



# Welcome to Iceni Academy



A guide for Year 7 students,  
and their parents and carers



# A note from the Principal



Hello and welcome to Iceni Academy!

I hope that you are staying safe and well at this strange time.

It is normal to feel nervous about coming to High School and, with everything going on, we are expecting you might feel even more nervous than usual! Don't worry, we will soon get things back to normal, and you will quickly feel settled at Iceni Academy. We will do our best to ensure that you enjoy the years that you spend with us and that you are happy and successful.

You are joining us at a particularly exciting time. As well as providing you with great lessons and teaching we also have a real focus on extra-curricular provision. We now have even more clubs and activities for you to get involved with, whatever your interests. You might decide, for example, to attend our Mandarin club, train to join a sports team or to join our chess club. There are lots of activities on offer and some of our older students get involved with Duke of Edinburgh or join our Combined Cadet Force.

We are constantly improving our academy building and we recently opened four new toilet blocks and two new science labs. Over the new few months, we will be working on two more new science labs, new changing rooms and a whole range of other improvements. We are committed to ensuring that Iceni Academy continues to improve and develop. We hope that you quickly become as proud of the academy as we are.

There will be many differences between the academy and your primary school. This booklet is to help you and your parents / carers in the first few weeks of your new school career. It contains useful information that will help you to settle in and may answer some of the questions you have prior to starting. Please contact Mrs Samantha Cutts, the Transition Manager, via [admissions@iceni.attrust.org.uk](mailto:admissions@iceni.attrust.org.uk) if you have questions after reading this booklet.

Our mission is to ensure that all young people educated at Iceni fulfil their potential and leave equipped with the great qualifications, skills and the professional and social attributes necessary to be successful in whatever they wish to do. We understand that young people have only one chance at secondary education and believe it is our moral duty to ensure it is of the very highest calibre.

I very much look forward to meeting and working with you.

Stephen Plume  
Principal





# Joining a College

When you start at Iceni Academy, you will be placed in one of four Colleges and you will remain in the same College throughout your time with us. Each College is divided into forms (we call them Personalised Learning [PL] groups), and your PL tutor will oversee your progress throughout your time at Iceni Academy.

The College names are:

Queens'

Emmanuel

Churchill

Trinity



The **Head of Year** is the person who, along with your PL tutor, is responsible for overseeing your academic and pastoral progress while at Iceni Academy. They will meet regularly with your PL tutors and ensure that you are maximising all your opportunities.

The most important person, however, is your **Personalised Learning Tutor** as it is their job to support and encourage you as you make your way through the Academy. They are your first point of contact if you have any challenges and they work closely with your Head of Year and teachers to ensure you are getting the most out of your time with us.

**Remember** - We are all here to help and support you! We want you to achieve the very best for yourself.

Mr S Plume – Principal

Mr D Carmichael - Vice Principal and Designated Safeguarding Lead

Miss A Staniforth – Assistant Principal, Quality of Education

Miss S Turner – Assistant Principal, SENCo

Mrs S Walker – Intervention Manager

Miss H Colson - Head of Year 7



# The Academy Day

The Academy day begins at **8.40 am** and ends at **3.15 pm**. Every day is divided into 5 lessons and a Personalised Learning period (PL time).

Everyone is expected to arrive punctually at the academy, both in the morning and afternoon. However, if for any reason you are late you must report to the reception and register your arrival. You will be rewarded for great attendance but may be given a lunchtime detention if you are persistently late!

You will be issued with a 2-week timetable and a yearly planner by your PL Tutor on the first day of term. The planner is used to record your homework and can be used to communicate between your family and the academy. You must have it with you in every lesson.

During the day, you will be expected to go to different rooms for most of your lessons. You should do this as quickly and quietly as possible. Your PL tutor will tell you which rooms to go to and who your teachers will be. This information will also be on your timetable.

## Change over between lessons

Sensible behaviour on the academy site is expected at all times. You must move around quietly and should not run along corridors or footpaths.

Warning Bell	8:35
PL Time	8.40 – 9.10
Period 1	9.10 – 10.10
Break	10.10 – 10.30
Period 2	10.30 – 11.30
Period 3	11.30 – 12.30
Lunch	12.30 – 13.15
Warning Bell	13:10
Period 4	13.15 – 14.15
Period 5	14.15 – 15.15





