

Inspiration Academy

@

The Leigh UTC



Information Booklet 2022

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Attachment 1: Home School Contract

Head of College Welcome

Dear Parents / Carers,

I am delighted to be writing to you as the Head of College of the Inspiration Academy at The Leigh UTC. It is truly my pleasure on behalf of the Trust, staff and students to welcome you to our academy.

I feel extremely honoured and privileged to be part of the UTC movement and that of the Leigh Academies Trust (LAT). My commitment is to ensure that our students have an experience here that is unmatched anywhere else

The Leigh UTC delivers the MYP curriculum, underpinned by the IB philosophy. With state-of-the-art facilities, unrivalled opportunities for 11-19 year olds, we are the envy of many schools and institutions of higher education across the country. We recognise that academic learning is very important but not the only measure of success. The high expectations we have of our students permeates through our values, habits and beliefs.

My vision for our Academy and the ambition of my team is to ensure that the needs of all our children are met in all areas of school life and that each child is given a wealth of experience and opportunities that will prepare them for life ahead. This in turn, will ensure they leave The Leigh UTC at the end of Year 11 or Year 13, feeling extremely confident, responsible and competent members of society, ready for their next phase in education or the workplace.

Through hard work and a highly supportive environment, we work tirelessly to ensure that every child leaves secondary education with all the skills required to lead a productive, successful, and most importantly, a happy adult life.

Our goal is that regardless of circumstances, every young person should be empowered through education to choose and succeed on their own path in life.

Thank you for taking time to read this and I look forward to meeting you in September.

Yours faithfully,

Mr Alamu

Head of College (IA)

Senior Leadership Team

Mr S Leahey

Principal

Mr G Alamu

Head of College - Inspiration Academy

Mr S Richter

Assistant Principal (SENDCo) - Inspiration Academy

Mr K O'Donnell

Assistant Principal - Inspiration Academy

Mrs C Ejiofor

Assistant Principal - Inspiration Academy

Mr N Arnould

Head of College - The Leigh UTC

Ms S Dickinson

Assistant Principal - The Leigh UTC

Mrs S Rekhi

Assistant Principal - The Leigh UTC

Home School Communication

We welcome all parents and carers to our school and appreciate that communication between home and school is vital for students to succeed. If you wish to meet with a particular member of staff please contact school reception to arrange a mutually convenient date and time, or contact the relevant member of staff directly. Our staff aim to respond to all parent / carer communication, either by email or by telephone, within 48 hours.

If you have a query in relation to something that has happened during the school day, your first point of contact should always be your child's Form Tutor or Student Service Manager (SSM). The details of the SSMs can be found in this booklet.

In addition to official letters being shared with students and their families throughout the academic school year all communication is emailed home via a weekly newsletter that shares important information and updates for students and their parents / carers.

Key Contact details:

Main School Reception

Telephone: 01322 626 600

Email: info@theleighutc.org.uk

2022/23 Term Dates

Start of Module 1	Friday 2th September 2022
End of Module 1	Friday 21st October 2022
Start of Module 2	Monday 7th November 2022
End of Module 2	Tuesday 20th December 2022
Start of Module 3	Thursday 5th January 2023 Wednesday 4th January 2023 (Staff Training - Academy Closed)
End of Module 3	Thursday 9th February 2023 Friday 10th February 2023 (Staff Training - Academy Closed)
Start of Module 4	Monday 20th February 2023
End of Module 4	Friday 31st March 2023
Start of Module 5	Monday 17th April 2023
End of Module 5	Friday 26th May 2023
Start of Module 6	Monday 5th June 2023
End of Module 6	Friday 21st July 2023

The following INSET dates are for staff only - students will not be on site:

- Tuesday 30th August 2022
- Wednesday 31st August 2022
- Thursday 1st September 2022
- Wednesday 4th January 2023
- Friday 10th February 2023

Attendance

We know that hard work and excellent attendance and punctuality is the key to our student's success. We are always willing to work with parents and carers to ensure that attendance and punctuality are at the highest levels they can possibly be in order to best prepare our students for their future. Pupils cannot achieve their full potential if they do not regularly attend school. Good attendance is not just beneficial, it's essential! Please take time to read our attendance guidelines below as this will help answer many of your attendance related queries.

Why is attendance so important?

All parents want their child to succeed. The research shows it is important to have a good education, as education is a crucial route in creating better opportunities in one's adult life. Children only have one chance at school, therefore poor attendance has a significant impact on a child's future. Good attendance is essential in society in highlights performing secondary schools.

If your child does not attend school regularly they will:

- struggle to keep up with schoolwork
- miss out on important pieces of knowledge
- miss out on the social aspects of school life
- fail their exams due to missing knowledge

What counts as good attendance?

Leigh Academies Trust and The Leigh UTC are committed to providing a full and efficient educational experience for all students and recognises this can only be achieved by supporting and promoting excellent school attendance for all. We expect our students to achieve at least 100% attendance.

The following types of absences may be marked as authorised:

- Leave of absence authorised by the school (such as time off for bereavement)
- Holidays authorised by the Principal (request forms available on school website)
- Illness - if agreed by attendance and supported by a Doctor's note.
- Medical or dental appointment (must be arranged outside of school hours where possible)
- Religious observance
- Off-site education organised by the Academy

Any other form of absence will be unauthorised.

Absences where parents have not provided the school a reason for absence will be recorded as unauthorised. Examples of unauthorised absences include:

- Shopping trips
- Looking after a parent or sibling
- Parent being too unwell to bring their child into school
- Day off for birthdays
- Feeling tired

Persistent Absenteeism

A child is deemed to be a Persistent Absentee if their attendance falls below 90%. The academy will consider students below 95% to be at risk. Students who fall into either of these categories will be monitored by the academy attendance teams and the Trust Attendance and Welfare Officer.

