



LAWN MANOR
—ACADEMY—

PARENT HANDBOOK

2023-24

Inspiring and Creating Futures For All



WELCOME TO LAWN MANOR ACADEMY



Welcome from Sandra Muir Headteacher

Lawn Manor Academy is proud to be part of the Ascend Learning Trust.

We believe that within each child there is real potential to achieve and that as teachers, it is our job to ensure that this potential is met through academic studies, creativity and high expectations.

We take pride in our school and in the focus we give to each child as an individual and how we help them to develop and grow to achieve well and be a good citizen.

We have high expectations for our pupils and 'The Lawn Manor Way' encompasses this. Pupils enjoy their time at Lawn Manor Academy and it is always a pleasure to see them leave us with the qualifications and skills that they need to prepare them for their futures ahead.

We take pride in 'Inspiring and Creating Futures for All'. Lawn Manor Academy opened in September 2017 as part of the Ascend Learning Trust. The school vision is 'Inspiring and Creating Futures for All,' and this extends to our staff and pupils, driving everything we do throughout the school, but with a focus on teaching and learning.

The school has a culture of being supportive and friendly with a set of strong I LEARN values (Independence, Literacy, Equipment, Attitude, Resilience, Numeracy) weaved through our daily practice.

The Trust consists of a group of seven schools: Royal Wootton Bassett Academy, Noremarsh Junior School, Kingsbury Green Academy, Wellington Academy, Wellington Lions Primary, Wellington Eagles Primary, and Lawn Manor Academy.

The Ascend Learning Trust has a very clear vision of Excellence in Education. Staff and pupils benefit hugely from this close working relationship with the group of schools in the Trust. Being part of Ascend Learning Trust also enables our pupils to have a sixth-form progression route to the academic sixth form at Royal Wootton Bassett Academy.

We have increasing pupil numbers with over 900 pupils on roll. Our age range covers young people between eleven and sixteen (from Year 7 up to Year 11).

WELCOME

The Senior Leadership Team consists of the Headteacher, two Deputy Headteachers with responsibility for Belonging, Culture & Safeguarding, and Quality of Education, and three Assistant Headteachers, each with responsibility for: **Achievement, Personalised Learning (including SEND), and Attendance.** Some teachers are Heads of Faculties or Departments with special responsibilities for subjects within the timetable. We have a large non-teaching Student Support Team with special responsibilities for the conduct and wellbeing of all the pupils.

From your child's perspective, the most important person in school will be their I LEARN Tutor, the teacher who is responsible for them during registration, guides them and keeps a watchful eye over their work, their attendance, and their I LEARN activities and encourages them in their progress.

The teaching staff are assisted by support staff who are Administrators, Teaching Assistants, Technicians, Catering Staff, Mid-day Supervisors, Cleaners and a Site Team.

Sandra Muir | Headteacher



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TERM DATES



Term and Holiday Dates 2023/24



	September '23				
	A	B	A	B	
Monday	28	4	11	18	25
Tuesday	29	5	12	19	26
Wednesday	30	6	13	20	27
Thursday	31	7	14	21	28
Friday	1	8	15	22	29
Saturday	2	9	16	23	30
Sunday	3	10	17	24	

	October '23				
	A	B		A	
	2	9	16	23	30
	3	10	17	24	31
	4	11	18	25	
	5	12	19	26	
	6	13	20	27	
	7	14	21	28	
1	8	15	22	29	

	November '23				
	B	A	B	A	
	6	13	20	27	
	7	14	21	28	
1	8	15	22	29	
2	9	16	23	30	
3	10	17	24		
4	11	18	25		
5	12	19	26		

	December '23				
	B	A	B		
Monday	4	11	18	25	
Tuesday	5	12	19	26	
Wednesday	6	13	20	27	
Thursday	7	14	21	28	
Friday	1	8	15	22	29
Saturday	2	9	16	23	30
Sunday	3	10	17	24	31

	January '24				
	A	B	A	B	A
	1	8	15	22	29
	2	9	16	23	30
	3	10	17	24	31
	4	11	18	25	
	5	12	19	26	
	6	13	20	27	
	7	14	21	28	

	February '24				
	B	A	B		
	5	12	19	26	
	6	13	20	27	
	7	14	21	28	
1	8	15	22	29	
2	9	16	23		
3	10	17	24		
4	11	18	25		

	March '24				
	A	B	A	B	
Monday	4	11	18	25	
Tuesday	5	12	19	26	
Wednesday	6	13	20	27	
Thursday	7	14	21	28	
Friday	1	8	15	22	29
Saturday	2	9	16	23	30
Sunday	3	10	17	24	31

	April '24				
	A	B	A		
	1	8	15	22	29
	2	9	16	23	30
	3	10	17	24	
	4	11	18	25	
	5	12	19	26	
	6	13	20	27	
	7	14	21	28	

	May '24				
	B	A	B		
	6	13	20	27	
	7	14	21	28	
1	8	15	22	29	
2	9	16	23	30	
3	10	17	24	31	
4	11	18	25		
5	12	19	26		

	June '24				
	A	B	A	B	
Monday	3	10	17	24	
Tuesday	4	11	18	25	
Wednesday	5	12	19	26	
Thursday	6	13	20	27	
Friday	7	14	21	28	
Saturday	1	8	15	22	29
Sunday	2	9	16	23	30

	July '24				
	A	B	A		
	1	8	15	22	29
	2	9	16	23	30
	3	10	17	24	31
	4	11	18	25	
	5	12	19	26	
	6	13	20	27	
	7	14	21	28	

	August/September '24				
	5	12	19	26	
	6	13	20	27	
	7	14	21	28	
1	8	15	22	29	
2	9	16	23	30	
3	10	17	24	31	
4	11	18	25	1	

Bank and Public Holidays 2023/2024

Christmas Day Holiday	25 th December 2023
Boxing Day Holiday	26 th December 2023
New Year's Holiday	1st January 2024
Good Friday	29 th March 2024
Easter Monday	1 st April 2024
May Day Holiday	6 th May 2024
Spring Bank Holiday	27 th May 2024
Summer Bank Holiday	26 th August 2024

	Holiday Dates
	Inset Days/School closure dates
	Yr 7 & 11 induction day (<i>no other pupils in school</i>)
	Bank Holidays
	School closes at 12:20

TERM DATES

SCHOOL TERM AND HOLIDAY DATES 2024 - 25



September 2024							October 2024							November 2024						
M		2	9	16	23	30	M		7	14	21	28		M		4	11	18	25	
Tu		3	10	17	24		Tu	1	8	15	22	29		Tu		5	12	19	26	
W		4	11	18	25		W	2	9	16	23	30		W		6	13	20	27	
Th		5	12	19	26		Th	3	10	17	24	31		Th		7	14	21	28	
F		6	13	20	27		F	4	11	18	25			F	1	8	15	22	29	
Sa		7	14	21	28		Sa	5	12	19	26			Sa	2	9	16	23	30	
Su	1	8	15	22	29		Su	6	13	20	27			Su	3	10	17	24		

December 2024							January 2025							February 2025						
M		2	9	16	23	30	M		6	13	20	27		M		3	10	17	24	
Tu		3	10	17	24	31	Tu		7	14	21	28		Tu		4	11	18	25	
W		4	11	18	25		W	1	8	15	22	29		W		5	12	19	26	
Th		5	12	19	26		Th	2	9	16	23	30		Th		6	13	20	27	
F		6	13	20	27		F	3	10	17	24	31		F		7	14	21	28	
Sa		7	14	21	28		Sa	4	11	18	25			Sa	1	8	15	22		
Su	1	8	15	22	29		Su	5	12	19	26			Su	2	9	16	23		

