



Year 10

Student Expectations –

Returning to Manchester Academy -

Wednesday 6th September 2023

Director of Culture and Character – Ms. Henzell

Behaviour Team Leader – Mr Nnadede

SLT Link to Yr. 10 – Ms. Trivedi

Vice Principal – Mrs McMullen

# Message from Year 10 Director of Culture and Climate

Dear Year 10 student,

Welcome back!

I hope that you all have had a restful summer and that you are ready to begin your first year of GCSEs at Manchester Academy. Through the work you have done in Key Stage 3, you have secured vital skills that you will need during Y10. Resilience, determination, punctuality, and excellent attendance is everything that we expect from every student at Manchester Academy, but we expect these traits to be practiced by our Y10 students every day all the time.

Every single one of you have a role to play within this school. Remember that we are all on the same team. At Manchester Academy we leave our differences at the door and adapt ourselves to realise that we are one team. We ensure that every staff member and student are treated with the highest of respect. We ensure that we help one another to ensure that as a team, we get the best possible result.

This year will be challenging but will include rewards and lots of exciting events, we need to work together to ensure your success in GCSE's.

You are an incredible cohort which deserves nothing but the best so let's work together to make Manchester Magic!

Ms. Henzell – Y10 Director of character and culture

## Year 10 Staff Contact details

Director of Culture and Character:  
[Lyndsey.Henzell@manchester-academy.org](mailto:Lyndsey.Henzell@manchester-academy.org)

Behaviour Team Leader:  
[Emmanuel.Nnadede@manchester-academy.org](mailto:Emmanuel.Nnadede@manchester-academy.org)

SLT Link to year group: Assistant Vice Principal  
[Shaila.Trivedi@manchester-academy.org](mailto:Shaila.Trivedi@manchester-academy.org)

Vice Principal – Personal Development  
[Gilly.Mcmullen@Manchester-Academy.org](mailto:Gilly.Mcmullen@Manchester-Academy.org)

School email: [ManchesterAcademyMainOffice@Manchester-academy.org](mailto:ManchesterAcademyMainOffice@Manchester-academy.org)

School telephone number: 0161 232 1639

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# Before School – Students / uniform / equipment

- Arrive on time for school – Be at your entrance and line up from 8.15 – 8.20.
- Please keep to the paths where possible and be vigilant.
- Dismount from your bike at the school gate and make sure it is locked up in the bike shed provided at the front of school.
- Keep to the left in your year group on the path line up.
- Always say good morning to staff and students – Kindness is always important.
- Students will enter the building from 8.25. Please make your way swiftly and calmly to your form room.
- Form time is 8.30 – 9.00

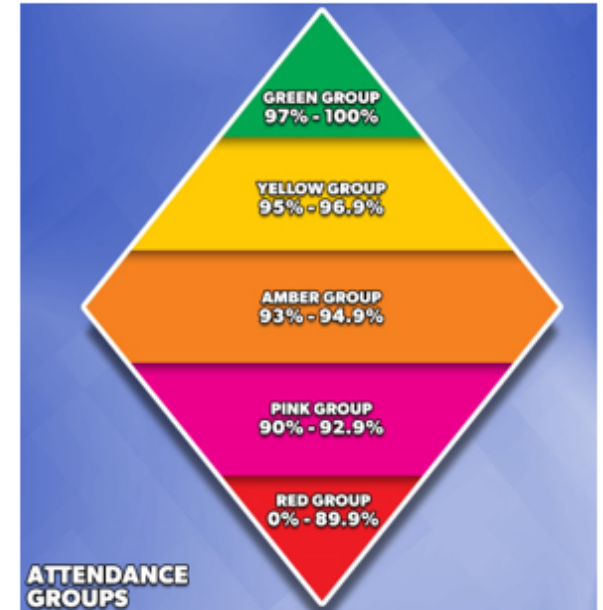
Your school day:

