



Joyce  
Frankland  
Academy

Newport

Established 1588 ffree Grammer Schole of Newport

# Parent and Carer Information Handbook

July 2026





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*It's all in a name...*

## Dame Joyce Frankland and the ffree Grammer Schole of Newport



Dame Joyce Frankland (1531-1588) was the only daughter of Robert Trappes, a wealthy goldsmith and a jeweller to King Henry VIII. Dame Joyce Frankland's first husband was a merchant venturer named Henry Saxie with whom she had a son, William. Following Henry Saxie's death, Dame Joyce Frankland married William Frankland, a Lord of the Manor of an estate in Hertfordshire and a clothworker. William Saxie studied at Cambridge University and then became part of Grays Inn in London. He was tragically killed by falling from a horse and Dame Joyce Frankland was grief stricken. She was comforted by Alexander Nowell who was the Dean of St Paul's and Rector of Much Hadham. When Dame Joyce Frankland cried, "*Oh my sonne! My sonne!*", Alexander Nowell replied, "*Comfort yourself, good Mrs Frankland, and I will tell you how you shall have twenty good sonnes to comfort you in these sorrowes which you take for this one sonne...there be in universities so many pore youth...if you*

*found certain fellowships and scholarships be bestowed upon studious young men...they be called Mrs Frankland's schollers, they should be in love towarde you as deare children.*"

When Dame Joyce Frankland wrote her will, she remembered Alexander Nowell's words. She made many educational bequests, including to Gonville and Caius College and Emmanuel College in Cambridge and Brasenose and Lincoln College in Oxford. She also founded the ffree Grammer Schole of Newport.

In her will, Dame Joyce Frankland explained that she founded the school in the "*Great and Poor Town*" of Newport, Essex, "*for the Love I bear to Learning, and to have Youth well brought up and instructed in ...Learning and good manners, whereby they may be good Members of the Common Wealth.*"

In order to fund the school Dame Joyce Frankland bequeathed, amongst other things, the Tithe of Banstead, which is an area of land she owned in Surrey.

John Morden, who studied at Peterhouse College, Cambridge, became the first Master of the school in 1588. *Extracts from 'Newport Free Grammar School, A Brief History' compiled by Fred Thompson, History Master between 1937 and 1975.*



## Welcome from Mrs Warwick

### Welcome to Joyce Frankland Academy, Newport

It is with great pride and excitement that I welcome you to Joyce Frankland Academy, Newport. Our academy is a community focused school, rooted in a rich and inspiring history. The school was founded in 1588 by Dame Joyce Frankland, a visionary whose love for learning continues to shape our culture today. Her words, *"the love I bear to learning,"* remain at the heart of our mission, reminding us that education is not only about achievement but also about nurturing curiosity, character, and lifelong growth.

Our school is built on the values of **Aspiration, Respect, and Responsibility**. These values guide everything we do. We believe that every young person deserves to be known, valued, and to achieve success. That's why we work tirelessly to understand each student's unique strengths and areas for development, helping them to unlock their potential and pursue their dreams and aspirations with confidence.

We are proud of our culture that celebrates achievement in all its forms—academic, creative, personal, and social. Whether it's through academic outcomes, acts of kindness, leadership in the community, or resilience in the face of challenge, we recognise and honour the many ways our students develop and succeed.

We work in partnership with our families and wider community to continue building a school where every child thrives. Together, we ensure that Dame Joyce Frankland's legacy lives on, inspiring generations to come with a love of learning and a belief in their ability to shape a better future and make a difference in the world.

Mrs D. Warwick BSC (Hons) NPQEL

Academy Principal

### Academy Mission

At Joyce Frankland Academy, Newport, we provide exceptional opportunities to learn for every student, every lesson, every day; we are guided by our founder's vision: *'love I bear to learning'*.

All students, staff, parents, and the wider community actively contribute to a culture where everyone feels a deep sense of belonging; a culture that is consistently supportive, kind, **aspirational, respectful**, and inclusive. Everyone is empowered to take **responsibility** for their own success, strive for excellence, and become the best version of themselves.

At Joyce Frankland Academy, Newport, everyone grows in confidence, is celebrated for their uniqueness and achievements, has high aspirations for life, and is ready to make a meaningful difference in the world.



## **Section 1 Working in Partnership**

### **Introduction**

Thank you for choosing Joyce Frankland Academy to be your child's secondary school. The aim of this information handbook is to provide you and your child with a comprehensive guide to Joyce Frankland Academy and how you can support your child to thrive during their time with us. We work in partnership with you to provide the very best for your child. Below are a few things that parents and carers can do to support their child whilst they attend secondary school.

### **Supporting your child to thrive at secondary school**

Life is incredibly demanding for us all, but it is important to take time every day to ask your child about their school day; what they have been learning, homework they may have and simply what they enjoyed or didn't enjoy about their day. By demonstrating that these things matter, and that you will take the time to listen, you will instil an understanding in them that school matters.

By attending parents' evening and other events demonstrates to your child that their education matters to you and that both parents/carers and teachers work in collaboration to ensure the best possible outcome for them.

### **1.1 Attendance**

Attendance is directly linked to a child's progress in school and as such needs to be taken very seriously. For a child to have less than 97% attendance over the academic year will have a negative impact on their progress and achievement in the classroom. Catching up with missed class work, projects, tests and homework can also be stressful and anxious for them. We will provide regular updates on your child's attendance and will get in touch if we have concerns regarding their % attendance.

If your child is unable to attend school, **YOU MUST** contact us by 8.30 am on each day of absence:

- Report the absence via the MCAS App (see section below)
- By calling the academy on **01799 540237** and selecting option 0 to leave a message.

**If your child is absent we will:**

- Contact you if we have not heard why your child is absent;
- Contact you to discuss the situation with the relevant member of staff if absences persist;
- Refer to the local authority if we have concerns.

We request that medical and dentist appointments are made outside of school hours, if this is not possible you will be expected to bring in evidence of this appointment in advance.

Furthermore, parents/carers are strongly asked NOT to book holidays during term times, if there is a genuine reason why this is not possible a leave of absence form will need to be completed and submitted for the Principal to review and consider one month in advance.



## 1.2 Our Academy Values

Please understand the values and culture of our Academy as well as our policies, expectations and routines

We do not tolerate anti-learning or anti-social behaviour and there are consequences for students that fail to meet these expectations. We ask all parents and carers to read through our Behaviour Policy, Uniform and Equipment Policy and our Home Academy Agreement. At our academy we have a culture of **Aspiration, Respect and Responsibility** and have clear expectations on what these mean to those in our community. It is important that these expectations are supported at home, and you understand the process we follow if these expectations are not met.

