these break times in the dining room. Students in Years 7 -11 must remain on-site throughout the whole day including lunchtime to have an Academy meal in our dining room.

The Academy Day

8.00 am	Students allowed access to dining areas for breakfast etc.	
8.35 am	Registration	10 minutes
8.45 am	Assembly	15 minutes (3 x Assemblies per week)
9.00 am	Period 1	1 hour
10.00 am	Period 2	1 hour
11.00 am	Break	15 minutes
11.15 am	Period 3	1 hour
12.15 am	Lunch	1 hour
1.15 pm	Period 4	1 hour (Registration completed by subject teacher)
2.15 pm	Period 5	1 hour
3.15 pm	Break	
3.30 pm	Enrichment Programme begins (Tuesday, Wednesday, Thursday)	

The Belvedere Academy - Calendar

2009 - 2010

Academy Terms and Holiday dates

Autumn Term 2009

Staff Training Days: Tuesday, 1st September
Wednesday, 2nd September

Term Begins

Thursday, 3rd September

Half Term

26th – 30th Oct

Term Ends

Thursday, 17th December

Spring Term 2010

Staff Training Day: Wednesday, 6th January

Term Begins

Thursday, 7th January

Half Term

15th – 19th February

Term Ends

Friday, 26th March

Summer Term 2010

Staff Training Day: Monday, 19th April

Term Begins

Tuesday, 20th April

Half Term

31st May – 4th June

Term Ends

Friday, 9th July

May Day Bank Holiday – Monday, 3rd May

(1 Staff Training Day to be disaggregated over the course of the year)

Assemblies

Assemblies provide opportunities for both the whole Academy and different Key Stages to meet on a regular basis. They play an important part in the moral, cultural and social development of our students. They aim to promote a sharing of The Belvedere Academy values, to foster a spirit of unity and community and to raise awareness of the beliefs, needs and rights of others. We hope to encourage the consideration of current moral and ethical issues, and to stimulate the exploration of complex philosophical ideas.

We also use assemblies as a time to celebrate and to take pride in the achievements of individual students, teams of students and the Academy as a whole.

Assemblies begin at 8.45am after morning registration.

Collective Worship Policy

Aims:

- To provide a focal point of unity and strengthen a sense of community within the Academy.
- To reinforce a real sense of common purpose and common concern, and further students' spiritual and moral development.
- To give students a greater understanding and appreciation of the diversity of religious beliefs and practices in our multi-faith society.
- To promote concern for truth, justice, peace, and express and affirm values such as honesty, integrity, understanding, respect, tolerance, caring, sharing, loving and forgiving.
- To celebrate the various achievements of members of the Academy and show them to be of worth.
- To reflect on aspects of human life and the natural world and appreciate them.

Staff Taking Assemblies

The Principal and/or Vice Principals / Assistant Vice Principals will take the whole Academy Assembly each Monday. The Key Stage Manager or Assistant and/or a Senior Member of Staff will take the other Key Stage Assemblies on a Tuesday, Thursday, and Friday. Each Wednesday there is another Whole Academy Assembly, which is led by a Tutor Group and their Form Tutor.

The Form Tutor is expected to oversee the preparation and presentation of the Tutor Group Assembly in accordance with the Academy's Collective Worship Policy and bearing in mind the appropriateness of theme and content for the whole Academy community.

Assembly Arrangements

- Girls should enter the Gym building quietly and sit down in silence.
- Staff and girls should stand when the Head Girl, Principal, or Vice Principals / Assistant Vice Principals go on to the platform; other members of staff or girls taking Assembly will indicate if the Academy should stand.
- Girls who have been excused from Assembly on religious grounds and those who are late will be brought into the Gym at the end of the formal assembly.

The Belvedere Academy - Assembly Rota

	<u>Monday</u> <u>Wk A</u>	<u>Tuesday</u> <u>Wk A</u>	<u>Wednesday</u> <u>Wk A</u>	<u>Thursday</u> <u>Wk A</u>	<u>Friday</u> <u>Wk A</u>
<u>Assembly</u>	Whole Academy Assembly Y7 – 13 By: Principal <u>or</u> SMT	Key Stage 3 Assembly By: Key Stage Manager <u>or</u> SMT	Form Group Assembly to Whole Academy Y7 – 13 By: Form Groups (Various)	Key Stage 4 Assembly By: Key Stage Manager <u>or</u> SMT	Key Stage 5 Assembly By: Director of Sixth Form <u>or</u> SMT
<u>Form Time</u>	N/A	Key Stage 4 & Key Stage 5	N/A	Key Stage 3 & Key Stage 5	Key Stage 3 & Key Stage 4

	<u>Monday</u> <u>Wk B</u>	<u>Tuesday</u> <u>Wk B</u>	<u>Wednesday</u> <u>Wk B</u>	<u>Thursday</u> <u>Wk B</u>	<u>Friday</u> <u>Wk B</u>
<u>Assembly</u>	Whole Academy Assembly Y7 – 13 By: Principal <u>or</u> SMT	Key Stage 3 Assembly By: Key Stage Manager <u>or</u> SMT	Form Group Assembly to Whole Academy Y7 – 13 By: Form Groups (Various)	Key Stage 4 Assembly By: Key Stage Manager <u>or</u> SMT	Key Stage 5 Assembly By: Director of Sixth Form <u>or</u> SMT
<u>Form Time</u>	N/A	Key Stage 4 & Key Stage 5	N/A	Key Stage 3 & Key Stage 5	Key Stage 3 & Key Stage 4

General Principles: (Per - 2 Week Cycle)

- There will be **2 x Whole Academy Assemblies** led by the Principal or Vice Principals / Asst. Vice Principals
- There will be **2 x Whole Academy Assemblies** led by Individual Form Groups on a rota basis
- There will be **2 x Key Stage Assemblies** led by the Key Stage Manager, or SMT
- Leaving **4 x Form Time Sessions** which will enable productive Tutor Group activities to take place.
- Students will have bench or chaired seating for all Key Stage Assemblies, Sixth Form seating only for Whole Academy Assemblies.

Lunchtimes

Students can buy a freshly prepared hot or cold lunch from the Academy dining room.

The Academy lunch includes hot food, sandwiches, salads, pasta, fruit boxes, vegetarian options and halal options.

All food must be consumed in the dining room or conservatory and we ask that students reduce the amount of litter by using the bins provided.

Students who are entitled to receive free Academy meals will be issued with a Cashless System Swipe Card.

