



George Spencer Academy Guide for Parents

Please also look at your child's planner for more information

Contact with school

The school phone number is 01159170100. The office is open between 8am and 5.30pm Monday – Thursday and between 8am and 5pm on Friday. When contacting school ask for the Learning Manager or PSA first, earlier rather than later so problems do not escalate. Never be worried of contacting the school, we work in partnership.

- Year 7 - Ms P Akhtar
- Year 8 - Ms R Croft
- Year 9 - Ms J Burton-Hillier
- Year 10 - Miss R McCalla
- Year 11 - Mr A Kerry
- 6th Form - Mrs. K Mockridge

The school Twitter account is [@George_Spencer](#) and is a really good way to see quick updates. The school website is www.george-spencer.com

It is rare for us to close due to poor weather but if we do you will receive a group call. This is a text message service that we use in emergencies only and it is important that we have your most up to date mobile phone number for this.

George Spencer words

- The Learning Manager is your child's form tutor
- The Director of Learning is a teacher in charge of the learning and progress of a year group
- The PSA is a Pastoral Support Assistant who is a non-teacher who helps oversee the year group with the Director of Learning
- An assessment point is a report that you will receive on your child's progress three times a year. There are more details later in the booklet about this.
- Challenge Days happen seven times a year and are an opportunity for students to do lots of fun and exciting activities

Week 1 or Week 2

The school operates a two week timetable called Week 1 and Week 2. If you are unsure which week it is please check the monthly e-mail bulletins, or MOODLE.

Monthly Bulletin

This is e-mailed to parents at the start of each month. Please ensure we have your most up to date e-mail address as this bulletin contains key information.

Uniform

We expect all students to be in correct uniform. Please look in your child's planner or on the website for full details. If unsure about any issue with uniform please contact the school. Uniform can be purchased at Morleys in Chilwell and Simply First in Stapleford

Catering

The school now operates a cashless catering system called sQuid. Students have to look after a card which is topped up by parents online. All students in Year 7 will receive details of how to open their accounts in the middle of August. We recommend that parents put on £2.50 a day for lunches.

There are various options available; snacks, school dinner, vegetarian options and healthy options. Sandwiches can be eaten in the Dining Room or Garden Area. Snacks also available at break.

Music Lessons

A range of tuition is available. Please contact Mrs Jane Brown (Head of Music) for more details jbrown@george-spencer.notts.sch.uk

Lockers

Lockers are available for students on a first come first served basis. Students will need to provide their own padlock.

Issues with bullying

We take this issue seriously. Incidents are investigated and sanctions can lead to exclusion, but also detentions, internal exclusions and working together with parents.

Do not agree to keep bullying a secret – let us know. Students must let their Learning Manager know of any issues or can let us know using our anti bullying e-mail address and mobile phone number. These can be found in the student planner.

Transport

A bike pass is required for students who wish to cycle to school. These are available in September if your child lives more than a mile away from school. A helmet is required for all cycle users. We expect students to cycle to school safely and any student who does not will have their pass removed.

Please do not drop or pick your child up at the school gates as there is not enough room and they become congested with students at the start and end of school. Please use the Park in the Park and Ride.

Upper and Lower Site

The Stapleford side of the school is referred to as Upper site and the Toton side of the school is referred to as Lower site

Attendance

If your child is unable to attend school through illness/medical appointment please contact the school reception as soon as possible after 8am on that day, giving the reason for your child's absence. You will need to contact the school each day of your child's absence.

If you do not contact reception you will receive a text message from the school asking you to contact reception to explain the absence. Should you fail to contact school a letter will be sent home with the date of the absence and again asking you to contact school to give a reason for your child's non-attendance to school.

Once we have followed this procedure and there has still no contact from home the absence will go down on your child's records as an unauthorized absence. Any attendance concerns that we have will be passed on to the Educational Welfare Officer who will investigate further.

Please ensure that we are up to date with current mobile phone numbers. The school will not authorise term time holidays and this will automatically go down as an unauthorised absence on your child's records.

Punctuality

All students are expected to be at school at 8.45am. Members of the staff stand at Upper and Lower Site Gate to record anyone who is late.

If a child is late three times they receive a Friday night detention for one hour.

On the rare occasion you are stuck in traffic, phone reception to let us know and your child won't be recorded as late.

Free School Meals

Each year the school receives funding for students who are registered to receive Free School Meals. This money helps to ensure that all students receive equal opportunities throughout their time at school. Students registered for free school meals receive a uniform voucher, paid for curriculum trips and equipment essential for their studies. Students on Free School Meals have their lunch money automatically added to their sQuid cards. To find out more about free school meals please contact info@george-spencer.notts.sch.uk.

Trips and other costs during the year

During the year there are a number of potential costs for parents. The hand-out inside your booklet gives you an idea of these costs during the year as well as showing you the range of opportunities available for students.

How do I know how my child is doing?

Three times a year you will receive an assessment point which contains information on the progress your child is making as well information on their effort, behaviour and meeting deadlines. The first assessment point of the year is posted to you and an example of what a scan looks like is on the next page.

During the year as well there are a number of key information evenings for you to attend. You will receive reminders for these in the monthly e-mail bulletins.

In Year 9, 10 and 11 each child also receives a written report. If you have any concerns about the progress of your child or any questions remember to contact school.

Inclusion at George Spencer Academy

The Inclusion Team at George Spencer Academy is committed to providing a positive school experience for not only your son or daughter but for you as parents. We are located in the Learning and Inclusion centre. The team consists of teaching staff, learning support assistants and social inclusion caseworkers, between us we have a wealth of experience.

We offer a range of support and intervention for students which are personalised to your child's needs, a selection of these are highlighted below:

- Nurture group (Y7 only)
- Homework club
- TOAST – breakfast club
- Dyslexia screening and tutorials
- Bereavement support
- Young carer support
- A.R.R.O.W – reading support
- Spelling support
- Numeracy support

If you have any further questions about Special Educational Needs, please do not hesitate to contact Miss Sarah Torrance – Director of Inclusion – storrance@george-spencer.notts.sch.uk.

MOODLE

Moodle is the on-line learning portal for George Spencer Academy. Your child will have access to a variety of resources to help them with their work in lessons and some faculties will also expect students to access Moodle for their homework.

In addition to the academic resources, students will also find information about extra-curricular activities, important dates and events in the school year.

Moodle can be accessed from home through the following link, or by clicking on the link on the school website.

<http://moodle.george-spencer.notts.sch.uk>

Students will need their school username and password to log-in and access their resources.

Any problems, or questions, regarding Moodle access should be reported to the ICT Help Desk or Miss Stevens – Istevens@george-spencer.notts.sch.uk

P and S half

All the year groups are split into P and S half. It is important to find out which half year your child is in. Please ask your child or their Learning Manager.

Houses

There are four houses in the school. They are Socrates, Loxley, Hubble and Armstrong. Students can cash in house points for a whole range of different reasons which can be found in the planner. For students in Years 7 and 8 there is a prize for the house with the most points each half-term

FrOGS and Parents' Forum

These are the two ways parents can get involved in school. Please see the information pages in the booklet for more details.