A referral may be made to the local authority's attendance service should attendance remain poor after academy and Trust Interventions

What happens if my child does not attend school regularly?

Whilst the School will actively work with parents/carers to ensure that your child's attendance does not fall below expectations, If your child does not attend school regularly a referral may be made to the local authority's attendance service. The Local Authority can take action against you. This can be through a Fixed Penalty Notice (a fine) or a summons to appear at a Magistrates Court.

Where penalty notices are imposed, regulations state that the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Penalty notices are issued to each parent of each child. Failure to pay in full by the end of the 28-day period may result in prosecution by the local authority.

What if my child is unwell?

The parents / carers of any children who are absent must notify The Leigh UTC before 8.30am by calling 01322 626600 and choosing Option 1: Student absence.

Please leave a message stating your child's full name, year group, reason for absence, nature of illness. You will need to make contact with us on every subsequent day that your child is absent from school. You can email: info@theleighutc.org.uk or call The Leigh UTC on 01322 626600 and select the option to communicate your child being absent from school.

Punctuality

Students should be on site for no later than 8.20am when line up takes place, this gives them time to get to their form room, where the morning register is taken at 8.30am. Any students arriving at school after 8.30am will be marked late. If you are late to lessons on two or more occasions you will receive a lunchtime detention. You will also receive a text to inform you that your child has been late to school. Students that are regularly late will be dealt with more seriously.

Help your child be prepared and ready for school using these tips:

- Arriving at school unprepared can be a major worry for children. Help your child pack their school bag and lay out their uniform the night before to save time and ensure no equipment is left behind.
- Tired children are not punctual and find it hard to learn so ensure that they have a sensible bedtime. Most school aged children should be in bed, without access to devices by 21:00.
- Help your child get into a regular and habitual routine by setting an alarm at the same time every morning. Make time for breakfast so that there is no stopping at shops where children may get side-tracked and purchase unhealthy snacks and drinks.
- Have a notice board or calendar at home for special trips or activities / events. This will help you and your child be prepared in advance of important dates.
- Remind your Child to charge their chromebook in preparation for the next school day.

Medical appointments

Appointments should always be outside of school hours. Please ensure routine appointments (e.g. doctors, dentists, opticians) are scheduled for after 3.30pm on a school day or at weekends. If there are times when appointments during school time are necessary, please contact the Academy to inform the Attendance Team in advance and ensure your child brings in evidence of the appointment (e.g an appointment card or letter). Students should not be absent for the full day, we expect them to be in school either before or after the appointment.

Holidays during term time

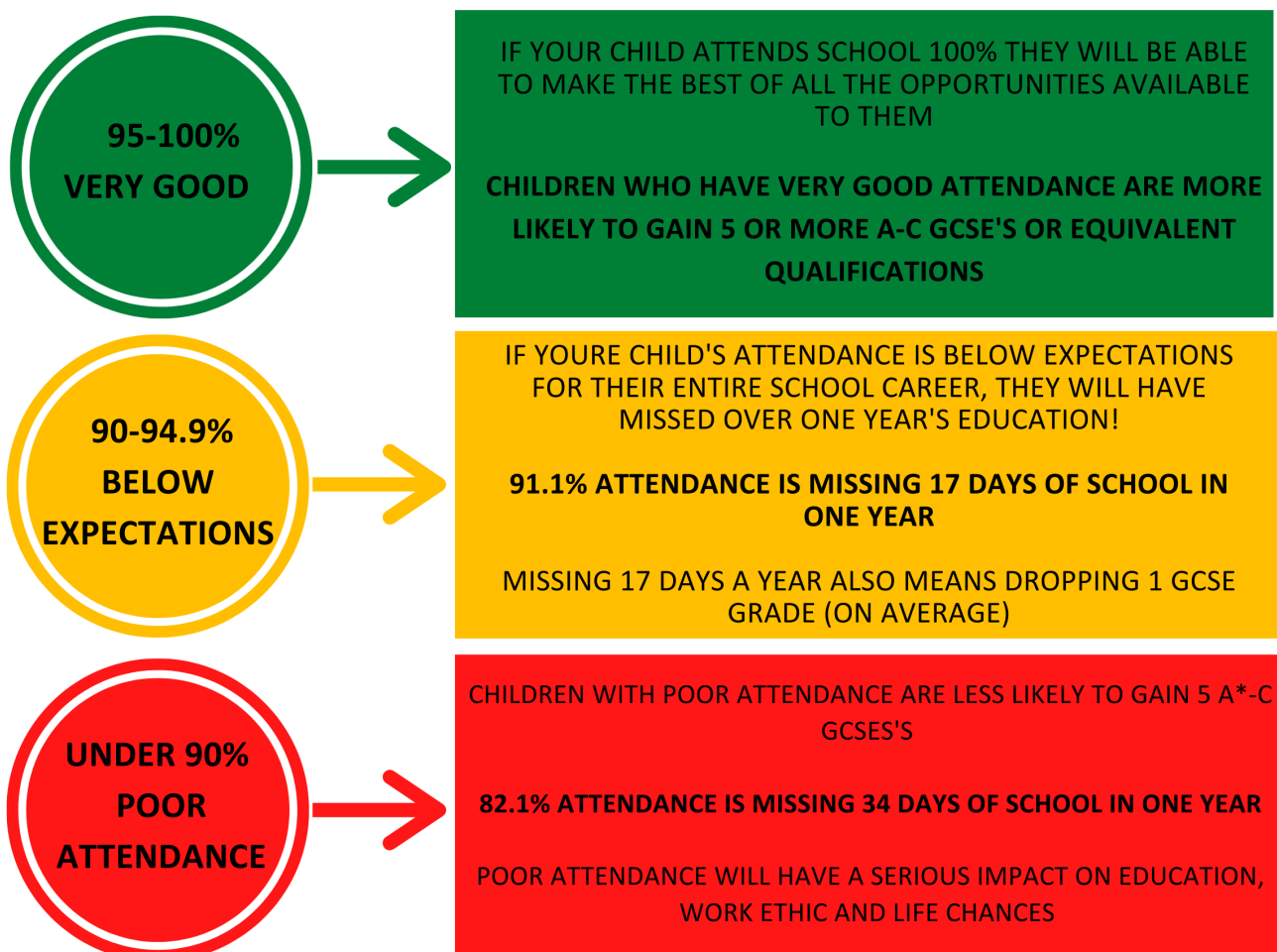
You should not take your child on holiday during term time as it can be disruptive and detrimental to your child's education. If you feel that there are exceptional circumstances for taking your child out of school during term time, you will need to write to the Principal requesting the time off. The Principal will determine if there are exceptional