Cashless system

Lunch at the Belvedere Academy is compulsory for all students in years 7 – 11, with a choice of a hot meal, vegetarian alternative, salads, baguettes and sandwiches at an approximate cost of £1.60 per day.

The Academy operates a cashless system in the dining room. Parents need to send in a cheque for £30 to cover the first few weeks of term. Cheques should be made payable to 'GDST Academy Trust' and should be sent to the Finance Office. Please write your daughter's name and 'lunch payment' on the reverse of the cheque. Payment should be made by the start of a new Term.

Cheques received by the Finance Office will be credited to your daughter's account and she will be able to buy her lunch using a personalised smart card. When the balance on the card is low, the dining room till will alert the student that she needs to bring in more money.

If parents are in receipt of certain means tested benefits, their daughter may be eligible to receive free school meals. Please contact Mrs L. Anderton (Finance Officer) for more details if necessary. Students who are entitled to receive free school meals will be issued with a cashless system smart card and their free school meal allocation will be automatically added to their card by the Finance Office. If students eligible for free school meals wish to purchase food or drinks at break times, parents need to send in a cheque to cover this cost.

The only cash students may require in the Academy is if they wish to donate to any charitable events.

The Academy Buildings

Finding your way round any new building can be a challenge. All of the rooms in the Belvedere Academy are identifiable by a letter followed by a number. The letter indicates the floor, "B" for basement, "G" for ground, "F" for first and "S" for second. Students soon get used to finding their way to rooms for lessons and the dining room.

We are very proud of our historic buildings, particularly the new outstanding science, MFL, ICT, arts, and sports facilities which have been incorporated into our new building. We expect students joining the Belvedere Academy to respect this.

Generally subjects are grouped together around the Academy, with the same subject classrooms situated next to each other. Please see the examples below:

Basement – House 11

Food Technology	x 1	Room: B1
Hard Technology	x 1	Room: B2

Ground Floor – House 15

Art Rooms	x 2	Rooms: G32, G41
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Ground Floor – New Build & Sports Block

Dance Studio	x 1	Room: G99
Drama Studio	x 1	Room: G100
Fitness Suite	x 1	Room: G103
Assembly Hall	x 1	Room: G119
Sports Hall	x 1	Room: G113

Ground Floor – 70's Block

English Rooms	x 4	Rooms: G75, G76, G80, G81
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First Floor – House 17/21

History Classrooms	x 2	Rooms: F37, F41
History Classroom	x 1	Room: F38
MFL ICT Suites	x 2	Rooms: F49, F59
MFL Classroom	x 1	Room: F60
MFL Classroom	x 1	Room: F64

First Floor – New Build

MFL Classroom	x 1	Room: F65
ICT Suites	x 2	Rooms: F67, F68
Science Labs	x 2	Rooms: F72, F81

First Floor – 70's Block

English Classroom	x 1	Room: F51
RS Classrooms	x 2	Rooms: F57, F58
Maths Classroom	x 1	Room: F52

Second Floor – House 11/15

Music Classrooms	x 2	Rooms: S27, S29
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Second Floor – House 17/21

Geography Classrooms	x 1	Room: S40
Geography Classroom	x 2	Rooms: S39, S41
Geography ICT Area	x 1	Room: S43
* Drama Suite (Attic)	x 1	Room: S42
Science Labs (Physics)	x 2	Rooms: S49, S50

Second Floor – New Build

Science Labs	x 4	Rooms: S70, S74, S77, S84
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Second Floor – 70's Block

Maths Classrooms	x 4	Rooms: S52, S53, S58, S59
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It is important not to get worried or distressed if you get lost in the first few days. The Academy is a large site, and has many very different areas. Virtually all girls have been lost at some point, and understand this. Please ask another student or member of staff, if this happens, and they will be only too happy to show you where to go.

Student Planners and Timetables

In September every student will be issued with a planner for the year. This is an important organisational tool for students. This planner should be used to:

- Write down a personal timetable.
- Record homework.
- Note down any important dates.

The planner will be signed by Form Tutors and parents/carers each week.

The planner has been designed especially for The Belvedere Academy. Students should carry the planner at all times. Students will be required to pay for any loss or damage to the planner.

Home Access to the Academy ICT Network, Personal Documents and Lesson Materials

For all students with broadband access at home, you can now get access to your e-mail, network files, and lesson materials from home via the new Belvedere Academy ICT Portal:

<http://myplace.gdst.net/>

At home this link will firstly download a little program (whale client) to allow you access, this is to be expected, and you need to agree to any security hints / windows that will pop up to allow the client to load. This will only happen the first time on any particular PC.

Once the client has installed you will need to login - use the same username and password as you would in the Academy. The only difference is that you may need to add uk/ to the start of your username e.g. a username would be uk/livqwer1

The link will also work in the Academy but you do not need to logon (as you have already logged on to your PC).

Extra-Curricular & Enrichment Activities

Extra-Curricular and Enrichment Activities are a real strength of the Belvedere Academy. We offer a widespread range of activities available to all students from all year groups. All of our teachers dedicate at least two nights per week to the running of enrichment activities. We encourage all of our students to become involved in a variety of activities during lunchtime, and at the end of Academy day. These are advertised on Academy notice boards and through a termly booklet. Enrichment activities will begin with a taster week in the second week of the Autumn term. During this week students can try out some short activities before deciding which clubs to join. Most enrichment activities run for a full Term, and students must commit to attending each week where possible. Staff are also asked to keep attendance registers on their enrichment activities. The Belvedere Academy has appointed a designated Enrichment Co-ordinator who has responsibility for organising, promoting, and publishing enrichment within the Academy.

After School Activities and Events

Various extra-curricular activities and team matches take place after the Academy day officially ends at 3.15 p.m.

Girls who wish to participate and who are selected for teams are given details well in advance of the dates, locations and probable finishing times of the matches. If the match is at another school or institution, girls will be transported there either by coach, minibus, taxi or in staff cars.

Parents are expected to arrange transport home from any such activity, except with certain matches, when transport back to the Academy is more practicable. Girls would then need to be met at The Belvedere Academy at an approximate given time.

May I also draw your attention to collecting your daughter at the time requested to avoid staff having to wait with girls after fixtures and trips. The staff give of their time voluntarily and it is often inconvenient to be waiting for parents. Obviously, in exceptional circumstances, delays cannot be avoided and staff will wait with your daughter.