It is important that parents and carers understand that it is your responsibility to ensure your child is wearing the correct uniform every day, only purchase items of school uniform that meet our policy expectations, and that your child is equipped for learning by having their bag, pencil case, mobile phone pouch and equipment every day.

| Aspiration                                                                                                                                                                                                                                                                                                               | Respect                                                                                                                                                                                                                                                                                                                                                                                          | Responsibility                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Striving to achieve our aspirational goals and dreams, today, tomorrow and in the future.</b>                                                                                                                                                                                                                         | <b>Always showing compassion, kindness and consideration.</b>                                                                                                                                                                                                                                                                                                                                    | <b>Always being the best version of ourselves.</b>                                                                                                                                                                                                            |
| <ul style="list-style-type: none"> <li>We show a positive effort and attitude in all that we say and do.</li> <li>We complete every task and activity to the best of our ability, every lesson, every day.</li> <li>We set ourselves ambitious goals.</li> <li>We persevere and try again, even when we fail.</li> </ul> | <ul style="list-style-type: none"> <li>Through our words and actions, we demonstrate our respect for everyone at our academy; we are calm, polite and obviously kind every day.</li> <li>We do as we are asked the first time of being asked, always responding positively.</li> <li>We respect and take care of our historical and beautiful school for which we are all custodians.</li> </ul> | <ul style="list-style-type: none"> <li>We are the best version of ourselves in all that we do.</li> <li>We arrive on time and are always ready for learning.</li> <li>We wear our JFAN badge with pride.</li> <li>We always allow others to learn.</li> </ul> |

## 1.3 Key staff for Year 7 students and their families

Here are a few of the key staff that you may need to contact. Other staff contact details can be obtained from our website or by contacting the school office.

| Senior Team Members                                                                                                                                                                                                                       | Heads of Year                                                                                                                    | Heads of Subject                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mrs Warwick (Principal)<br>Mr Fitzgerald (Deputy Principal)<br>Mr Gamble (Deputy Principal)<br>Mr Langley (Assistant Principal)<br>Mr Grindrod (Assistant Principal)<br>Mrs Daveta (SENDCo)<br>Mr Brooker (Associate Assistant Principal) | Miss Reynolds (Year 7)<br>Miss Wright (Year 8)<br>Miss Esterhuizen (Year 9)<br>Mrs Jenner (Year 10)<br>Mrs Shelmerdine (Year 11) | Mrs Thurston (Maths)<br>Mrs Ramdennee (English)<br>Mr McGowan (Science)<br>Miss Sharpe (Art, Design and Tech)<br>Miss Aniff (Performing Arts)<br>Mrs Hemel (History)<br>Mrs Hehir (Geography)<br>Mrs Dunlop (PE)<br>Mr Campbell (Media)<br>Miss Esterhuizen (Personal Development) |



## 1.4 Your Child's Tutor

Your child's tutor will be the most important adult during their time with us. All initial concerns are to be directed initially to their tutor, and you can email them directly. If a response is required, please do remember they are also a teacher, and we aim to respond within 2 school days.

## 1.5 How to get in touch

For general enquiries you may have you are welcome to call or email the school office using the following:

Telephone 01799 540237

Email [jfaadmin@joycefrankland.org](mailto:jfaadmin@joycefrankland.org)

If you need to get an urgent message to your child during the school day, please contact the academy office who will ensure this message reaches your child. We ask you don't contact your child directly on their mobile phones as they will not be able to check messages in line with our no mobile phone policy. In addition, if your child contacts you during the school day please support our no mobile phone policy by addressing this issue with them.

If your child is unwell, please tell them to speak to a member of our first aid team, please do not come to collect your child unless you have been asked to do so.

A list of staff names and their emails is available on the academy website.

## 1.6 Home-Academy Communication

The academy always welcomes contact from parents and carers, and our goal is to ensure that you have an appropriate and helpful response to your communications. Your child's tutor should be your first point of contact.

Our office team will pass on a message to the relevant staff member if they are not available. The staff member will always try to respond as soon as possible, but contact should be made within 2 working days. Urgent calls will be transferred to the most appropriate senior member of staff if the requested staff member is not available. Personal appointments should always be pre-arranged to enable the meeting to be efficiently run and for our staff members to have the relevant information to hand.

Staff will always endeavour to acknowledge letters and emails within 2 working days. However, as some situations may need further investigation, you may not receive a full response until after this point. The school can be contacted by email on [jfaadmin@joycefrankland.org](mailto:jfaadmin@joycefrankland.org).

The school uses My Child At School (MCAS) App to send communications home – see section 1.8. For more information and to register please contact [jfaadmin@joycefrankland.org](mailto:jfaadmin@joycefrankland.org). The school seeks to put as much information as possible on the website. Most general information that parents need can be found by visiting [www.joycefrankland.org](http://www.joycefrankland.org) We also keep parents informed through a range of media. We have a weekly newsletter which features up to date information.



## 1.7 Our House System

At Joyce Frankland Academy we have seven houses:

|           |            |
|-----------|------------|
| Banstead  | Red        |
| Caius     | Grey       |
| Frankland | Dark Blue  |
| Morden    | Purple     |
| Saxie     | Gold       |
| Thompson  | Green      |
| Trappes   | Light Blue |



Tutor groups are designed with one of the academy's key aims in mind; that is to develop a strong community. Dame Joyce Frankland wrote in her will that the students of Newport are to be educated, "*whereby they may be good Members of the Common Wealth*". We uphold this mantra today.

In addition to participating in a programme of tutor time activities, all students attend weekly assemblies. These are delivered by the Head of Year, members of the leadership team or guest speakers and explore a wide range of topical issues that aim to develop students' perspective and understanding of the world around them. Events such as Sports Day are run as House competitions and we encourage team spirit. At the end of each term and at the end of the year we announce our winning House in our achievement assemblies.

## 1.8 My Child At School (MCAS) App

We use a school management information system, Bromcom, and its parent app, MyChildAtSchool (MCAS) which enable parents to see their child's attendance, behaviour record, progress checks, reports and timetable. All parents with parental responsibility will be able to access these records. The app can be downloaded for free from usual app stores.

We will also use our MIS system to email you regarding the education of your child, including details on trips and visits that they may be attending or direct messages from your child's teacher. These will come from the JFAnoreply email address. To avoid missing emails from the academy please ensure that these emails do not go into your junk and read through each of these emails when they come through.

At the end of each week Mrs Warwick sends out a letter to parents and carers providing important updates and messages.

A log in for the parental portal will be automatically generated for you using the email address already provided. You can withdraw your consent for access to the parent portal, MCAS, at any time in writing by contacting [jfaadmin@joycefrankland.org](mailto:jfaadmin@joycefrankland.org).

## 1.9 Academy Policies

All academy Policies are available on the academy website and are updated regularly. Parents are requested to use the website to access the latest version of policies.



## SECTION TWO – UNIFORM AND EQUIPMENT

### 2.1 School Uniform

It is vital that all parents and carers read the Academy Uniform and Equipment Policy and ensure their child is wearing the correct uniform every day, and that they are fully equipped for learning.