March 2025							April 2025							May 2025						
M		3	10	17	24	31	M		7	14	21	28		M		5	12	19	26	
Tu		4	11	18	25		Tu	1	8	15	22	29		Tu		6	13	20	27	
W		5	12	19	26		W	2	9	16	23	30		W		7	14	21	28	
Th		6	13	20	27		Th	3	10	17	24		Th	1	8	15	22	29		
F		7	14	21	28		F	4	11	18	25		F	2	9	16	23	30		
Sa	1	8	15	22	29		Sa	5	12	19	26			Sa	3	10	17	24	31	
Su	2	9	16	23	30		Su	6	13	20	27			Su	4	11	18	25		

June 2025							July 2025							August 2025						
M		2	9	16	23	30	M		7	14	21	28		M		4	11	18	25	
Tu		3	10	17	24		Tu	1	8	15	22	29		Tu		5	12	19	26	
W		4	11	18	25		W	2	9	16	23	30		W		6	13	20	27	
Th		5	12	19	26		Th	3	10	17	24	31		Th		7	14	21	28	
F		6	13	20	27		F	4	11	18	25			F	1	8	15	22	29	
Sa		7	14	21	28		Sa	5	12	19	26			Sa	2	9	16	23	30	
Su	1	8	15	22	29		Su	6	13	20	27			Su	3	10	17	24	31	

Key:

School Holiday

Bank Holiday

Inset Days/School Closure dates

Year 7 & Year 12 Induction Day (*no other students in school*)

Bank and Public Holidays 2024/2025

Christmas Day Holiday	25th December 2024
Boxing Day Holiday	26th December 2024
New Years Holiday	1st January 2025
Good Friday	18th April 2025
Easter Monday	21st April 2025
May Day Holiday	05th May 2025
Spring Bank Holiday	26th May 2025
Summer Bank Holiday	25th August 2025

Term dates summary:

Term 1	06 September to 18 October 2024	31 days
Term 2	04 November to 20 December 2024	35 days
Term 3	06 January to 14 February 2025	30 days
Term 4	24 February to 04 April 2025	30 days
Term 5	22 April to 23 May 2025	23 days
Term 6	02 June to 18 July 2025	35 days

SCHOOL DAY



All pupils are required to be in school by 8.35am for the start of their I LEARN lesson.

Pupil access to the school is via pedestrian gates on Queens Drive and Falmouth Grove. Good preparation is key to good learning and we expect all pupils to be punctual. Pupils are expected to stay on the school site at morning break and lunchtime.

The school operates a 2-week timetable, which means that pupils may have some differences between their lessons on 'Week A' and 'Week B'.

8.40am	I LEARN / Assembly
9.00am	Lesson 1
10.00am	Lesson 2
11.00am	Break
11.20am	Lesson 3
12.20pm	Lunch
1.00pm	I LEARN Reading
1.20pm	Lesson 4
2.20pm	Lesson 5
3.20pm	Enrichment, Detaining Time, Period 6



USEFUL CONTACTS

SENIOR LEADERSHIP TEAM



Mrs Muir
Headteacher
head@lma.ascendlearningtrust.org.uk



Mr Langdown
Deputy Headteacher
Belonging & Culture, & Safeguarding
rlangdown@lma.ascendlearningtrust.org.uk



Mrs Cave
Deputy Headteacher
Quality of Education
ecave@lma.ascendlearningtrust.org.uk



Mr Koza
Assistant Headteacher
Attendance, Admissions & Pupil Premium
mkoza@lma.ascendlearningtrust.org.uk



Mr Prevost
Assistant Headteacher
Achievement
bprevost@lma.ascendlearningtrust.org.uk



Mrs Maddock
Assistant Headteacher
Personalised Learning & SENDCO
hmaddock@lma.ascendlearningtrust.org.uk



Mrs Reynolds
Headteachers PA
CReynolds@lma.ascendlearningtrust.org.uk

Mrs Wieczorkowska
Mr Langdown's PA
mwieczorkowska@lma.ascendlearningtrust.org.uk

Mrs Jenkins
Mrs Cave's PA
rjenkins@lma.ascendlearningtrust.org.uk

Mrs Rashidi
Mr Koza's PA
srashidi@lma.ascendlearningtrust.org.uk

Miss Magill
Mr Prevost's PA
hmagill@lma.ascendlearningtrust.org.uk

Ms Everett
Mrs Maddocks's PA
jeverett@lma.ascendlearningtrust.org.uk

Lawn Manor Academy, Salcombe Grove, Swindon, Wiltshire, SN3 1ER
Main Switchboard: 01793 487286 | Student Services: 01793 427755 | Reporting an absence: 01793 427749
Email attendance@lma.ascendlearningtrust.org.uk | Email: admin@lma.ascendlearningtrust.org.uk
www.lawnmanor.org

USEFUL CONTACTS

STUDENT SUPPORT TEAM (SST)



Mr Simmons
Head of Student Support
csimmons@lma.ascendlearningtrust.org.uk



Sharon Davison
Family Partnership officer
sdavison@lma.ascendlearningtrust.org.uk



Mrs Harper
Year Leader, Year 7
year7@lma.ascendlearningtrust.org.uk



Mr Wykes
Safeguarding & Partnership Officer
twykes@lma.ascendlearningtrust.org.uk



Mrs Rani
Year Leader, Year 8
year8@lma.ascendlearningtrust.org.uk



Mrs Argent
Year Leader, Year 9
year9@lma.ascendlearningtrust.org.uk



Mrs Whitford
Year Leader, Year 10
year10@lma.ascendlearningtrust.org.uk



Ms D Greening
Year Leader, Year 11
year11@lma.ascendlearningtrust.org.uk

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USEFUL CONTACTS

Head of English	Mr Keith Horan	khoran@lma.ascendlearningtrust.org.uk
Head of Maths	Mrs Laura Conroy	lconroy@lma.ascendlearningtrust.org.uk
Head of Science	Mr James Maher	jmaher@lma.ascendlearningtrust.org.uk
Head of Social Sciences (History)	Mr Alex Gasche	agasche@lma.ascendlearningtrust.org.uk
Head of Business	Mr Mark Oliver	moliver@lma.ascendlearningtrust.org.uk
Head of Creative Technology (Computing)	Mr Darren Beecher	dbeecher@lma.ascendlearningtrust.org.uk
Head of Sport & Leisure	Mr Mike Wilson	mwilson@lma.ascendlearningtrust.org.uk
Head of Modern Foreign Languages	Mrs Begona Dias	bdias@lma.ascendlearningtrust.org.uk
Head of Geography	Ms Kirsty Staff	kstaff@lma.ascendlearningtrust.org.uk
Head of Religion, Philosophy & Ethics	Mrs Laura Burchall	lburchall@lma.ascendlearningtrust.org.uk
Head of Expressive Arts (Music)	Mr David Jones	djones@lma.ascendlearningtrust.org.uk
Head of Dance	Ms Natasha Dixon	ndixon@lma.ascendlearningtrust.org.uk
Head of Art	Ms Caireen Young	cyoung@lma.ascendlearningtrust.org.uk
Head of Drama	Mrs Sally Owens	sowens@lma.ascendlearningtrust.org.uk
Head of Graphics	Mrs Emma Mills	emills@lma.ascendlearningtrust.org.uk
Head of Design Technologies	Mrs Sarah Smith	ssmith@lma.ascendlearningtrust.org.uk
EAL Coordinator	Mr Sumeswar Das	sdas@lma.ascendlearningtrust.org.uk
Head of Aspirations & Futures	Mr Daniel Jacklin	djacklin@lma.ascendlearningtrust.org.uk

Year Leaders

A Year Leader is attached to each Year Group and are non-teaching roles. Their main role is to create a positive learning and behaviour ethos within the school and support pupils with any difficulties they might have in school to ensure that every pupil achieves their full potential. The Year Leaders report to the Head of Student Support.