Visits and Excursions during the School Day

During the course of the year, it may be necessary for your daughter to take part in visits or expeditions connected with her studies. Some of these visits will take place during normal lesson time, under the supervision of the Academy staff. Appropriate transport, when necessary, will be provided, to which the girls may be expected to make a voluntary contribution.

Seat Belts on Academy Trips and Visits

In accordance with the law and The Belvedere Academy Health and Safety Policy your daughter **MUST** wear a seat belt when travelling by minibus or coach.

As you will understand it is very difficult for staff to check the wearing of seat belts throughout any journey and they are, in fact, jeopardising their own safety whilst carrying out checks. Your daughter will be reminded to fasten her belt at the start of each journey and it is expected that it will remain fastened.

I urge you to impress upon your daughter both the legal and health and safety requirements to wear a seat belt.

Attendance & Punctuality

Students who are not here are not learning!

Attendance is a key factor in success at The Belvedere Academy. The Academy and the Government place great emphasis on full attendance.

Students should be at the Academy by 8.30 a.m.

If your daughter is absent, we ask that you telephone the Academy Pastoral Office before 8.30 a.m. on 0151-727-1284.

Students not in the Academy, whose parents/carers have not informed us of a reason for absence, will receive a telephone call or text message to check that the absence is genuine on the first day that they are away.

On the day that a student returns, a note must be brought in to explain the absence. Any unexplained absence is recorded as a truancy.

The Academy is bound by DCSF regulations. The DCSF now regards all unauthorised absence as truancy, aided and abetted by parents.

Absence is classified as unauthorised in the following cases:-

- If the reason for absence is unacceptable to the Academy
- If the student does not bring a written explanation of absence from a parent
- If the student misses a lesson without the permission of the teacher
- If the student leaves the school site without the written permission of a parent and a member of staff

Unauthorised absence is noted in a student's individual school record and has to be reported to the DCSF.

Leave of Absence

If you need to request a planned absence for your daughter this should be done in writing to the Principal. Family holidays should not normally occur during term time and each request will be considered individually taking into account all the circumstances. The Belvedere Academy strongly discourages parents from planning holidays or leave of absence during term-time. The Principal is only authorised to grant up to a maximum of 10 days absence in a year. Following this period an absence is recorded as unauthorised for a further 10 days after which the student may potentially be removed from the Academy roll.

Absence is a handicap to a student's academic progress, and creates extra stress on your daughter when she has to copy up work missed. Holidays may clash with pre-examination revision periods, examination dates, coursework deadlines, and other important events in the Academy. Supporting a student when she returns from holiday reduces the teacher time available for other students in the class.

Leave of absence will not normally be authorised for students who are in a year group taking public examinations, that is in Years 9, 10, 11, and Sixth Form. The Academy reserves the right to withdraw the examination entry of students who have unauthorised absences.

We ask that you arrange medical and dental appointments after the Academy day or in holidays wherever possible. If your daughter needs to leave during the day, or arrives late due to such an appointment, a note or the appointment card should be brought in to the Academy.

Individual Lesson Monitor

The Belvedere Academy places the safety of all students as its priority, and as such we take steps to ensure that all students are accounted for throughout the day. All of our staff have access to computers in lessons that are linked to our SIMS Network, enabling us to conduct individual registers for all subject lessons throughout the day. This means that in addition to the main AM Registration Period, there are 5 other times throughout the day when your child will be registered. We will regularly monitor and track student's patterns of attendance and punctuality via use of this system. We will also notify parents if we have any concerns regarding their daughter's record of attendance or punctuality to lessons.

Punctuality

Lateness to the Academy is unacceptable and is punishable by a detention unless the student has a valid reason and a parental note or telephone call. All students arriving late should sign in at the Pastoral Office.

Lateness to lessons is monitored by staff using our Lesson Monitor System, and students who are regularly late are referred to a Key Stage Manager.

Attendance and punctuality are monitored by the Academy, the Local Education Authority, and the DCSF.

Keep Kids Safe – First Day of Absence Calling

Of paramount importance to our Academy is the safety of the students and effective communication with parents and carers. We also acknowledge the importance of the Government's 'Every Child Matters' agenda in promoting child safety, and providing peace of mind to parents and carers.

In order to address this area we will contact you directly if your daughter is marked absent at morning registration. If your daughter is absent and you have not already notified us of this you may receive a text or voice message informing you of the absence and requesting that you either text or call the Academy to explain this. This will ensure that the reason for the absence is known as soon as possible and alert you if your daughter is not in the Academy when she should be.

The system will securely send text messages to mobiles, automated voice broadcasts to landlines and e-mails direct to you. In addition, we have developed the system so that it may also be used to contact, notify or update you quickly via text messages, voice messages and e-mail of important events in the Academy. This simple communication system allows the Academy to communicate cost effectively and efficiently, and provide lots of benefits to you as parents and carers, such as advance warning or reminders for notification of parents' evenings, reports being sent out, exam reminders, advice on detentions, start of term and Academy closure dates etc. We also have the security of being able to quickly contact you should an emergency arise such as a broken down school bus, late return of a trip or visit, etc... the possibilities are endless.

In order to operate this communication system, we require details of your home, mobile or work telephone numbers. You may also supply an e-mail address where we will be able to contact you. Please note, these numbers should be contact numbers for parents, step-parents, foster parents only. We do not require your other emergency telephone numbers for this system.

The Belvedere Academy will aim to contact you on the first day of your daughter's absence. It will also provide an early warning system should your daughter not arrive at the Academy. As always, your child's safety is our main concern.

Your daughter will be automatically included on the system. Should you prefer not to be notified that your daughter is absent from the Academy, however, or if you have any questions about this method of communication please contact Mrs Janet McNeill (Pastoral Administrator) on 0151-727-1284 to discuss this further.

Infectious Illnesses Preventing Attendance at the Academy

The following are the infectious illnesses common among children. The Principal must immediately be informed in writing if a student contracts one of these during term time. The student must not be allowed to return to the Academy until permission has been given by her doctor.

Notwithstanding the doctor's note or certificate, the Principal may, in special cases and on the advice of the Academy Medical Adviser, refuse to allow the proposed attendance of the student.

