



Seahaven Academy

The best in everyone™

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Information for new parents



Welcome to Seahaven Academy

Thank you for choosing Seahaven Academy for your child. We are very much looking forward to working in partnership with you to achieve “the best in everyone”.

Starting a new school always involves finding out how things work and who is the best person to help. Within this booklet you will find some useful information that will help make the transition to Seahaven Academy as easy as possible. However, please look at the website, where further information is also available for parents/carers.

Mrs Sarah Pringle
Headteacher



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Daily Routines



School Day

The school is open from 7.30am to 4.00pm. Before and after school, students will have the opportunity to take part in a variety of activities such as; breakfast club, afterschool clubs and activities, intervention and study support. The school day prior to COVID restrictions has been:

7.55am		<i>Morning Warning Bell</i>	
8.00am	-	8.05am	Roll Call
8.05am	-	8.25am	Tutor/Assembly
8.25am	-	9.25am	Period 1
9.25am	-	10.25am	Period 2
10.25am	-	10.40am	Break
10.40am	-	11.40am	Period 3
11.40am	-	12.40pm	Period 4
12.40pm	-	1.10pm	Lunch
1.10pm	-	1.15pm	<i>Afternoon Warning Bell</i>
1.15pm	-	2.15pm	Period 5

Please note: The above timings are subject to change and confirmation will be sent for 2021/2022. School currently starts at 8am and ends at 2.20pm

School Uniform

We have school uniform in order to promote a sense of pride in, and belonging to, the school community. We believe that when the school uniform is smart and consistent it gives the opportunity for students to be judged solely for their talents, efforts and achievements. Our uniform is simple, strict and cost effective and is checked every morning to ensure that any problems are dealt with immediately and do not distract from learning. **All school and PE Uniform items can be purchased at Intersport in Seaford. Telephone contact 01323 898516 or online through their website https://www.gameforlife.co.uk/section.php/785/1/seahaven_academy.**

Uniform items

- Uniform black blazer
- Uniform orange, black and grey tie
- Uniform jumper (optional)
- Uniform black trousers or uniform black "Charleston" style skirt (knee length)

Please note - Uniform trousers may be bought elsewhere in an identical style and colour. However, we reserve the right to refuse to accept any that are not. The school's decision is final.

Generally available items

- White formal shirt
- Black formal shoes (plain, no trainers, boots, branded shoes or cloth shoes) with black socks or black tights.
- School coat (no hoodies – our school uniform is intended to be formal. Hoodies are an informal item of clothing).

Students must wear their uniform at all times in a smart, presentable manner, including to and from school. Uniform items must be worn as intended and outdoor coats should be removed on entering the building. Blazers should be worn around the school site at all times, unless permission is given to remove them.

Hairstyles – extreme hairstyles, bleaches or dyes that are in clear contrast to natural hair colours are not acceptable or considered part of school uniform. Shaved patterns or insignia are also not part of uniform. *Students presenting with such haircuts will be sent home and advised to dye hair back to a natural hair colour or have hair cut to a consistent length to remove the patterns or insignia.*

Make up – If worn, make up must be discreet and in natural colours. **Nail varnish and false nails are not permitted.**

Jewellery – One stud or sleeper per ear and a watch. No visible facial or body piercings. Tattoos are not permitted.

PE Kit

- Black T-shirt with Seahaven logo (compulsory)
- Plain black football shorts (compulsory)
- Plain black PE socks (compulsory)
- Black jumper with Seahaven logo (compulsory)
- Shin pads (compulsory)
- Trainers (compulsory)
- Football boots (compulsory)
- Black tracksuit bottoms/ Training pant (optional)
- Leggings with Seahaven logo (optional)
- Black Base Layer (optional)
- Black Rain Jacket (optional)

Equipment

To ensure students are prepared for lessons students they are expected to bring to school (as a minimum), the following items:

- Black/blue pen x2 (blue or black ink)
- Red and green pens
- Pencils
- Ruler
- Sharpener



- 2 different colour highlight pens
- Compass and protractor
- Coloured pencils
- Glue stick
- Scientific calculator
- Mini jack headphones

Students who routinely fail to bring this equipment to school will receive detention.

