



Parent/Carer Handbook

Taking you step-by-step through your child starting secondary school at Mercia Academy.



**MERCIA
ACADEMY**
Lionheart Educational Trust

Welcome

A very warm welcome to Mercia Academy

A purposeful, ambitious and welcoming learning community in which students, staff and parents work together to ensure outstanding outcomes for our young people.

Mercia Academy seeks to give students an outstanding educational experience. We are acutely aware that every young person gets 'one shot' at education and we must make it the very best for everyone. At Mercia Academy the goal for our students is to gain rich and varied experiences that enable them to apply to the University or apprenticeship of their choice.

Our Vision and Values

We believe you will be impressed by our high expectations, quality of teaching, vibrant learning environment and our motivated students.

Information

In this handbook, you will also find lots of useful information and the answers to some frequently asked questions. If you have any questions that are not answered, please contact the school office on info@merciaacademy.org.uk and we will be happy to help!

We look forward to working in partnership with you and getting to know you and your child.

Key information



Times of the school day

- Start of the day: 8:30am
- Morning break: 10:40-11:00am
- Lunch break: 12:40pm-1:30pm
- End of day: 3:10pm

Communication with parents

We will send communications through Newsletters each term and Beehive.

Celebrating successes

We love celebrating the successes of our students through various communication channels, including our Instagram (@mercia_academy), Facebook page (merciaacademy), and our website (www.merciaacademy.org.uk).

Has your child achieved something special, like winning a competition, completing a fundraising goal, or volunteering in the community? Please share your stories and photos with us at info@merciaacademy.org.uk. We may feature them in our newsletter, on social media, or in the local press.

Holidays

Whilst we discouraging taking holiday or leave during term time, if you need to request a Leave of Absence for your child, please request an absence request form from the school office. Once completed return addressed to the Attendance Officer, this will then be reviewed. We understand that sometimes exceptional circumstances arise, and we will consider these requests carefully.

Please note that we may ask for appropriate evidence to support your request. To ensure your child is not at a disadvantage, we kindly ask that you avoid scheduling absences before or during examination periods, as this leave will not be approved.

Food and drink

We offer a wide selection of food for lunchtimes. At lunchtime the students can purchase a hot “Meal Deal” which is a carefully balanced two course lunch with a small bottle of water, and costs £3.20.

For a Main Meal only, the cost is £2.70 and consists of a main course served with vegetables or salad – Vegetarian and Gluten-free options available.

Students can purchase food and drink with their ID cards, which can be topped up on Beehive (Find out more on page 7).

The Lunch canteen is based in the school hall. Pupils are allowed to bring a packed lunch to eat in the hall or on any of the outdoor picnic tables based in the main square.

Pastoral support

Ensuring that all of our pupils and students receive timely and appropriate support is a key priority of Mercia Academy. We strongly believe that care, guidance and support is most effective when students receive help early and at a level according to their individual needs.

All of our students have a Form Tutor. Our team of tutors see the children every morning and have an overview of the whole child. They are supported by our fantastic team of Heads of House and Learning Managers, and these key members of staff are available should students or parents/carers have any pastoral questions.

The pastoral team works with class teachers and non-teaching professionals who can identify need and implement early intervention. We have specifically trained staff who support students with anger management, bereavement and loss and low self-esteem, amongst others.

- Vice Principal: Mr A. Black
- Senior Lead for Safeguarding and Emotional Well-Being: Mrs M Payne
- Family Resource Worker: Mrs G Francis
- Careers Lead: Mrs C Copley
- SENDCo: Mr P. Galloway

Uniform

Students at Mercia Academy wear a uniform. Our uniform can be purchased from Stevensons. For any queries, please contact their customer service team at: customerservices@stevensons.co.uk

All students are to wear the following:

- Plain black trousers or skirt of a formal and smart appearance- no jeans, skinny trousers, leggings, chinos or any trousers cropped in length. Skirts must be of an appropriate length
- Plain white stiff collared shirt with long or short sleeves. This means a shirt with a fastening top button and suitable for wearing the school tie and tucking into trousers/skirt
- A plain black round or v-neck jumper (optional to have school logo; no other branding/logos are permitted)
- Socks - black, grey or white. Tights - black or neutral.
- Plain black footwear
- A school tie in school colours (blue and yellow)

Optional items:

- A black blazer with school logo can be worn as part of the uniform
- Tailored shorts to be worn as an optional item

PE Kit:

- Mercia Academy branded navy polo shirt
- Plain navy shorts
- White ankle socks or navy football socks
- Trainers (not black soles)
- Your child may wish to also wear the following items (optional not compulsory) as an extra layer to keep warm
- Plain navy tracksuit bottoms
- A round neck plain navy jumper



Scan to find out more information on the Uniform policy and stockist information.



Equipment Checklist

All students are expected to have the following stationery in school every day:

- Pencil case
- 2 green pens
- 2 black pens (no blue pens)
- 2 pencils
- 30 cm clear plastic ruler
- Large clear plastic pencil case
- Eraser
- Highlighter
- Protractor
- Sharpener
- Scientific calculator (we recommend a Casio FX85)

Policies

Policies are vitally important and help us to create quality standards for learning and safety, as well as for expectations and accountability. If you want to know more about the policies we have in place, please visit our website: www.merciaacademy.org.uk



Beehive brings together essential applications, making it easy for parents and carers to access important information and updates about their child's education.

Available in both a browser and a smartphone app, Beehive ensures seamless access. Parents/carers will receive a unique welcome email with instructions on how to access the portal, while students can log in using their school network credentials.

Here's a round-up of what can be accessed via Beehive...

NEWS

See school news shared with both students and parents. This can include anything from clubs to competitions to reminders about school closures.



ASSIGNMENTS

A full homework management system where staff can set class or group assignments and both students and parents can view details online, including due date and homework requirements.



TIMETABLES

Daily timetable information showing subject, room and location information.



EVENTS

The events module shows a planned schedule of after school events. Students can sign-up to extra-curricular activities and parents/carers will be informed of any changes to events automatically.



BEHAVIOUR

Allows staff to instantly give reward and behaviour points. Parents can view their child's attendance and see reward and behaviour points given.



PAY & STORE

Parents/carers have the ability to top-up their child's smart card with credit for use at break and/or lunchtime, and see a breakdown of spend per day. This module is also used to pay for products and trips.



CONSENT

Parents/carers can set consent for use of images in the media and marketing materials, as well as how their child's data is used in school to celebrate achievements.



MAILOUT

This system will also allow parents/carers to view letter archives. When documents are available to view in Beehive, you will receive an email notification via mailout.



Scan to visit our website and download our Parent/Carer Beehive Guide for login details and further information

Frequently asked questions

Here are our answers, to what we find, are the most frequently asked questions.

What happens if my child is ill and/or can't attend school?

Please call the school on **01283 216404** and provide details of your child's absence.

What happens if my child is late?

Pupils who are late will receive a verbal warning at first. This is then followed by a detention if lateness remains persistent. Lateness is classed as after 8.40am.

What subjects will they study and how is homework set?

Year 7 Curriculum - All students will study:

English	History	Design and Technology
Maths	Geography	Art and Performing Arts
RE	Spanish	PE
Personal Development	Computing	

All lessons are 50 minutes long, however some subjects have double lessons.

Homework

To make sure it is easy to keep track of, all homework is logged on Beehive so that students and parents can support their child's learning.

Does my child have to carry their PE kit with them each day?

Pupils only need to bring their PE kit when they have PE. Normally once or twice a week.