- **Chickenpox**
- **Diphtheria**
- **Dysentery and Food Poisoning (including Salmonellas)**
- **Glandular Fever**
- **Jaundice (Infective Hepatitis)**
- **Measles**
- **Meningitis**
- **Mumps**
- **Poliomyelitis**
- **Rubella (German measles)** – A doctor's certificate is not required but the Academy must be informed immediately a student contracts this illness. This is vitally important because of the risk carried to members of staff in the early months of pregnancy.
- **Streptococcal infection (Respiratory and Scarlet Fever)**
- **Tuberculosis**
- **Typhoid or Paratyphoid Fever**
- **Whooping Cough**
- **Head Lice** - (Health Visitor's Certificate acceptable)
- **Planter warts (verucca)**
- **Ringworm of body or scalp**
- **Scabies**

To this list the local authority will add any disease made notifiable in its area under an order made under Section 147 of the Public Health Act 1938 or Section 52 of the Health Services and Public Health Act 1968.

Pastoral Support

The pastoral care of students within the Academy is a high priority. It aims to provide support, encouragement and information so that all students have many opportunities to achieve their personal best across a wide range of studies and enrichment activities. We emphasise positive attitudes and relationships based on mutual respect.

The basis of the Academy's pastoral system is the Form Tutor. A student should use her Form Tutor as the first point of reference if there is a problem or an issue.

Each Form Tutor is part of a team led by a Key Stage Manager. The names of the Key Stage Managers are displayed at the front of this handbook. Assistant Key Stage Managers and the Pastoral Administrator provide additional pastoral support.

The Key Stage Managers, with Form Tutors, Inclusion Manager, Subject Teachers, and Pastoral Administrator, form a network of support for each student. A Vice Principal holds overall responsibility for the co-ordination of pastoral support throughout the Academy.

The Pastoral Team aims to work in co-operation with parents to maintain high standards of achievement and effort, and to create a supportive community.

Emergency Communication

If you need to contact your daughter for an emergency, please telephone the Academy number. The Pastoral Administrator or Receptionist will arrange for a member of staff to take the message to your daughter.

Please avoid making arrangements to contact your daughter directly on her mobile phone since this contravenes the Behaviour Policy to which students are expected to adhere.

Special Educational Needs

Parents who wish to discuss specific learning difficulties such as dyslexia with respect to their daughter should contact Ms. K. Foley, the Inclusion Manager.

If parents have obtained specialist educational advice, for example from an Educational Psychologist, they are asked to provide the Academy with a copy of the specialist's report. This helps us to construct an Individual Education Plan (IEP), in discussion with the student, to identify any aspects in which she is experiencing problems. Teachers of the relevant subjects are provided with advice on how to tailor their support for the student. The Individual Education Plan summarises areas of strength and areas of difficulty and sets targets for the student.

The Academy will provide an Individual Education Plan for any student who has a Statement, or identified specific learning need. The relevant student will be given educational support by the Inclusion and Learning Support Team. The Key Stage Manager and Pastoral Team are available to provide emotional guidance where appropriate.

English as an Additional Language

The student community is enriched culturally by its bi-lingual students. If any bi-lingual students feel that they would like extra support in English in order to raise their academic performance further, they should approach Ms. Foley, The Inclusion Manager.

Equal Opportunities

The aim of this policy is to raise the awareness in the Academy community of the part all play in ensuring that The Belvedere Academy fulfils its agreed aim as set out below.

The Belvedere Academy Aims to Provide:

- a supportive learning environment
- a lively, stimulating and friendly environment
- an excellent education for girls from diverse backgrounds

The Belvedere Academy Endeavours to:

1. Provide equality for all girls and will not discriminate on grounds of ethnic, religious, social or cultural background, or against girls with disabilities
2. Ensure that any incidents of ridicule or the making of derogatory remarks about a girl's colour, her ethnic, religious, social or cultural background, her disability, her academic achievement, her commitment or her enthusiasm, will be the subject of strong disapproval and will be dealt with appropriately (refer to the Anti-Bullying Policy).
3. Assess the need for support or special provision to be made for individuals or minority groups within the Academy and to satisfy that need.

Student Council

Students are encouraged to take on responsibilities as Form or Year Representatives on the Student Council. This body allows girls to participate in the running of the Academy by making suggestions for improvement in aspects that affect their learning environment. The Student Council has Half Termly meetings set out in the Academy calendar, and also meets regularly with the Principal and the Vice Principals to discuss agenda items of issue.

Behaviour

We are here to learn!

We are committed to creating and maintaining the ideal learning environment for our students. Good behaviour both in and outside the classroom is seen as a real priority at The Belvedere Academy. We expect from our students a very high standard of self-discipline and behaviour, a positive approach to studies and a co-operative and supportive relationship with peers and staff.

Parents are asked to work in partnership with the Academy staff to assist the Academy in maintaining high standards, and to take responsibility for the behaviour of their daughter in the Academy and on the way to and from the Academy. We ask you also to ensure that your daughter reads and understands the Code of Conduct, a copy of which is included in this handbook.

Students are asked to read and understand the Code of Conduct and classroom expectations. They should take responsibility for maintaining good standards of behaviour and for reporting to staff any incidents of harassment they have witnessed.

Staff will aim to create a supportive learning community through:

- Establishing good order and discipline in classrooms and all other areas of the Academy
- Developing student self-esteem and self-discipline
- Setting high personal standards and thus promoting amongst students a proper regard for authority
- Establishing positive teacher-student relationships based on mutual respect
- Ensuring equality of opportunity and fairness of treatment for all
- Ensuring that responses to both negative and positive behaviour are consistent across all staff
- Monitoring the impact of special educational needs on behaviour to ensure early intervention
- Providing a safe environment for staff and students, free from disruption, bullying and any form of harassment and aggression
- Building constructive relationships with parents and guardians, and involving them in implementing the Academy's behaviour policy

Copies of the full Behaviour Policy are available direct from the Academy upon request, and are also available on the Academy website www.belvedereacademy.net.

Positive Behaviour

We believe in rewarding good work and good behaviour!

- **Students will be praised and rewarded regularly** if their conduct is a credit to the Academy. The Belvedere Academy rewards good behaviour, attendance and citizenship in addition to effort and exceptional work.
- Success in work is rewarded by the **Credit Note system**. Students are praised and then recognised/rewarded for good effort and work (both inside and outside of classrooms) and gain certificates, badges and other rewards.
- **Interim Reports** will carry an effort grade in each subject. Staff meet on a regular basis to discuss any individuals who are giving cause for concern and parents are invited into the Academy to play a part in the monitoring of their daughter's progress.

Credit Notes

Credits will be given to students in all Year groups of the Academy. Students will be issued with a Credit Note if they fulfil any of the Credit award criteria listed below (see example Credit Note).