Transfer and Inclusion Co-ordinator

Our Transfer and Inclusion Co-ordinator spends a lot of time throughout the academic year in partner primary schools getting to know all of the children in Year 6 before they come to Lawn Manor Academy. They ensure that the school has a large amount of information on the learning needs, medical needs, behaviour and social and emotional profiles of every pupil before they join Lawn Manor Academy. All Year 6 pupils experience a secondary school I LEARN Day in September and a Transfer Day in July. Year 5 'I LEARN' days take place in June/July.

Student Support Interventions

Lawn Manor Academy aims to work with young people to increase self-esteem, raise expectations, improve their motivation, and help them to recognise and achieve their potential. We offer structured and targeted interventions for pupils with a variety of social, emotional, and behavioural needs. Pupils are referred through the Year Team. All interventions take the form of small group or 1-2-1 work, and usually have a fixed duration of six to ten weeks. School based interventions include: targeted intervention to understand and manage anxiety, stress and anger based on the “Starving the Anxiety / Stress / Anger Gremlins” books, Nurture Groups, Attendance Groups, and therapeutic work. The school also has a Personalised Learning Centre within Learning Support, known as the PLC, which offers a bespoke programme of support to pupils.



Safeguarding & Partnership Officer

Lawn Manor Academy has a designated Safeguarding and Partnership Officer to support pupils and their families in matters related to Safeguarding. For more information, please see the Safeguarding information on Page 18 of this booklet or the Safeguarding page on the website.

Our Safeguarding & Partnership Officer is Mr Dance twykes@lma.ascendlearningtrust.org.uk



Family Partnership Officer

Lawn Manor Academy has a designated Family Partnership Officer to support families, with a particular focus on helping families break down any barriers related to school attendance.

Our Family Partnership Officer is Sharon Davison (sdavison@lma.ascendlearningtrust.org.uk)

I LEARN Tutors

Pupils are allocated an I LEARN Tutor Group and their I LEARN Tutor is responsible for the day to day academic and pastoral support. The I LEARN Tutor is your first point of contact should you wish to communicate with the school about your child.

Head of Student Support

The Head of Student Support is a non-teaching role and has an oversight of all of the five year groups, and supports the Year Leaders in creating a positive learning and behaviour ethos within the school.

House System

Lawn Manor Academy has a thriving House System with three Houses: Pleydell, Goddard and Fitzroy. The Houses were named by pupils when the school opened and take their names from Major Fitzroy Pleydell Goddard, who was the last member of the Goddard family who lived in the Manor House on the Lawns. Pupils are assigned vertically to Houses according to their I LEARN Groups from Year 7 – Year 11.

The aims of the House System are:

- To create an element of competition
- To further develop great relationships across the school community
- To provide opportunities to highlight pupils' strengths
- To promote, reward and maintain good behaviour
- To encourage pupils to lead

Pupils and staff compete in a year-long series of competitions and events ranging from Team Building competitions, House Points, Numbers Day, 'Beautiful Swindon Photography', and Sports competitions. National and Local charity fundraising play an important role in providing pupils with a real sense of self in the world. Our Heads of House: Pleydell (Mrs Reynolds), Fitzroy (Mr Bull), and Goddard (Mrs Cruickshank).

UNIFORM & PRESENTATION EXPECTATIONS

High standards of uniform and presentation are expected of all pupils at Lawn Manor Academy and the school unashamedly takes pride in this.

There are good reasons for this. A smart uniform helps to create a sense of community; it also removes distraction and competition which may be caused by an individual's style of dress, and allows pupils to concentrate on learning. Uniform must be worn to and from the school; it is not acceptable for pupils to arrive to school in non-uniform items and then change them.

The Dress Code and Behaviour policies are clear that there are no exceptions to these expectations and they explain the consequences that will be put in place should a pupil not meet the requirements.

ITEMS TO BE PURCHASED FROM UNIFORM DIRECT – WWW.UNIFORM-DIRECT.COM		
Lawn Manor Academy Blazer	Lawn Manor Academy Tie	Jumper/Cardigan
The school blazer, with the school logo, must be worn at all times around the school and the vicinity. Staff will advise pupils if they may remove their blazers in class, in hot weather, or for practical activities.	The tie must be of a traditional size and worn to an appropriate length just above the waist. The Senior Leadership Team (SLT) will advise pupils if they may remove their ties in hot weather.	Optional: Jumpers/Cardigans are optional, but if worn, must be a V-neck navy school jumper or cardigan and must not have a logo or pattern. The jumper/cardigan cannot be worn without the blazer.
ITEMS TO BE PURCHASED FROM YOUR CHOSEN SUPPLIER		
White Shirt	Plain MID-GREY Trousers or Skirt	Socks & Tights
<p>Plain white traditional school shirt. Shirts must be long enough to be tucked in at all times. Shirts can be short or long-sleeved.</p> <p>If an extra t-shirt is worn underneath the white shirt, it must be plain white short-sleeved and not visible.</p>	<p>No additions such as stripes, studs, overstitching or embellishments etc. Jeans/combat style trousers, trousers with patterns/stripes, leggings, jeggings, denim and cords are not permitted. Trousers should be plain mid-grey, of a length that meets the top of the shoe. Pupils are not permitted to wear additional trousers; shorts or joggings bottoms under their school trousers.</p> <p>Skirts must be plain mid-grey, appropriate length - no more than 2" above the knee. No micro-skirts or tight-fitting skirts.</p> <p>Mid-grey knee-length tailored shorts are permitted.</p>	<p>Socks must be plain black. Tights may be of natural colour or plain black.</p>

UNIFORM & PRESENTATION EXPECTATIONS

Coats, Hats, Belts & Lanyard	Jewellery	Make-Up	Hair
<p>Pupils should have an appropriate outdoor coat for the cold weather. Hoodies (zipped, buttoned or pullover), denim jackets, leather jackets, sports tops or non-school cardigans must not be worn or brought into the school.</p> <p>Hats are not permitted to be worn in the building; caps are not permitted unless in hot weather and advised by the SLT. Belts must be plain black and not studded or fashion belts. Identification Lanyards must be worn at all times as part of the uniform.</p>	<p>One small stud earring may be worn in the lower lobe of each ear and no other piercings are allowed e.g. no lip, nose, tongue, eyebrow piercings, stretchers, retainers or plasters – a pupil may wear a clear stud in place of such piercings.</p> <p>Pupils are allowed to wear a watch. Only one small ring on one hand and one small bracelet may be worn. A necklace may be worn but must be worn underneath the pupil's shirt.</p>	<p>Make up should only be worn if very discreet and barely visible.</p> <p>No false eyelashes or lipstick are permitted, and nail varnish can only be worn if clear.</p>	<p>Extreme hairstyles that detract from the smart appearance are not allowed. The definition of what is extreme will change with fashion but hair of non-natural colour is not permitted.</p> <p>Headscarves worn for religious reasons must be plain dark blue or black. Garments covering the face are not permitted.</p>

Acceptable Shoes & Trainers	Plain Black Shoes or Leather Trainers	NOT Acceptable Shoes & Trainers
	<p>Non-black trainers, boots above the ankle, daps, sandals or shoes without backs are not allowed; all heels should be no more than 3cm. Ankle boots are allowed but must be worn under trousers.</p> <p>Shoes or trainers must be completely black, including any logos, toe caps, laces and soles. Shoes or trainers must have a leather style upper; canvas footwear is not permitted.</p> <p>Acceptable shoes or trainers should be worn to and from Lawn Manor Academy.</p>	

Acceptable Skirts, Trousers & Shorts	NOT Acceptable Skirts & Trousers
	 <p>Fitted skirt Dark grey Fitted trousers</p>

In all matters of uniform and dress, the decision of the Senior Leadership Team is final.
All information on uniform can be found on the website: www.lawnmanor.org

UNIFORM & PRESENTATION EXPECTATIONS

PE KIT

PE & Games Kit for all Year Groups	Recommended
Grey/Teal T-shirt Grey/Teal Shorts Grey/Teal Socks Grey/Teal Hooded jumper Trainers	Plain black Jogging Bottoms (Optional for colder weather, must be worn under shorts) No leggings Football (Studded) boots Mouth guard Shin Pads Hat and gloves and sun screen (dependent on weather) All pupils should have a water bottle with them in every lesson

Equipment

In most subjects, textbooks are provided for pupils. Pupils are responsible for all textbooks placed in their personal care and must look after them, not lose them, and return them to the school in a well-kept condition. A school bag is necessary to carry books/equipment and a bag is needed for carrying PE, Dance and Games Kit.