**The following is a summary only of the Uniform and Equipment Policy, this does not replace the need to read the policy.**

The [Uniform and Equipment Policy](#) can be found on the academy website. Branded uniform items are available from [Price & Buckland](#)

| <b>All students, every day, wear all the following (compulsory items):</b>                                                                                                                                                                                                                                                                                                                      | <b>Important notes:</b>                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Plain navy blazer with academy logo*</li> <li>• House tie*</li> <li>• White collared shirt*</li> <li>• Plain black, smart, leather or leather look shoes or all black, no logo trainers</li> <li>• Dark colour plain ankle socks or tights</li> </ul>                                                                                                  | Shirts must have a top button and not 'revere' collar as all students wear a tie                                                                                                                                                                               |
| <b>All students, every day, wear one of the following (compulsory items):</b>                                                                                                                                                                                                                                                                                                                   | <b>Important notes:</b>                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>• Academy skirt with logo (see additional guidance below)</li> </ul> Or <ul style="list-style-type: none"> <li>• Plain black/charcoal coloured, tailored/school trousers (see additional guidance below)</li> </ul> Or <ul style="list-style-type: none"> <li>• Plain black/charcoal coloured, tailored/school knee length shorts or culottes</li> </ul> | Skirts must be worn without any adaptations or rolling.<br><b>Students cannot wear:</b> <ul style="list-style-type: none"> <li>• Leggings</li> <li>• Sport shorts</li> <li>• PE Kit</li> <li>• Jeans</li> <li>• Knee length socks</li> <li>• Skorts</li> </ul> |
| <b>Students can also wear (optional items):</b>                                                                                                                                                                                                                                                                                                                                                 | <b>Important notes:</b>                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>• Academy navy V neck jumper*</li> </ul>                                                                                                                                                                                                                                                                                                                 | <b>Students cannot wear:</b> <ul style="list-style-type: none"> <li>• Hoodies</li> <li>• Non branded jumpers</li> </ul>                                                                                                                                        |

### PE Uniform

| <b>All students must have (compulsory items):</b>                                                                                                                                                                                                                                                                                                                                     | <b>Recommended optional items:</b>                                                                                                                                                                          | <b>Optional items:</b>                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Navy and yellow academy polo shirt*</li> <li>• Navy and yellow rugby shorts or skort</li> <li>• House colour PE socks</li> <li>• Hair tie for long hair</li> <li>• Trainers</li> <li>• Shin pads for football and hockey lessons</li> <li>• Gum shield- this is compulsory for all students to wear when playing hockey and rugby</li> </ul> | <ul style="list-style-type: none"> <li>• Football boots/hockey astro boots for playing football, rugby and hockey</li> <li>• Hair tie for long hair</li> <li>• Plain baseball cap in summer term</li> </ul> | <ul style="list-style-type: none"> <li>• Navy and yellow PE sweatshirt*</li> <li>• Plain navy tracksuit bottoms</li> </ul> |

\*Branded items

All uniform should be labelled clearly.



## **2.2 Jewellery and piercings, make up and nails (see Uniform and Equipment Policy for full details)**

- Students with pierced ears can wear small, stud style earrings. These must be removed for PE lessons.
- Any form of body or facial piercing is not permitted; this includes nose piercings.
- Students can wear a wristwatch, which also must be removed for PE lessons and external exams.
- Any additional jewellery that is worn will be confiscated and returned at the end of the day.
- Discrete makeup is permitted. Nail varnish of any description, as well as nail extensions/acrylics, are not permitted (students will be required to remove these for the following day).

## **2.3 Mobile Phones**

We are a mobile phone free school.

The use of mobile phones or any other electronic devices, including headphones is prohibited during the school day from when students cross the academy threshold in the morning to 3.15 pm.

Families will be required to purchase a mobile phone pouch from the academy. Students will be greeted daily at the school entrance by members of the senior and middle leadership, where they will have to show that their phone and electronic devices have been securely locked in their pouch.

Tutors will also check as part of the daily tutor time routines. The pouch will need to be placed into their bag for the duration of the day. Medical pouches are available on request for the use of, e.g. for diabetes monitoring.

At the end of the school day students will be able to unlock their phone pouch at multiple unlocking stations for their journey home. If students forget to unlock their phone pouch they can return to school at any time, up to 4.30pm or the following day where a member of staff will be able to unlock it for them.

Parents and carers are requested to ensure they read the academy Mobile Phone Policy which can be found as an appendix in the Behaviour for Learning Policy on our website.



## **SECTION THREE – GETTING TO KNOW THE SCHOOL DAY AND TERM DATES**

### **3.1 Times of the School Day**

Being punctual is an important life skill. We ask parents to ensure their child arrives in plenty of time for them to be in their tutor time (8.35am), ready to start the day by 8.40am. If your child arrives before the beginning of registration, they should go to the dining room. Students should not be on site before 8:00am.

If your child arrives after the beginning of registration, they should report to the school office to sign in. Lateness will always be challenged.

| <b>Time</b>                                                                          | <b>Lesson/Session</b> | <b>Lesson/Session Length</b> |
|--------------------------------------------------------------------------------------|-----------------------|------------------------------|
| 08:40am – 09:05am                                                                    | Registration          | 25 minutes                   |
| 09:05am – 10:05am                                                                    | Lesson 1              | 60 minutes                   |
| 10:05am – 11:05am                                                                    | Lesson 2              | 60 minutes                   |
| 11:05am – 11:25am<br><i>(Bell for end of break sounds at 11:20pm)</i>                | Break                 | 15 + 5 minutes               |
| 11:25am – 12:25pm<br><i>(Corridors must be clear by 11:25pm – start of Lesson 3)</i> | Lesson 3              | 60 minutes                   |
| 12:25pm – 13:25pm                                                                    | Lesson 4              | 60 minutes                   |
| 13:25pm – 14:10pm<br><i>(Bell for end of lunch sounds at 14:10pm and 14:15pm)</i>    | Lunch                 | 45 + 5 minutes               |
| 14:15pm – 15:15pm<br><i>(Corridors must be clear by 14:15pm – start of Lesson 5)</i> | Lesson 5              | 60 minutes                   |
| 15:15pm                                                                              | Dismissal             |                              |
| 15:15pm – 16:15pm<br><i>(Afterschool detention is 15:15pm – 16:00pm)</i>             | Enrichment            |                              |

### **3.2 Timetable, planners and values cards**

The academy operates a two-week timetable, which will be issued to all students on their first day in September. Students can also access their timetable via the Bromcom App. Students must always carry a physical copy of their timetable in their planner as they are not allowed to use their mobile phones during the



school day. It is recommended that students get into the habit of checking their timetable the night before and packing their bags, so they don't forget the books and equipment they need for the next day.

Students are required to have their planner, timetable and values card with them each day.