Lockers

Lockers are available for students to use within the school. Students will be asked for a small contribution that will need to be paid via ParentPay if they wish to have a locker. Please note that due to the pandemic, lockers are currently unavailable.

Cashless Catering

To avoid dinner money being lost, the school operates a 'cashless catering' system. Students will be given a five-digit pin number when they start. They will need to memorise this number but will be shown by their new tutor how to operate the system.

Payments can be made online through our online e-payment system, ParentPay and would encourage parents to use this system. Students can put money onto their account through the machines located in the school main corridor before school, during break and lunch and after school. Please note 1p, 2p and 5p coins cannot be used. Please note that due to the pandemic the machines are currently switched off.

Should parents/carers wish to limit the amount their child can spend each day, please contact the school office and they will arrange this with the school canteen.

Should a student be eligible for Free School Meals (application form included) then the cashless catering system works in exactly the same way. The amount allocated for the free school meal will be entered into the system by the software but will not show as part of the student's balance on the tills in the corridor. Students will be able to add additional funds to their cash balance in order to increase the amount available to spend on a daily basis. Free school meals can be taken at break or lunch; however, this must include savoury as well as sweet.

If you have concerns and would like to know what your child is purchasing on a daily basis, the system does allow for reports to be created on a daily, weekly or monthly basis and these can be obtained through Student Services.

Payment Method for Trips/Visits

When any school trips and visits are organised throughout the school year, payments will need to be made through our on-line payment method of ParentPay, unless otherwise stated in the trip letter.

During the first week of your child starting at Seahaven Academy a letter will be sent home with your log in details to your ParentPay account. Please log on and activate your account.

Notification of school trips will be sent home via letter or emailed directly, so please make sure the school has your current contact details.

As previously mentioned, parents can also add funds to their child's cashless catering account through this ParentPay method.

Buses

School bus routes are organised over the Summer for the new academic year and we would advise parents to look at www.buses.co.uk during the summer break. Should you be joining the school during the school year, then please contact the school office who will have the current school bus times or check the bus times on the above website. Alternatively, the bus timetable can be found under the information tab on our school website.

Extra-curricular Activities

To enhance our students' school experience, we encourage them to take part in as many extra-curricular activities as possible. In order to support this, we offer a wide variety of lunch time and after school activities that change on a termly basis as a part of our Education with Character programme. The extra-curricular programme is on the school website.

Toilets

Year groups have toilets allocated to their year group. The school also has designated gender neutral facilities if required.

Lost Property

Lost property is held in the office and will be displayed outside reception at the end of every term. Parents will be notified via text to inform them when this will happen. All non-collected lost property will be disposed of at the end of this period. To minimise the risk of your child's uniform going missing, please ensure that it is clearly labelled. Any labelled items will be returned to the student as soon as possible.

Communication

Should you need to contact the school to discuss an issue regarding your child, please contact the school via the following methods and they will be able to assist in directing your enquiry to the correct member of staff.

Telephone: 01273 517601

Email: office@seahavenacademy.org.uk



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Important Information



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Attendance

At Seahaven Academy we closely monitor your child’s attendance to ensure that it meets the expected target of 96%. At the current time the government guidelines are that any student who has an attendance of under 90% is classed as a “persistent absentee”. Should your child’s attendance become a concern the school’s Attendance Co-Ordinator will contact you to see what support can be put in place and if necessary, invite you in to discuss this within school.

It is also important for parents to call in as soon as possible each morning when you know that your child will be absent from school each day. Please leave a message detailing the reason for the absence, your child’s name and tutor group on the absence line (01273 517601 - option 1) or call and speak to the school office, who will be more than happy to pass the message on.