Credit Note Awarded To: _____ **Form:** _____

Subject / Area: _____ **Date:** _____

Reason for Achievement: (Please tick appropriate box)

1.	<input type="checkbox"/>	Consistent Effort & Hard Work Displayed in Lessons or Enrichment
2.	<input type="checkbox"/>	Outstanding Improvement in Class
3.	<input type="checkbox"/>	An Excellent Piece of Work Produced in Class or Enrichment
4.	<input type="checkbox"/>	An Exceptional Level of Attainment in an Assessed Piece of Work
5.	<input type="checkbox"/>	Sustained and Active Participation in an Enrichment Activity
6.	<input type="checkbox"/>	Active Demonstration of Leadership or Role Model Qualities
7.	<input type="checkbox"/>	Outstanding or Improved Attendance over a Half-Term
8.	<input type="checkbox"/>	Outstanding or Improved Punctuality over a Half-Term
9.	<input type="checkbox"/>	Improved Organisational Skills
10.	<input type="checkbox"/>	Good Citizen and/or a Significant Contribution to Academy Life

Signed (Member of Staff): _____

Issuing of Credit Notes

- Credit Notes can be issued by any member staff (teaching & non-teaching) to a particular student in recognition of positive behaviour and high attainment. Credits will be used as a whole Academy Positive Rewards Tracking System, accessible via the SIMS System.
- Credit Notes are not issued in multiples to individual students for the same incident. Credits carry a recognisable value to all students, and are issued wisely following the Reasons for Achievement Guidelines by all staff.

Processing of Credit Notes

- Upon Achievement, a Credit Note should be completed and clearly signed by a member of staff, before being given directly to the Student. The Student should then place it into the Collection Box near to the Range, where it will be collected and processed
- Letters and Certificates of Credit, highlighting all of the individual Credits earned will then be produced on a Termly basis, with copies going to the Parent / Carer and the Key Stage Manager.
- The Letters and Certificates of Credit will then form part of a Students Record of Achievement and Individual Progress File.

Negative Behaviour

Unwelcome behaviour will be dealt with!

Unacceptable Behaviour is that which:

Prevents you or others from learning

Is offensive or disrespectful to others in the community in or outside the Academy

Damages the Academy environment or its resources

Endangers yourself, or other people, or is illegal

Is contrary to the Belvedere Academy Rules and Behaviour Policy

- For some instances of poor behaviour a detention may be given. This may be on the same day at break or lunchtime. Alternatively, detention after the Academy day may be issued with 24 hours notice.

- A student who behaves in an unacceptable way may be put 'on report'. This means that they will have a written comment from each lesson and the report monitored by the Form Tutor, Key Stage Manager or a Senior Member of Staff. It is sent home each evening for parents to sign and comment.
- The Belvedere Academy operates a weekly 1 Hour Detention for serious misbehaviour, usually on Wednesdays from 3.15 - 4.15 p.m. If your daughter is to be detained she will bring home a note with an acknowledgement slip informing you of her detention and the reason for it.
- If your daughter seriously disrupts the education of other students, or misbehaves defiantly and persistently, you will be contacted by the Key Stage Manager or a Senior Member of Staff. You will probably be asked to come in to Academy to discuss the problem. The Principal may decide to exclude the student in extreme cases.

We hope that with your support all our students will work to the best of their ability and that our Academy community continues to be a happy and successful one.

Complaints Procedure

The Belvedere Academy has a complaints procedure that outlines to parents the process for making a complaint. A copy of this is available upon request from the Academy.

Child Protection

The policies of The Belvedere Academy reflect the Children Acts of 1989 and 2004, which include the principle that “....**the welfare of the child is of paramount importance**”.

The Belvedere Academy staff have a responsibility to protect students from harm. The Children Acts give the Academy the right to do what is reasonable in all circumstances for the purposes of safeguarding and promoting the child's welfare, and schools and academies have a responsibility to work with the child, parents and colleagues, and with outside agencies, to create a safe environment. The Belvedere Academy has a Vice Principal as its Senior Designated Teacher for Child Protection.

All staff (both teachers and support staff) and volunteers undergo a Criminal records Bureau check to ensure that they are suitable and fit people to work with children.

Classroom Expectations

Girls are expected to adhere to the expectations listed below:

1. Punctuality

- Arrive on time, entering the classroom in an orderly manner.
- When a teacher indicates the end of a lesson, pack your bag and move to the next lesson quietly and quickly.

2. Organisation

- Bring the correct equipment, books and completed homework.
- Record the homework in your student planner.

3. Good Manners

- Listen when others are speaking.
- Speak only when your contribution is relevant to the lesson.
- Raise your hand to answer or to ask a question.
- Work co-operatively with others.

4. Concentration

- Participate fully in the lesson.
- Listen carefully to instructions.
- Stay focused on the task.
- Allow other students to concentrate on the lesson.

5. Health and Safety

- Ensure that your behaviour in class does not endanger anyone.
- Leave the classroom in a clean and orderly state.

The Belvedere Academy

CODE OF CONDUCT

(Agreed by students, staff, & governors)

Around The Belvedere Academy and the wider community we agree to:

- ✓ Treat everyone as you would like to be treated.
- ✓ Respect people of all races and their beliefs.
- ✓ Be caring, courteous and considerate.
- ✓ Respect Academy property at all times.
- ✓ Respect other people's possessions.
- ✓ Always do your best to be punctual.
- ✓ Always be sensible around the Academy.
- ✓ Always be polite and helpful.
- ✓ Be honest.

The Belvedere Academy – Rules Summary

(Agreed by students, staff, & governors)

Detentions and/or other Sanctions may be given for the following reasons:

- (a) Late homework, without good reason, on more than one occasion;
- (b) Unsatisfactory work; and
- (c) Breaking of any of the other Academy rules.