Each pupil must be equipped with the following basic equipment every day in a pencil case:

- Pen - Pencil - Ruler - Eraser – Pencil Sharpener
- Green Pen
- A Scientific calculator – available at Student Services in school priced at £8.00 each.
- Pencil cases with a complete set of equipment - available at Student Services priced at £1.00

Being prepared is another important life skill and therefore failure to bring equipment to school is unacceptable and is taken very seriously. Pupils must ensure they bring a pencil case with them and that it is placed on their desk in all lessons. Pupils must also ensure that they bring their PE & Dance Kit and Accelerated Reader books to school as directed. A same-day detention of 40 minutes will be issued for any pupil who fails to bring their equipment to school.

Lockers

Lockers are available for pupils to rent for the duration of their time at Lawn Manor Academy at the cost of £25 (£5 refundable on return of locker key). Contact the Main Office for further details.



ATTENDANCE

Attendance is a Home-School Partnership and a Legal Requirement

Under Section 44 of the Education Act 1996, parents and carers are legally required to ensure their child attends school every day. Lawn Manor Academy aims to ensure that pupils receive a full-time education that maximises opportunities for each pupil to reach their true potential.

- Parents/carers must send their children to school regularly and they may risk prosecution if they do not.
- It is the responsibility of parents/carers to ensure that their child attends punctually and remains in the school.
- The school must support attendance and take seriously any problems, which may lead to non-attendance.
- By law, the Local Authority (LA) must enforce school attendance.
- By law, only the school can authorise absence, not the parent/carer.

Why is regular attendance important?

- Having a good education will help to give your child the best start in life.
- If your child does not attend school regularly, he or she will have gaps in their learning and will not be able to make good progress.
- It helps pupils maintain good relations with their peers.
- Employers want people they recruit to be reliable, so pupils that have a poor attendance record have statistically a lesser chance of getting a good job.
- Young people who are absent from school for no good reason are at risk of becoming victims of anti-social and safeguarding concerns.
- The official leaving date for pupils in Year 11 is the last Friday in June in the academic year in which the child reaches age 16. This requirement is binding on all children and their parents and carers.

All educational research would suggest that there is a strong correlation between outstanding attendance and outstanding achievement. We endeavour to work with pupils and families to ensure that we provide the best education possible for your child in order for them to achieve their potential and goals in life. We can only do this if they are in school!

How do we record attendance?

At Lawn Manor Academy, I LEARN Tutors record pupils as present or absent on an electronic registering system at 8.40am as do class teachers at the start of every lesson. Any pupil who arrives after 8.40am will be marked as late and will receive a detention.

Reporting Absence

Parents/Carers must inform the school via the dedicated absence line **(01793 427749)** or **attendance@lma.ascendlearningtrust.org.uk** of a reason for absence as soon as possible on the first day of absence and no later than 9am. Parents/carers must send a note or email to cover all dates of absence on the pupil's return to school.

ATTENDANCE

An absence may be authorised if:

The school is satisfied that the pupil is absent because of genuine illness or bereavement and a note has been received to that effect.

- The school is informed in writing of the absence before it happens, e.g. a medical appointment. We ask that where possible, such appointments are not made during school time.
- The absence is on a day, which is of religious significance to the family.

An absence is unauthorised if:

- There has been no explanation for an absence.
- The absence is for a reason that is unacceptable to the school, e.g. shopping, birthday treat, care of younger siblings.
- The absence is one which should not have happened but has been supported by parents.
- The pupil is frequently late without good reason.
- The pupil arrives late after registers have closed.
- The pupil has truanted.

Planned Absence (Holidays) During Term Time

Pupil holidays will not be authorised for any pupils, regardless of year group, except in exceptional circumstances. A letter will be sent from the Headteacher regarding the decision made. There are approximately 175 non-school days each year - Please use these for holidays.

1 week holiday – 2.5% drop in Attendance – 25 lessons missed – 25 hours missed learning

2 week holiday – 5% drop in Attendance – 50 lessons missed – 50 hours missed learning

NB: If a child takes unauthorised holiday in term time a penalty notice fine may be issued to each parent.

Returning After Absence

- Pupils must bring a dated and signed note to explain the absence and this must be handed in to their I LEARN Tutor on the day of return
- A parent/carer may also send an email.
- The note/email should include days and dates of absence.
- All notes will be checked and, if necessary, followed up.
- Pupils should arrange with their teachers, to catch up on any missed work.
- In exceptional circumstances, the school may require medical evidence for every absence.
- Persistent Absence – Attendance of 90% and Below
- The school will contact home in the first instance.
- If necessary, the school will ask for the help of our Education Welfare Officer (EWO) link at Swindon Borough Council, who may arrange a home visit and act as a link between home and the school.
- The school has agreed to follow the Swindon Borough Council's code of conduct on Fixed Penalty Notices. These will be issued to the parents of pupils who persistently fail to meet school attendance requirements.

ATTENDANCE

Celebrating Outstanding Attendance

We aim to recognise pupils with good or improved attendance, via texts, postcards and letters home, achievement certificates, as well as inter I LEARN group competitions and weekly prize draws.

Lateness

Good punctuality is a vital life skill and therefore lateness to school is unacceptable and is taken very seriously. A same-day detention of 40 minutes will be issued for any pupil who is late to school. Parents will be notified by text. Conduct points will be issued for any pupil who is late to lesson.

A full copy of the school's Attendance Policy is available from the school, and is also on the policy section of the website.

Key Contact

Attendance & Welfare Manager: Mrs Nina Harris
attendance@lma.ascendlearningtrust.org.uk



BEHAVIOUR, PRAISE AND RECOGNITION

Behaviour for Learning - an overview for parents and carers

The Ascend Learning Trust Behaviour for Learning Policy is underpinned by the Lawn Manor Academy's vision and values statement: *"Inspiring and Creating Futures for All"*

Lawn Manor Academy believes that outstanding behaviour and disruptive free learning is necessary for effective teaching to take place and for pupils to reach their potential. All staff aim to create and maintain an environment in the school which encourages and reinforces good behaviour. Furthermore, it is acknowledged that society expects good behaviour as an important outcome of the educational process.

We work towards core values based on the acronym of I LEARN (Independence, Literacy, Equipment, Attitude, Resilience, Numeracy), and standards of behaviour from the acronym PUPIL (Punctuality, Uniform, Politeness, Instructions, Locality).

In order to achieve outstanding Behaviour for Learning, the school requires Parents/Carers to support in the following ways:

- support their child in fulfilling their responsibilities as a pupil, including attendance at relevant parental meetings
- communicate politely with the school through telephone, email, or letter supporting decisions made by the school in relation to promoting high expectations and good behaviour.

Praise & Celebration

Praise and celebration can motivate pupils and help them to see that good behaviour is valued; the most powerful form of reward is verbal praise. The school is committed to promoting and rewarding good behaviour and may do so in some of the following ways:

- Postcards, phone calls, texts, letters home, certificates
- "Pupil of the Month"
- Reward trips
- House Points
- Headteacher Commendation
- Enrichment week
- End of year celebrations
- Homework and attendance weekly prize draws



Lawn Manor Academy Expectations & Consequences

Behaviour in Lessons (C1-C3 warnings).