circumstances relating to your request and inform you whether your request for leave of absence has been granted. If you do not request permission to take your child out of school and do so regardless, your child's absence will be recorded as unauthorised and The Local Authority can take action against you. This can be through a Fixed Penalty Notice (fine) or a summons to appear at a Magistrates Court.

How will the Academy help improve poor attendance?

The Attendance Scale below allows us to target support for students that drop below the Academy's target of 96% attendance. Students at each stage will receive different levels of support to help them improve their overall attendance. This Attendance Scale is displayed on our Academy's attendance board and in all Form Tutor rooms.

An attendance tracker for the entire academic year is included in your child's planner. You will need to sign this at the end of each module and support the Academy to ensure that this remains at 96% or above throughout each module. Should you have any concerns please do not hesitate to contact the Schools Attendance Officer.



The School Day



Times of the Day 2022/23



	Y8 / 9 / 11	Y7 / 10 / 12 / 13	
8:30-9:30	P1	P1	<p>Y7 students will gather before school on the playground and have a break (10:30) and lunch time (12:50) on the IA playground and in the IA canteen.</p> <p>Y8 students will gather before school in the IA restaurant area and have break (9:30) and lunch time (11:50) on the IA playground and in the IA canteen.</p> <p>Y9 students will gather before school on the left playground and have break (9:30) and lunch time (11:50) on the left playground and UTC canteen (shared with Y11)</p> <p>Y10 students will gather before school on the right playground and have break (10:30) and lunch time (12:50) on the right playground and UTC canteen (canteen shared with Y12).</p> <p>Y11 students will gather before school in the UTC restaurant and soft seating. We would like to make this time productive, KOs, online platforms happening. Y11 will have break (9:30) and lunch time (11:50) on the UTC right playground and UTC soft seating (Canteen shared with Y9).</p> <p>Y12/13 students will gather before school in the P16 study area and soft seating area (working area, KOs/online platforms) and have break (10:30) and lunch time (12:50) on the UTC left playground and UTC soft seating. Y12/13 will be allowed off site at break and lunch if their conduct on site is good during the first module.</p>
9:30 - 9:50	BREAK	P2	
9:50 - 10:30	P2		
10:30-10:50		BREAK	
10:50 - 11:50	P3	P3	
11:50 - 12:20	LUNCH	P4	
12:20 - 12:50	P4		
12:50 - 13:20		LUNCH	
13:20 - 14:00	TUTOR	TUTOR	
14:00 - 15:00	P5	P5	
15:00 - 16:00		P6 (Y12/13 ONLY)	

NB:

- The Academy day finishes at 15:00 for all students in Year 7 to Year 11 on Monday, Tuesday, Thursday and Friday.
- The Academy day finishes at 14:00 for students in Year 7 to Year 11 on Wednesday.
- The timings of each lesson may be subject to change ahead of the start of 2022/23 academic year.

School Uniform

The Inspiration Academy and The Leigh UTC holds professionalism and a business approaches at the heart of everything we do. It is important that students have a smart and business-like appearance throughout the day; this includes when travelling to and from school. Additionally, students will have to comply with health and safety regulations as well as selecting clothing that suits our practical environment.

We believe that all students should take pride in their appearance. Smart business dress conveys positive feelings in terms of commitment and attitude to work and studies, enabling students the opportunity to demonstrate that they fully embrace our professional ethos.

Students are expected to always be in the correct school uniform. If there are any reasons why this cannot happen an official letter from a doctor or physician must be provided.

NB: We have procured a new supplier for school uniforms. You will be able to buy your child's uniform from our new suppliers.

BOYS UNIFORM - Year 7 to 9

- **Blazer** - black with Inspiration Academy badge*
- **Trousers** - black tailored (*no skinny fit or jean style*)
- **Shirt** - plain white with optional short sleeve
- **Inspiration Academy Tie***
- **Jumper** (*optional*) - black, v-necked with Inspiration Academy logo*
- **Socks** - grey or black
- **Shoes** - The only acceptable footwear is plain, black, sturdy leather/leather like shoes with wide flat heels. Trainers, above ankle boots, platforms, sling-backs, open toe shoes and fabric shoes (e.g. Vans) are not permitted. Coloured stitching, coloured labels, logos and coloured laces are not permitted. Parents/carers are invited to send images of footwear to their Head of College should they need further advice. Plain black 'Kickers' style shoes/ankle boots are the only acceptable exception to the above rules.

See page ... for guidance.

GIRLS UNIFORM - Year 7 to 9

- **Blazer** - black with Inspiration Academy badge*
- **Trousers** - black tailored (*no skinny fit or jean style*)
- **Skirt** - pencil black skirt, must be on the knee
- **Blouse** - white with revere collar
- **Inspiration Academy Tie** (*optional*)*
- **Jumper** (*optional*) - black, v-necked with green trim*
- **Tights** - plain black only (*it is an expectation that students wear tights or socks- see below*)
- **Socks** - black ankle socks only (*it is an expectation that students wear black ankle socks or tights - see above*)
- **Shoes** - The only acceptable footwear is plain, black, sturdy leather/leather like shoes with wide flat heels. Trainers, above ankle boots, platforms, sling-backs, open toe shoes and fabric shoes (e.g. Vans) are not permitted. Coloured stitching, coloured labels, logos and coloured laces are not permitted. Parents/carers are invited to send images of footwear to their Head of College should they need further advice. Plain black 'Kickers' style shoes/ankle boots are the only acceptable exception to the above rules.