### 3.3 School Meals

We are delighted that Innovate is our catering partner in school, offering a wide range of healthy and nutritious options to our students. Food is available at the start of the day from 8.00 am, at break time and at lunch. Money can be added to your child's account using the MCAS app. Please see our website for more information.

### 3.4 Free School Meals

Your child may be eligible for Free School Meals and additional Pupil Premium funding if you are in receipt of any of the following:

- Income support
- Income based Jobseeker's Allowance
- Child Tax Credit (not Working Tax Credit), with an annual income below £16,190
- Pension Guarantee Credit
- Income related Employment and Support Allowance
- Support under part 6 of the Immigration and Asylum Act, 1999
- Working Tax Credit run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Children, who are paid these benefits directly, instead of through a parent/carer, are also eligible free school meals.

Please note that the Academy cannot apply on behalf of a parent/carer. **If your child had free school meals at their primary school you must reapply for secondary school.**

To check if you are eligible for free school meals, and to apply use the following link:

[Apply for free school meals - GOV.UK \(www.gov.uk\)](https://www.gov.uk/apply-for-free-school-meals)

Contact Essex School Admissions on 0345 603 2200 for further information.



### 3.5 Term dates 2026-2027

| <b>Autumn Term</b>                                          |                                             |
|-------------------------------------------------------------|---------------------------------------------|
| Tuesday 1 <sup>st</sup> September                           | INSET Day – Academy closed to students      |
| Wednesday 2 <sup>nd</sup> September                         | INSET Day – Academy closed to students      |
| Thursday 3 <sup>rd</sup> September                          | Orientation Day – Year 7 students only      |
| Friday 4 <sup>th</sup> September                            | Autumn Term begins for all other students   |
| Monday 26 <sup>th</sup> to Friday 30 <sup>th</sup> October  | Half Term                                   |
| Monday 2 <sup>nd</sup> November                             | INSET Day – Academy closed to students      |
| Friday 27 <sup>th</sup> November                            | INSET Day – Academy closed to students      |
| Friday 18 <sup>th</sup> December                            | End of Autumn Term (12:30pm dismissal time) |
| <b>Spring Term</b>                                          |                                             |
| Monday 4 <sup>th</sup> January                              | INSET Day – Academy closed to students      |
| Tuesday 5 <sup>th</sup> January                             | Term begins                                 |
| Monday 15 <sup>th</sup> to Friday 19 <sup>th</sup> February | Half Term                                   |
| Wednesday 24 <sup>th</sup> March                            | End of Spring Term (12:30pm dismissal time) |
| Thursday 25 <sup>th</sup> March                             | INSET Day – Academy closed to students      |
| <b>Summer Term</b>                                          |                                             |
| Monday 12 <sup>th</sup> April                               | Term begins                                 |
| Tuesday 1 <sup>st</sup> to Friday 4 <sup>th</sup> June      | Half Term                                   |
| Monday 28 <sup>th</sup> June                                | INSET Day – Academy closed to students      |
| Wednesday 21 <sup>st</sup> July                             | End of Summer Term (12:30pm dismissal time) |

Parents must check the website for the latest dates before booking holiday. All term date details can be found on the academy website.



## **SECTION FOUR – LEARNING AT JOYCE FRANKLAND ACADEMY**

### **4.1 Daily equipment/stationery**

At Joyce Frankland Academy we expect our students to come prepared for lessons each and every day which means that they must have essential daily equipment with them.

**An appropriate school bag**

**JFAN mobile phone pouch**

**A reading book**

**A water bottle (no fizzy or energy drinks)**

**A pencil case containing:**

- black pens
- a green pen
- a pencil
- a 30cm ruler
- a rubber
- a highlighter
- a glue stick
- colouring pencils/pens
- Maths set: compass, set square, protractor

A scientific calculator – we recommend the Casio fx - 83GT CW+ (battery only) or the Casio fx- 85GT CW+ (battery and solar powered)

A hair tie for sport and practical lessons if hair is long

Year 11 will need a clear pencil case for exams

**Other items that we recommend each child has:**

- Pocket English dictionary
- Oxford Learner's or Collins Easy Learning Dictionary for each language studied

Students not having the right equipment can be very disruptive to lessons, therefore we ask you to support your child by ensuring they come to school with the above every day.

### **4.2 Organisation – Planners, timetables and values cards**

All students will be given their planners and timetables on their first day in September and their tutors will go through these with them. Students will need to ensure that they bring the correct equipment each day, depending on the lessons they have, including exercise books, PE kit and the essential daily equipment listed above, and their values card.

### **4.3 Independent learning - Homework**

Homework plays an integral part in supporting students' learning in lessons and should be related directly to that learning. Homework will be set regularly and with the following aims:

- To continue to challenge students learning in an independent manner;
- To provide students with opportunities to extend their learning;
- To develop organisation and self-discipline skill in all students.



Students are responsible for completing their homework on time and to a high standard. Homework is set on Bromcom. Failure to complete homework will likely lead to a behaviour point. Students should spend the allotted time on each piece of homework and ask their teacher for assistance if needed.

We ask that parents/carers support the academy by ensuring that their son/daughter completes their homework to the best of their ability. Issues around homework should be directed to the subject teacher in the first instance.

There are a variety of platforms for completing homework from Sparx to Educake. If your child has trouble logging onto a platform, please inform their class teacher as soon as possible.

| Platform   | Subjects                               | Details                                                                          |
|------------|----------------------------------------|----------------------------------------------------------------------------------|
| Educake    | Science                                | <a href="#">Educake - Online Formative Assessment for Homework and Classwork</a> |
| Sparx      | Maths                                  | <a href="#">Sparx Maths - Home</a>                                               |
| Sparx      | English                                | <a href="#">Sparx Reader - Home</a>                                              |
| Active Hub | Languages – Spanish, French and German | <a href="#">ActiveHub</a>                                                        |
| Seneca     | History, Food tech, GCSE PE            | <a href="https://senecalearning.com">https://senecalearning.com</a>              |
| Teams      | Economics                              | <a href="https://teams.microsoft.com">https://teams.microsoft.com</a>            |

The guidance below indicates what the expectations are for your child with respect to homework (this is a guide only).

| Year Group | Years 7, 8 & 9                                                   |                                                             | Years 10 & 11                                      | Year 13         |
|------------|------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------|-----------------|
| Frequency  | Weekly                                                           | Fortnightly                                                 | Weekly                                             | Weekly          |
| Subject    | English<br>Maths<br>Science<br>Geography<br>History<br>Languages | Art<br>RS<br>Tech rotations<br>Computing<br>Performing Arts | English<br>Maths<br>Science<br>All option subjects | All subjects    |
| Time guide | 30 mins minimum                                                  | 30 mins minimum                                             | 45 mins minimum                                    | 5 hours minimum |

## 4.4 Teaching groups

We organise teaching groups in a way that supports high expectations, strong progress, and a positive learning experience for every student. While we have a consistent academy-wide philosophy, each subject is empowered to structure its groups in the way that best suits its curriculum, pedagogy, and learners.

