



STUDENT INFORMATION

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Introduction

We would like to thank you for choosing to send your child to The Carlton Academy. Starting a new school can be both exciting and daunting, with this in mind we have designed this booklet to help and support our new students and their parents by providing you with useful information about the academy.

Welcome from the Executive Headteacher and Head of School

Since becoming an academy in 2011 we have gone from strength to strength, improving outcomes for all students and becoming the first choice school for our catchment. We are confident this will continue as your child moves up through the school and we look forward to their journey with us.

You will find the academy to be a welcoming, supportive and challenging environment for your child and one which will provide a positive learning environment in which they will thrive.

We are looking forward to your child joining us and watching the contribution they are going to make to our shared progress in the future. If you require any further information, please do not hesitate to contact.

Richard Pierpoint
Executive Headteacher

Marie Egwuma
Headteacher



Our Code of Conduct

- We are committed to high standards in all that we do.
- We expect all students to show respect for staff and for each other.

Respect for others;

- Try to see other people's points of view.
- Communicate calmly and clearly.
- Help to keep the classroom environment a place for positive learning.

Respect for the academy;

- Help to make the academy a pleasant environment.
- Move about in a co-operative fashion.
- Remember that you represent the academy whenever you are in uniform.

Respect for self;

- Dress in a manner that shows yourself at your best.
- Complete all work to the best of your ability.
- Do not let yourself down.

We also remind students that ...

- Chewing gum is messy and ruins clothes, equipment and furniture. **Do not bring it to school.**
- Out of school, remember you are representing the school when you are in uniform. Baseball caps and trainers should not be worn at all while you are wearing school uniform.
- It is not advisable to bring electronic devices and other expensive equipment into school. School is not insured for the loss of students' personal property.

On occasions when students do fail to conform to these expectations, the academy employs various strategies and sanctions. This includes the use of school detentions which may be held before or after school. Where detentions are for more than fifteen minutes, parents will be informed, usually via a text message to the main contact. Parents' help and support is an essential part of Carlton's success in upholding standards.

Absence from School

- Parents should contact the school Attendance Officer to report their child absent on the first day of absence wherever possible by 8:30am. If your call is not answered, please leave a message or email: n.moon@theacademycarlton.org
- When a child is ill, school should be notified of the nature of the illness and, when this can be predicted, the expected date of return to school
- All students returning after a period of absence must bring a note explaining the nature of the absence from the person having parental responsibility for them

The Carlton Academy will not authorise any holidays or leave of absence unless there are exceptional circumstances Please note the following:

- Only school can authorise absence in exceptional circumstances.
- There is no automatic parental right to take children out of school for a holiday in term time. Holidays should be arranged to coincide with school holidays
- Telephone calls may be made to check that your child's absence is legitimate



Parents of students will be notified if their attendance drops below acceptable levels. Any unsatisfactory absence will be referred to our Attendance Officer for further investigation.

Pastoral System

Our strong links with our primary schools ensure a sound basis for helping young people at Carlton. During the year prior to coming to Carlton they will meet several Carlton teachers who will play a key role in their time at school.

Every student at The Carlton Academy is a member of a House. The Houses are made up of students from Year 7 through to Year 11.

The five Houses at Carlton are:

Carnavon
Cavendish
Grove
Hollinsclough
Hutchinson

The House system forms the basis of our pastoral care at Carlton. It provides a structure whereby students are able to foster positive relationships across the school, creating a community spirit, sense of belonging and positive family ethos.

Vertical tutor groups, consisting of students from years 7 to 11 and with a sixth form assistant are organised within the House system. The tutor has prime responsibility for the support of students within the tutor group and liaises closely with the Head of House to provide support, care and guidance for all students. Within tutor groups older students are encouraged to mentor younger students, providing an additional informal means of support.

An extensive programme of House activities is arranged throughout the school year ranging from sporting activities, to charity and cultural events. Students quickly form an allegiance to their House and a sense of healthy competition pervades at all House events.

It is our aim at Carlton that we will value and support each student, enabling them to make the most of every opportunity, to be successful and to feel a real part of the school community.