Academy Rules

- Disciplinary action will be taken against students who smoke on the Academy premises, or are found in possession of cigarettes or any illegal substances / drugs on the Academy premises, or who smoke or use any illegal substances / drugs in any public place while wearing any item of Academy uniform, or who abuse any substances / drugs whatsoever.
- Disciplinary action will be taken against students who bring alcoholic drink into the Academy, or who consume alcohol while on Academy premises, or who do so in a public place whilst wearing any item of Academy uniform.
- Disciplinary action will be taken against students who engage in fighting, or other aggressive, threatening, or intimidating behaviour within the Academy.
- Disciplinary action will be taken against students who engage in serious verbal abuse of any member of the Academy community.
- Bullying is not tolerated within the Academy. Any instances of bullying will be dealt with severely.
- Basic equipment including pens, pencils, ruler, eraser, calculator, and coloured pencils are needed for every lesson.
- Homework is an essential part of succeeding at the Academy and should be handed in on time.
- All property should be respected, and graffiti is not allowed in any circumstances.
- All textbooks, library books, and other Academy resources must be returned immediately upon request.
- Chewing gum must not be brought into the Academy, or used in the Academy. In addition students should not eat in the street or on public transport while wearing Academy uniform.
- Leave of absence except in illness or emergency: Students may not be absent without permission from the Principal. A student who has been absent must bring a note stating the dates and cause of her absence. If leave of absence is desired for some special reason, permission must be asked from the Principal in advance.
- Parent(s)/carer(s) should contact the Academy before 9.00am on the first morning of absence in order to reduce unexplained absence and unnecessary concern. Students must bring a note of explanation to their Form Tutor, giving dates and reasons for their period of absence upon the day of their return, written and signed by their parent(s)/carer(s).

- No girl in Year 7 to Year 11 may leave the premises for any reason during normal Academy hours without the permission of a member of the Senior Management Team or a Key Stage Manager. No Sixth Form student may leave the premises before 12 noon without permission.
- No girls may go across Princes Park unless accompanied by an adult, or in a group of less than 3.
- Regulation uniform is obligatory for Year 7 to Year 13. Please refer to the Uniform Policy.
- No make-up, nail varnish, or acrylic nails may be worn by girls in Year 7 to Year 11. Shoes should not have heels exceeding 3 cm (1.5 inches) in height. Training sports shoes are not acceptable as Academy uniform and are only allowed in P.E. lessons.
- Outdoor clothing must be removed in the building.
- All property brought into the Academy (including watches, pens and purses) should be marked with the name of the owner in full.
- Articles of value, or large sums of money should not be brought into the Academy. If it is ever necessary to do so, the Form Teacher must be informed, and money must be left with the Finance Office.
- Avoid bringing in any expensive property (e.g. mobile phones, MP3 players), which is not essential for learning in the Academy. No personal possessions must be left in classrooms at any time, but must be kept in girls' individual lockers. The Academy is unable to take responsibility for any personal possessions and belongings.
- Mobile telephones are to be switched off in the Academy. Parents(s)/Carer(s) who need to contact their child urgently are to contact the Academy Pastoral Office.
- Girls must purchase a meal, either hot or cold, from the dining room at lunchtime. Packed lunches are not allowed in years 7 to 11.
- Girls are allowed to eat outside when the weather is good enough, but must NEVER, under any circumstances, take out trays, crockery or cutlery. If these items are required for the meal, then it MUST be eaten inside the Dining Room. Snacks at break must be eaten in the vicinity of the Dining Room. All rubbish material must be placed in a bin.
- No girls may enter a laboratory, House 19 or the Gymnasium or Sports Hall without the permission of a member of staff. Apparatus in the Gymnasium may only be used when a member of the P.E. staff is present. Certain areas are out-of bounds to students at all times. These areas will be explained to students at the beginning of the Academy year, or as and when required.
- Money may not be raised or collected without the permission of the Form Teacher.
- Girls should keep to the left when walking along the corridors and on the stairs, and should not run inside the buildings.
- Students should use the toilet at break and lunchtime. A teacher will allow a student to go to the toilet during lesson only if there are special circumstances.
- Certain subjects e.g. Technology, Science, Performing Arts (Drama and Dance), P.E. have special rules which must be obeyed for the safety of all students.
- The Principal may decide to include other reasonable rules which enforce good order within the Academy learning environment.

Curriculum Policy

We aim to prepare our students for adult life by helping them to fulfil their potential in all areas. We encourage each student to achieve her personal best.

We recognise the need for a broad and balanced curriculum and are aware of the vital contribution made by pastoral and extra curricular activities to the development of the whole person. It is important that students are given every opportunity to be part of a team, to take responsibility, to develop a wide range of interests and to be of service to others. All students are expected to participate in extra-curricular activities to develop educational interests and to promote independence and inter-personal links with students in other year groups.

The curriculum is delivered through teaching and learning across all subject areas. The timetable operates on a two week cycle of 50 one-hour periods. All departments are required to have schemes of work within their departmental handbooks. These are updated annually. Every subject makes a contribution to the learning experience; however the aim is to present a coherent curriculum rather than a series of unconnected learning experiences. To this end cross-curricular themes are encouraged and particularly those related to the international dimension.

In Years 7 to 9 students experience a wide range of subjects across the main areas of the learning experience (scientific, mathematical, technological, aesthetic and creative, human and social, physical, moral and spiritual). All students study English, Mathematics, Science, Religious Studies, Languages, Technology, Drama, Art, Music, ICT and Physical Education throughout the Key Stage. The Year 7 intake is placed in sets for Mathematics and in banded ability groups for all other subjects according to prior and current ability. Students study two Foreign Languages throughout the Key Stage, emphasising the importance and status of languages as the Academy's specialism. Biology, Chemistry and Physics are taught as separate subjects in specialist laboratories across the Key Stage reflecting the Academy's secondary specialism of science.

In Years 10 and 11 all students follow an academic curriculum with a broad range of GCSE subjects. Core GCSE subjects of English, English Literature, Mathematics and at least one Modern Foreign Language are studied. Students also study either Co-ordinated Science Double Award or the three separate Sciences to GCSE level. Students choose from a wide range of optional subjects to complete their GCSE portfolio, including Art, Business Studies, Drama, Geography, History, Home Economics, ICT, Music, Physical Education, Religious Studies and Textiles Technology. Teaching and learning takes place in form groups or in ability sets for the core GCSE subjects and in mixed ability groups for optional subjects. A mentoring programme operates to provide individual support for all students in Year 11. Careers Education is integrated into the PHSCE programme and all students have a work experience placement. Students are encouraged to participate in a wide range of extra-curricular activities and to seek opportunities to take the lead in these.

There is an open choice at 'A' Level and many students cross the Arts/Science divide; however the emphasis tends to be on specialisation rather than maintaining breadth and balance.

In Year 12 students choose to study four subjects from a wide range of AS courses on offer. Students also follow a General Studies course in Year 12 which leads to an AS qualification. In Year 13 students choose to continue with three of their AS subjects to Advanced Level; students also follow a General Studies course in Year 13 which leads to an Advanced Level qualification.