# Iceni Academy Code of Conduct

- Like most academies we have a code of conduct for students to follow to back up our fundamental rules which apply to everyone in the academy (staff and students).
- We arrive to class on time, line up quietly, being appropriately dressed, and bring all necessary equipment
- We enter the classroom in an orderly way, comply with the seating plan, and have our planners and equipment on our desks ready to learn
- We listen to instructions and follow directions, taking responsibility for our learning and progress
- We display positive Behaviour for Learning (complying with the Academy Behaviour for Learning strategy)
- We always wear correct uniform (complying with Academy rules for jewellery, hairstyles and make-up)
- We work to the best of our ability at all times, displaying a positive Attitude to Learning
- We respect Academy staff, our peers, our environment and our community
- We stand in silence when an adult enters the room
- We walk calmly on the left-hand side of corridors, holding doors open for others
- We welcome visitors to the academy and talk to them in a positive manner
- We remain outside during breaks and lunchtimes (unless a wet weather bell is sounded)
- When in the academy building, we do not
  - Consume food and drink (unless in the dining hall)
  - Wear outdoor clothing
  - Use our mobile phones anywhere on site

**We will be rewarded for complying with the Academy Code of Conduct**





# Iceni Academy Fundamental Rules and Non-negotiables

The Fundamental Rules apply to everyone (adults and students) in the academy.

## FUNDAMENTAL RULES

- WE **TREAT** PEOPLE AS WE WOULD LIKE TO BE TREATED
- WE ALL HAVE A ROLE TO PLAY IN LOOKING AFTER OUR **COMMUNITY**
- WE DO WHAT IS **RIGHT** NOT WHAT IS EASY
- WE ALWAYS **DELIVER** WHAT WE PROMISE
- WE ARE ALL **LEADERS**; THE REPUTATION OF THE WHOLE ACADEMY IS IN THE HANDS OF EVERYONE

In addition to this there is a list of five non-negotiables. This list varies for adults (depending on their role in the academy) and students. **We are working together to improve our academy for all students.**

## NON-NEGOTIABLES

- HAVE **HIGH EXPECTATIONS** OF THEMSELVES AND OTHERS AND BE RESPONSIBLE FOR LEARNING AND CONDUCT
- MOVE **QUICKLY AND QUIETLY** BETWEEN (AND DURING) LESSONS SO THAT NO TIME IS LOST
- QUEUE OUTSIDE, OR ENTER, A CLASSROOM, IN SILENCE, ENSURING UNIFORM IS **IMMACULATE** BOTH AS YOU ENTER AND LEAVE A LESSON
- ACTIVELY **RESPECT OTHERS** AND SUPPORT THEIR **WELLBEING** AND THE LEARNING PROCESS, EVERY LESSON A FRESH START
- BEHAVE **OUTSIDE** THE ACADEMY DAY AS WELL AS YOU DO INSIDE THE ACADEMY DAY



# Uniform Guidance

You are expected to wear academy uniform. We believe that uniform fosters a sense of unity, pride and identity with the academy, whilst also avoiding discrimination, inspiring positive behaviour for learning and setting a high standard. Smart students will enhance the reputation of the academy within the local community.

## Blazers, Jumpers, Shirts and Tie\*

A blazer, shirt (tucked in at the waist) and tie must always be worn in the Academy. You must ask permission to remove your blazer in a lesson but must put them back on before leaving the classroom. Plain black, 'V' necked; jumpers/cardigans can be worn under the blazer during the winter months.



## Skirts and Trousers\*

Skirts must be black and knee length (split skirts are not permitted). Trousers must come to below the ankle and be without adornments. Skin-tight trousers (between the knee and ankle), jeans and leggings are not permitted. Trousers will be considered skin-tight if it is not possible to pinch an inch of the material midway between the ankle and knee without pinching the skin (this includes stretchy trousers, which have to be prised away from the leg before the material can be pinched).

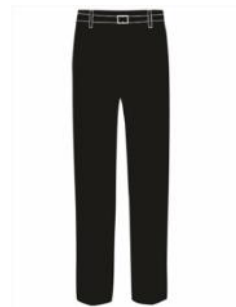
Appropriate skirts and trousers can be purchased from our online uniform shop Birds of Dereham ([www.yourschoolwear.co.uk](http://www.yourschoolwear.co.uk)), or in person at their store.

If you choose to purchase your own skirts and trousers from a different supplier, they must be very similar in style to the ones we sell. Trousers and skirts which are too short or too tight fitting will not be allowed.

Birds of Dereham supplies two types of trousers for boys: elasticated back trousers or flat front trousers. They also provide senior trousers for girls.



Elasticated back (boys)



Flat front (boys)



Senior (Girls)



## Coats, Hoodies and Outside Clothing

Hoodies/outside coats/outside clothing may only be worn outside the main academy buildings (all outer garments must be plain-coloured and unadorned by badges or slogans). PE Hoodies may be only worn outside the academy buildings, in a PE lesson or on a fixture.

## Footwear and Socks

Students must wear low-heeled, plain black shoes made from leather, synthetic leather or similarly robust material (fabric such as canvas is not permitted). Shoes with visible logos (including black and stitched logos) are not acceptable (i.e. Nike Swoosh and Adidas Three Stripes, VANS). Students may not wear trainers, plimsolls and boots. Socks must be plain black or grey.