Time	What
8:20am- 8.30am	Line up for entry
8.30am – 9.00am	Registration
9.00am-10.00am	Period 1
10.00am-11.00am	Period 2
11.00am-11.20	Break
11.20am-12.20	Period 3
12.20am- 13.20	Period 4
13.20-14.00	Lunch
14.00- 15.00	Period 5

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# Attendance @ MA

- We expect all students to attend school every day, on time.
- Registers close at 9am so if you arrive after this, your attendance will be 50% for that day.
- If you are going to be absent, please ensure your parent/carer has contacted school with a reason why.
- Attending school helps you get better grades and access to rewards.
- Let's strive for 97% and above, you've got to be in it to win it!



## Attendance and Punctuality

- Being at school and on time each day directly impacts your outcomes at GCSE. Even a few days off or being 5 or 10 minutes late regularly can have a negative effect on your results.
- Your attendance and punctuality will be closely monitored by the year 10 team.
- We will have regular contact with families where this is a concern.
- Detentions for lateness will be held each lunchtime.
- Poor attendance can result in serious consequences.

## Communications from Teachers

- It is important you can contact your teachers and support staff via email and Teams, particularly in the run up to exams.
- Make sure you check your Office 365 account and Teams DAILY.
- There will be important updates and key information shared here.
- See slide one from email addresses to contact key staff for year 10.

# Times of the school day

Key Stage 4		
Lesson	Start	Finish
Form Time	8.30	9.00
P1	9.00	10.00
P2	10.00	11.00
Break	11.00	11.20
P3	11.20	12.20
P4	12.20	13.20
Lunch	13.20	14.00
P5	14.00	15.00



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**MA1**

Students follow staff instructions first time, every time.

**MA2**

ATL1 always; everywhere.

**MA3**

Act and speak with respect and kindness.

**MA4**

Hands off!

**MA5**

Move quietly and calmly around the Academy.

All students follow The MA Way

## Form Time/Form Tutors

- Students must be in school and in class for form time by 8.30am
- Every student is allocated to a form
- Form time is from 8.30 – 9.00am where daily registers are taken, student checks, activities and year assembly.
- Manchester Academy's Award-Winning Fiction Programme will take place three times per week to enhance the reading skills of all students.
- All student go to their form room prior to assembly (Assembly will be either on Teams in form room or whole school in the school hall.)

FORM TEACHER	FORM
Mr. Chaudry	10HCH
Mr. Spencer	10ASP
Mr. Goorani - Nejad	10LGR
Ms. Craig Kgasago	10LCR
Mr. Khan	10MKH
Mr. Kraweckyi/ Mr. Hulme	10OCR
Ms. Moore/ Ms. Liburd	10JMO
Ms. Burkinshaw/ Ms. Farnocchia-Duncan	10SBU



The 95%

## ATL1 Learners:



- Are proud of their Academy and are role models for other students at all times.
- Wear their uniform with pride, every day.
- Attend regularly and are punctual every day.
- Engage in a range of Academy enrichment opportunities.
- Are friendly and treat all members of the Manchester Academy community with kindness, respect and tolerance.
- Take full responsibility for their own learning including assessment and take pride in producing quality work that is always well presented.
- Thrive on challenge and demonstrate an eagerness to learn, both in the classroom and beyond.
- Make every effort to do their best in assessments and tests by attending revision sessions and completing all tasks to a high standard.
- Work with all staff and students to build positive relationships that support outstanding learning and teaching.
- Engage fully with any support offered to improve their learning.

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# REWARD & RECOGNITION

## Rewards

Rewards for this academic year include:

- 100% Attendance - all lessons including Form Time lesson
- ATL1 points
- Subject - ATL specific - Progress / effort
- Leadership
- MA Charter
- MA ATL Trip
- Random pop-up prizes for most improved Attendance and Punctuality

Form Time schedule – Year 10  
Form time is from 8.30 – 9.00.  
Be prompt to your form room

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Year 10	Assembly	AWFP Award Winning Fiction Programme	AWFP Award Winning Fiction Programme	AWFP Award Winning Fiction Programme	Form Time Character / Culture

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## Our Year 10 Charter

Every student in Year 10 is aiming to achieve their year group Charter as part of their **personal development programme**.