Sixth Formers are involved in the wider life of the Academy by organising clubs, helping in the Community and doing duties. Many students gain a great deal from the extra-curricular activities which provide valuable learning experiences outside 'A' Level study.

Careers guidance is given before choices are made at both GCSE and 'A' Level. In all the Key Stages, students will be taught across the curriculum in well-equipped specialist rooms once the Academy building programme is complete in 2009. Wherever grouping or setting operates there is regular monitoring to ensure that students follow a programme appropriate to their learning needs. Curricular time is used for Physical Education, to develop Life Skills and for Personal, Social and Health Education Elements of the international dimension are integrated into learning programmes reflecting the Academy's specialism of Modern Foreign Languages.

We expect our students to take full advantage of all the opportunities on offer to them and view their education as an active and participative experience. We expect that as they progress through the Academy they take more responsibility for their own learning and develop independence of thought.

Homework is considered an integral part of the learning experience and is set for all subjects and year groups.

Academy Specialisms

Modern Foreign Languages is the primary, and Science the secondary specialism of the Academy.

Students study French and Spanish throughout Key Stage 3, the two languages rotating status annually as major and minor languages in terms of curriculum time. Students continue with at least one language to GCSE level. At Key Stage 5 both French and Spanish are offered as optional subjects at AS and at A2 level. Additional languages are offered through the enrichment programme.

Students study Physics, Chemistry and Biology throughout Key Stage 3. At Key Stage 4, students study either Physics, Chemistry and Biology as separate subjects or Core Science and Additional Science to GCSE level. At Key Stage 5, Physics, Chemistry and Biology are offered as optional subjects at AS and A2 level. Opportunities for further activities in Science are offered to students through the enrichment programme.

Teaching and learning in both Modern Foreign Languages and Science takes place in specialist well-equipped rooms at all levels. Native speakers and qualified technicians support teaching and learning in Languages and Science respectively. International and

scientific links extend through other subjects in the curriculum and through enrichment activities. The Academy environment exhibits aspects of the international and scientific dimension through displays of students' work. Links are being developed with other specialist institutions including those beyond the UK and at university level.

Opportunities for educational enrichment for Key Stage 2 students in Modern Foreign Languages and Science are encouraged so that the expertise of Academy staff and students in these areas of study is extended to the wider community.

Students are encouraged to participate in competitions, visits and work experience related to the specialisms, and opportunities are created for specialist activities and workshops run by external organisations, public and commercial companies which take place in enrichment time.

Optional Subject Choices at Key Stage 4 and 5 – 2009/10

GCSE

- Art
- Biology
- Business Studies
- Chemistry
- Drama
- Geography
- History
- Home Economics
- ICT
- Latin
- Media Studies
- Music
- Physical Education
- Physics
- Religious Studies
- Science Double Award
- French
- Spanish
- Textiles Technology

Advanced Level

- Art
- Biology
- Business Studies
- Chemistry
- Classical Civilisation
- English Language
- English Literature
- French
- Further Mathematics
- Geography
- Government and Politics
- History
- ICT
- Mathematics
- Media Studies
- Music
- Physics
- Psychology
- Religious Studies
- Spanish
- Sociology
- Sport and Physical Education
- Theatre Studies

Assessment

Students need to understand the progress they are making to help them progress further!

We encourage students to take an active role in setting targets and monitoring progress. We also ensure that you receive frequent information about your daughter's progress.

Each Term

- You will receive an **Interim Report** which includes effort and attainment grades for each subject. These reports provide a snap shot of how a student is doing during that particular term.

For Year 7

- In the Autumn Term you will be invited to a **Pastoral Evening**, when your daughter's Form Tutor will discuss how she has settled in to The Belvedere Academy and where you can share any concerns you have about your daughter's first Term with us.

Each Academic Year

- You will receive an **Annual Written Report** with comments from each subject teacher brought together by the Form Tutor in their extended individual written report (KS3).
- Finally there is an **Annual Parents' Evening** where your daughter's teachers will be available for you to discuss progress to date.

For more detailed information on Assessment and Reporting procedures, please refer to The Belvedere Academy Assessment and Reporting Policy which is available on the Academy website www.belvedereacademy.net , or from the Academy upon request.

Homework

Homework is an extension of the Academy curriculum and a way in which students can both extend and consolidate learning!

- Homework will be set according to the Homework Policy. Copies are available via the Academy website www.belvedereacademy.net . Homework should be completed on time and to the best of the student's ability.
- There are opportunities for students to do homework in the Academy if they wish to do so. The Academy library is open before school, at break, lunchtime, and at the end of the day until approximately 5.30pm (4.30pm on Friday's).

Ensuring that homework is completed is one of the main areas in which parents can help their daughters achieve. We ask you to support the Homework Policy by checking your daughter's Student Planner and signing it on a weekly basis. Parents/carers can also help by ensuring that the correct books and equipment are in their daughter's school bag each day and that homework is handed in on time.

Helping students to establish good routines regarding homework is important, and a key to success as student's progress through the Academy.

To help your daughter further we request that you:

- Ask what homework has been set each night.
- Help establish a routine whereby homework is done at the same time each day in the early evening.
- Provide a quiet area or time for working.
- Check their planner for homework set.
- Communicate with subject teachers or Form Tutor if your daughter struggles with any homework set.

The Belvedere Academy Library

Librarian:	Miss L. Murphy	
Opening Times:	Monday to Thursday	8.00 am to 4.15 pm
	Friday	8.00 am to 3.45 pm

The Library is based on the ground floor near to the Main Entrance.

Reference Library

The Library is a means of access to a range of material covering the curriculum to 'A' Level. It can be used for study, or for gathering ideas and material to enable you to acquire skills and for leisure reading. By using the newspapers, periodicals, inter-active CD ROM and the Internet with the book stock, you will be able to find information easily and quickly.

Photocopying is available at 10p per sheet.

Year 7 to Year 11 may use the Library before school, at registration, break, lunchtime, and at the end of the day.

The Sixth Form use the Library during timetabled periods for silent, personal study.

Fiction Library

If you love to read make sure you visit the Fiction Library in the window area of the Reference Library.

The stock provides a good selection of popular fiction in Junior, Teenage and Senior sections as well as favourite classics. New stock is bought each term and Miss Murphy would welcome suggestions for new titles. Some books are available electronically.