## Jewellery

Students can wear a maximum of one small stud in each ear and a watch. No other jewellery (such as rings and bracelets) is allowed and under no circumstances may students wear any facial jewellery (such as nose studs and tongue piercings). Clear retainers are not permitted as an alternative. All jewellery must be removed during PE lessons.

If your child is having their ears pierced, please could this be done at the beginning of the summer holidays? This is to give them sufficient time to heal, as all jewellery **MUST** be removed for PE lessons. Even if the earrings in place comply with the school uniform policy, they must still be removed for PE. The use of tape is not permitted.

## Tattoos

Visible tattoos (including henna tattoos) are strictly forbidden.

## Hair Fashions and Colouring

Extreme hair fashions, such as shapes or letters cut into the hair, extensions, unnaturally coloured dyed, bleached or beaded hair and totally or partially shaved heads are strictly forbidden.

## Nail Varnish/Make Up

Only clear nail varnish is acceptable, and a discreet amount of make-up is allowed.

*Items denoted with a (\*) can be obtained from Birds of Dereham (via the shop or website)*





# Travelling to and from the Academy

You need to arrive at the academy by 8.35am every day at the latest and you should be in your PL (form) room by 8.40am each morning.

## Bicycles

If you live locally, you are encouraged to cycle to the academy. There is a cycle shed to park your bicycle. Please remember to secure your bike with a good quality cycle lock. We recommend that you wear a cycle helmet and ensure that your bike is always roadworthy.

## Walking

If you walk to the academy, you enter the site via the main student entrance. If you arrive at any other time of day, you will need to enter the academy via the Main Reception and sign in. For reasons of safety please keep to the left-hand side of the car park in the designated pedestrian walkway.

## Cars

If you are brought to the academy by car, please make sure that your parents/ carers follow the safety regulations, particularly not stopping in the cordoned off areas or blocking the bus access. If your parents/ carers are visiting the academy there are parking bays available at the front of the Main Reception area.

Disabled parking spaces are clearly labelled and should not be used by those who do not have a disability. At the end of the academy day, we recommend that parents/ carers park in an orderly fashion along the main road away from the yellow school markings.

## Buses

**Bus Passes:** You will receive an application letter after confirmation of your place at the academy. If you do not receive an application form and believe that you are entitled to free transport, please contact Norfolk County Council Transport on 0344 800 8020. The County Council will issue all passes during the summer holidays.

**Pickup / Arrival:** You will be picked up at the time and place stated on your bus pass, please ensure that you arrive in plenty of time and behave in an orderly manner. Whilst on the bus, you must adhere to Norfolk County Council's behaviour and safety guidelines. Upon arrival at the academy, you must leave the bus in an orderly manner, enter the academy via the student entrance and make your way to the back playground or the hall.

**Departure:** You will wait for your bus in the hall or the designated classroom along the main corridor. When called by the duty supervisor you will make your way in an orderly fashion to the front of the academy where another supervisor will ensure that you get on the bus safely.

If, for any reason, you miss your bus, don't panic, please return to the Main Reception and a call will be made home – don't worry we always make sure that you get home.



**Remember** the right to travel on the bus to and from the academy can be taken away from you if you abuse it. If you do not behave appropriately whilst on the bus, you will be dealt with as if it had happened in the academy.

### Service Buses

All service buses are contracted by Norfolk County Council and you must contact them with regards to costs and timetables. The following link maybe useful <https://www.norfolk.gov.uk/schooltransport>

### Leaving the Academy site

You may not leave the site during the day without permission. If you do need to leave the site during the day, your Personalised Learning Tutor will expect a signed note from your parent/ carer explaining why. Before leaving the site, you must report to the Main Reception with your note. Your parent/ carer must sign you out before leaving the site; students will not be released to anyone who has not been identified as a person with parental responsibility or on the academy's main computer system as an emergency contact.

### Parents / Carers

Please make sure your child arrives safely and waits sensibly at the bus stop.

Make sure your child knows what to do if the bus does not arrive.

Your child should always have their bus pass. In an emergency, your child should go to Reception at break or lunchtime to request a temporary bus pass.

Make sure your child knows how to behave at the bus stop and on the bus. Vandalism or bullying behaviour could mean that your child will not be allowed to use school transport.

If your child's bus pass is lost or broken, you will need to purchase a new one by applying to Norfolk County Council Transport Department. This will cost £10.00.

Thank you in advance for your help with this.





# Academy Transport: Code of Conduct

Please remember that you are fully responsible for your conduct on the journey to and from school as well as during the day!