- Volunteer time to serve the local community
- Demonstrate leadership to the wider school
- Deliver a formal presentation to an audience
- Experience a professional workplace
- Visit a university if not a possible in Y9 (this could be a college)
- Watch a professional performance, production, sporting or cultural event live at a national venue.

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## Student Expectations

This is where students can find help and support with personal issues.

- You can seek help and support from members of staff in the centre. These include members of the SEND and safeguarding departments
- You may have planned and timetabled respite and intervention time to help you academically as well as mentally. Your health and well-being is important at all times of the school day.



# Whole School Detentions

## Follow The MA Way

- A C2 consequence is evidenced on Arbor by the teacher/other adult. SLT Quality of Education / Curriculum Areas Leader, teachers and Learning Support Assistants run the WSD Monday – Friday. C2 detentions are 30 minutes but if a student fails their detention or has a C2 buddy out twice in one day, the student will complete a 60 minutes detention.
- Students also have a WSD for late to School– The SLT Personal Development / Director of Culture and Character and Leaders of Climate and Behaviour run this detention Monday – Friday. All detentions are during the lunchtime. A student is placed in the detention if they are late to form time lesson at 8:30.

## What to remember

1

Be on time every time – to school **and** to lessons!

2

Wear your uniform with pride

3

Follow all staff instructions

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# Uniform

- Outdoor coats – Outdoor coats are NOT to be worn in the building. Please take your coat off when entering any entrance in school – Before school/ break time / lunchtime. Please do not wear a hoodie to school. If you are cold – wear an outdoor coat to school
  - Outdoor coats must not be worn in lessons.
  - Scarves – Large outdoor scarves have the same rule as coats.
  - Blazer – Your blazer should be worn at all times – No student should be wearing a blazer in the old royal blue colour.
  - Ties – Please make sure you wear your tie everyday. Ties should be clipped to your shirt collar. Every student was given a free tie at the start of the academic year. Year 11 – a gold stripe on your tie. Shoes – Sensible, outdoor, black shoes should be worn for school. Please do not wear trainers to school. *Trainers are for PE lessons only. They are NOT to be worn at break or lunchtime.*
- Trousers – Black trousers should be worn NOT grey
  - Skirts – Black skirts should be worn and be of a modest length (Knee length).
  - Jewellery – Studded earrings or small hoops to be worn only. No other item of jewellery should be worn except for a watch.
  - Makeup – Students should not wear makeup of any kind.
  - No extremes hair cuts or brightly coloured hair.
  - **Failure to adhere to uniform expectations will result in withdrawal from Pledge Trips and other privileges.**