See page.... for guidance.

Please ensure all uniform items are labelled clearly

*** Items marked should be purchased directly from our school uniform supplier:
Brigade Clothing - www.brigade.uk.com/parents/**

IMPORTANT WASH CARE INSTRUCTIONS



Always refer to your garment care label to ensure that your uniform looks as good as new for as long as possible. We produce tough, hardwearing uniform, however it is important that you follow the care labels correctly to ensure you get the best out of your purchase.

- Turn garments inside out to wash and dry
- Fasten any buttons before washing
- Do not overload machine
- Iron inside out on a cool setting to avoid heat damage, which can cause a shiny surface on fabrics (do not iron knitwear or cuffs and welts on sweatshirts)
- Bobbling/Pilling is caused by friction and excessive heat. It is also known within the British textile industry that fabric softeners are a major cause of bobbling/pilling of the fabric. Bobbling/pilling often disappears over time and is not a reflection on the quality of the garment.

Order Your School Uniform Online



Parents Direct Delivery

IMPORTANT SUMMER HOLIDAY ORDER INFORMATION

Place your order before **22nd July** for delivery before the start of term

www.brigade.uk.com

Register today to avoid missing out on Brigade promotions or important notifications by logging onto www.brigadeparents.info

Washing symbols and their meaning

Always check the label!!

Machine wash at temperature stated	Hand wash only	Do not bleach	Tumble dry at temperature stated	Do not tumble dry	Dry clean only	Iron at temperature stated	Do not iron	Do not wring out

ONLINE ORDERING: www.brigade.uk.com then select the PARENTS CLICK TO ORDER HERE link

PARENT ENQUIRIES EMAIL: sales@brigade.uk.com

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SUPPLYING SCHOOLS Since 1990

Footwear Guidance

What do we mean by “black leather shoes?”



Examples of **acceptable**
black leather shoes



Examples of **unacceptable**
black leather shoes



Brigade Clothing Limited - Direct Service for Parents

www.brigade.uk.com/parents/

Select **Inspiration Academy @ The Leigh UTC** and click **SUBMIT**.

- Select the item(s) you wish to order
- Select the colour you require
- Select the size you require
- Select the quantity you require
- Follow the site instructions should you wish to purchase more than 1 item
- Select **view cart** and review your order
- Select **checkout**
- Enter payment details ensuring you have done so correctly
- You will be required to select ‘**agree**’ if you have read and agree to the Terms and Conditions stated
- An order confirmation will be sent to your email address provided
- Your order is complete and will be delivered to the address provided

Further assistance provided through Brigade Customer Services:

webhelp@brigade.uk.com

The following items are not permitted as school uniform:

- **NO** non-school uniform garments are to be worn under the school blazer
- **NO** coats to be worn in Academy buildings
- **NO** scarves of any kind to be worn whilst on Academy premises
- **NO** headwear (with the exception of religious items) to be worn on Academy premises
- **NO** trainers to be worn whilst wearing school uniform (acceptable during PE classes)
- **NO** make up
- **NO** nail varnish (clear varnish is acceptable)
- **NO** acrylic nails / gel nails / false nails
- **NO** denim
- **NO** jewellery (students may have one pair of stud earrings and a wristwatch)

Note: All non-uniform items including jewellery may be confiscated and collected from the main reception at the end of the same school day. Students bring these items entirely at their own risk and the Academy accepts no responsibility for lost / damaged / stolen items.

PE Kit

- Navy PE top with Inspiration Academy badge*
- Navy tracksuit bottoms (plain) or shorts (plain)
- Trainers
- Sport Socks
- 1/4 Navy zip sport top with Inspiration Academy badge*

Advice: Please refrain from bringing items of significant value to PE lessons. If you have no choice but to do so, please hand items to your PE teacher. The Academy takes no responsibility for lost items. If you are unable to participate in a PE lesson a note will be required. Students will be expected to attend, observe and support the lesson nonetheless.

Workshop Kit

- White laboratory coat with Inspiration Academy badge*
- Safety spectacles / goggles

*** Items marked should be purchased directly from our school uniform supplier:
Brigade Clothing - www.brigade.uk.com/parents/**

IMPORTANT WASH CARE INSTRUCTIONS

BRIGADE

Order Your School Uniform Online

BRIGADE

Parents Direct Delivery

Always refer to your garment care label to ensure that your uniform looks as good as new for as long as possible. We produce tough, hardwearing uniform, however it is important that you follow the care labels correctly to ensure you get the best out of your purchase.

- Turn garments inside out to wash and dry
- Fasten any buttons before washing
- Do not overload machine
- Iron inside out on a cool setting to avoid heat damage, which can cause a shiny surface on fabrics (do not iron knitwear or cuffs and welts on sweatshirts)
- Bobbling/Pilling is caused by friction and excessive heat. It is also known within the British textile industry that fabric softeners are a major cause of bobbling/pilling of the fabric. Bobbling/pilling often disappears over time and is not a reflection on the quality of the garment.

Washing symbols and their meaning

Always check the label!!



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PARENT ENQUIRIES EMAIL: sales@brigade.uk.com



IMPORTANT SUMMER HOLIDAY ORDER INFORMATION
Place your order before **22nd July** for delivery before the start of term



SUPPLYING SCHOOLS Since 1990

www.brigade.uk.com

Register today to avoid missing out on Brigade promotions or important notifications by logging onto www.brigadeparents.info

HOW TO MEASURE YOUR CHILD

Measure the actual body measurements as this is far more accurate than measuring over clothes.

