



**JEWELLERY
QUARTER
ACADEMY**

**Information for Parents
2018-2019**

Welcome to Jewellery Quarter Academy. This booklet aims to give you all the information you need to help your child be successful in their school life.

Please take a moment to read it and make yourself aware of the high standards we expect from all our students.

If you have any questions please do not hesitate to contact us. Our contact details are:

Jewellery Quarter Academy
1 Albion Street
Birmingham
B1 3AA

Telephone 0121 729 7220

Email: enquiry@jewelleryquarter.academy

Head Teacher Mr Russell Bond MSc

ACADEMIC YEAR DATES 2018-2019

Autumn First Half Term Monday 3rd September to Friday 26th October 2018

Autumn Second Half Term Monday 5th November to Friday 21st December 2018

Spring First Half Term Monday 7th January to Friday 15th February 2019

Spring Second Half Term Monday 25th February to Friday 12th April 2019

Summer First Half Term Monday 29th April to Friday 24th May 2019

Summer Second Half Term Monday 3rd June to Monday 22nd July 2019

School Times

Start time for all students: 8.27 am

End Time:

Year 11 2.50 pm

Year 9 & 10 3.00pm

Year 7 & 8 3.10pm

ATTENDANCE

Our school Attendance Target for this year is 99%.

It is law that you attend school every day. If you do not attend, it must be for a justifiable reason. **Only the Head Teacher can authorise the absence.** The Head Teacher **cannot** authorise term time holidays.

For every day that you are absent, we ask that your parent/carer contact school by 8:27am. Should we not have received any reason for your absence, your parent/carer will be contacted by our automated text message and then followed up with a telephone call.

On your return to school, **we request a note of explanation** to be handed to your form tutor if we have not been previously notified.

Poor attendance will be investigated by school; your Head of Year will contact parents/ carers through letters and follow up face to face meetings if required.

Parents/carers of persistent absent pupils could face a penalty/statutory action.

School request that all medical appointments are kept outside of a school day. We understand that this at times cannot be avoided. Therefore, we would suggest during AM or PM Form Time, and request that medical evidence is provided and handed to your Form Tutor.

TO ATTEND IS TO ACHIEVE!

PUNCTUALITY

Always arrive for registration and your lessons on time.

- If for any reason you have missed your registration, please ensure that you inform and sign in with Reception, who will register your attendance.
- After 8:27am you will be recorded as late. You must bring in a note from your parent/carer to explain your reasons for lateness.
- A same day detention will be issued.

LATE POLICY

Jewellery Quarter Academy operates a strict policy on lates. If you are not on time, it will affect not only your learning, but also the learning of others

Home School Communication

If there is something you feel we need to know about your child that would help us to support your child please let us know. You can do this one of three ways:

1. Call school and ask to speak to your child's form tutor
2. Write a note to your child's form tutor and send it into school

Email the school using the enquiry email address marked for the attention of your child's form tutor

SCHOOL UNIFORM

Navy Blue Blazer

Embroidered Badge

Navy Blue and Gold Tie

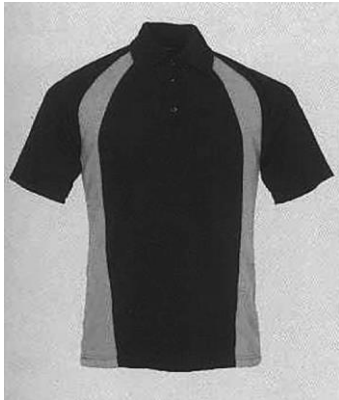
Pale Blue Shirt/blouse

Mid Grey Trousers / Knee length Skirt
(These should be tailored and not an elastic fabric)

Black Shoes – plain, low heeled and not trainer type

Bag

Pencil case



PE KIT

Navy and Blue Polo Top

Navy Blue Shorts

Jewellery Quarter Academy Staff reserve the right to send pupils home if incorrectly dressed or without the correct equipment

Uniform available from Clive Mark Unit 1-2 Anderton Road
Birmingham B11 1TG Tel: 0121 433 2567

PERSONAL PROPERTY AND APPEARANCE

Bag (Compulsory)

In order to keep books and equipment neat and safe, you should have a bag in which to carry your belongings. Books need to be kept flat. We recommend a sturdy bag with a secure fastening.

Jewellery

On the grounds of safety, only one watch and one small ring are allowed. (Relates to both boys and girls). Sovereign rings are not allowed.

Earrings

Only one pair of studs, sleepers or very small earrings are allowed. (Relates to both boys and girls) One earring per ear is allowed.

Facial Piercings

On the grounds of health and safety, any facial piercing (including tongues) is not acceptable. Students will not be allowed to be in school at any time with any facial piercing.

Hair Styles

Any excessive fashion hairstyles or hair colour are not acceptable.

Make-up

Discreet make-up and only clear nail varnish is permitted for boys and girls. Students will be asked to remove if inappropriate.

Make sure all your items are clearly labelled.

Multimedia Devices

Jewellery Quarter Academy is not responsible for any loss or theft of phones, Multimedia devices or other valuable items if they are brought into The School.

Smart appearance at all times is important.

Shirts must be tucked in neatly. Ties worn at a reasonable length.

Caps are not allowed to be worn anywhere on school premises.

Jewellery Quarter Academy reserves the right to send home any student who refuses to follow these rules.

All students are responsible for the safe keeping of their own personal belongings.

EQUIPMENT

We expect every student to have the basic items of equipment for every lesson.

PEN – PENCIL – RULER – RUBBER – SHARPENER

You should also have a bag to carry your books, PE kit etc. Text books and certain specialist equipment may be issued on loan. You will be given an exercise book or folder for each subject. If you lose or willfully damage anything, you will be expected to pay for a replacement. This also applies to furniture and the School buildings. Look after all of your equipment carefully.