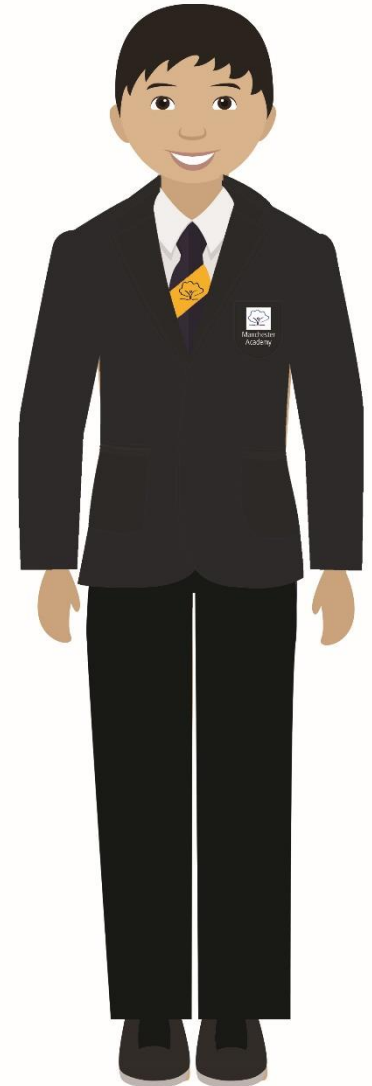
# Students / Uniform

- Expect to be picked up by your Year Director, Leader of Climate and Behaviour or SLT if you are not in the correct uniform.
- Do you have a genuine reason for not having the correct uniform?
- You must have a note explaining this from home which will then be signed/ dated by the DCC/ LCB or SLT member of staff in your year group.
- If you do not have a note from home but have a genuine reason, then your DCC / LCB / SLT will write one. Staff will question why you are not in the correct uniform.
- A note helps to resolve matters instantly, but uniform **MUST** be resolved at the first appropriate opportunity – your next weekend in the school term – ready for the following week.
- *If you do not have appropriate footwear, you will be directed to swap it for school-owned shoes for the duration of the school day.*
- *The Year Director & Leader of Climate and Behaviour are aware of students who were given item(s) of uniform by Manchester Academy during the Autumn term 2023.*
- *Parents have been contacted and it is essential students wear their uniform item(s) which the school has provided from them. This could be a blazer / tie and/or black shoes.*
- All students should wear their uniform with pride.



## Uniform Expectations for Boys

- Black trousers
  - White shirt
  - Dark blue blazer
  - School tie (with coloured stripe – **Year 11 is gold** )
  - Plain black school shoes
  - Small studded ear rings or hoops
  - No extreme hair cuts / Bright coloured hair
- *School ties can be purchased from Student Services for £6.50 / £3.00 form school*
  - *Other uniform items can be purchased from;*  
*MSC Stores – Schoolwear,*  
*220 Fog Lane,*  
*Didsbury,*  
*M20 6EL*  
*Tel: 0161 455 7740*



## Uniform - Unacceptable items of uniform for Boys

- Trainers (of any kind)
- Headphones/air-pods
- Mobile phones
- Jeans
- Royal blue blazer
- Old school ties (one block colour)

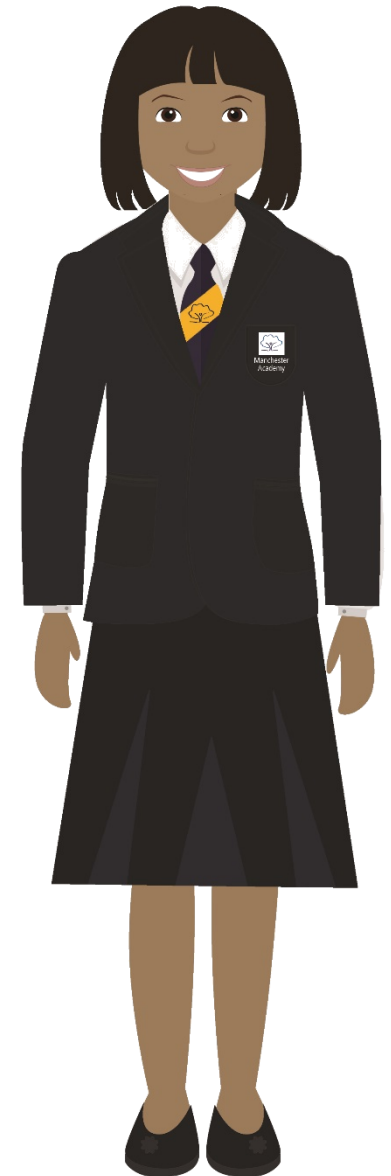


## Uniform Expectations for Girls

- Black trousers/skirt- knee length
- White shirt
- Dark blue blazer
- School tie (with coloured stripe – **Year 11 is gold**)
- Plain black school shoes
- Plain black hijab
- Small studded ear-rings or hoops
- No extreme hair cuts /  
Bright coloured hair