## **Before the journey, students should:**

- Be at the pick-up point in good time, at least ten minutes before the stated time
- Wait in an orderly manner, away from the road side, if possible
- Keep clear of the vehicle until it has stopped
- Allow other passengers to get off the vehicle before boarding
- Get on the vehicle one at a time, without pushing
- Have their travel pass ready and show it to the driver when boarding the vehicle
- If transport is running late, students should wait for 30 minutes before returning home
- Please make sure you have arrangements in place in case this should happen.

## **During the journey, students should:**

- Remain seated, facing forward at all times
- Wear seat belts if provided
- Keep the gangway clear of bags and equipment
- Do as the driver says if there is an emergency or breakdown
- Do as the bus monitor, prefect or passenger assistant requests
- Not speak to or distract the driver, except in an emergency
- Not to throw things in or out of the vehicle
- Not smoke, eat or drink
- Not shout or use foul and abusive language
- Not try to operate the doors
- Not damage the vehicle in any way. Parents/ carers may be invoiced for the repair of any damage caused.

## **At the end of the journey, students should:**

- Stay seated until the vehicle stops
- Ensure they take all their belongings with them
- Use the proper exit and wait until the driver opens the door
- Get off the vehicle in an orderly manner
- Not cross the road in front of or behind the vehicle, but wait until the vehicle has moved off
- Stay well clear while the vehicle is moving off.

**Remember, our fundamental rules apply at all times!**

# School bus timetable 2020/21

Contractor ref: CS/25122/4	BUS 1	
Weeting, Hockwold Road Bus Shelter	0820	1540
Weeting, Hereward Way Bus Shelter	0822	1538
<b>Iceni Academy, Methwold site</b>	<b>0840</b>	<b>1530</b>

Contractor ref: CS/25123/4	BUS 2	
Hockwold, Post Office	0815	1545
Hockwold, Bus Shelter	0818	1542
Weeting, Hockwold Road Bus Shelter	0825	1535
<b>Iceni Academy, Methwold site</b>	<b>0835</b>	<b>1530</b>

Contractor ref: CS/25124/4	BUS 3	
Highash, Memorial	0815	1602
Ickburgh, Phone Box	0820	1558
Mundford, opposite Malsters Close	0823	1554
Mundford, Crown Public House	0824	1550
Mundford, Fir Close Lay-by	0825	1545
Mundford, A134 opp Impson Way	0826	1544
Cranwich, The Row	0828	1542
Northwold, Bulldog Garage	0830	1540
<b>Iceni Academy, Methwold site</b>	<b>0840</b>	<b>1530</b>

Contractor ref: CS/23125/4	BUS 4	
Gooderstone, East End	0750	1610
Gooderstone, 7 & 8 Church Road	0752	1608
Gooderstone, St Georges Terrace	0755	1605
Oxborough, Church	0803	1557
Boughton, Pond	0812	1548
Stoke Ferry, Lynn Rd/ Furlong Drive	0820	1540
Stoke Ferry, High Street, opposite Bus Shelter	0822	1538
Stoke Ferry, Bus Stop adjacent Oxborough Road	0824	1536
<b>Iceni Academy, Methwold site</b>	<b>0840</b>	<b>1530</b>

Contractor ref: GB/25126/4	BUS 5	
Downham Market, Park Lane	0750	1609
Wereham, Church	0805	1554
Wretton, Post Office	0808	1551
Wretton, Bus Shelter	0810	1549
Stoke Ferry, Opposite School	0813	1546
Stoke Ferry, Opposite Church	0816	1543
Whittington, Bus shelter	0819	1538
<b>Iceni Academy, Methwold site</b>	<b>0840</b>	<b>1530</b>

Contractor ref: CS/05815/4 - SERVICE BUS 40	INWARD
Thetford, Bus Station	0710
Brandon, High Street, Opposite Aldi	0725
Weeting, Hereward Way, Bus Shelter	0730
Weeting, Hockwold Road, Bus Shelter	0731
Hockwold Bus Shelter	0737
Feltwell, Central Garage	0743

Contractor ref: CS/25127/4	BUS 6	
Feltwell Long Lane, entrance to Hereward Way	0820	1550
Feltwell, Long Lane, adjacent Western Close	0821	1548
Feltwell, Long Lane, Short Beck Corner Opp. Central Garage	0823	1546
Feltwell, Bell Street, adjacent Bus Shelter	0824	1545
Feltwell, adjacent Post Office	0825	1544
Feltwell, Lodge Road, Addison Close	0827	1543
Feltwell, East Hall	0830	1540
<b>Iceni Academy, Methwold site</b>	<b>0840</b>	<b>1530</b>