In all subjects, it is our intent to provide teaching groups that:



- match the pace and level of challenge closely to students' current understanding;
- provide targeted support where it is most needed;
- stretch high-attaining students with deeper and more complex content;
- adapt teaching approaches to the specific needs of each group.

Teaching groups are reviewed regularly to ensure students are always in the group where they can thrive. Subjects have the flexibility to organise groups in the way that best supports their curriculum design and teaching methods. This may include:

- mixed-attainment teaching;
- flexible grouping within lessons;
- occasional targeted intervention groups;
- banding or pathway models where appropriate.

Subject teams make decisions rooted in evidence, expertise, and the needs of their learners. This autonomy ensures that grouping structures enhance—not constrain—high-quality teaching.

Across all subjects, our approach to grouping is guided by three shared commitments:

- equity: every student should have access to ambitious, well-sequenced learning;
- responsiveness: grouping decisions are reviewed regularly and adapt to students' progress;
- excellence: structures are designed to enable the strongest possible teaching in each subject.

## 4.5 PRIDE in Students' Books

At Joyce Frankland, we expect all students to take PRIDE in their work, ensuring it is well presented, organised, and completed to the highest standard. Developing these habits helps students take ownership of their learning and strive for excellence. We monitor students' presentation through our PRIDE checklist, which teachers will remind students of every lesson. We monitor students' work regularly to ensure that they are meeting expectations; we will always support students to complete work to the highest standards. If teachers have any concerns about a student's work, they will support the student and, if necessary, communicate directly with parents to find solutions.

|              |                                                                                                                                                                                                                                                                                                                                                                       |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Presentation | All books must be clearly labelled with the student's name, the subject and the teacher's name on the front cover.<br><b>For every piece of work:</b><br>The date and title must be underlined using a ruler.<br>All written work must be done in black or blue ink. The full width of the page must be used.<br>Pencil must be used for diagrams, tables and labels. |
| Respect      | No doodling or graffiti<br>No torn pages                                                                                                                                                                                                                                                                                                                              |
| In Order     | All sheets and handouts must be glued in (sheets must be trimmed and stuck in neatly). Handwriting must always be as neat and clear as possible- consistency should be evident. Once a piece of work is finished a line should be ruled under it.                                                                                                                     |
| Development  | Feedback must be responded to in green pen and all tasks should be completed to the best of the student's ability.                                                                                                                                                                                                                                                    |
| Excellence   | Work should always reflect a student's best effort.                                                                                                                                                                                                                                                                                                                   |

Parents are requested to support their child to cover their books to help them remain in good condition.



## 4.6 Learning Support

At Joyce Frankland Academy, we believe that everyone belongs. Guided by our core values of **Aspiration**, **Respect** and **Responsibility**, we are committed to providing an inclusive learning environment where every student is known, valued and supported to achieve their potential. Special educational provision is support that is additional to or adapted from that ordinarily available within the classroom and is designed to remove barriers to learning, enabling students with SEND to access the curriculum, make progress and achieve their individual potential.

High Quality Teaching is the foundation of our provision, and all teachers are responsible for meeting the needs of all students through adaptive teaching, appropriate support and high expectations.

The Learning Support Team consists of the Special Educational Needs and Disabilities Coordinator (SENDCo), Deputy SENDCo, SEND Administrator and a team of dedicated Learning Support Assistants who work collaboratively with teaching staff, families and external professionals to ensure students receive the support they need to access the curriculum, participate fully in school life and prepare successfully for adulthood.

When students join the academy, a comprehensive transition process ensures that information is gathered and shared through liaison with:

- primary schools;
- parents and carers;
- external agencies, if applicable; and;
- liaison with County in the case of students with existing EHCPs.

The SENDCo reviews relevant information including SEND documentation, specialist reports, KS2 attainment data, CATs and NGRT assessments to identify strengths, needs and any potential barriers to learning.

Students who require special educational provision that is additional to or different from that ordinarily available may be placed on the SEND Register. Support is delivered through a graduated approach, following the Assess, Plan, Do, Review (APDR) cycle. All students on the SEND Register are allocated a named Key Worker and have a personalised One Plan, developed in partnership with the student, parents/carers and relevant professionals. These plans identify strengths, aspirations, outcomes and strategies to support progress and are reviewed regularly to ensure provision remains effective and responsive to need.

Not all students identified with SEND at primary school will continue to require SEND support at secondary level. Following careful assessment and monitoring, some students may be removed from the SEND Register if they no longer require special educational provision to make expected progress. Where appropriate, these students may remain on the academy's monitoring list, enabling staff to continue to be aware of any learning needs and implement supportive classroom strategies as required.

In line with current national SEND reforms, our approach promotes early identification, inclusive practice, collaboration with families and agencies, and a focus on developing independence, resilience and preparation for secondary school and post-16 education. Through person-centred planning and a commitment to removing barriers to learning, we strive to ensure that every student can access opportunities, achieve success and pursue their aspirations with confidence.



## **SECTION FIVE – PERSONAL PROPERTY AND USE OF IT TO SUPPORT LEARNING**

### **5.1 Learning Technology**

We have clear procedures to enable all students to use the internet safely and securely. When students and parents sign the Home Academy Agreement, they agree to follow the rules set out for internet and mobile technology use. We are determined to make sure that our students access the internet and use mobile technology in a responsible way and students will be given regular reminders of the dangers of the internet and social media.

We have installed software that will allow us to monitor the school system and protect the students from unsuitable material. Students are expected to follow the rules for internet use and we will remove access from anyone who attempts to use it in a way that goes against these rules.

Students are expected to only use their own login and password to access the school system and not access anyone else's files or accounts. Students who do not have access to the internet at home can use school computers to complete homework at break, lunchtime or after-school with agreement from teachers. Students have a personal email address, and they are expected to use the email system responsibly. Students are given lessons in e-safety and are taught how to report any unpleasant material or messages that are sent to them.

### **5.2 Lost property**

It is inevitable that at times property does get misplaced. Students should check in the places they have been that day in the first instance. Lost property is kept in Student Reception. A list of lost property is also published in our weekly JFAN Connector.

We strongly advise ALL items brought into school, including clothing, are clearly marked with your child's name. As a school we cannot accept any responsibility for the personal property of students which is damaged or stolen on school grounds including mobile phones, musical instruments and jewellery.



