



**THE ACADEMY DAY – September 2021**

**Where do I need to be?**

<u>Lesson</u>	<u>Time</u>
Period 1	8.30-9.25
Period 2	9.25-10.20
Break/Tutor	10.20-10.40
Break/Tutor	10.40-11.00
Period 3	11.00-11.55
Period 4a (Lunch 1)	11.55-12.25
Period 4b (Lunch 2)	12.25-12.55
Period 4c (Lunch 3)	12.55-13.25
Period 5	13.25-14.20
Period 6	14.20-15.15

	Monday	Tuesday	Wednesday	Thursday	Friday
Lunch 1 – Family Dining	Year 7	Year 8	Year 9	Year 10	Year 11
Lunch 2	Year 8/9	Year 7/9	Year 7/8	Year 7/8	Year 7/8
Lunch 3	Year 10/11/6 <sup>th</sup> form	Year 10/11/6 <sup>th</sup> form	Year 10/11/6 <sup>th</sup> form	Year 9/11/6 <sup>th</sup> form	Year 9/10/6 <sup>th</sup> form

**How do I pay for my lunch?**

The safest and most convenient way to pay for school meals is via our online payment system called *sQuid*. Money can be added to your squid account online via a credit or debit card or cash can be bought into school and added to the account on machines in the dining room. All you have to do is scan your finger so the staff can see your account and the money for your meal is deducted automatically. The hot lunch deal of the dish of the day and pudding costs £2.40. Visit [www.squidcard.com](http://www.squidcard.com) for more information and to set up your online payment account.

**What equipment do I need in lessons?**

It is important that students are properly prepared and focussed for each lesson and must bring the following equipment every day:

- ✓ Black and red pens
- ✓ Pencil
- ✓ 30cm ruler
- ✓ Coloured pencils
- ✓ Rubber
- ✓ Sharpener
- ✓ Calculator- Casio fx 83GT plus or the fx 85GT plus (solar version) – recommended
- ✓ Library book

It would also be helpful if all pupils had the following:

- ✓ Dictionary
- ✓ Protractor
- ✓ Pair of compasses
- ✓ General notebook

During exam time you will be asked to bring your equipment in a see through bag.

Please note that Tippex is not permitted.

**Where do I catch the bus at the end of the day?**

The year 7 school bus leaves at 3.25pm from the main car park. Check with your form tutor if you're not sure.

**ACADEMY TERMS AND HOLIDAYS****Academic Year 2021-2022**

<b>Tuesday 31st August</b>	<b>Staff Inset</b>
<b>Wednesday 1st September</b>	<b>All year groups return</b>
<b>Friday 15th October</b>	<b>Break up</b>
<b>Monday 1st November</b>	<b>All year groups return</b>
<b>Friday 17th December</b>	<b>Break up</b>
<b>Tuesday 4th January</b>	<b>Staff Inset</b>
<b>Wednesday 5th January</b>	<b>All year groups return</b>
<b>Friday 11th February</b>	<b>Break up</b>
<b>Monday 21st February</b>	<b>All year groups return</b>
<b>Friday 1st April</b>	<b>Break up</b>
<b>Tuesday 19th April</b>	<b>All year groups return</b>
<b>Monday 2nd May</b>	<b>Bank Holiday</b>
<b>Friday 27th May</b>	<b>Break up</b>
<b>Monday 6th June</b>	<b>All year groups return</b>
<b>Monday 25th July</b>	<b>Break up</b>
<b>Tuesday 26th - Thursday 28th July</b>	<b>Inset days - school closed</b>

**Absence during term time**

We do not authorise absences for holidays in term time. If you wish to take your child out of school for a holiday, the absence will be recorded as unauthorised and following Nottinghamshire County Councils guidelines a referral for a fixed penalty notice of £120 per parent per child may be made. Parents do not have a legal right to take their child out of school unless the absence is authorised by the school. If you need to take your child out of school for any reason other than a holiday, you must apply to the school before making any arrangements. The leave of absence request form can be downloaded from our website at [www.magnusacademy.co.uk](http://www.magnusacademy.co.uk) and will only be authorised if the absence is due to exceptional circumstances.

If your child is unable to attend school please contact us as soon as possible using one of the following:

**Call 0845 357 0270 to leave a message**  
**Call 01636 681623 to speak to Mrs Rogers**  
**Text 07624804469**  
**Email [office@magnusacademy.co.uk](mailto:office@magnusacademy.co.uk)**

### Boys Years 7 – 11

#### Daywear

School blazer with badge  
Tie  
White shirt, tucked in at all times  
Black tailored trousers (not skinny or jean fit)  
Black socks  
Plain black V- neck jumper (optional)

#### PE Kit

Black Magnus Polo Shirt  
Reversible school rugby shirt  
Black shorts  
White ankle/sports socks  
Rugby socks (boys only)  
Hooded Magnus top for Girls

#### Shoes

Plain black polishable shoes, no more than 1 inch heel height. Shoes with distinctive fashion features such as buckles, logos and tags are not permitted as a normal part of the daywear; subtle black adornments are acceptable (see [www.magnusacademy.co.uk](http://www.magnusacademy.co.uk) for a guide to suitable shoes). Shoes with kitten or stiletto heels, boots and ballet-style shoes are also not allowed.