Contractor ref: CS/25128/4	BUS 7	
Feltwell, St Johns Close	0820	1550
Feltwell, Bell Street adjacent Bus Shelter	0822	1545
Feltwell, opposite Central Garage Bus Shelter	0824	1546
Feltwell, Post Office	0825	1544
Feltwell, Lodge Road / Addison Close	0827	1543
Feltwell, East Hall	0830	1540
<b>Iceni Academy, Methwold site</b>	<b>0840</b>	<b>1530</b>

Contractor ref: CS/25129/4	BUS 8	
Foulden, White Hart Street / School Road	0810	1555
Foulden, School Road / Vicarage Road	0813	1552
Foulden, Beckett End	0815	1550
Northwold, Little London	0821	1544
Northwold, High Street, Church Lane	0823	1542
Northwold, High Street, Methwold Road	0825	1540
<b>Iceni Academy, Methwold site</b>	<b>0840</b>	<b>1530</b>

Contractor ref: WNC/25131/4	BUS 9	
Northwold, West End / Glebe Close	0810	1600
Northwold, A134 / Methwold Road	0820	1550
Northwold, A134 / Thetford Road Sub Station	0825	1545
Northwold, Hovells Lane	0830	1540
<b>Iceni Academy, Methwold site</b>	<b>0840</b>	<b>1530</b>

Contractor ref: CS/05815/4 - SERVICE BUS 40	RETURN
Iceni Academy, Methwold site	1540
Feltwell, The Beck Old Post Office	1541
Hockwold opposite Bus Shelter	1600
Weeting, Hockwold Road Bus Shelter	1604
Weeting, Hereward Way	1606
Brandon High Street	1611

**N.B. Students allocated spaces on the Iceni Academy-run Downham Market buses will receive individual confirmation letters and timetables.**

Information available from <http://schooltravel.norfolk.gov.uk/schoolbustimes/>



# Academy Attendance

Frequent absence is a serious problem for pupils as often much of the work they miss is not made up, leaving those pupils at a significant disadvantage for the remainder of their school career. There is a clear link between poor school attendance and low levels of achievement. Your help and support are required to address this problem as quickly as possible.

At present, the main reason for pupil absence from schools in Norfolk is illness. When deciding whether your child is too unwell to attend school ask yourself the following questions:

- **Is my child well enough to participate fully in the school day?**
- **Does my child have a condition that could be passed on to other children or staff?**
- **Would I take the day off if I had this condition?**

Think carefully before keeping your child away from the academy for medical reasons. If they wake up saying they are unwell, consider whether the symptoms they have mean they need to stay at home. Do you keep your child away from school “just in case”, when they could be in class learning with their friends?

If your child requires a medical appointment these should be made **outside school hours or during the school holiday** wherever possible.

## Lateness

It is a parent/ carer’s responsibility to ensure their child arrives at the academy on time. Lateness can disrupt the learning of others and can result in a pupil feeling greater stress and achieving poorer outcomes in their exams.

If a pupil arrives after registration has closed, the absence will be recorded as unauthorised for that session. If this persists, legal action in the form of a Penalty Notice or Prosecution under Section 444(1) of the Education Act 1996 may follow.

## Family Holidays and extended leave during term time

In accordance with Norfolk County Council guidelines, no holiday taken in term time will be authorised unless there are exceptional circumstances. Any application must be made in advance and the Principal must be satisfied that there are exceptional circumstances which warrant leave. A leave of absence is granted entirely at the Principal’s discretion.





## Medical Appointments

Parents/ carers should book routine/ non-urgent dentist, optician or GP appointments after the academy day or in the holidays.

If your child is referred to a hospital specialist or similar and the appointment must be during school hours, please request a late afternoon appointment, which would only affect the last lesson of the day.

Parents/ carers should ensure that when your child attends a medical or dental appointment they are only absent for the duration of the appointment and not absent for the whole day.

Providing proof of appointments is vital in establishing where a pupil has been when absent from the school premises. The school is responsible for the safeguarding of all pupils on their school roll. Therefore:

- The school will not authorise medical or dental appointments unless they are provided with a doctor/ dentist's letter (a copy is acceptable) or an appointment slip or card clearly stating the appointment date and time.
- When a pupil arrives late to the academy after a medical or dental appointment, a parent /carer or child must show their letter /appointment slip /card to Reception when they sign in late after attending the appointment, otherwise the absence will not be authorised.

## Absence

Parents/ carers are expected to contact the academy before 9:00am on each day of student absence and provide a reason for their child's absence. This can be done either via text message (**07860 055644**) or by using the attendance hotline (**01366 728333**). If no explanation for the absence is provided, the absence will be recorded as 'unauthorised'.

If a student is not present by 9:20am and their absence has not been explained, then a message is sent out via the "In-Touch" system which automatically texts parents to let them know their child is not in the academy.

If no reply / reason has been provided on each day of absence, then this absence will be marked as unauthorised. We require parents/ carers to text/ telephone in on each day to ensure the safety of their child.