## SECTION SIX – REWARDS AND BEHAVIOUR

### 6.1 Recognition and Rewards

At Joyce Frankland Academy we recognise that praise, positive reinforcement and rewards are powerful motivational tools. As such, all staff actively seek opportunities to praise, positively reinforce pro-social behaviours and reward students for meeting the high expectations that we have of them, linking these behaviours to our values of **Aspiration, Respect** and Responsibility.

| Positive Behaviour                                                                                                                                                                                                                  | Positive Points                                                     | Frequency                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Being equipped for learning, being smart and wearing the uniform with pride, prompt arrival to lesson, calm and purposeful transitions, following instructions quickly, smiling and positive contributions, politeness and empathy. | Verbal praise and thanking the student for their positive behaviour | Each day                                                                                            |
| Excellent LEARNing: Listening Explaining your points and verbal contributions Asking and answering questions Reading with confidence Neat presentation and standards of work.                                                       | 1 positive point (Maximum of 3 points per student per lesson)       | Each lesson                                                                                         |
| Excellent effort                                                                                                                                                                                                                    | 1 positive point                                                    |                                                                                                     |
| Excellent classwork                                                                                                                                                                                                                 | 1 positive point                                                    |                                                                                                     |
| Completed homework to an excellent standard                                                                                                                                                                                         | 1 positive point                                                    |                                                                                                     |
| Supporting others in their learning or excellent team/group work                                                                                                                                                                    | 1 positive point                                                    |                                                                                                     |
| “Star of the Lesson”                                                                                                                                                                                                                | 2 positive points                                                   | As appropriate                                                                                      |
| Champion Award                                                                                                                                                                                                                      | 5 positive points                                                   |                                                                                                     |
| Community recognition (can be awarded at any time by any member of staff)                                                                                                                                                           | 5 positive points                                                   | Weekly                                                                                              |
| 100% attendance weekly points (centrally awarded)                                                                                                                                                                                   | 2 positive points                                                   |                                                                                                     |
| Co-Curricular Recognition Award                                                                                                                                                                                                     | 2 positive points                                                   | At the end of each half term (certificates presented in the final awards assembly of the half-term) |
| Excellence attendance for the whole half-term (centrally awarded)                                                                                                                                                                   | 10 positive points                                                  |                                                                                                     |
| Half-termly subject certificates of achievement                                                                                                                                                                                     | 10 positive points                                                  |                                                                                                     |
| Head of Year awards                                                                                                                                                                                                                 | 10 positive points                                                  |                                                                                                     |
| Senior Team Award (awarded each half term)                                                                                                                                                                                          | 20 positive points                                                  |                                                                                                     |
| Principal Award (awarded each half term)                                                                                                                                                                                            | 20 positive points                                                  | At each data point (certificates presented in assembly)                                             |
| Outstanding Attainment Award (each year group)                                                                                                                                                                                      | 30 positive points                                                  |                                                                                                     |
| Outstanding Progress Award (each year group)                                                                                                                                                                                        | 30 positive points                                                  | At the end of each term (certificates presented in the final awards assembly at the end of term)    |
| Outstanding Citizen Award                                                                                                                                                                                                           | 30 positive points                                                  |                                                                                                     |
| Outstanding Contribution Award (no negative points all term)                                                                                                                                                                        | 30 positive points                                                  |                                                                                                     |

Parents should refer to the Behaviour for Learning Policy for more details.



## 6.2 Behaviour

The ultimate success of every child learning to the best of their ability in lessons rests on the general behaviour of **ALL** of the students in the classroom. As such we have high, yet reasonable expectations on how we expect our students to behave in lessons.

These expectations are outlined in our Home-Academy Agreement which students sign at the start of every year.

Every student at Joyce Frankland Academy deserves a conducive learning environment and we do not tolerate any student who impacts this for others.

We ask our parents/carers to support these expectations at home and with any consequence which may be issued by the school to those that fail to meet these expectations. Rudeness to staff, no matter what the circumstances, will not be tolerated nor will disruptive behaviour during lesson time.

The Behaviour for Learning Policy is available on the academy website, and we ask that all parents/carers read this important policy carefully and at the start of each academic year.



## **SECTION SEVEN - MEDICAL CARE AND ABSENCE FROM SCHOOL**

### **7.1 Medical Care of your child**

Should your child feel unwell when at school we have a team of first aiders on site to provide support and to administer first aid if and when required. In the majority of instances students can be sent back to lessons after a short time in first aid or the administration of pain relief. Pain medication can only be administered if parents/carers have given permission to do so and supplied the medication to be kept in school.

If your child is asthmatic, they should carry their inhaler with them at all times. If you have a spare and would like for us to keep this locked in our medication cupboard, we can certainly do so.

If your child is deemed too unwell to remain in school, we will contact you asking for you to collect them. Please ensure your contact details are updated with us via the office if your number changes.

Students MUST NOT telephone home if they are feeling unwell and ask to be collected. Please support us in managing this expectation by explaining this is NOT allowed and they must speak to their teacher or the office team.

If your child's medical needs require a care plan to be put in place, please contact the office.

### **7.2 Disability**

We are an inclusive Academy. Please advise us if you or your child has a disability so that we can prepare ourselves to best cater for specific needs.

### **7.3 Sanitary items**

If your child needs support whilst on their period we can provide sanitary items. These are held in a number of locations and enable students to choose the most comfortable for them.

1. Student support office
2. Student reception/student services
3. The Inclusion Centre
4. The Principal's PA
5. Science Prep room
6. The Grove



## **SECTION EIGHT – GETTING TO AND FROM THE ACADEMY**

### **8.1 Trains and buses to and from the Academy**

#### **Train**

Students who catch the train can buy either a daily ticket or a season ticket. Termly as well as academic year season tickets are available through Greater Anglia.

<https://railplus.greateranglia.co.uk/scholars.html>

When students disembark in Newport they should walk through the village along the High Street and turn down Elephant Green to bring them to the academy via the Croft. They should not walk along Bury Water Lane as there is no pavement and the road is narrow. When they return to the station, they should again use the High Street and enter the front of the station. The back entry via Debden road, which involves crossing the railway bridge, is unsafe due to the lack of footpath and volume of traffic.

#### **Bus**

Students travelling by school contract bus will disembark on Bury Water Lane. During the afternoon students should assemble outside the reception building where members of staff will be on duty each day to supervise the departure of the buses.

Students travelling by the public bus service disembark at the bus stop on Cambridge Road and should return to the bus stop at the end of the school day.

The academy has no authority over bus routes and timetables.

If you have any queries about the buses that serve Newport or to purchase a Scholar's ticket please contact the Scholar's Sales Team on 0345 200 4134 or consult [Scholar season tickets | Travel Essex](#)

To enquire about eligibility for transport provision entitlement please consult the Essex Education Transport and Awards Team on 0345 603 2200 or consult [School transport: Apply for school transport | Essex County Council](#)

#### **Car**

A one-way system operates for buses and cars to avoid congestion along School Lane and Bury Water Lane. However, as access is very limited the academy recommended that students arriving by car are dropped off and collected from Newport train station car park and walk into/from school. Please be courteous to other road users and residents when dropping off your son/daughter.