#### Jewellery

Students may wear a watch however due to health and safety issues and concerns relating to loss of valuable items, students are not allowed to wear jewellery, including earrings and piercings of any kind, during their time at the academy. Students are now allowed to wear smart watches during exams.

#### Hairstyles

Hairstyles should be neat in a natural colour and not be extreme in style. Where hair is cut short, this should not be extreme and preferably no shorter than a grade 2. As a general guide, examples of extreme hair styles might include hair that is dyed an artificial colour; any two-tone; colouring/bleaching for example the effect resulting in hair being ‘dip dyed’; excessive use of a hair product to encourage hair to stand up; hair that is shaved very short in some places but left longer on the top/in the middle, hair that is combed into any sort of Mohican style, hair that has any sort of pattern or parting shaved into it. Some fashion styles are proving problematic where hair is ‘side parted’ by shaving short on one side and combing longer strands of hair to the other side. **The head of school reserves the right to assess whether a style is considered extreme or not.** Parents should consult, in advance, if they are unsure as to the suitability of a change of style. Caps of all kinds must not be worn in and around the academy.

#### Make-up

Y7 – 11 may not wear make-up, nail varnish that is not natural in colour or false nails. If make-up is noticeable then students will be required to remove this using a make-up remover wipe. If nail varnish is not natural in colour students will be required to remove this using nail varnish remover.

#### Coats

Coats must not be worn around the academy during the school day. Denim and leather jackets are not allowed.

### Girls Years 7 – 11

#### Daywear

School blazer with badge  
Tie  
White shirt, tucked in at all times  
Magnus purple tartan skirt (worn to the knee)  
or black tailored trousers (not skinny fit)  
Plain black tights with skirt (40-70 denier)  
White ankle socks with skirt (Summer Term only)  
Plain black v neck jumpers (optional)



9<sup>th</sup> July 2021

Dear Parent/Carer,

I am writing to clarify the essential equipment required for mathematics from September 2021.

All students require a Casio fx 83GT plus, fx 85GT plus (solar version) or the newest version of this calculator is the fxGTX. I have included a picture for your reference of the fx 83GT PLUS.

Why we insist on this particular calculator is:

1. Other scientific calculators do not have many of the functions that we use and teach, without the Casio your child is at a disadvantage to their peers in both assessments and ultimately their GCSE.
2. Students increasingly need the use of a calculator for their GCSE examination courses, two thirds of their paper are now calculator allowed. If students do not have their own calculator, they are unable to practise and revise for their maths exams and assessments at home. Whilst they do generally have a calculator on their mobile phone, it is not always user friendly and students do not always know how to use them efficiently as they often use other names or symbols than on the scientific calculators that we teach them to use.
3. Other subjects now have increased their maths content. Since the new curriculum has begun in all other areas this year, subjects such as science, geography and technology require the use of a calculator during taught time, revision and examinations too. Students will therefore need a calculator for more than just maths.

We will continue to teach students how to use their calculators during their maths lessons, in order that they become proficient in its use Please ensure you label both the calculator and the lid with your child's name.

The fx 83GT PLUS can be ordered from school for £8.00.

If you wish to order a calculator ready for collection in September complete the reply slip below and return before Friday 16<sup>th</sup> July along with the payment to main reception.

If you have any further questions regarding this, please feel free to contact me.

Yours faithfully

**Mr P Matuszewskyj**

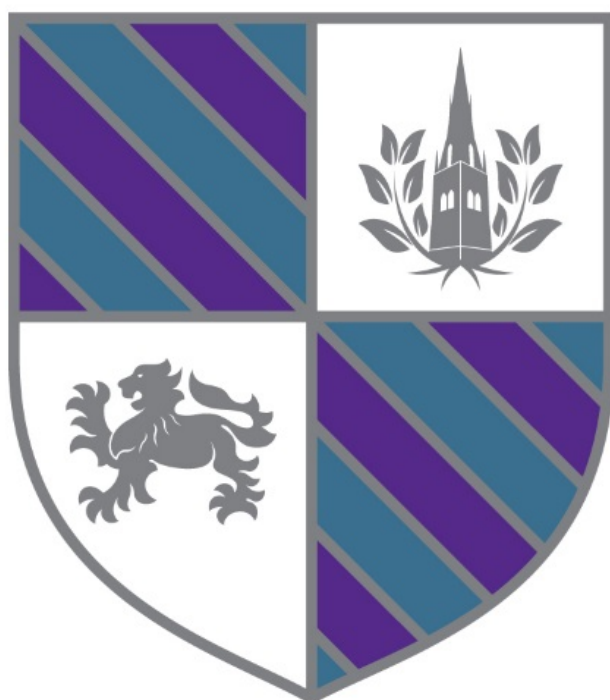
**Senior Leader for Mathematics and Numeracy**



I wish to order a calculator for my child and enclose cash or cheque payable to Magnus Academy for the amount of £8.