# Academy Planner

You will be given an academy planner in which you will write down what your homework is each day. If you are having difficulties with your homework or it is taking too long to complete, tell your PL Tutor or ask your parent/ carer to write a note to your teacher explaining that you are having some difficulties so they can support you.

Your PL Tutor and parent/ carer should sign your planner each week.

You must have your planner with you at every lesson. It is a very important way in which we can communicate with you and your parent/ carer. Your planner is free but if lost or damaged you will have to pay £3.50 for a new one.

## Homework

Homework is an essential part of your academy work. It enables you to continue to extend work begun during lessons or prepare for future lessons. Homework also teaches you to work independently, without other people around you and to use books and other sources of information.

## Equipment

It is essential that you arrive at every lesson with the appropriate equipment so that the lesson can start promptly, and you do not distract the learning of others by borrowing from them or the teacher.

Every day you need to bring as a minimum:

- Pen
- Pencil
- Ruler
- Eraser
- Scientific calculator

## PE Kit

Don't forget your PE kit when you have a PE lesson! **You must bring your kit even if you are ill or injured**, as you will be expected to be changed for the lesson and participate as an official or coach.





# Break & Lunchtimes

A range of drinks and snacks may be obtained from the Dining Room at break. You must eat your food in the Dining Room or designated areas, **not in the corridors or classrooms.**

## Academy Meals

Lunchtime is currently between 12.30pm and 1.15pm. A cafeteria service is available if you wish to buy food. Pupils enter their dinner pin into the till readers and their food is charged to their School Money accounts. Free Schools Meal pupils can spend their £2.20 across break and lunch.

## Sample of Canteen Prices

Mid Morning Break	Lunch	Cold Beverages
	Meal deal (Main course + fruit pot or dessert + fruit cuplet or still water) £2.20	
Nachos	Main meal	Capri sun Fruit Crush 200ml £0.75
Topped bagel	Pasta with selection of sauces	Fruit juice carton £0.55
Chicken wings	Extra toppings	Viva Milkshake £0.65
Cheese on toast	Additional vegetables	Rapidz fizzy fruit water £0.95
Pancakes	Portion of Carbs	Juice burst £0.95
Waffles	Burrito	Radnor fruit fizz £0.85
Focaccia Pizza	Trattoria pizza	Radnor fruit still £0.85
Potato wedges	Hot filled baguette	Still water £0.50
Hot Dog	Hot dessert	Yazoo Milkshake £1.00
Bacon Roll	Home baking	Calypso cup £0.60
Crumpet	Mousse pots	Large Health Drink/Juice £1.00
Brunch Muffin	Jelly Pots	
Iced Finger	Cereal/Snack Bars	
Baked donut		
Pretzel		
	Fresh fruit	Available all day
	Fresh fruit pot	£0.50 Selection of filled baguettes from £1.50
	Pasta salad pot	£0.95 Selection of filled wraps from £1.30
	Selection of sandwiches from	£0.75 Boxed salads from £1.75
		£1.30



## Sample Lunch Menu

	WEEK ONE	WEEK TWO
<b>MONDAY</b>	<p><b>DEEP SOUTH DINER</b> Cheese &amp; molic BBQ Pulled Beef Brikket BBQ Feta &amp; Potato Frittata New Orleans Red Bean Rice Southern Greens</p>	<p><b>DEEP SOUTH DINER</b> Cheese &amp; molic Chipotle BBQ Pork BBQ Sausage Pattie &amp; Cheese Bak V Porklo Wedges Red Slaw</p>
<b>TUESDAY</b>	<p><b>WINGS &amp; THINGS</b> Cheese &amp; molic Special Marinated Roast Chicken Drumsticks with BBQ or Sticky Tobacco BBQ Mac 'N' Cheese Garlic Bread Chop Chop Salad</p>	<p><b>WINGS &amp; THINGS</b> Cheese &amp; molic Special Marinated Roast Chicken Drumsticks with BBQ or Sticky Tobacco BBQ Steakley Cauliflower Cheese Garlic &amp; Herb Bread Wedge BBQ Beans</p>
<b>WEDNESDAY</b>	<p><b>DEEP SOUTH DINER</b> Cheese &amp; molic Beef Burger BBQ Sweet Potato &amp; Squash Casserole Chiquito Wedges Corn on the Cob</p>	<p><b>DEEP SOUTH DINER</b> Cheese &amp; molic Piri Piri Pulled Pork Burger BBQ Louisiana Bean Pot V Fajita Wedges Sweetcorn</p>
<b>THURSDAY</b>	<p><b>WINGS &amp; THINGS</b> Cheese &amp; molic Texas BBQ Chicken BBQ Boston Bean Pot V Layered Potato Bake Beano Slaw</p>	<p><b>WINGS &amp; THINGS</b> Cheese &amp; molic Marinated Chicken Wrap BBQ Mac 'N' Cheese V Cajun Wedges Apple Slaw</p>
<b>FRIDAY</b>	<p><b>DEEP SOUTH DINER</b> Beano &amp; molic New York Hot Dog BBQ Veg &amp; Bean Casserole V Chips Sweetcorn</p>	<p><b>DEEP SOUTH DINER</b> Cheese &amp; molic Creamy Fish Pasta Bake BBQ Corn, Black Eye Bean &amp; Feta Soft Taco V Mashed Potato Crispy Salad</p>