CHEST: Measure around the chest at the fullest part, placing the tape close up under the arms.

COLLAR: Measure around the base of the neck where the collar sits, inserting two fingers between the neck and tape to allow growth

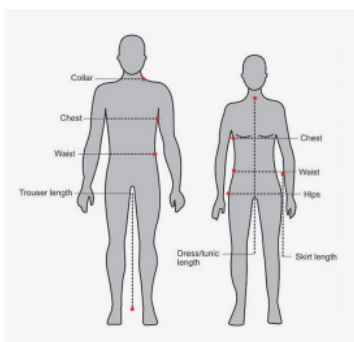
WAIST: Measure around the natural waistline.

TROUSER LENGTH: Measure the inside leg from crotch to floor without shoes on.

HIPS: Measure around your hips, 20cm (8") below your natural waistline.

SKIRT LENGTH: Measure from the waist down to where you would want the hem

DRESS & PINAFORE LENGTH: Measure from nape of neck to length required.



PRIMARY UNIFORM - SIZE COMPARISONS

Brigade Sweatshirts and Sweatshirt Cardigans/Polo Shirts/T-Shirts

Chest	22"	24"	26"	28"	30"	30/32"	32"	34"
Age	2-3	3-4	5-6	7-8	9-10	9-11	10-11	12-13

Knitwear Jumpers (Acrylic, 50/50 and Contrast Stripe)

Chest	22"	24"	26"	28"	30"	32"	34"	36"
Age	2-3	3-4	5-6	7-8	9-10	11-12	13-14	15-16

Blazers

Chest	22"	24"	26"	28"	30"	32"
Age	2-3	3-4	5-6	7-8	9-10	11-12

PE Shorts

Waist	14/16"	18/22"	22/24"	26/28"	30/32"
Age	3-4	5-6	7-8	9-11	12-13

PLEASE NOTE:
The sizing comparisons are for guidance only and are NOT applicable to all our products.

SENIOR UNIFORM - SIZE COMPARISONS

Blazers

Chest	28"	30"	32"	34"	36"	38"	40"	42"	44"	46"	48"	50"
Age	7-8	9-10	11-12	13-14	15-16							
Female	6	8	10	12	14	16	18	20	22	24	26	28
Male				XS	S	M	L	XL	2XL	3XL	4XL	5XL

Knitwear Jumpers (Acrylic, 50/50 and Contrast Stripe)

Chest	28"	30"	32"	34"	36"	38"	40"	42"	44"	46"
Male	7-8	9-10	11-12	XS	S	M	L	XL	2XL	3XL
Female	6	8	10	12	14	16	18	20	22	24

Brigade Sweatshirts and Sweatshirt Cardigans/Polo Shirts/T-Shirts

Chest	28"	30"	30/32"	32"	34"	36"	38/40"	42/44"	46/48"
Age/Size	7-8	9-10	9-11	10-11	12-13	S	M	L	XL

PE Shorts

Waist	22/24"	26/28"	30/32"	34/36"	38/40"	42/44"
Age/Size	7-8	9-11	12-13	S	M	L

TIES (For Primary and Senior Schools)

Tie Style/Size	Elastic	9"	Clip on	12"	14"	16"	Tie	39"	45"	52"
School Age		Inf/Jnr		Junior	Junior	Senior		Junior	Jun/Sen	Senior

HOW TO USE THIS SERVICE

INSTRUCTIONS

1. Log onto www.brigade.uk.com
2. Click on the parents click to order button
3. Enter your child's school name
4. Select the school from the drop down list provided
5. Follow the online instructions to place your order

£3.99 delivery fee applied for all orders

IMPORTANT INFORMATION ON SUMMER HOLIDAY ORDERS

July to September is a busy time for ALL uniform providers!

Place your order BEFORE 22nd July for delivery before the start of term.

We cannot guarantee orders placed after this date will be delivered in time for the start of the new term.

ORDER SATURDAY OR SUNDAY FOR FASTER DELIVERY!

Cashless Catering and Bromcom

At the Inspiration Academy and The Leigh UTC we operate a cashless catering system that allows each student to have their own personal account to allow for payment of snacks and meals from our restaurants. This system has a number of advantages:

- No cash is taken at the Point of Sale (PoS). Accounts are funded and 'topped up' online via parent pay.
- Students are not required to bring cash to school, reducing instances of loss.
- Healthy eating habits are promoted as students will not be tempted to purchase confectionary and other unhealthy choices whilst travelling to and from school.
- Parents/carers will be able to view their child's spending at school, by logging onto the ParentPay account (please note that to view a summary of items purchased can only be accessed via desktop device at present).
- You can set a daily limit as to how much your child can spend preventing overspending.
- Each student has an account that can be 'topped up' as frequently as you wish and at any time via ParentPay.

How to activate your account - [click here](#).

How does it work?

Our system uses biometric recognition based on measurements taken from a finger placed on a scanning device. Students then use their index finger to purchase items which are then debited from their own personal account.

How does my child register for this system?

All students will have their finger measurements scanned on their first day at the Academy. The process is relatively quick and takes no longer than 2 minutes per student.

Why do you need to scan my child's finger?

The scanner converts the finger measurements into a unique string of numbers and these are used in the recognition process. No image of the finger measurement is recorded nor is any image of the student's fingerprint. A fingerprint cannot be composed from the numbers.

My child is entitled to Free School Meals - how will this work for them?

The Free School Meal will be assigned to your child's account, meaning they will use their finger to confirm a purchase in the same way as all other students. You may provide

additional funds for yosabrina.catanho@theleighutc.org.ukur child via ParentPay and this will not impact upon their Free School Meal status.

How can my child check their current balance?

The finger scanner at the PoS will display the balance before and after a purchase has been made.

How else will my child's data be used?