Lessons are calm and purposeful. The school uses a graduated warning system to help pupils correct their behaviour in lessons; failure to do so leads to a C3 being issued.

C1	Initial warning to correct behaviour
C2	Final warning to correct behaviour
C3	<p>'Safety Net' system whereby a pupil is required to work in an alternative room to regain focus and to not further disrupt the learning of other pupils.</p> <p>Pupils will remain in the Safety Net for the following time periods depending on which period they are removed from their lesson in:</p> <ul style="list-style-type: none"> • Period 1: the remainder of Period 1, Period 2 and break • Period 2: the remainder of Period 2 and break • Period 3: the remainder of Period 3 and lunch • I LEARN Reading: the remainder of I LEARN Reading, Period 4, Period 5 and after school until 4:00pm • Period 4: the remainder of Period 4, Period 5 and after school until 4:00pm • Period 5: the remainder of Period 5 and after school until 4:00pm <p>Pupils who are completing a detention during break or lunch will have the opportunity to use the toilet and get food and drink.</p>

Behaviour Outside Of Lessons

Lawn Manor Academy has high expectations of behaviour around the site and during unstructured times (outside of lessons); pupils need to conform to the "Lawn Manor Way" which includes the expectations outlined by "PUPIL". Pupils will be expected to carry Conduct Cards at all times and should they fail to meet the school's expectations, then staff will record a Conduct Point. I LEARN Tutors will check Conduct Cards each morning and should a pupil receive 5 Conduct Points, then they will be issued with a C4 detention. If a pupil loses their Conduct Card, then they will also be issued with a C4 detention. Any refusal to hand over a Conduct Card, will result in an automatic C4 same-day detention and the Conduct Point will be added retrospectively.

Detentions (C4 & C5 Detentions)

Detentions are part of the school's consequence system to encourage pupils to recognise that their behaviour or attitude to learning has not been acceptable. When issued, detentions are compulsory. Failure to attend a detention will result in the pupil being placed in the school's Internal Exclusion Room (IER) the following day as a consequence. If a pupil receives 2 C4 detentions on the same day (other than a break or lunch C4 detention), a C5 detention will be issued until 4:30pm. Whilst the Department for Education states that schools are not required to give notice, give reasons, or gain parental consent for a detention, Lawn Manor Academy will endeavour to send a text to advise parents of same-day detentions. It is therefore important that parents/carers keep the school up to date with their contact telephone numbers and email addresses.

BEHAVIOUR, PRAISE AND RECOGNITION

Lawn Manor Internal Exclusion Room (IER) (C6, C7 & C7+ directed off-site provision)

The IER is a specially designated room for pupils whose behaviour has been unacceptable. They are supervised by the IER Officer at all times and it runs between 9.00am and 3:20pm. Pupils are expected to work in silence and are given appropriate work to complete.

If a pupil who is booked into the IER refuses to take their place, this will lead to a C8 suspension. If the pupil is absent from school and does not attend their session, then the session will be automatically rebooked into the IER for the following day.

In exceptional circumstances, the school may use the option of a C7+ directed off-site provision, where a pupil may be directed to off-site education at another Ascend Learning Trust school or a local Swindon school – as part of the Schools Together Protocol – as per paragraph 36 of the Department for Education (DfE) Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement guidance (May 2023) in order to improve behaviour. This is particularly the case where previously tried strategies have demonstrated that further consequences, beyond the scope of Lawn Manor Academy, is required as an alternative to suspension and to prevent repeated behaviours becoming routine and entrenched. Parents/carers and pupils will also be notified in advance of a C7+ off-site placement being issued, and the school will arrange transport between schools. Additionally, the school may engage the support of Swindon Borough Council's EOTAS provision (Education Other Than At School) to provide short-term CARE placements (Child At Risk of Exclusion) for pupils at risk of Permanent Exclusion, or consider a temporary placement at the school's on-site alternative provision, The Link.

Suspensions & Exclusions (C8)

Lawn Manor Academy will follow government guidance on exclusions, unless there is a good reason to depart from it. The school aims to operate within the principles of fairness and natural justice.

Exclusions can take the form of:

- Suspensions (fixed-term)
- Lunchtime Exclusions
- Permanent Exclusions

The school's policy on exclusions applies to serious breaches of discipline occurring on and off the school premises. On occasion, a pupil may be placed on Internal Exclusion in the IER or with another member of staff as an interim measure prior to an exclusion being issued; this may be as a combined consequence, or whilst members of staff are dealing with whatever situation has occurred.

Lateness

Good punctuality is a vital life skill and therefore lateness to school is unacceptable and taken very seriously. A same-day detention of 1 hour will be issued for any pupil who is late to school. Parents/Carers will be notified by text. A Conduct Point will be issued for any pupil who is late to lesson.

BEHAVIOUR, PRAISE AND RECOGNITION

Equipment

Being prepared is another important life skill and therefore failure to bring equipment to school is unacceptable and is taken very seriously. Pupils must ensure they bring a pencil case with them and that it is placed on their desk in all lessons. Pupils must also ensure that they bring their PE & Dance Kit and Accelerated Reader books to school as directed. Pupils must wear their ID Lanyard at all times and must also bring a calculator to school each day. A same-day detention of 40 minutes will be issued for any pupil who fails to bring their equipment to school. Complete Pencil Cases are available to purchase at Student Services, as are calculators.

Please note that scissors, other than school safety scissors, are considered a banned item and must not be brought into school.

Parents are reminded that the school's consequence system is also applicable to pupils when they are away from Lawn Manor Academy premises, for example on the journey to or from school, on school trips, or even during the holidays if the behaviour could have repercussions for the orderly running of the school, affects the welfare of members of the school community, or which brings the school into disrepute.

Day to day procedures that ensure the smooth operational practice may be changed at the discretion of the Headteacher. A full copy of this Behaviour for Learning and Exclusions policies can be found in the policies section of the website or a hard copy can be requested from the school office.



CHILD ON CHILD ABUSE

Providing a safe and happy learning environment is integral to achieving the wider objectives of school improvement: raising attainment, improving school attendance; promoting equality and diversity; and ensuring the well-being of all members of the school community.

If a pupil feels safe at our school, they are in a much better position to realise positive outcomes. Lawn Manor Academy is committed to providing a caring, friendly and safe environment for all of our pupils so that they can learn in a relaxed and secure atmosphere. Child on Child Abuse, or Bullying of any kind is unacceptable at Lawn Manor Academy. If incidents do occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a 'telling' school; this means that anyone who knows that bullying is happening is expected to tell the staff.

Definition of Bullying & Child on Child Abuse

- Bullying can be defined as "behaviour by an individual or a group, repeated over time that intentionally hurts another individual either physically or emotionally". (DfE "Preventing and Tackling Bullying", July 2017)
- Child on Child Abuse or Bullying can include name-calling, taunting, mocking, making offensive comments; kicking; hitting; taking belongings; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours.
- This includes the same unacceptable behaviours expressed online, sometimes called online or cyberbullying. This can include: sending offensive, upsetting and inappropriate messages
- by phone, text, instant messenger, through gaming, websites, social media sites and apps, and sending offensive or degrading photos or videos.
- Bullying is recognised by the school as being a form of child on child abuse. It can be emotionally abusive and can cause severe and adverse effects on children's emotional development. Bullying is persistent, targeted and consciously carried out.