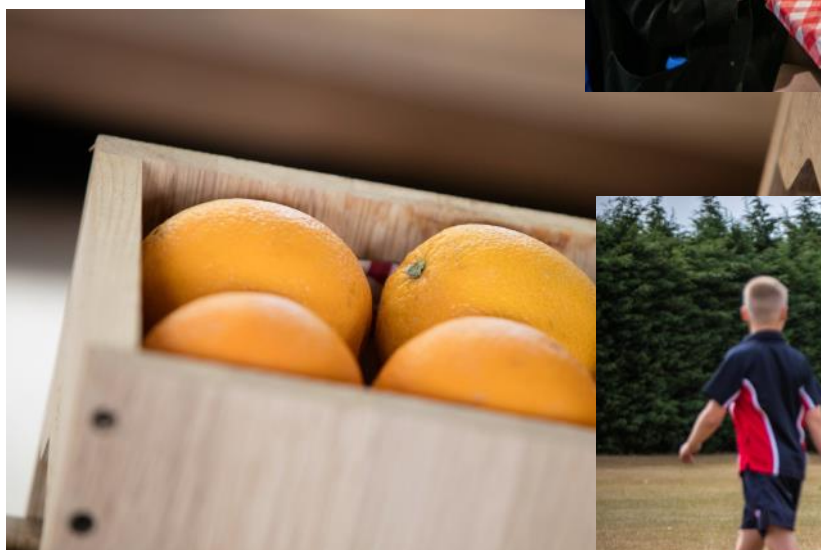


## What else can you do at lunchtime?

Several clubs and activities are available at lunchtimes for all students including dodgeball, access to the fitness suit and the board game club. Why not join some and make new friends, represent your academy or just have fun!

If you have a group of friends with a similar interest why not considering starting your own club or running your own activity.

The library is also open and other teachers run a range of activities throughout the year. Look out for information on your PL room notice board or ask your PL tutor for more information.





# Safeguarding

The academy is committed to ensuring the well-being and personal safety of all the students who learn here. For that reason, we have a clear safeguarding policy and procedure. A copy of our safeguarding policy can be found on our website: [www.icenimethwold.org.uk](http://www.icenimethwold.org.uk)

If you or your parents/ carers have any concerns relating to child abuse, you should report these to the academy's Designated Safeguarding Lead (DSL) – Mr D Carmichael.

All staff employed by the academy have been trained in how to deal with a safeguarding issue.

## What do I do if I am worried about something?

If you are worried or concerned about something, you should tell a teacher. Your PL Tutor will be the best person to help you to begin with, or you may want to tell your Head of Year or a member of the intervention team. They can be found in the Success Centre. Remember to talk to your parents/ carers about your concerns and if they cannot help, they will be able to contact the academy. There is nearly always a solution to the problem, so share it!

## You can get help from the SEND Department

Miss Turner (SENCo), together with our team of Learning Support Assistants are here to help you. If you have a special need or a disability, you may need some extra support. If you need help to have full access to all that the Academy offers, you and your parent/ carers should arrange to speak to your PL Tutor and to Miss Turner. There are toilets for students and parents/ carers with disabilities and ramps and lifts for wheelchair users. We adapt learning resources to help anyone with a disability as needed. It is important to us that you feel supported and that you can ask any questions that you want to in advance of starting at Iceni Academy. The academy is committed to equality and is fully inclusive.

## Other Students to Help You

When you join Iceni Academy, you will be placed in a Personalised Learning Group with other Year 7 students. Within your college, there will be the full range of years, so feel free to speak to the older children, including prefects, if you have any concerns. It is very likely that they have already experienced all the things you are going to face.

## Sickness / First Aid:

First Aid trained staff are always available to administer first aid and assistance to students who are unwell/ injured during the school day. You should tell your teacher if you are unwell or hurt. Your teacher will decide if you need to visit first aid. The First Aider will contact your family if you are unwell.





## Academy Services



Go4Schools is an online service that your parents (and you) can log into using the email address you have provided to us. By logging in you will have access to all your assessments, attendance and behaviour data along with your timetable and homework. All your termly academic checks and your yearly main report will be saved to your Go4Schools account and will be emailed out and accessible to download by your parents/carers.