For this system to function effectively, some data needs to be stored. This will include your child's name, class, photograph, account balance and meal entitlement (if applicable). This data will be handled under the guidance of the Data Protection Act and only be accessed by parties required to operate this system in collaboration with the Academy.

If you have any concerns about the process outlined above, please contact Mrs Catanho our Office Manager: info@theleighutc.org.uk

Cucina Restaurant

Cucina provides our restaurant catering and snacks, hot and cold food and beverages may be purchased at break and lunch times daily. All food, including those students who wish to bring packed lunches, must be consumed in a designated restaurant seating area. An example of a typical school week menu can be found below. A lunch meal costs £2.40.

WEEK ONE

MAIN PLATE £2.30

THE VEG PATCH £2.30

PASTA POT
MEDIUM £1.80 LARGE £2.20

1 POT £2.30
MEAT →
NON MEAT →
BASE →
SAUCE →

HOT BREAD
PIZZA £1.30 WRAPS £2.30

CUCINA BASIC 50P

PUD £1.10
HOT >
COLD >

CLASSIC FAVOURITES MONDAY

MAC BAR
TOPPINGS, ROCKET & PARMESAN SALAD

BROCCOLI & CAULIFLOWER BAKE
ROCKET & PARMESAN SALAD

SIMPLE TOMATO PASTA
CHEF'S SPECIAL PASTA

HONEY FRIED CHICKEN

SWEETCORN FRITTERS

VEGETABLE RICE

SWEETCORN JAM SAUCE

MARGHERITA PIZZA

PEPPERONI PIZZA

MINI BROWNIE

SAVOURY POPCORN

TOFFEE & BANANA CRUMBLE
ICE CREAM

ICE CREAM VAN
TOPPINGS

eastern TUESDAY

CHICKEN KATSU CURRY
JAPANESE CRACKERS

AUBERGINE FRITTERS
KATSU CURRY SAUCE

SIMPLE TOMATO PASTA
CHEF'S SPECIAL PASTA

SCANDINAVIAN MEATBALLS

GRILLED HALLOUMI DICE

DICED POTATOES

NOT IKEA SAUCE

CHICKEN WRAP BAR

MINI FRUIT JELLY

CHEESE STRAWS

PANCAKE BAR
TOPPINGS

JAFFA CAKE CHEESECAKE

Great BRITISH WEDNESDAY

ROAST PORK
YORKSHIRE PUDDING, STUFFING & ROASTED VEG, PAN GRAVY

VEGGIE TOAD IN THE HOLE
ROASTED VEGETABLES, VEGETARIAN GRAVY

SIMPLE TOMATO PASTA
CHEF'S SPECIAL PASTA

REGGAE REGGAE CHICKEN

SWEET POTATO BITES

RICE 'N' PEAS

SPICY REGGAE REGGAE SAUCE

MARGHERITA PIZZA

BQ CHICKEN PIZZA

CHOCOLATE STRAWS

MINI MUFFIN

STEAMED CHOCOLATE SPONGE
CHOCOLATE CUSTARD

TREACLE TART

SOUTHERN style THURSDAY

CHILLI CON CARNE
SOUR CREAM, SALSA, CHEESE, NACHOS

QUORN & VEGETABLE CHILLI
SOUR CREAM, SALSA, CHEESE, NACHOS

SIMPLE TOMATO PASTA
CHEF'S SPECIAL PASTA

CRISPY CHILLI BEEF

SHOESTRING CARROTS

ASIAN NOODLES

SWEET CHILLI SAUCE

SOUTHERN FRIED CHICKEN WRAP BAR

SHORTBREAD MINI

MINI FLAPJACK

CHURROS
CINNAMON SUGAR

WHOOPIE PIE

FISH CHIP FRIDAY

CHIP SHOP BATTERED FILLET OF FISH
SALMON FISHCAKE
CHIP SHOP SPECIALS

QUORNISH PASTY
CHIP SHOP SPECIALS

SIMPLE TOMATO PASTA
CHEF'S SPECIAL PASTA

SWEET & SOUR LEMON CHICKEN

TEMPURA VEGETABLES

VEGETABLE RICE

SWEET & SOUR SAUCE

MARGHERITA PIZZA

HAM PIZZA

MINI COOKIE

NACHOS BAG

RASPBERRY & WHITE CHOCOLATE SPONGE
HOT CHOCOLATE SAUCE

CUCINA SUNDAE

TRY OUR HOME MADE SOUP
{ WITH freshly baked BREAD: £1 }

FREE SCHOOL MIDDAYS
CHOOSE ANY 2 items
(BUT NOT 2 CAKES!)
AND NOTHING EXTRA

breakly made 14 INCH PIZZA
TO SHARE OR TAKE HOME
< ORDER NOW >

TAKE HOME A TAKE AWAY
2 PORTIONS OF TODAY'S HOT SELECTIONS
COLLECT BEFORE YOU GO HOME

LESS THAN 300 calories
WHERE YOU SEE THIS SIGN

watch out for our POP-UP PROMOTIONS
{ BRINGING YOUR FAVOURITE FOOD TO YOU }

ALL OF OUR DELI RANGE
OF SANDWICHES, SALADS AND DESSERTS
ARE FRESHLY MADE HERE DAILY

Cucina

WE ONLY EVER SERVE FOOD WE WOULD BE HAPPY TO BE SERVED OURSELVES. MOST OF OUR MEAT IS RED TRACTOR ACCREDITED AND BRITISH. OUR EGGS AND MAYO ARE FREE RANGE. OUR FISH IS CAUGHT FROM SUSTAINABLE STOCKS. OUR COFFEE AND CHOCOLATE ARE FAIRTRADE. TO FURTHER REDUCE FOOD MILES, 90% OR MORE OF OUR FRUIT AND VEG IS GROWN IN THE UK AND WE VISIT THE FARMS WHERE THEY ARE GROWN REGULARLY. BUT SOURCING GREAT INGREDIENTS IS POWERTLESS WITHOUT PROPERLY SKILLED CHEFS DETERMINED TO TURN IT INTO GREAT FOOD EVERY DAY. SO WE INVEST IN THAT RARE BREED AS WELL! ALL OF OUR FOODS ARE PREPARED IN AN ENVIRONMENT WHERE NUTS AND OTHER FOOD ALLERGENS ARE PRESENT. IF YOU HAVE SPECIAL DIETARY REQUIREMENTS, PLEASE SPEAK TO OUR EXECUTIVE CHEF WHO WILL BE HAPPY TO FIND SOMETHING SUITABLE.