### **8.2 Unplanned school closures**

In the very unlikely event of the school not able to open in the morning due to extreme weather conditions or unforeseen circumstances, parents will be notified via:

- A message will be sent out via our school management information system, BromCom;
- A notice will be posted on our Facebook page;
- An announcement will be made via the local radio;
- Information posted on our website.



## **SECTION NINE – EXTRA CURRICULAR ACTIVITIES AND SCHOOL TRIPS**

### **9.1 Extra-Curricular Clubs**

At Joyce Frankland Academy, we believe that co-curricular activities are an essential part of a well-rounded education. They offer a range of benefits that support our students in developing aspiration, showing respect, and building a strong sense of responsibility.

Through participating in these activities, students are encouraged to:

- Aspire to reach their full potential by exploring new interests and talents;
- Show respect by working collaboratively with peers and staff in a positive and inclusive environment;
- Take responsibility for their own personal growth and learning beyond the classroom;

Co-curricular involvement also helps to:

- Enhance academic performance;
- Boost self-esteem and emotional well-being;
- Provide meaningful social opportunities;
- Develop essential life and leadership skills;
- Strengthen applications for sixth form, college, or university.

We are proud to offer a wide and diverse range of clubs, and we hope your child will take full advantage of these opportunities—to aspire confidently, act with respect, and grow with responsibility.

The timetable is available to view on our website. <https://joycefrankland.org/information/clubs/>

### **9.2 Learning an instrument at school**

At Joyce Frankland Academy, music is open to all students, regardless of experience or ability. We support a wide range of musical styles and encourage students to develop their musicianship, build confidence, and become expressive performers and creative composers with a lifelong appreciation of music.

#### **Instrumental and Vocal Tuition**

Students have the opportunity to receive individual lessons across a wide variety of instruments, as well as singing lessons

- For guitar, bass guitar or ukulele lessons please email [musiclessons@joycefrankland.org](mailto:musiclessons@joycefrankland.org)
- For drum lessons please email Mr Tom Hancock our visiting drum teacher at [tomhancockdrums@gmail.com](mailto:tomhancockdrums@gmail.com)
- Singing, piano, clarinet, sax, and trumpet lessons are provided by Essex Music Service and must be booked directly with them [Registration - Essex Music Service](#)

If you are interested and would like more information, including cost, please contact the school office [musiclessons@joycefrankland.org](mailto:musiclessons@joycefrankland.org).

### **9.3 School visits**

We offer a variety of visits and trips to support the social and academic development of our students; these trips can be either residential or day trips and can include some residential trips abroad. The trips and visits are designed to enhance a student's experience of their curriculum and can be organised by subjects or by year group. We try to ensure a balance of trips available across a student's entire time at Joyce Frankland Academy, though this may sometimes be subject to curriculum choices and staff/resource availability.



## **SECTION TEN – SAFEGUARDING**

### **10.1 Safeguarding**

The well-being of our students is our paramount concern.

All members of staff are regularly trained with the latest safeguarding information and follow the policies laid out on our website. Students have regular sessions covering a range of safeguarding topics, such as e-safety, sex and relationships, Prevent, and emotional well-being. Students are regularly reminded that if they have any concerns they can speak to any member of staff and are given information on who our Safeguarding Staff are. The safeguarding policy can be viewed in full on the school website.

### **10.2 Sharing any concerns regarding unkindness or bullying**

We have clear methods for students and parents to share any concerns or incidences of unkindness and bullying (See poster at the back of this handbook).

Students and parents can email members of the pastoral team and the senior team with any concerns or worries they may have at:

[respect@joycefrankland.org](mailto:respect@joycefrankland.org).

Parents are also able to use this email address to communicate any concerns such as bullying to us too.

## **SECTION ELEVEN – SUPPORTING YOUR CHILD THROUGH THE JFAN PTA**

### **11.1 JFAN PTA**

The JFAN PTA, is a registered charity (289783) that supports our students by buying much needed equipment and supplies which school budgets cannot cover. They raise funds in a variety of ways, including running specific events, cake stalls, barbecues and after school running licensed bars at school events. Recent projects include updates to the medical room, therapy and counselling sessions, provision of sport and dance equipment and covering costs for travel to career events.

If you would like to get involved and find out more, please contact the school office

[jfaadmin@joycefrankland.org](mailto:jfaadmin@joycefrankland.org)



## **KEY DOCUMENTS TO READ**

### **Consent Form for Use of Students' Biometric Data**

The academy operates a biometric cashless catering system for the purchase of meals. This system uses a biometric scan of your child's fingerprint; however, no image is stored. Instead, the scan is converted into an encrypted numerical code.

Under the Protection of Freedoms Act 2012, the school requires parental consent to process biometric data for students under 18. Consent from one parent is sufficient unless another parent objects in writing. You may withdraw consent or object at any time, but all such requests must be submitted in writing.

Students also have the right to refuse the use of their biometric data at any time, without needing to do so in writing. If consent is not given, or if your child objects, an alternative method such as a unique PIN or payment card will be provided.

Biometric data will be securely deleted when your child leaves the Academy or no longer uses the system.

Further details on how we handle personal data can be found in our Privacy Policy. Our Data Protection Officer is Judicium Consulting Limited, and they can be contacted at [dataservices@judicium.com](mailto:dataservices@judicium.com)

#### **Consent**

I consent to Anglian Learning and/or its member schools using my child's biometric data as follows:

- ☐ I consent to the use of my child's biometric data for purchasing meals
- ☐ I do not consent to the use of my child's biometric data

Student Name: \_\_\_\_\_ Form: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please tick the box under Parental Consent within the MCAS app to agree to the use of your child's biometric data.



## Acceptable Use of the Academy's ICT System and the Internet: Agreement for Students

Name of student:

Tutor Group:

I will read and follow the rules in the acceptable use agreement policy

When I use the academy's ICT systems (e.g. computers) and get onto the internet in school I will:

- Always use the academy's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a member of staff is present, or with a teacher's permission
- Keep my username and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent / carer
- Tell a member of staff in school immediately if I find any material which might upset, distress or harm me or others
- Always log off or shut down a computer when I'm finished working on it I will not:
- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites
- Open any attachments in emails, or follow any links in emails, without first checking with an adult.
- Use any inappropriate language when communicating online, including in emails
- Log in to the academy's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent / carer, or without adult supervision

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (Student):

Date:

Please tick the box under Parental Consent within the MCAS app to agree to the Acceptable Use of the Academy's ICT System and the Internet.