LOST PROPERTY

If you find something that someone has lost, please hand it into Reception. If you lose something, tell your teacher or tutor. Items that have the owners name clearly on them are easy to return to their owners. Please name all valuable items – **better still, leave them safe at home!** At the end of term, any remaining items will be sent to a charity shop.

We will not investigate the loss of missing valuables. They should not be brought into school. Similarly we will not be held liable for broken/damaged equipment.

HOME – SCHOOL AGREEMENT

At Jewellery Quarter Academy we want to work with students, parents, staff and governors to create a School environment that ensures teaching and learning is of the highest quality, where students enjoy the classroom experience and feel intellectually challenged and stimulated. We believe in the importance of equipping students with the values and skills that will help their development and learning for life. We want to build self-esteem and confidence and create opportunities where students, parents and staff know that they are valued. We are convinced that this can happen when parents, students and staff agree to work together in partnership.

This Home - School Agreement is an agreement to work together.

The Parents

I/We shall aim to:

- Ensure my child attends regularly, on time, properly equipped and in full School uniform.
- Make Jewellery Quarter Academy aware of any concerns which might affect my child's education and welfare.
- Support Jewellery Quarter Academy policies and guidelines for behaviour.
- Attend parents' evenings and discussions about my child's progress.

Jewellery Quarter Academy

The School will:

- Make The School a safe and secure environment where learning can take place.
- Ensure that your child achieves their full potential as a valued member of the community.
- Provide a balanced curriculum which follow national guidelines.
- Achieve high standards of work and behaviour.
- Inform you of any concerns that are affecting your child's work or behaviour.
- Issue regular reports home.
- Set, mark and monitor homework.

The Student

I shall

- Attend Jewellery Quarter Academy every day and be on time.
- Bring all the equipment I need every day.
- Wear full School uniform and take pride in my appearance.
- Do all my class work and homework to the best of my ability.
- Be polite, helpful and respectful to others in and outside of Jewellery Quarter Academy.
- Keep Jewellery Quarter Academy and its environment free from litter and graffiti.

**PLEASE SIGN ATTACHED LETTER TO CONFIRM YOUR
ACCEPTANCE**

E-SAFETY

JEWELLERY QUARTER ACADEMY INTERNET AGREEMENT WITH STUDENTS

1. Students agree to use the Internet for constructive educational purposes.
2. Students will not visit sites which are offensive, illegal, defamatory or pornographic.
3. Students will observe rules and laws of copyright and plagiarism.
4. Students will be fair with the network, refraining from time consuming downloads of large files.
5. Students will not give out personal details about home, Jewellery Quarter Academy, addresses or telephone numbers.
6. Students must report to a member of staff any information they come across that makes them feel uncomfortable.

I agree to comply with Jewellery Quarter Academy rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by Jewellery Quarter Academy.

As the parent or legal guardian of the above named student, I grant permission for my child to use the internet. I understand that students will be held accountable for their actions. I also understand that some materials on the internet may be objectionable and I accept responsibility for setting standards for my child to follow when selecting, sharing and exploring information and media.

**PLEASE SIGN ATTACHED LETTER TO CONFIRM YOUR
ACCEPTANCE**

CYBER BULLYING

Cyber bullying is any form of bullying which takes place online or through your mobile phone. At Jewellery Quarter Academy we have a zero tolerance of cyber bullying. If you are the victim of cyber bullying or you observe incidents involving others, please inform a member of staff immediately.

Often Cyber bullying is committed after school hours or at weekends. This can make it technically difficult for the school to act. Please be aware of what your son/daughter is doing at all times.

FREE SCHOOL MEALS

We would like to inform you that we have adopted a new system for proving the entitlement to Free School Meals for your child. It is an online system which you will need to access.

The web address is:

www.cloudforedu.org.uk/ofsm/birmingham

Please note, your child will not be eligible for Free School Meals until this application has been completed.

If you require any support with this or do not have access to the internet, then please contact the school and arrange a meeting with Miss Murray.

SHOW MY HOMEWORK

What is Show My Homework?

Show My Homework is an online homeworking calendar showing homework information, deadlines and attachments for students. From September 2018, all homework will be displayed online using Show My Homework. The benefits of the system for students are:

- See all of your homework at the click of a button. A personalized experience to help you stay organised.
- All homework details are accessible 24/7, long after the school bell rings.
- There is a smartphone app available from the Apple App Store and Google Play Store.
- Automatic due date reminders will be received when using the mobile app.
- Translation into 50+ languages.

How does it work?

All teachers create and publish their homework online, on the school's homework calendar. Students can manage submission of homework and view grades by clicking the SMHW icon in the top banner of the school website or visiting jewelleryquarteracademy.showmyhomework.co.uk and entering your unique student PIN number.

By logging in, you will see just the homework relevant to you. You can review submission times, see grades and communicate with teachers around specific assignments. Forgotten passwords are also no longer an excuse – you can check for any homework set on the whole-school homework calendar without ever having to log in.

Smartphone App:

Parents and students can visit the app store and search for "Show My Homework", sign in with your unique PIN number and you can access homework details direct from your mobile. If you use the mobile app, you will receive automatic due date reminders to let you know when you have homework due in.

KEY DATES 2018-2019

4 th October	Year 11 Parents' Evening
11 th October	Year 10 Parents' Evening
18 th October	Year 7 Settling in Evening
25 th October	Halloween Party
29 th November	Year 8 Parents Evening
7 th December	Christmas market
10 th January	Year 7 Parents Evening
1 st April	Year 10 Work Experience week
29 th April	Inset day
2 nd May	Guided Choices' Evening Year 8