Drinking Water

We understand that drinking water and remaining hydrated throughout the school day is important to help our students learn and maintain focus. We actively promote the consumption of water (still, sparkling and flavoured) across the Academy and have potable water taps so that students may refill their water bottles before the school day and during both break and lunch periods, but not during lessons. Whilst students may consume water in lessons (with the exception of ICT and Science) it must not become a distraction to Teaching and Learning. Should this happen then staff will confiscate the water bottle until the end of the lesson.

Prohibited Food and Drink Items

We ask that all parents / carers encourage their children to eat and drink healthily. As adults, we all have a responsibility to help our young people form good habits that will help them become happy, healthy and respectful members of society. Our Academy does not allow students to bring sweets nor chocolate bars into school, or to consume them as snacks or as part of their school lunch. This includes large packets of crisps, multipack items and those items made for sharing / group consumption.

Energy and fizzy drinks (other than sparkling water) are not allowed.

NB: Any of the above food and drink items will be confiscated and **not** returned.

The Leigh UTC & Inspiration Academy Mobile Phone Policy



Students in Year 7 to 11 are not permitted to use mobile phones. Mobile phones should be switched off and kept in your school bag at all times.

What if...	Solution!
I need to call home?	Go to reception at break or lunchtime.
Parents/Carers need to contact me in case of an emergency?	They should call reception and a message can be passed onto you.
I need to use a device for learning?	Students can use their own Chromebooks if permitted by their teachers.
I am bored at breaktime?	Speak to your friends instead. Play a game with your friends outside or read a book.
I need to know the time?	Look at the clock on the wall or wear a watch.

**ON
SITE?
OUT OF
SIGHT**

Sanctions

If a phone is seen, it will be confiscated. You can collect it at the end of the day from reception. Refusal to hand the phone to the teacher will result in a one day Exclusion. If a phone is confiscated three times, parents will be expected to collect the device.

Curriculum

We follow the Middle Years Programme [MYP] - International Baccalaureate ®

The MYP is a challenging framework that encourages students to develop practical connections between their studies and the world in which they live.

The MYP aims to develop active learners and internationally minded young people who are able to empathise with others whilst pursuing lives of value and meaning.

Students enhance their conceptual and intercultural understanding, empowering them to inquire into issues and ideas of significance locally, nationally and globally. This results in young people that are creative, critical and reflective thinkers.



Lesson Allocation

Your child will study:

Learning Area	Subject	No. of weekly lessons
Language & Literature	<i>English</i>	5
Mathematics	<i>Mathematics</i>	4
Sciences	<i>Science</i>	3
Individuals & Societies	<i>Humanities</i>	2
Language Acquisition	<i>MFL - German</i>	2
Physical & Health Education	<i>Physical Education</i>	2
Design	<i>Engineering</i>	2
	<i>Computer Science</i>	2
Arts	<i>Art</i>	2

NB: Each lesson is 1 hour in length.

Home Learning



Much of your home learning will be improving your knowledge recall using your **Knowledge Organisers**. Your subject teachers will be holding many small stake tests throughout each Module to help support and develop this throughout the academic year.

We know that students achieve more when they are supported at home. We use **Google Classroom** to assign additional Home Learning which is also recorded on **My Child At School**, to allow parents / carers to view Home Learning deadlines and read student feedback.

Student Equipment

Coming to school prepared is vital to students being able to access their learning quickly and effectively. We do not want students losing learning time having to find equipment. To ensure that lessons can start promptly and flow for the full hour students are expected to have the following items every day:

- at least 2 black pens
- at least 2 blue pens
- at least 2 pencils
- a ruler
- a rubber
- a pencil sharpener
- at least one dry wipe marker
- a selection of highlighters
- colouring pencils
- a glue stick
- a scientific calculator
- a protractor
- a set square
- an appropriate reading book
- a charged chromebook device (provided to all Year 7 students upon arrival in September)





My Child at School is used by both students and parents / carers to:

- monitor student attendance
- review academic performance and assessments
- monitor positive and negative behaviour reports
- book appointments for Parent and Teacher events
- register for co-curricular events (clubs, trip and sport events)
- view student timetables

NB: All login details will be included in our welcome letter in September.

A screenshot of the 'my child at school.com' parent login interface. At the top is the logo. Below it is a blue box with 'PARENT LOGIN' in white. The login form consists of three input fields: 'School ID' with a keypad icon, 'Username' with a person icon, and 'Password' with a lock icon. Below these fields is a checkbox labeled 'Remember School ID and Username' and a link 'Forgotten Login Details?'. A large blue 'Login' button is at the bottom of the form. At the very bottom of the page, it says 'v5.2019.1.0' and 'Powered by Bromcom'.

Safeguarding

The Inspiration Academy and The Leigh UTC is committed to safeguarding and promoting the welfare of all members of our school community. Safeguarding is everyone's responsibility.

All staff members contribute to the safety of our students by providing a safe environment for learning and identifying students who are suffering or likely to suffer significant harm. All staff are trained to take appropriate action to ensure our students are safe both at home and in our school setting.

