

Year 7

Student Expectations – Starting MA– September 2023

Director of Culture and Character – Mr J Barnes

Leader of Climate and Behaviour– Miss J Cheetwood

SLT Link to year group – Ms. D. Maybury

Vice Principal – Personal Development – Mrs G. McMullen



Message from Year 7 Director of Culture and Climate

Dear Year 7 student,

Welcome to Manchester Academy! This is where your journey at MA begins and we are all so happy that you are joining us.

There will be a mixture of excitement, fear and curiosity and all of these feelings are perfectly normal. We are here to help you settle in and to enjoy your first year.

Your first year at MA is vital to setting the standards expected and creating the habits that will help you to succeed in your time here.

We are a team and our goal is to be the best year seven that MA has ever seen! To do that we need to make sure we have the best ATL, attendance and punctuality possible. Let's continue making Manchester magic!

Mr Barnes

Year 7 Staff Contact details

Director of Culture and Character:
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Leader of Climate and Behaviour:
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SLT Link to year group:
Danielle.Maybury@manchester-academy.org

School email:
ManchesterAcademyMainOffice@Manchester-academy.org

School telephone number: 0161 232 1639

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

Community 5 –

On entry and exits students must respect the community five

Community 5

When exiting school - students must:

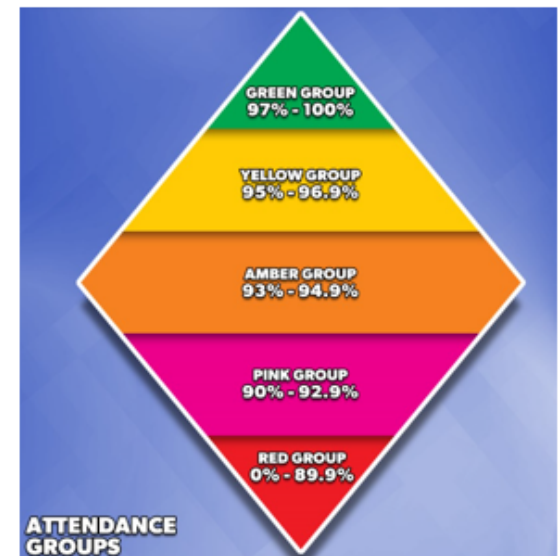
1. Walk sensibly and leave promptly
2. Respect Others
3. Respect the property of others
4. Follow all instructions the first time
5. Be an outstanding ambassador for Manchester Academy

Make Manchester **Magic**

- 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

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!



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

Our Year 7 Charter
Every student in
Year 7 is aiming to
achieve their year
group Charter as
part of their
personal
development
programme.

- Stay away from home and bond with classmates on a residential
- Demonstrate leadership amongst peers
- Deliver a formal presentation to an audience
- Watch a professional theatre production (optional – Year / subject)
- Perform on stage in an academy production (optional)
- Volunteer time to serve the local community
- Representing the school in a competitive sporting, cultural or academic event
- Celebrate people, cultures and cuisine from a foreign country

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

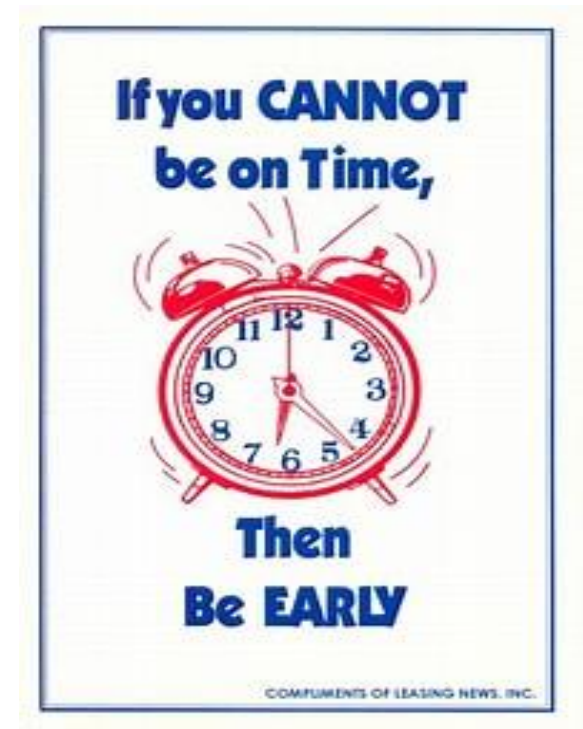
Wear your uniform with pride

3

Follow all staff instructions

Times of the school day

Key Stage 3		
Lesson	Start	Finish
Form Time	8.30	9.00
Period 1	9.00	10.00
Break	10.00	10.20
Period 2	10.20	11.20
Period 3	11.20	12.20
Lunch	12.20	13.00
Period 4	13.00	14.00
Period 5	14.00	15.00



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Before School – Students / uniform / equipment

- Arrive on time for school – Be at your entrance and line up from 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 important at all times.
- Students will enter the building from 8.25. Please make your way swiftly and calmly to your form room.
- Form time is 8.30am – 9.00am
- Take your outdoor coat off on entering the building.
- You must have a suitable school bag to put your equipment and subject folders, books and textbook in. Make sure you have a school bag with you daily.
- Is your uniform clean and tidy? Are you wearing your uniform with pride?

Checks...