<p>DUE TO SCHOOL HOLIDAYS THERE ARE 175 NON SCHOOL DAYS A YEAR 175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments 96% to 100% attendance - most pupils regularly achieve this 90% attendance – means you are missing 4 weeks in the year</p>		
<p>190 SCHOOL DAYS IN EACH YEAR 190 days for your child’s education</p>	<p>10 days’ absence 180 DAYS OF EDUCATION</p>	<p>19 days’ absence 171 DAYS OF EDUCATION</p>
<p>96% & above</p>	<p>90 to 95%</p>	<p>90%</p>
<p>Good Best chance of success. Gets your child off to a flying start</p>	<p>Worrying Less chance of success. Makes it harder to make progress</p>	<p>SERIOUS CONCERN Not fair on your child. Potential legal action!</p>



Behaviour at Seahaven Academy

At Seahaven Academy one of our priorities is to ensure that behaviour is outstanding in every lesson, so that students have the best environment for learning. We believe that a culture of good discipline and respect for one another is the corner stone of a great school, so students achieve the best outcomes possible.

In order for this to be achieved the following systems are in place to help create a calm, well-ordered learning environment to allow disruption free learning.

Roll call

The school day begins with 'roll call' where students are checked by their tutors to ensure they have the correct uniform and equipment in order to have a positive and productive day.

Conduct in classrooms

We expect students to work extremely hard and do not tolerate any deliberate disruption to learning, or disrespectful behaviour; respect for staff is paramount in building good relationships which allow students to excel. Student and parent feedback highlights that the excellent relationships between staff and students are a significant factor that supports student's happiness and progress at school. Should a student breach the expectations more than once in a lesson they will be removed from the lesson to work independently. By having a clear response to disruptive behaviours, students are benefiting from classrooms where disruption to learning is not tolerated.

Out of class behaviour

In order to work alongside the school's disruption free learning policy, clear expectations are made for behaviours in the corridors and at break and lunch time. This is to ensure students behave in a safe and respectful manner at all times.

The following behaviours will always be challenged

- Littering
- Running
- Shouting
- Pushing
- Play fighting
- Wearing uniform incorrectly
- Eating/drinking in areas not designated for eating/drinking
- Being in out of bounds areas
- Not being properly equipped in roll call.

Behaviour on the way to and from school

We expect students to demonstrate a high standard of conduct on the journey to and from school as they are representatives of Seahaven and as such, we will impose school sanctions should a student behave in a way that endangers others or brings the school into disrepute. All students are expected to uphold their high standards in this way.

Students will:

- Travel to and from school in full uniform (students are not permitted to wear hoodies)
- Respect all local residents
- Dispose of litter appropriately and safely
- Use bikes, scooters and other modes of transport safely (and not in the school grounds)
- Not smoke and avoid walking with other students who are smoking

Fixed term exclusions are used in response to serious or persistent poor behaviour. There are some behaviours which pose such a risk or demonstrate such significant lack of respect that they are likely to result in permanent exclusion from Seahaven Academy.

Those behaviours include:

- Bringing drugs onto the school site
- Bringing weapons, or replica weapons on to the school site
- Persistent bullying
- Dangerous behaviour

Defiance towards members of staff is not tolerated and will result in a day's isolation.

Punctuality

Lateness to school creates a disrupted start to the day for students and staff who are already engaged in learning and should a student be late for school they will be set a sanction by their Key Stage Director.

Detentions

Detentions for lateness and misconduct around the school will be on the following day. We are not legally obliged to inform parents/carers of detentions; however, we do believe that it is good practice and therefore you will be notified. Please ensure that your contact details are always up to date by contacting the office 01273 517601 or email office@seahavenacademy.org.uk.

Smoking

The Academy site is a no smoking site for all students, staff and visitors. Students smoking on site or on the journey to or from school or being with people smoking will be subject to sanctions.

Mobile phones and other devices

Mobile phones and other electronic devices are not to be used in school. Students may carry them as long as they are not seen or heard. If they are seen or heard they will be confiscated and placed in the front office for collection by a parent/carer. This is to maximise the focus on learning and minimise the impact of e-safety issues during the school day. **Should you need to contact your child please phone the school office on 01273 517601 or email office@seahavenacademy.org.uk**

School Policies

The school policies are available on the school website for parents to view. Please take time to familiarise yourself with these.