STATEMENT ON SAFEGUARDING

At Lawn Manor Academy we take our Safeguarding responsibilities very seriously, and this is summarised in the following ways:

- We ensure that full discussion of the school's Safeguarding & Child Protection Policy is included in the induction of all new members of staff and volunteers to ensure that there is common understanding and to maintain a safe culture at the forefront of staff consciousness.
- We have nine fully trained Designated Safeguarding Leads. These staff are the Headteacher, Deputy Headteacher, Safeguarding & Partnership Officer, Transfer & Inclusion Co-ordinator, Assistant SENDCO, Assistant Headteacher (Attendance), Head of Student Support, and Family Partnership Officer. Members of the Senior Leadership Team have also completed accredited Safer Recruitment Training.
- All staff at Lawn Manor Academy have read and signed the 'Keeping Children Safe in Education – Part 1 (2023)' document, or more up to date versions of KCSIE as they are released.
- All staff receive Child Protection & Safeguarding training annually as a minimum every three years, with regular updates or briefings on a termly basis; Designated Safeguarding Leads receive higher level training as a minimum every two years.
- Our school policy encourages all staff to raise any concerns they may have about pupils; the interests of the young person are paramount and take priority over professional loyalties.
- Supply agency staff are made aware of the school's safeguarding procedures and are provided with a written leaflet outlining this; visitors to the school are also provided with written procedures upon arrival at reception.
- Our staff selection and interview process will rigorously assess all candidates' suitability and their commitment to safeguarding children.
- Lawn Manor Academy commissions an annual external review of Safeguarding from a leading consultant.
- All staff are expected to share with the Headteacher any concerns they have about staff conduct around children. As in all schools, if there are concerns about the conduct of the Headteacher, then these should be shared with the Chair of Governors. The staff 'Whistleblowing Policy' has been discussed and adopted and all staff have access to this document.
- In addition to their I LEARN Tutors, pupils have pastoral support from their Year Leaders and Safeguarding Leads. Pupils can also access the support of a School Health Nurse. Please Note: There may be occasions when our concern about a child means that we have to consult other agencies before we contact parents.
- We also follow the South West Child Protection Procedures and Swindon's Safeguarding Partnership (www.safeguardingpartnership.swindon.gov.uk) local guidance, and have systems in place to share concerns regarding children's welfare with our Designated Safeguarding Leads, with parents and with relevant external agencies. Part of our legal duty to safeguard our children, may also include us needing to consult specifically with and take advice from, the Police or Children's Social Care, should the need arise.
- By working closely together as a staff and with our partner agencies, we firmly believe that we will continue to offer a safe learning environment for all our children.
- Internet/Electronic Safety – Parents may find this website useful in gaining more information

STATEMENT ON SAFEGUARDING

about e-safety. <https://www.thinkuknow.co.uk/parents/parentsguide/>

- Safeguarding & Child Protection Policy, Behaviour Policy and the Attendance Policy – these can be found in the Policy area of the school website along with the names of the school's Safeguarding Officers.

Please take the time to read our policies. More information is available on the Safeguarding pages of our website: www.lawnmanor.org



STATEMENT ON RADICALISATION

At Lawn Manor Academy we pride ourselves on celebrating and promoting our diverse community with its many different ethnicities and religions.

We also recognise however that in today's world young people are faced with many pressures as they grow up and can often be influenced by strong feelings expressed by others in connection with a range of complex issues. Our overriding concern is that all of our pupils feel safe and also express tolerance towards all cultures and religions even when personal views may be different. The PREVENT strategy incorporating one organisation called 'Channel', is designed to protect people potentially at risk of being radicalised.

There are a number of indicators that may possibly indicate that an individual may be being adversely targeted by an extremist group or cause, such as:

- Suddenly changing how they dress or their appearance.
- High absence rate from school with no clear reason.
- Losing interest in friends or activities not associated with a particular ideology, with their behaviour becoming focused on an extreme idea or cause.
- Possessing or being associated with material or symbols associated with an extremist cause, being in communication with suspected extremists, use of internet or other social media sites associated with extremism.

Lawn Manor Academy fully endorses the PREVENT strategy that: 'Schools can help to protect children from extremist and violent views in the same ways that they help to safeguard children from drugs, gang violence or alcohol. Their purpose must be to protect children from harm and to ensure that they are taught in a way that is consistent with the law and our values. Schools have an important role to play in Prevent, particularly in ensuring balanced debate as well as freedom of speech. They also have a clear responsibility to exercise their duty of care and to protect the welfare of their pupils. Staff can identify and offer support to pupils who may be drawn into extremism.'

Please be reassured that all of our pupils are given information on staying safe in their school and wider community and are told about appropriate behaviour in terms of their day to day conduct and when using technology. We do follow up and refer any inappropriate or concerning behaviour and work closely with a range of other agencies, such as the Police and Social Care. Our Safeguarding Team are always available to discuss any issue you as parents/carers may be concerned about. For more information about the Prevent Strategy, please look at the guide on the school's website. Communication between the School & Home

If you have any concerns about your child's progress or welfare whilst at the school, please do not hesitate to contact us (see 'useful contacts' at the beginning of this booklet).

CONTACTING SCHOOL

If you wish to see a member of staff:

1. Telephone/email the school office to make an appointment.
2. Please do not turn up to school reception without an appointment, staff will be unable to see you in this instance.
3. For reasons of security and the safety of the pupils, all visitors, including parents/carers, must report to reception at the main entrance upon arrival to sign in and collect a visitor's badge.

When you have a matter you wish to discuss with a member of staff, the following table may be a useful guide in directing you to the most appropriate person. Please understand that a matter addressed to the Headteacher or other members of the Senior Leadership Team, which is within the responsibility of another member of staff, may be passed on to him/her for initial action.



COMMUNICATION, REPORTS & ASSESSMENT

WHO	WHEN	WHY
I LEARN Tutor	I LEARN Progress Evenings, telephone, email or by appointment	General progress, matters of routine, dress, absence, health, homework, etc.
Year Leader	Telephone, email or by appointment	Matters of concern in the year, progress reports, general welfare
Head of Student Support	Telephone, email or by appointment	Matters of concern in all years, Progress Reports and general welfare The Head of Student Support has an oversight of all of the five year groups and supports the Year Leaders.
Subject Teachers	Academic Progress Evenings, telephone, email or by appointment	Progress in particular subject
Heads of Department	Academic Progress Evenings, telephone, email or by appointment	Serious problems or difficulties in a subject
Special Education Needs & Disability Co-ordinator (SENDCO)	Academic Progress Evenings, telephone, email or by appointment	Matters related to Special Educational Needs SEND@lma.ascendlearningtrust.org.uk
Senior Leadership Team	Academic Progress Evenings, telephone, email or by appointment	Matters which may not be resolved by other staff or matters of a serious personal nature

COMMUNICATION, REPORTS & ASSESSMENT

Wave 1:

Class teacher/I LEARN Tutor/Year Leader
SEND@lma.ascendlearningtrust.org.uk
transfer@lma.ascendlearningtrust.org.uk

Wave 2:

Raising Standards Leader/
Head of Student Support/Assistant SENDCO
SENDCO@lma.ascendlearningtrust.org.uk

Wave 3:

Senior Leadership Team:
Deputy Headteacher Behaviour & Attitudes/
Assistant Headteacher Personalised Learning &
SENDCO

Communications

Information from the school is sent to parents/Carers by email or an In-App Messaging service from Arbor. Parents/Carers are asked to provide their current email address and mobile phone number, and ensure that this information is updated when necessary.

Reports & Assessment

Years 7, 8 and 9

In Years 7, 8 and 9, you will receive two reports a year. These provide information on your child's effort level (I LEARN expectation), engagement with their homework and an assessment grade in all their subjects. Pupils are assessed in all their subjects.

COMMUNICATION, REPORTS & ASSESSMENT

Years 10 and 11

In these years, your child will also receive a report three times a year in year 10 and twice in year 11. It will indicate your child's GCSE target, the grade we currently project them to receive if they continue to work as they are at that point, an effort level (I LEARN expectation and homework grade). Your child's projected grade is based primarily on formal assessments they will complete three times a year in each subject though progress evidenced in class throughout the term is also factored in. In Year 11 two of your child's reports will also include the grades they achieved in their preliminary 'Pre Public Exams (PPE).'