- Be expected to be picked up by your Year Director, Leader of Climate and Behaviour or SLT from your year group if you are not in the correct uniform.
- Do you have a genuine reason to not have the correct uniform? Do you have a note explaining this from home? Have it signed by the DCC/ LCB or SLT member of staff in your year group
- Do you require a note from your DCC/ LCB?

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Uniform

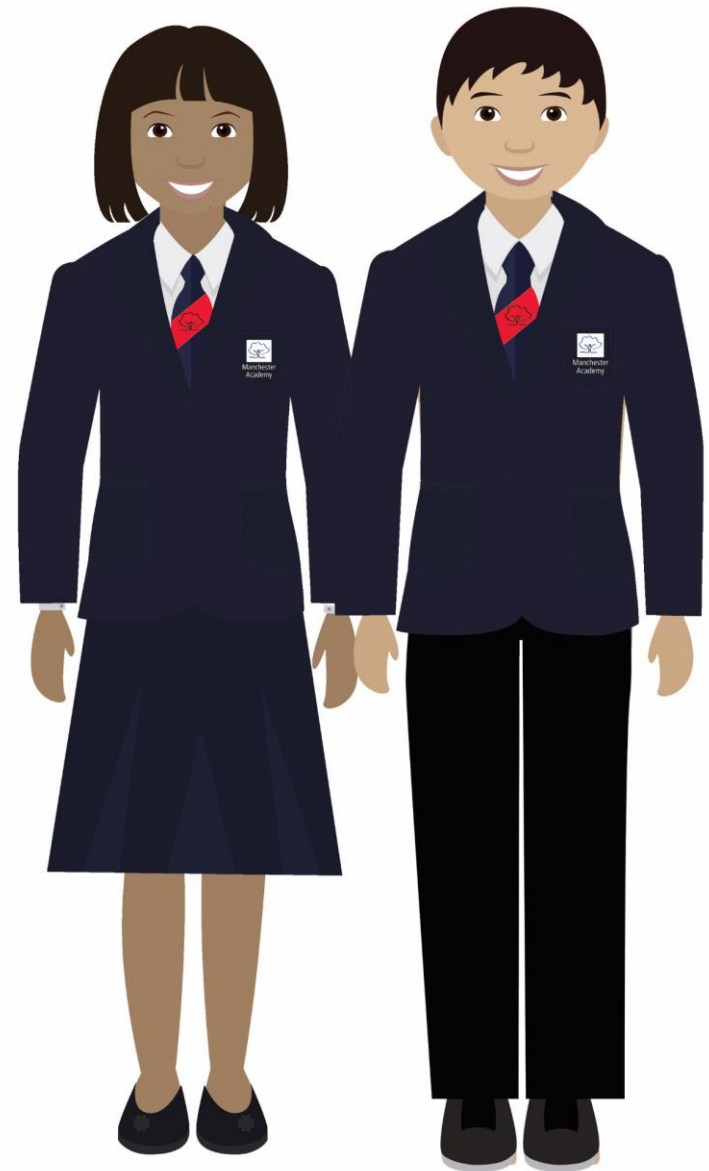
- Outdoor coats – Outdoor coats are NOT to be worn in the building. Please take your coat off when entering any entrance in school – Before school/ break time / lunchtime. Please do not wear a hoodie to school. If you are cold – wear an outdoor coat to school
- Outdoor coats must not be worn in lessons.
- 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 8 – a blue 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.

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 from the school's Boot Room.*
- *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 2020.*
- *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

- Black trousers/knee length skirt
 - White shirt
 - Dark blue blazer
 - School tie (with coloured stripe – Year 7 is red)
 - Plain black school shoes
 - Small studded earrings or hoops
 - No extreme haircuts / 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



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



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.
- Form time – Uniform checks are part of form time – again information will be added to Arbor.
- Not complying in wearing an item(s) of school uniform will mean information will be logged on Arbor for teachers to track and challenge this.
- The DCC and LCB will check Arbor daily and make contact home by phone. An email home may also be sent.

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Form Time/Form Tutors

On the first day back in September you will be allocated a form

- 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 – 9am 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 students 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	Tutor
7 JYO	Mr Youles
7 NSA	Ms Stanford
7 SMO	Ms. Mounier
7 FIB	Ms. Ibrahim
7 JRI	Mr Ricket/Ms Whittaker
7 IGH	Ms. Ghangrekar
7RAU	Ms. Austin
7LPE	Ms. Pearson

Form Time schedule Year 7
 Form time is from 8.30 - 9am
 Be prompt to your form room

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Checks! Uniform /Standards	Checks! Uniform /Standards Literacy - Manchester Academy - AAFP Whole school reading	Checks! Uniform /Standards Literacy - Manchester Academy - AAFP Whole school reading	Checks! Uniform /Standards Literacy - Manchester Academy - AAFP Whole school reading	Year 7 assembly Checks! Uniform /Standards

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 8 this is the canteen/yard.
- Students can only eat in the Canteen- where hot and cold food is available at break and Lunchtime 1.
- 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

Useful Information

Useful Apps to download to your mobile phone and websites:

- **MyEd** – Here you can receive Year 8 information and whole school information instantly.
- **KS3 Bite Size** – Here you can find subject specific resources.
- **Seneca** – Yr. 8 Subject homework is set here by your teacher.

Other information you need to record in a safe place

- Know your log-in details for school computers / laptops
- Know your log-in details for you Chrome Book
- Know your password for your Apps

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