- *School ties can be purchased from Student Services for £6.50 / £3.00 form school*

- *Other uniform items can be purchased from;  
MSC Stores – Schoolwear,  
220 Fog Lane,  
Didsbury,  
M20 6EL  
Tel: 0161 455 7740*



## Uniform - Unacceptable items of uniform for Girl's

- Trainers (of any kind)
- Black boots
- Jeans / leggings
- Royal blue blazer
- Royal blue sweatshirt
- Old school ties (one block colour)
- Headphones/air-pods
- Mobile phones
- Large scarves



# Manchester Academy PE KIT

## Girls'



- Navy t-shirt with Manchester Academy logo
- Navy hooded top with Manchester Academy logo (optional)
- Plain navy shorts/plain navy tracksuit pants/navy sports leggings
- Trainers (any)

## Boys'

- Navy t-shirt with Manchester Academy logo
- Navy hooded top with Manchester Academy logo (optional)
- Plain navy shorts or plain navy tracksuit pants
- Plain navy football socks
- Trainers (any)

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## Student / Uniform - consequence

- Your uniform will be checked on the gate / in your form room and in your lessons Pd. 1-5.
- Not complying in wearing an item(s) of school uniform will mean information will be logged on Arbor for teachers/ parents/ students to access instantly.
- The DCC and LCB will check Arbor daily and will contact home by phone. An email home may also be sent.
- The messaging app (MyEd) will also be used to contact parents.
- All staff in the academy can log on to Arbor – staff will provide information in the notes section.
- Form time – Uniform checks are part of form time – again information will be added to Arbor.
- Pd. 1 – 5 teachers will repeat this process of Arbor.

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## Corridors – Students

- It is important that you know your timetable and the timing of the school day. If uncertain, please check your year group noticeboard on the ground floor – canteen area.
- Students must always walk on the left for health and safety.
- **MA5 – Move quietly and calmly around the Academy**
- When moving, do not raise your voice above speaking volume.
- At all times follow staff instructions such as the 'Hands Off' rule .

## Eating Areas – Students

- You must keep to your designated area – For Year 10 this is the canteen/field and Astro.
- Students can only eat in the Canteen- where hot and cold food is available at break and Lunchtime 2.
- Please make sure you place all rubbish in the bins provided.
- Staff are on duty should you require any help.

# Our School Standards

## STUDENTS FOLLOW STAFF INSTRUCTIONS

- You must not be late to the lesson. Punctuality is important as 'Do Now' tasks are given out at the start of each lesson.

- Make sure you sit where you have been asked to sit. Your teacher will have a seating plan for you to follow.

- You should always be always a role model for other students in the lesson and around school – be friendly, and treat everyone with kindness, respect and tolerance.

- Keep focused on the I do/ we do / you do tasks – make sure that you complete all 'you do' work set by your teacher.

-The bell is for your teacher – your teacher will dismiss you sensibly at the end of the lesson.

- For well-being, you should engage in a range of Academy enrichment opportunities which your subject / year group teachers offer. **Look out for the MA Pledges!**

- **MA1 –Students follow staff instructions first time, every time**

- **MA3 – Act and speak with respect and kindness**

- A smile, please and thank you is important when speaking to staff or students.

- It's important to be kind to everyone in all areas of the Academy.

- Please be respectful to each person's space, on the corridors in the classroom or in social areas, such as the sports hall and field.

- Do not swear in the academy. Swearing is bad language and is not acceptable.