Academic Progress Evening

During the academic year there will be opportunities for parents and carers to meet with subject teachers to discuss the progress your child is making. This is an excellent opportunity for us to work together with you in helping ensure your child has the best possible educational experience at Lawn Manor Academy. Additional evenings are regularly scheduled for parents / carers of Key Stage 4 pupils.

- Year 7 - 20th June 2024
- Year 8 - 2nd May 2024
- Year 9 - 21st March 2024
- Year 10 - 16th May 2024
- Year 11 - 7th December 2023



Pupils coming to Lawn Manor Academy can expect a rich and well-designed curriculum to guide them on their journey from primary education towards post sixteen study and beyond.

We base our Curriculum structure on three of our I LEARN values:

- **Independence:** A subject curriculum which will develop knowledge and skills.
- **Attitude:** A curriculum designed to enhance communication skills, understanding and empathy.
- **Resilience:** A curriculum that develops confidence through character and broad experiences.

Our pupils play a part in their community at school and outside the school gates and we are proud of the journey that our pupils go on at Lawn Manor as we work together to combine teacher, I LEARN tutor and parental and carer support: inspiring and creating futures for all. We are focused on literacy in all subjects and using reading and vocabulary development as tools to build knowledge. Primary numeracy skills are harnessed and our English and Maths Mastery curricula enhance the understanding and abilities of all our pupils – with their core tenets extending well beyond Key Stage 3 and into GCSE study.

Our curriculum is organised as a two-week timetable of 50 x 1 hour lessons. Key Stage 3 takes place in Years 7, 8 and 9 with pupils choosing their options towards the end of Year 9. Key Stage 4 starts in Year 10 with pupils studying their GCSE subjects over two years.

Religion, Philosophy and Ethical Studies (RPE)

All pupils have lessons in religion, philosophy and ethical education in Years 7, 8 and 9, and the day and time when these take place is recorded in your child's timetable. Parents/carers have the legal right to withdraw their child from religious education lessons. Parents/carers who are considering this are asked to write to the Headteacher. Additional Statutory RPE is delivered via the I LEARN, Personal Development Days and 'RPE Fortnight' across Key Stage 4.

Enrichment and Clubs

It is expected that all pupils will regularly participate in the varied enrichment opportunities and take part in one enrichment activity over the course of the year. Pupils will be made aware of opportunities throughout the year, but they may include: trips, sport training or competitions, performing arts training or performances, film club, bingo, gardening, debating, and many other activities. The summer term at Lawn Manor Academy culminates in an 'Enrichment Week' where the normal timetable is suspended to provide pupils with an opportunity to experience a range of other activities.

British Values

The Government have recently reinforced the need “to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values.” It has set out its definition of British values, which can be summarised in the following ways:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect
- Tolerance of those of different faiths and beliefs

Lawn Manor Academy recognises the multi-cultural and multi-faith community that it serves. We understand that the school plays an important role in ensuring that groups and individuals within the school community can understand and apply these five important values.

The Library

The Library is open to staff and pupils from 8.30am to 4.00pm Monday to Thursday and from 8.30am to 3.00pm on Friday. Pupils are welcome to use the Library during morning break, lunch and after school. As well as a large collection of both fiction and non-fiction books, the Library provides computers, which may be used by pupils for school work, a collection of educational games and puzzles that pupils may use during break times. There is a large reference section and all other books are put into genres for easy access. All pupils may borrow two books from the library for a period of two weeks, although this can be extended on request. The Library also holds a huge collection of Accelerated Reader books used in all Key Stage 3 English classes.

The Library has a vibrant, welcoming atmosphere that helps engage the pupils when they visit. Each month there is a theme with an excellent collection of books and is featured in all the after school clubs and the school newsletter. Year 7 pupils during their first visit, have a tour of the Library to explain how it runs, where items are, what facilities we offer and what is expected of them, then they can choose their first book to take home and enjoy. The Library is the hub of the school. The Library runs after school clubs four days a week:

Monday

3-4 pm

Year 11 Heaven

This is for Year 11 only and is a time to revise and catch up on any work and share revision techniques with other pupils.

Tuesday

3-5 pm

Film Club

This is for all year groups. Pupils vote to watch a particular film out of the choice given by the Library Officer. Refreshments are provided!

Wednesday

3-4pm

Quiz and Bingo Night

This is open to all year groups. Quiz – pupils will pick their team of up to six and take part in a quiz or other activities. Each pupil receives a certificate and prize for taking part with a larger prize for the winners. It is a very competitive session, but lots of fun! Bingo – Its eyes down in the Library, where pupils try for one line, two lines, then a full

Special Educational Needs & Disabilities (SEND)

Our Learning Support Department is set up to support a wide range of special education needs. A SEND Co-ordinator, Assistant SENDCO, teachers and well-trained TAs work to support pupils both within class and through targeted interventions.

For most pupils with SEND, extra help will be provided within the classroom through Quality First Teaching and adaption. Teaching Assistants may work alongside pupil's in-class in some subjects across the curriculum.

Pupils across the year groups may be given additional literacy, numeracy, emotional and social support. Where support involves spending some time outside the classroom, it will nonetheless be in the context of the inclusive curriculum.

The inclusive curriculum is based on the principles of:

- Setting suitable learning challenges.
- Responding to pupils' diverse learning needs.
- Overcoming potential barriers to learning.

The appropriate level of intervention is determined by pupil needs in a graduated approach beginning with grouping strategies used within the classroom, access to small group tuition, attendance at I LEARN Interventions/lunchtime support clubs, limited periods of withdrawal and 1-1 teaching.

CONNECT & The LINK - Some pupils, who have greater levels of identified need (including, but not limited to SEND) may be offered a place in CONNECT alternative curriculum or The LINK alternative provision. Both follow a highly differentiated curriculum with additional in-class support and targeted interventions.

PLC – The Personalised Learning Centre offers targeted short-term support and intervention to pupils across the school. Pupils are referred to the PLC by the year leader.

Assistant Headteacher, Personalised Learning (SENDCO):

Mrs Helga Maddock – hmaddock@lma.ascendlearningtrust.org.uk

Assistant SENDCO:

Mr Chris Fox – chrisfox@lma.ascendlearningtrust.org.uk

Support for pupils who speak English as an Additional Language (EAL)

Lawn Manor Academy is rich in diversity. We celebrate the cultural and linguistic backgrounds of all pupils, whilst having a strong focus on aspects of British Culture.

We have dedicated EAL Teachers and highly experienced Teaching Assistants who have lived and worked abroad and understand many of the issues that our new arrivals may encounter.

Lawn Manor Academy has got a strong track record of EAL provision and outcomes and this has been recognised both locally and nationally. We were awarded the Swindon Excellence Award for 2017 for best EAL practice.

Lawn Manor Academy: EAL Support

Pupil/family arrives at school and requests school place. School office staff obtain basic admissions information, if possible

If necessary, arrange interpreting support for the meeting /interview and if convenient, introduce pupil to new classmates. Give parents copy of weekly timetable (with visuals if possible)

Week 1 (Teachers to organise 'buddies' and allow for the 'silent period' if necessary)

Action: initial language ability test to assess each new arrival with English as an additional language

Purpose: to understand their previous learning experience and language ability and to ensure all staff are aware of new arrival and any SEN needs highlighted.

Person: EAL support team

Week 2 (Teachers to use realistic and feasible teaching and learning strategies as recommended in this document.)

Action: Draw an Individual Language Plan for pupils with below Trinity level, and copies are shared with class teachers.

Purpose: inform all relevant staff and subject teachers and recommend useful strategies.