Should you or your child have any concerns about the safety or wellbeing of a student or young person, you should bring this to the attention of one of our Designated Safeguarding Leads:

Designated Safeguarding Lead & E-Safety Coordinator

Mr Neil Arnould

neil.arnould@theleighutc.org.uk

Deputy Designated Safeguarding Lead

Mr Gabriel Alamu

gabriel.alamu@theleighutc.org.uk

Deputy Designated Safeguarding Lead

Mr Simon Richter

simon.richter@theleighutc.org.uk

NB: All of our Student Services Managers are trained as Safeguarding Leads and are part of our Academy's Safeguarding Team.

Year 7 Student Services Manager

Mrs Vicky Narwan

vicky.narwan@theleighutc.org.uk

Year 8 Student Services Manager

Miss Jessica Grimwade

jessica.grimwade@theleighutc.org.uk

Year 9 Student Services Manager

Mrs Helen Rees

helen.rees@theleighutc.org.uk

FAQs

Q: What if my child is going to be absent?

A: You should notify the Attendance Officer by calling 01322 626600 and selecting *Option 1*. Please be prepared to provide your child's full name, year group and reason for absence, as well as a return date if known.

If you have a medical letter or a note to explain a student absence, this should be handed to a member of the office team.

For medical appointments or any other authorised absence, your child will need to make their way to the reception area to await collection. Please ensure your child has a note stating the time they are to be collected.

Q: What if my child is late to school?

A: All lessons start promptly at 08:30. We expect students to arrive before 8:20. If your child arrives after this time they should register their arrival using the reception sign in system. Persistent lateness is not acceptable and parents / carers will be contacted - you may review your child's punctuality using the My Child At School system.

If persistent lateness continues a penalty notice may be sent by Kent County Council and in school sanctions applied.

Q: What if I want to book a family holiday during school time?

A: The Academy will not authorise such holidays unless in exceptional circumstances. Parents / carers should write a letter directly to the Principal where each request will be assessed individually.

Q: What if my child needs to take medication in school?

A: All medication must be stored in the main reception and never carried by a student on site. All medicines must be clearly labelled with your child's name by the issuing pharmacy. A medication permission form will need to be completed by the parent / carer. Under the Health and Safety at Work Act, we will not provide medicines for headaches or other minor ailments. This includes analgesics such as paracetamol, aspirin and ibuprofen. All medication held by the school will need to be prescribed by a medical professional.

Q: What if my contact details have changed e.g. telephone number, email?

A: You should update these details using the My Child At School application.

Q: What if we change address during a school year?

A: If you are moving within the local area please update us with new address details as soon as possible. You can do this through updating your personal details on My Child At School.

If you are moving out of the area and your child is changing school, you should put this in writing to your child's Head of College and hand this to the main reception.

Q: What if I have an issue regarding payment for school meals?

A: You should contact the school office by calling 01322 626600 or by emailing: info@theleighutc.org.uk.

Q: What if I need to contact my child during the school day?

A: In an emergency, please contact the main reception who can pass a message on to your child. Students will only be removed from a lesson to speak to a parent / carer in an emergency. Students must not have their mobile phone switched on or in use during the Academy day. Please refrain from contacting your child directly to ensure we can support students appropriately. Students are not allowed to use their mobiles during the Academy day under any circumstances. If they are seen using their mobile device it will be confiscated.

Q: What if my child is taken ill during school hours?

A: If a child is feeling ill they should report this to their teacher or Student Services Manager at the start of a lesson or at break or lunch time.

If it is judged to be better for your child to return home, a member of staff will contact you directly. Please ensure that we hold accurate contact information for you. Students should not call home themselves using a mobile device nor contact parents / carers to request collection. Students are not permitted to leave the Academy site without permission. You will need to attend site to collect your child if they are being sent home unwell.

Q: What if I wish for my child to attend an appointment alone / independently?

A: You should follow the guidance above, as well as ensure you have shared your authorisation of such events with the main reception.

Q: What if my child is participating in extracurricular activities?

A: Ensure you and your child know the name of the staff member leading the activity and when it is scheduled completion time. You will be able to review this in My Child At School.

Q: What if my child has lost an item?

A: Whilst staff members will always do their best to locate lost items, The Academy cannot accept any responsibility for lost items. **Please ensure all items are labelled clearly** and that your child refrains from bringing items of value onto site. All lost property items will be held at reception.

Q: What if my child wishes to cycle to school?

A: There is a bicycle storage facility on site although students are required to provide their own bicycle chain. The Academy accepts no responsibility for cycle security whilst in storage during the Academy day. We encourage you to insure and watermark your child's bicycle as a safeguarding and security precaution.

Q: What if I wish to collect my child by car?

A: To avoid congestion we ask that parents / carers do not park or congest the turning circle directly outside of the Academy's electronic gates but instead park nearby on the straights of the road. We also ask that vehicles do not enter the site to collect students unless an arrangement has been agreed to do so. All vehicles should comply with the 5 mph request as many students will be crossing the road at the beginning and end of each Academy day.

Q: What if my child wants to bring a packed lunch?

A: Students bringing a packed lunch should consume their food and drink items in the designated restaurant seating areas. Students are not permitted to leave the site to purchase lunch items during the Academy day.

Q: What if my child is entitled to Free School Meals?

A: Entitlement to Free School Meals is determined by a national net income scale. Free Schools Meals will be assigned to a student's biometric finger reading and applied to their purchases (parents / carers can add additional funds should they wish to do so).

If you believe your child should be entitled to Free School Meals you should complete the application form supplied by Kent County Council and return this to them:

<https://www.kent.gov.uk/education-and-children/schools/free-school-meals>

Q: What if I or my child has a concern regarding my child?

A: In the first instance, this should be raised with your child's Form Tutor. The Form Tutor is the staff member assigned to provide pastoral and wellbeing support for your child. However, your child may wish to speak to their Student Services Manager or a subject teacher specifically. All staff will be able to provide appropriate advice or seek someone that can better assist.

We look forward to welcoming you
at the Inspiration Academy @ The
Leigh UTC