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## STUDENTS FOLLOW OUR 'HANDS OFF' CULTURE TO ENSURE SAFETY AND WELL BEING

### MA4 – Hands off

- It is important students feel safe in Manchester Academy. The 'Hands off' rule must be followed by all students to ensure everyone is safe and secure in their daily business.
- Staff and students may ask you to follow the 'Hands Off' rule, this could mean the 'Hands off' phrase is used when a student is 'hugging' 'touching' 'holding' 'pushing' another student for example.
- Please keep your hands to yourself for health, safety and well-being. Do not invade another student's personal space.
- *'If you do not comply to the Hands Off' at breaks and/or lunches – you will be asked to stand around the edge of you indoor/ outdoor space. Any Year 8 student not following the 'Hands Off' will stand with a member of staff at the edge of the designated area with the member of staff on duty.*
- *All 'Hands off' breaches will be logged and will be dealt with immediately.*



**Hands  
Off!**

- **MA1 –Students follow staff instructions first time, every time**
- **MA2 – ATL1 always; everywhere**

### Expectations of students in the classroom

- Students arrive on time to lesson and enter classroom silently.
- Students begin assigned starter task without fuss.
- Students participate fully in lesson.
- Student are polite to other classmates and class teacher.

### Consequences of not meeting classroom expectations.

1. If you fail to meet above expectations, the teacher will issue you with a **choice**.
  - a. If issued with this, this is your chance to change your behaviour and get back on track.
2. If you persist in failing to meet expectation after being issued a choice, you will be given a **consequence** and be exited to another classroom. This is a 'buddy out'.

### Student Expectations – Buddy Outs

- Buddy Out in lessons occur when you receive a C2 / Consequence 2.
- You will be sent to another classroom on your corridor. This might be a Curriculum Area Leader, an experienced teacher in or out of the department your lesson is in.
- Your teacher will send you with work to complete in your lesson.
- If you fail to comply or disrupt the lesson you will be picked up by on-call staff – SLT/ DCC / CAL and taken to the Respect Room.
- All 'Buddy Outs' are recorded on Arbor by your teachers and monitored by your Year Team – Director of Culture and Character and Behaviour Team Leader.
- Some student's may be put on a Form Tutor/ Pastoral / or SLT report depending on the individual students' Arbor record

**HIGH EXPECTATIONS – NO EXCUSES**

# Student Expectation in The Respect Room - B7

## Student Expectations in the Respect Room

- You will enter the Respect Room for serious incidents of poor behaviour

Your Work rate will be monitored by the progress sheet  
And will be signed off (per lesson) by the member of staff in the RR.  
Your behaviour will be monitored

## Behaviour

**You will be expected to follow the MA Way**

## Consequence - Disrupting the learning of others in RR =

phone call home – you may also be given a Fixed Term Suspension - parent collects / or give permission to leave on your own to go home – this will be followed by re-integration meeting with your parent/ carer

**HIGH EXPECTATIONS – NO EXCUSES**

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## Community 5 –

### On entry and exits students must respect the community five

#### Community 5

##### When exiting school - students must:

1. Walk sensibly and leave promptly
2. Respect Others
3. Respect the property of others
4. Follow all instructions the first time
5. Be an outstanding ambassador for Manchester Academy

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- Ardaydu waa inay socdaan uguna baxaan iskuulka si macquul ah.
- امش بحكمة واترك على الفور
- Ixtiraam dadka kale
- احترم الاخرين
- Ixtiraam alaabta dadka kale
- احترم ممتلكات الآخرين
- Raac tilmaamaha ama farriimaha isla markiiba.
- اتبع جميع التعليمات في المرة الأولى
- Tusaale ama metelaad wanaagsan u noqo Manchester Academy.
- كن سفيرًا متميزًا لأكاديمية مانشستر

## Community 5 –

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1. Use the paths, zebra crossing and pavements at all times. Do not hang around by the gate but make your way home promptly. Wait at the bus stop quietly.
2. Do not gather in groups of more than 5, use inappropriate language or physical conduct and do not raise your voice above speaking volume.
3. Do not lean on cars or walls, enter private property, drop litter, spit or smoke.
4. Leave the site and area politely and quickly.
5. Wear your uniform correctly to and from school and be polite, courteous and kind.

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