Person: EAL support team

Week3 (Teachers to ensure that provision for new arrivals is not separate but integrated into all subject areas.)

Action: any new arrival with trinity level 4 or below will be provided with a suitable intervention (In class support, withdrawal, extra language lessons, reading club, afterschool session)

Purpose: to provide pupils with necessary strategies and support to access their learning.

Person: EAL support Team

Continuous support and termly review

Action: provide continual support for pupils with Trinity level 4 or above to extend their English language competence to the higher levels

Purpose: achieve their full potential in literacy-based subjects

Person: EAL support team/ /Subject Teachers

Gifted and Talented and More Able Pupils

Gifted & Talented

- Pupils with gifts and/or talents will be assessed on entry to the school. At transfer, information will be sought about Gifted and Talented pupils from the pupils themselves, their Parents (through academic progress evenings and surveys), class teachers and primary colleagues. This can include extra-curricular activities.

More Able

- The More Able scholars will be identified using standardised tests, teacher assessments and Primary school progress and attainment data.
- If a More Able scholar is in receipt of the Pupil Premium, they will be considered a priority for Villiers Park and or Study Higher in Key Stage 4.

Timetable of Events

At Lawn Manor Academy we offer a wide variety of extra-curricular and enrichment activities and events throughout the year to stretch our Gifted and More Able pupils. These will include visits to universities, county and countrywide competitions and many more.



Looked After Children

The Designated Teacher for Looked After Children (LAC sometimes referred to as CLA or care experienced) is Mrs Helga Maddock hmaddock@lma.ascendlearningtrust.org.uk

All LAC pupils have an electronic Personal Education Plan (ePEP) which is regularly reviewed, at least 3 times annually. Class teachers are expected to provide evidence of progress towards the outcomes and suggest suitable targets for the PEP. Information will be sought via a round robin and/or a survey.

Young Carers

Being a Young Carer often means looking after a family member who is ill or helping them by looking after the other members of the family while they can't. Young Carers often do more chores than other children would. On top of providing emotional support to the person they are caring for they may also have to learn how to nurse them or look after their personal needs like bathing and dressing.

Information about Young Carers is often shared with the school when a pupil joins Lawn Manor Academy, however, we can refer a young person to the Swindon Young Carers. Young carers take part in a range of activities within the school including trips and opportunities to meet up arranged by Swindon Young Carers. www.swindoncarers.org.uk

If your child is registered as a young carer or you feel they would benefit from an assessment. Please contact the Young Carers co-ordinator: hmaddock@lma.ascendlearningtrust.org.uk

Year 6 to 7 Transfer

The transfer process is managed by the Transfer and Inclusion Coordinator, and a member of the Senior Leadership Team. Lawn Manor Academy is proud of the positive links that have been developed with our colleagues in our cluster of primary schools.

Schools in the Lawn Manor Academy cluster are: Drove Primary, Lainesmead Primary, Lawn Primary, Oaktree Nursery and Primary, Goddard Park Community Primary and Mountford Manor Primary. In addition, most Year 7 intakes have children from a further 17 primary schools from across Swindon.

Year 6 pupils and their parents receive a full package of support to help them upon transfer to Key Stage 3, including:

- Monthly bulletins, letters and a Parental Guide providing vital information about the school.
- Parents/carers also visit Lawn Manor Academy for two Year 6 Information Evenings in May and July, with the opportunity to meet their child's new I LEARN Tutor.
- 'Meet the I LEARN Tutor' evenings provide an opportunity for parents/carers to see how their child has settled in within the first term of Year 7.
- 'I LEARN Days' for Year 5 and 6 pupils to experience exciting learning days at Lawn Manor Academy.

LAC, YOUNG CARERS & KS2- 3 TRANSFER

- For individual concerns, the Transfer and Inclusion Co-ordinator are available for telephone or email contact, or to meet in person with parents/carers.
- Lawn Manor Academy pupils often visit primary schools with a presentation and to answer any questions that Year 6 pupils may have.
- 'Transfer Days' for Year 6 pupils where they experience lessons, as well as enjoy a normal day in the life of a Lawn Manor Academy pupil.
- The Transfer and Inclusion Co-ordinator spends time in the Year 6 classrooms of all schools to meet every single child who is transferring to Lawn Manor Academy; this particularly supports pupils who feel vulnerable about transfer.

Homework

Homework is an integral part of school life and a vital part of the learning process. Working outside school hours is important to improve and deepen understanding and develop the essential skills involved to build excellent learning habits: such as resilience and independence.

At Lawn Manor Academy pupils will be set regular homework by each subject to be completed as a minimum expectation.

We actively seek parental support to ensure that homework is completed on time and to a good standard.

Should you require further information, please contact: Mrs E Cave (Deputy Headteacher) – Quality of Education ecave@lma.ascendlearningtrust.org.uk





Lunchtime Arrangements & “The Kitchen” at Lawn Manor Academy

Fresh homemade hot and cold food is available from our canteen during morning break and lunchtime. Our lunchtime is 40 minutes. Pupils are required to stay on site and they can have a school lunch or bring their own sandwiches.

PS Catering, our catering contractors, are a specialist in education catering, providing fresh nutritious meals to over 130 schools and colleges. Our chefs and their team prepare and cook over 95% of the meals fresh on-site. The cost of a ‘meal deal’ is currently £2.30, which includes a main, a drink and hot/cold dessert or fruit – exact details can be found at the canteen and on our website.

ParentPay

Lawn Manor Academy is almost a cash-free environment, with most parents, staff and pupils using the on-line payment system ParentPay. Parents who need to continue making payments by cash may do so using the PayPoint network at local convenience stores. We will provide you with full details on how to activate your account.

Free School Meals

Families who receive certain benefits may be eligible for free school meals. Your child is eligible for free school meals if you’re in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400
- Income Support
- Income-based Jobseeker’s Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the 4 weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

Registering for free meals could also raise an extra £900 for your child’s secondary school, to fund valuable support like extra tuition, additional teaching staff or after school activities.

This additional money is available from central government for every child whose parent is receiving one of the benefits listed above.

To check if your child is eligible, you will need to provide information about you and your child following the link: https://www.swindon.gov.uk/info/20032/schools_and_education/408/free_school_meals

No one will know you have registered and it will not affect any other benefits you are claiming. All pupils now use Cashless Catering – this means pupils no longer have to sign for their meal, therefore no one need be aware that they are claiming Free School Meals.

Progression & Careers Information, Advice & Guidance

Lawn Manor Academy offers extensive careers advice for all pupils. All pupils will receive individual careers advice to help guide them through options, next steps, post-16 choices, and to provide further advice on further/higher education and training. Our Head of Aspirations and Futures/ Careers advisor, is based in the East Manor building. They are available for pupils from all year groups to schedule information, advice and guidance meetings and also organises visits to post-16 education providers such as New College Swindon and local sixth forms.

Every year we hold a careers fair at the school where information and advice about jobs, further and higher education can be obtained. Local colleges and sixth forms attend, along with universities and local businesses offering apprenticeships. In addition to the careers fair, there is an extensive careers programme of events and workshops such as work experience, apprenticeships, taster days at universities and STEM activities. Our careers programme is aimed at all pupils from Year 7 to 11 with specifically tailored activities and talks.

We are also fortunate to have close links with the following providers to enhance our careers provision:

- New College Swindon
- The University of Bath
- Oxford Brookes University
- Bath Spa University
- Study Higher
- Villiers Park
- Enterprise Adviser Network
- Swindon and Wiltshire Careers Hub

More information about our careers programme can be found on our website.





LAWN MANOR
—ACADEMY—

Lawn Manor Academy, Salcombe Grove, Swindon SN3 1ER

Call 01793 487286 | **Visit** lawnmanor.org | **f** @LawnManorAcademy | **@** @lawnmanor