Having consulted the Sex and Relationship Education policy on the website, as a parent you may wish to withdraw your child from these lessons. Please contact the Headteacher directly should you wish to do so. Parents will be informed in advance when SRE topics are to be taught as part of the PSHE curriculum.

Homework

Homework that is set by teachers can be monitored on the school's online homework software, Show My Homework. A pin will be issued to each student to enable them to log in to the system to access their homework. Parents are able to monitor their child's homework through this software and pin access will be provided on the student's log in letter. Show My Homework is also available as an app for smart phones. Students can attend 'Keep Up, Catch Up' sessions after school to complete homework with staff support. Students are required to attend 'Keep Up, Catch Up' if they do not submit homework.

Parents Evening

Each year group will have at least one parents evening every year and during 2020/2021 these have been via an online system. Information about how to book appointments and the date will be provided prior to each parents evening. The evening is a great opportunity for parents to meet with subject teachers to discuss student's progress, their strengths, areas for improvement and targets.

As COVID restrictions are lifted we will aim to provide further opportunities for parents to come into school to meet with Staff face to face.

Assessment

Students are assessed at key periods throughout the school year. Assessments are used to track student's progress and report current attainment and allow staff to plan future learning. At present assessment in Key Stage Three (Year 7-9) is reported using a rank order system. Further details will be provided to parents at the time. In Key Stage Four (Year 10-11) students are assessed using the GCSE grading system. Students in Years 7-10 are assessed through classroom-based tests at the end of terms 2, 4 and 6, whereas students in Year 11 take formal assessments at the end of each term. Results from all assessments are published and emailed home to parents.

IT Access

Every student will be issued with a log on to the school network when they start school, and this will give them access to their school email account. Additionally, students will also have access to a One Drive account which enables them to store and transport their work between school and home. Please note that there is no USB access on any computer within the school site. Students also have access to a copy of Office which can be used at home and instructions on how to access this are available on the school website or from Student Services. Chrome and Microsoft Edge are the recommended internet browser within school.

At Seahaven, we also have a web filtering policy, inappropriate content and social media is blocked while games and video streaming are carefully regulated. Some content is allowed after school for school clubs and various activities. E-safety is an important topic within school, and this is addressed through lessons and discussions within Tutor time. Should you have any concerns on this issue, please use the "Rub it out" button on the school website homepage. Help guides for all aspects of IT access are on the school website.

News Updates and Academy Letters

The Academy News Update and a large proportion of letters that are sent home are sent via text and email. Please could you ensure that you provide the office with an email address and so you don't miss out on any important letters and information. However, if you do not have access to a computer, please let Student Services know and we will be happy to send copies home to you in the post.

Medical

All parents will be asked to complete a Pupil Medical Card for their child. Should your child require a medical exemption pass, up to date medical evidence will be required.

Should your child need to take medication in school, please make sure that this is handed into the school reception with a completed consent form. The school requires medical evidence for any variation to the school uniform policy or to enable students to use the toilet during lesson time.

Medication forms can be found on the school website or are available from the school office.

Prescribed Medication. If your child is on prescription medication a prescribed medication form will need to be completed. The form and medication need to be handed into the school office. ***Please note: The school will not be able to give any prescribed medication without the chemist's dispensing label.***

Non-Prescribed Medication. Should you wish for the school to hold non-prescribed medication for your child (e.g. paracetamol or anti histamine), then please complete the non-prescribed medication form. All medication needs to be handed into the school office, carefully labelled.

Please note: the school is unable to administer ibuprofen, unless it has been prescribed by a doctor.

All medication is kept in a locked cabinet and is administered by qualified staff. Parents will be notified via text with the time and dosage of the medication that has been given.

**Please remember to keep us updated on any changes
to your mobile number or email address.**

**If you have any further questions, please contact Student
Services**

01273 517601

office@seahavenacademy.org.uk

or look at the school website

www.seahavenacademy.org.uk



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