Parents/ carers: please ensure we have your email address to enable us to provide you with these valuable services.



As a “cashless” Academy, we use an online company called School Money to manage all transactions that require a payment.

School Money is an easy, safe and secure way for your parents/ carers to pay for your trips, dinners and other expenses online using a debit or credit card.

On receipt of your child’s admission form and prior to them starting at the academy, parents/ carers will be sent an email/ text with log in details and password. There will also be a guide on how to download the new Eduspot App.

Parents/ carers - please follow the online instructions to ensure that there is money available for your child to purchase food on the first day of the transition period/ school. Free School Meal students will automatically be allocated the standard £2.20 each day. Please be aware that this money does not accumulate but is for that day only.



# Frequently Asked Questions

## **What happens if I miss my bus?**

Return home after 30 minutes and ring the academy on 01366 728333. Unfortunately, if your parents/ carers are not available you will have to remain at home for the day. This will be marked as an unauthorised absence. If it happens at the end of the day tell any member of staff who is on duty or go to main reception and they will help you.

## **What happens if the bus doesn't turn up?**

The bus will always come but could be late (for example if there is a traffic jam or bad weather). We recommend that you should wait for at least 30 minutes and then return home. If there is ever a problem with a bus that means it will be later than this, the academy is usually notified. You can phone the academy yourself to find out what is happening if you are not sure.

## **What do I do if I forget my bus pass?**

Without a bus pass, the bus driver may not allow you to travel. During break/ lunchtime, you will need to go to Main Reception and ask for a temporary pass. The temporary bus pass is only valid for 2 weeks. If you have lost your pass, your parent/ carer must apply to Norfolk County Council for a new pass, at a cost of £10.

## **If I'm not feeling well or am injured, will I still have to do PE?**

If you need to be excused from PE for health or injury reasons, we ask your parent/ carer to make a note in your planner explaining why. Long-term medical reasons will need to be supported by hospital or doctor's evidence. You will still need to bring and change into your PE kit, as you may be able to participate in other ways such as umpiring matches or keeping score.

## **What happens if I get lost in my first week?**

You will have a map on the back of your timetable to help you find your way around but if you still get lost ask anyone and they will help you. Year 7 and Year 11 Prefects will be on hand to escort you around the school during your transition experience and answer any questions you may have.

## **What happens if I forget my PIN number?**

There will be staff on duty in the hall at both break and lunchtimes that will be able to help you.

## What happens if I am bullied?

This is always a big concern when you join a new academy, but the truth is that it doesn't happen as much as you think it does. However, if you are bullied in any way or are unhappy about something that has happened, tell your PL Tutor or someone you can trust straight away. Don't put up with it. We definitely won't.

**The most important thing is to tell someone and keep telling people until it gets sorted.**



As well as staff you can go to, we also have a range of trained anti-bullying ambassadors who you can talk to about any issues or concerns you have. You can spot them by looking out for their distinctive badges and they will be leading a series of assemblies in your first few weeks with us.

## How will the academy contact my parent/carers if they need to?

It is important that your parents keep us up to date with any changes to their contact details, especially telephone numbers for an emergency. There will be times when we will text, email or phone your parent/ carers as well as sending home important letters and documents so please make sure we have the correct details.

## Can I have Free School Meals?

Families receiving certain benefits (see-enclosed form) may be able to claim for free school meals. An application form is attached or on request at main reception.



## What equipment do I need to bring on my first day?

You will need to bring in a sturdy school bag, a pen, pencil, ruler, eraser, sharpener, scientific calculator, your PE Kit (shorts, T-shirt, trainers etc.).

## What happens if I don't understand the work?

Your teacher, and other adults, will be on hand during your lessons to ensure that you understand what you need to do. Just put your hand up at a suitable time and they will help you. Although some students worry about this, they are usually reassured to find that there are many ways of explaining things to help their understanding.

## What happens if the work is too easy for me?

Your teacher, and the other adults in your lessons, will be able to provide you with extension tasks if you find the work is too easy. Just let them know.

## What happens if I forget to do my homework?

Hopefully you will have written your homework into your planner, so you won't forget! However, if you do forget you can log onto Go4Schools to find out what the task is. Teachers generally understand if you forget (occasionally) to bring homework in but it's best not to do it too often to avoid getting in trouble! Students who forget homework regularly (without a valid reason) will be placed in detention.

## Am I allowed to bring a Mobile Phone to school?

You can bring your mobile phone to school, but it must be kept on silent and not used at any point (including breaks and lunchtimes) unless a teacher gives you permission.

# See you soon!

We hope that you find this booklet useful. If you have any questions, please do not hesitate to ask a member of staff.

Remember; make the most of Iceni Academy, this is **your** community school. We look forward to welcoming you!