Role of the Form Tutor

The tutor works as part of a House team to oversee the academic, pastoral and personal development of each student in their group. As such tutors form the primary link between school and home.

Tutors are expected to:

- Work with the tutor group to establish a caring and positive school ethos
- Provide a calm and purposeful atmosphere within tutor time, following the calendar of daily scheduled activities
- Meet students at the door of the tutor room at the start of the tutor period
- Complete the register whilst students are quiet to ensure accuracy, including absences and lateness
- Ensure and monitor that students are in correct school uniform and take the appropriate action if required
- Ensure and monitor that students adhere to school rules regarding jewellery, mobile phones and make up
- Check that students bring the correct equipment to school
- Inform students of notices and any arrangements for the day
- Remind students of any detentions for that day



- Monitor rewards and sanctions
- Distribute letters, newsletters and any other home communications
- Ensure that the tutor room is well managed and cared for, that tutor noticeboards are regularly updated, and that the room is left tidy at the end of the tutor period

Parents are asked to contact the tutor in the first instance for all communication.

Should you need to contact school about something urgent, please call the main school number and they will assist you with your enquiry.

Achievement points

Students are given achievement points in relation to their work in school. These are based around various themes that we believe are important in succeeding at the academy, this is known as 'The Carlton Learner'.

The themes are:

- C**ontributor
- A**spiring
- R**esilient
- L**eader
- T**eacher
- O**rganised
- N**ew Thinker

Students are awarded certificates at various points through the year depending on the number of achievement points they receive. In addition, there are additional awards for 20 students who have the most points in a calendar month. The certificates awarded are as follows:

- Bronze – 150 Achievement points
- Silver – 250 Achievement points
- Gold – 350 Achievement points

Club Class

Club Class is a prestigious award for all students who are making outstanding progress in their subjects. At each assessment point, students' progress is checked against the thresholds and if they are working at 'Club Class' this is reported home and students are congratulated on their achievements. At the final assessment point of the year, students who have received predictions that meet the thresholds are presented with special awards at their House Commendation Evenings and are eligible to attend special rewards trips and activities the following term.

There are four levels:

- Bronze
- Silver
- Gold
- Platinum.

Pledges

Pledges are awarded to students for their contribution to school life and participation in the wider curriculum. Students are required to achieve seven pledges throughout their time at Carlton. Upon completion of the Pledges Passport students are able to attend the Year 11 Prom.

The Carlton Academy Pledges:

1. To achieve 96% or better attendance each academic year
2. Successfully participate in at least six school trips
3. To represent the academy in sports or performing arts events multiple times per academic year
4. Organise and actively participate in at least three different assemblies



5. Contribute to the wider community
6. To support others within the Academy
7. Actively engage DEAR time and additional reading activities
8. My own pledge is...

Prize Giving Evening

A formal presentation evening is held each year to recognise the academic achievement of students.

Commendation Evenings

These events are held during the academic year to celebrate students' work across all aspects of school life. These include nominations from staff for specific subjects as well as awards for wider themes such as attendance, contributions to the life of their House and the wider school curriculum.

Sports Ties

Sports ties are awarded to students who have made significant and consistent contributions to school sports. Students with Sports Colours are presented with a special tie which they are allowed to wear as an alternative to the normal school tie.

School Uniform

All students at Carlton, from Year 7 to Year 11, wear uniform. The wearing of a uniform makes an important contribution to the tone and reputation of the academy. We like students to come here looking smart and business-like and ready to work. Wearing a uniform also solves the problem of what to wear.

Our school uniform is available from two suppliers:

Just Schoolwear

Shop Address: 12 High Street, Arnold, Nottingham, NG5 7DZ
Contact Number: 0115 9621128
Online Ordering: www.just-schoolwear.co.uk

Schoolwear Solutions

Shop Address: 116-118 Bramcote Avenue Chilwell, Nottingham NG9 4DR
Contact Number: 0115 9258046

If families are on income support or income-based job seekers allowance they may be entitled to a grant towards school uniform. The Local Area Education Office will provide details (telephone 0115 8546000).