Child's full name: \_\_\_\_\_ Child's Form: \_\_\_\_\_

# **Magnus Church of England Academy**



## **Parents' Guide to Attendance and Absence**

## All you need to know about attendance and absence

The Government's expectation is that students should have 95% and above attendance. This equates to no more than 9 days off in any one year.

Failure to ensure regular school attendance can lead to a Fixed Penalty notice of £120 per parent, per child or prosecution where fines can be up to £2,000 and even up to 3 months imprisonment.

Our school attendance target is 96%, this is what Ofsted deem to be outstanding.

### Unauthorised vs authorised absence

Unauthorised absence that exceeds 3 days in a 6 week period will also be referred to the local authority. This could be one absence that exceeds 3 days or a number that cumulatively exceed 3 days.



The Academy reserve the right to deem what is authorised absence or unauthorised absence. Here are some examples of authorised absence:

- Illness that is reported by a parent/carer. ***Medical evidence will be asked for if this absence exceeds 3 consecutive school days or if the student's attendance is a cause for concern.***
- A family funeral.
- A hospital appointment. ***Letters of the appointment must be provided prior to the absence in order to ensure this is authorised.***

Unauthorised absences need to be avoided, unauthorised absence is an illegal absence and can lead to fines and/or prosecution. Here are some examples of unauthorised absence:

- Absences that are not reported/explained by a parent or carer.
- Holidays.
- Keeping your child off due to issues with friends in school.



## Hints and Tips

Always report your child's absence to the school. If you fail to do so, this leads to unauthorised absence which in turn can lead to fines of £120 per parent per child.

Always make non-emergency medical appointments outside of school time as these will be unauthorised.

School day attendance is split into 2 parts, the morning (AM) and afternoon (PM). Students get a mark for each of these and both count to overall attendance.

This means:

- If a child does have an appointment and there is no way it can be made after school, ensure that they attend first thing, leave for their appointment, then return in the afternoon. Or, ensure they leave after 1pm, this way your child gets both their AM and PM mark.
- If they cannot return then ensure they come in first thing, they will then gain 50% of their attendance for that day.
- If your child wakes up and feels too ill to come to school but then feels better later in the day, send them to school. This will gain them 50% of their daily attendance.

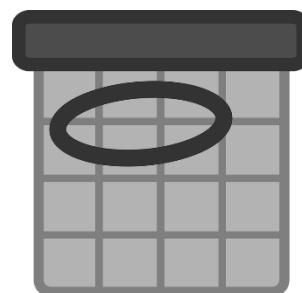
Do not keep your child off due to issues with their friends. This does not solve any problems and often makes it worse. Speak to us ASAP and we will do everything we can to help – this is often resolved really quickly. **Note: Issues in the community outside of school hours or on social media need to be dealt with appropriately by the parent/carer.**

If your child reports that they have issues in school, talk to us ASAP. Do not remove them from school without attempting to resolve the issue as this will be recorded as unauthorised absence. Often in these cases the child has not spoken to a teacher/staff member about the incident.

Always check the school calendar for INSET days, we often have different INSET days to primary schools.

Get in the mind frame of every little helps. Absence rates often surprise parents when we have concerns as they have crept up over time.

Communicate with us. Don't be worried about calling for help and/or advice, we will never judge, we are always here to support our students and parents in any way we can.



## **Frequently asked questions**

**Q: If my child is not in school for an authorised reason do they still lose their attendance?**

A: Yes, anything other than school attendance in any form loses your child attendance percentage. (This does not include school trips or alternative provision organised and provided by school.)

**Q: Will I receive a fine if I take my child out of school for a holiday?**

A: Yes, holidays are not authorised and we follow Nottinghamshire County Council guidelines: <http://www.nottinghamshire.gov.uk/education/school-discipline-and-exclusions/attendance-absence-truancy>.

**Q: Do I have to keep my child off school for a certain amount of time for illnesses?**

A: This depends on the illness, always call to ask for advice to avoid any unauthorised absences.

**Q: If my child is in post 16 do I have to report their absence?**

A: Yes, we only accept calls from parents.

**Q: Do I have to call every day of my child's absence**

A: Yes, we ask that you call every day for safeguarding reasons.



## **Useful contacts**

All absences must be reported in the “Report your child absent” feature in the class charts app

Please ensure you download the Class Charts app from the app/android store.



If you would prefer to speak to Mrs Rogers (Attendance and Welfare) call 01636 681623 or 01636 680066 option 1. Messages are always picked up so if you require a call back state this clearly in the message.

Email: [office@magnusacademy.co.uk](mailto:office@magnusacademy.co.uk)