Borrowing and Returning Books

- You may borrow up to 3 books for a period of 2 weeks from each Library.
- You may renew books not required by another reader.
- Certain popular titles have to be restricted and are available only for short-term loan.

Computer Access

The Library also has a computer section where students can access the academy network, e-mails, and the internet, during their free time. This area of the Library can also be used as a bookable resource for lessons.

Careers

The Careers Education and Guidance Programme is an important means of motivating students to raise aspirations and attainments. The programme also encourages students to see career development as a life long process. Working in conjunction with Greater Merseyside Connexions, ISCO, parents, representatives from local businesses and industry, and with higher education providers, the Academy aims to provide a high quality Careers Education and Guidance Programme for all students.

Careers Education and Guidance has an important role to play in achieving the overall Academy aims. As part of a broad and balanced education, it helps individual students to build the skills, knowledge and values needed for the management of their lifelong learning and career development. Careers Education and Guidance will enable them to:

- Develop knowledge of themselves: strengths, weaknesses, personal qualities; and have a balanced view of their self worth and potential
- Be aware of education, training and career opportunities
- Make informed choices about education, training and career progression
- Develop attitudes of self reliance and responsibility for their own decisions now and in the future
- Prepare for adult responsibilities, including effective relationships with colleagues

A programme of Careers Education and Guidance, appropriate to students of all abilities, will be provided as follows:

- A planned programme of Careers Education delivered within PHSCE in Years 7 – 13.
- Opportunities to access appropriate information in a range of forms
- Individual advice and guidance
- Experience of work
- Action planning and recording of achievement

Academy Bus Service

We are very pleased to inform you that the Belvedere Academy currently operates a dedicated transport service working in partnership with a reputable local bus company. The Academy bus service operates 3 bus routes and provides a transport service to girls from across Liverpool.

The current bus service has many distinct advantages including improving your daughter's safety, giving parental reassurance and reducing traffic congestion in the region. All drivers are required to have a full Criminal Records Bureau check and the aim is to ensure that the bus is driven by the same driver every day. The Academy fully supports the bus scheme and is very pleased to be able to offer you such a safe and reliable service.

Places are limited and in high demand along the 3 bus routes that we operate, but priority is given to our new Year 7 students in the first instance to take up a place for the year. If you would like more details of this excellent service, together with price lists, or you would like to reserve a place in advance for September please contact Mrs L. Anderton (Finance Assistant) at the Academy on 0151 727 1284.

Use of Photographic Images

As a specialist MFL and Science Academy, The Belvedere Academy attracts considerable attention from the media. Many students are involved in interesting activities and events both in and out of Academy. The Academy has a high profile in the community and we receive many requests from the press and other media for articles and pictures to be published/broadcast.

In order to avoid seeking your permission on each separate occasion, we are making you aware of the likelihood of your daughter's image appearing at some point either in Academy publications, on the Academy website, or in local and national press and television.

If you are happy for this to happen you need take no action. If, however, you do not want your daughter to be photographed or filmed, please contact Mr I. Irwin, Vice Principal, in writing. More information and a consent form will also be sent to you as part of the new student Induction Pack.

Information Technology Facilities

ICT Code of Conduct

The following rules apply to all I.C.T equipment and software in the Academy, and any connections made via the Internet or E-mail in or outside of the Academy. Use will be monitored, reviewing 'User Activity' on a random basis. Unacceptable behaviour and misuse may result in withdrawal of the facilities from the student concerned. A charge may be made for the cost of connections that are made to the Internet that are not work related.

Students should agree not to:

- Eat or drink at or near computer equipment, including workstations in Common Rooms, 'Break Out' spaces, the Library, and Classrooms
- Print frivolous, offensive or unnecessary material unconnected with studies or other school business
- Send frivolous, offensive or unnecessary messages electronically, either within, or outside the Academy
- Install any games or software packages without the express permission of the Senior Network Manager for the Academy
- Interfere with the 'normal' network functions, screen appearance and User facilities
- Attempt to gain unauthorised access to areas and facilities on the network, and to this end students should not divulge their own passwords, or use others' Usernames or passwords, unless the purpose of shared projects or coursework require it
- Physically damage, disconnect or interfere with the equipment

Tips for a Successful Start to The Belvedere Academy

Advice for Parents and Carers

The key to a successful start at The Belvedere Academy is organisation. In the first few weeks at the Academy the Form Tutors will be helping students get organised. Parents and carers can help too.

We ask you to ensure that your daughter:

- Attends the Academy every day.
- Arrives on time (at 8.30 am).
- Wears full Belvedere Academy uniform.
- Uses the Student Planner to record homework.
- Brings a school bag that contains the right equipment, including pens, pencils, ruler, eraser, calculator, and books for the day's lessons.

Getting Organised

Getting organised means becoming more independent and taking responsibility. In The Belvedere Academy students will meet many more teachers during the course of the day, and move around the building more than at primary school. Successful students are those who are in the right place, at the right time and with the correct equipment.

Asking for Help

There are many different people students can turn to for advice and guidance in the Academy:

Friends, Buddies, and the Head Girl Team can help in lots of ways. They can show students the way around and explain the day-to day routines of the Academy.

Form Tutors see the students every day and can help with anything (or knows someone who can). Students should always discuss any concerns with the Form Tutor.

Pastoral Administrator will be on hand as a point of contact for students and their parents and carers should they need any information, advice or have any important questions that need answering. The Pastoral Administrator will help to guide students towards the correct member of staff or the support that they need.

Subject Teachers can give advice and guidance on the work in their lesson but can also help with more general things.

Always ask someone if you are unsure of anything. We can only help if you let us know there is a problem!

Making New Friends

Starting at The Belvedere Academy is an excellent way to make new friends and students should be encouraged to do this. Starting new clubs or activities is an excellent way to meet new people whilst having fun and learning new skills.

Bullying

Bullying is unacceptable and is not tolerated!

At The Belvedere Academy we believe that all individuals have a right:

- To be treated with respect and courtesy.
- To be regarded as unique and accepted and valued as such.
- To be able to speak without fear of being bullied.
- To be safe and secure in the Academy and between home and the Academy.

All individuals have a responsibility:

- To treat others with respect, courtesy and kindness.
- To respect each other's individuality.
- To express their opinions in a manner which does not harm others.
- To behave in a manner which is neither threatening or bullying.

We can only deal with bullying if we know about it. We encourage all our students to tell us if they are bullied or if they see bullying taking place. We can only take action if we know it is happening.

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