Daily Uniform:

Blazer: Black school blazer with House badge in House colour (you will be informed of your child's House during the transition process and the first badge is provided free of charge. Replacements are charged at £1 each available from the House office).

Trousers: Grey school trousers with the academy logo embroidered and purchased from our uniform suppliers. These are available in both boys and girls styles. Black belt for trousers is recommended.

Skirt: Grey school skirt with the Academy logo embroidered, purchased from our uniform suppliers.

Shirt: Plain white with a collar and top button, appropriate for use with a school tie. Soft collared sports shirts are not acceptable i.e. polo shirts. No T-shirts are to be worn. There should be no badges or motifs on shirts. Shirts must be tucked in at all times.

School Tie: All students in Years 7 to 11 are required to wear a school tie. School ties need to be in immaculate condition; ties that have threads pulled or ink marks on it will need to be replaced



Jumper: Only the official school jumper may be worn. This is an optional uniform item.

Socks or Tights: Plain **black** socks or tights – socks can be ankle or below knee length only.

Shoes: Plain black shoes. The wearing of fashion shoes, particularly those without backs or with high/stiletto heels is not permitted. Boots, trainers or trainer-like shoes should not be worn. Canvas /suede is not permitted. We suggest shoes which can be easily polished and which are leather/leather look are most suitable (for example Nike Air Force trainers are not permitted).

School Coat: Students may wear plain coats or jackets. Hoodies, tracksuit tops or sports coats with logos are not allowed. Fashion coats such as leather/denim jackets or body-warmers are also not permitted.

Jewellery: Jewellery can be a safety hazard; it also gets lost easily. Students may wear one stud in each ear. Any other piercing is not permitted. Students are also not allowed to wear rings, bracelets or necklaces in school.

Hairstyles: We expect hair styles to be neat and tidy and not extreme in any way. This includes tramlines or dyes. In the interest of student safety, long hair must be tied back in PE and other practical lessons and headbands are not permitted.

Headwear: Any headwear worn due to religious belief should be black.

Make Up: Make-up should not be seen. False nails and false eyelashes are not permitted at any time and are considered a health and safety issue.

PE Kit: Academy PE top with academy logo. Panelled shorts or skort or academy tracksuit trousers with school logo — all items purchased from our uniform suppliers. Plain black sports socks.

There is also a warm PE top available from our suppliers which is a non-compulsory item but is recommended for cold weather. Footwear should include appropriate trainers for indoor and outdoor activities, football boots are required for some activities. Students who are unable to participate in activities (through illness or injury) must still bring and change into PE kit even if they are unable to perform and will be asked to help support the lesson in other ways. Students who do not have kit with them are expected to borrow kit from school in order to take part and this is logged on the school behaviour system.

Uniform Card: All students carry a uniform card - this will be checked by tutors each week and if a student is not following our simple guidelines then their card shall be signed by staff and a sanction given. We recommend a black belt is worn with trousers to help keep shirts tucked in at all times

School Equipment

- A strong bag, to carry books securely without damage is most important.
- Pen, pencil, ruler - students should also have their own eraser and coloured pencils.
- Mathematical instruments - in addition to normal equipment, students will need a compass and protractor for some lessons.
- Calculators - the ability to use a calculator appropriately is required in many areas of the curriculum and we encourage all students to have their own. You are advised to consult the Mathematics staff before buying a calculator as certain features are essential.
- Musical instruments - although the school has some musical instruments available for loan, many parents will wish to purchase. You are advised to purchase these through the school, which has a scheme that offers good quality instruments at competitive prices. Details of this will be given to you early in the year.
- Exercise books and text books are supplied by the school for the student's use but their care is their responsibility.
- Dictionaries - students will need their own basic English dictionary.
- All clothing and personal equipment must be clearly marked with the student's name.
- Refillable water bottle for water, available from various locations on site



School Bus

The Carlton Academy does not operate a bus service. A range of bus services drop off outside the school main entrance, information on this can be found on local bus provider websites.

Information on the route and pick up times, as well as how to find out about any eligibility you may have for free or subsidised travel, is found on our website at: <http://www.theacademycarlton.org.uk/bus-services>