## Home-Academy Agreement

At Joyce Frankland Academy, Newport, we are guided by our values of **Aspiration, Respect and Responsibility** and our mission: **"to provide exceptional opportunities to learn for every student, every lesson, every day."**

Together, we commit to working in partnership to ensure every student becomes the best version of themselves.

| The Academy will:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | All Students will:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Parents and Carers will:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | TOGETHER WE:                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Create a culture that is supportive, inclusive, kind, aspirational and fosters a strong sense of belonging</li> <li>Ensure all students feel safe, respected, and valued, with exemplary safeguarding</li> <li>Provide high-quality teaching and engaging lessons where all students can succeed</li> <li>Model and promote respectful behaviour, positivity, and high expectations</li> <li>Teach and reinforce clear routines and habits to support learning without disruption</li> <li>Promote excellent attendance, punctuality, reading and enrichment opportunities</li> <li>Provide opportunities for challenge, creativity, resilience and independence</li> <li>Support students in setting ambitious goals, providing them with guidance and feedback, and celebrating their achievements</li> <li>Embed a 'no-mobile phone' culture</li> <li>Communicate effectively with parents and carers, ensuring their voice is heard</li> </ul> | <ul style="list-style-type: none"> <li>Embody the values of Aspiration, Respect and Responsibility every day</li> <li>Show a positive effort and attitude in all that they say and do</li> <li>Complete all work to the best of their ability, every lesson, every day</li> <li>Set ambitious goals and strive to achieve them</li> <li>Persevere and try again, even when learning is challenging</li> <li>Be calm, polite and kind, showing respect to all members of the community</li> <li>Follow instructions the first time, responding positively</li> <li>Arrive on time, fully equipped and ready to learn</li> <li>Wear their uniform and JFAN badge correctly, and with pride</li> <li>Ensure their mobile phones are always in their phone pouch.</li> <li>Allow others to learn by always behaving appropriately in lessons</li> <li>Ask questions, contribute to learning, and take responsibility for their success</li> <li>Take care of the academy environment and respect our rich heritage</li> </ul> | <ul style="list-style-type: none"> <li>Support the academy's values of Aspiration, Respect and Responsibility</li> <li>Encourage their child to attend every day, on time, and ready to learn</li> <li>Support their child to complete work to a high standard and develop strong learning habits</li> <li>Promote a positive attitude to learning, reading, and enrichment opportunities</li> <li>Reinforce expectations around respectful behaviour and conduct</li> <li>Ensure their child wears the correct uniform with pride every day</li> <li>Communicate positively with the academy and engage with key information and updates</li> <li>Uphold our 'no-mobile phone' policy by ensuring their child always has their phone pouch</li> <li>Work in partnership with the academy to support their child's progress and wellbeing</li> <li>Help their child develop resilience, independence and responsibility</li> </ul> | <p><b>Build a community where everyone feels a deep sense of belonging</b></p> <p><b>Take pride in our academy, its history and its achievements</b></p> <p><b>Work in partnership to ensure every student succeeds and thrives</b></p> <p><b>Enable every young person to develop confidence, character and ambition</b></p> <p><b>Prepare students to make a meaningful difference in the world</b></p> |
| Signed: <b>Mrs Warwick (Academy Principal)</b><br>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Signed (Student):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Signed (Parent/carer):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                           |

Please tick the box under Parental Consent within the MCAS app to agree to the Home Academy Agreement.



## Photograph Consent

We often use photos of students on our website, on social media and in our academy prospectus and newsletters to give people a flavour of academy life and to keep the academy community informed about what our students do and to celebrate achievements.

Under data protection laws (UK GDPR and Data Protection Act 2018 and other applicable laws), we need the consent of parents/carers to use photographs or video images of students in this way usually until they reach the age of 13. From the age of 13, students may give their own consent where we are satisfied that they are able to understand what this means.

Where we use images of individual students, the full name of the student will not be displayed and not used in such a way that the student can be identified, unless permission is sought and given. However, a first name may be used if appropriate to do so.

Consent to using your child's images will last throughout your child's time at the school and will continue to apply for a short time after they leave (except for images published for historical purposes which may be kept for an extended period of time to show the history of the academy). You can withdraw or change your consent at any time by contacting the academy office. Please note that processing of your child's personal data will cease once you have withdrawn consent. Your consent will still be valid for any publications that have already been published. Unfortunately, we cannot remove photos/video from online platforms without a valid reason.

We place great emphasis on personal data protection, and you can find full details regarding our processing activities in our Privacy Policy, available at [Data Protection Policies – Anglian Learning](#). Our Data Protection Officer (DPO) is Judicium Consulting Limited who can be contacted at the following email address [dataservices@judicium.com](mailto:dataservices@judicium.com).



I consent to Anglian Learning and or its member schools using photographs or videos of my child in the following ways:

| USE OF PHOTOS/VIDEOS (may contain audio)                                                                                                                                 | PHOTOS | VIDEOS |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|
| On academy or Trust websites (eg articles, newsletters, academy prospectus)                                                                                              |        |        |
| On academy or Trust printed resources (eg newsletters, academy prospectus)                                                                                               |        |        |
| In internal displays (eg pictures of events and classroom activities, for identification purposes)                                                                       |        |        |
| In the media (eg local newspapers)                                                                                                                                       |        |        |
| On social media (eg linkedIn, Facebook, Instagram, TikTok)                                                                                                               |        |        |
| For the purpose of staff recruitment, such as in recruitment packs and job adverts on academy or Trust websites.                                                         |        |        |
| For promoting the academy or Trust by third-party organisations (eg Arts Council England, The Hill Group)                                                                |        |        |
| Photographs being taken of my child (individual and group photos) by the academy photographer.<br>The group photos will be made available for other parents to purchase. |        |        |
| I am NOT happy for the academy to take or use photos or videos of my child.                                                                                              |        |        |

Student name:

Parent/carers name:

Signature:

Date:

Please tick the relevant boxes under Parental Consent within the MCAS app.



## Data Protection Privacy Notice

The Joyce Frankland Academy privacy notice describes how we collect and use personal information about you during and after your relationship with us, in accordance with the UK General Data Protection Regulation (UK GDPR). Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR.

This notice applies to all students and parents.

Further information can be found on our website. [Policies – Joyce Frankland Academy](#)

Please tick the box under Parental Consent within the MCAS app.



## Addressing Unkindness at JFAN Together



# ADDRESSING UNKINDNESS AT JFAN TOGETHER



### 1. ASK FOR HELP FROM THE NEAREST ADULT IF YOU ARE BEING BULLIED!



If you are being bullied, or you feel unsafe because of the actions of someone else, tell the nearest adult immediately. Remember there are always adults on duty at break and lunch.



### 2. TELL YOUR CLASSROOM TEACHER

If something happens in a classroom that has made you upset or anxious you must tell the teacher immediately. They are there to support you and they will deal with the issue.

### 3. TALK TO YOUR TUTOR OR TRUSTED ADULT

If you have an ongoing concern with someone being unkind talk to your tutor or your trusted adult; they are here to help.



### 4. SPEAK TO YOUR HEAD OF YEAR



Your Head of Year is ready to listen and support you with whatever you need help with.



### 5. SEND A REPORT FROM HOME USING OUR RESPECT EMAIL OR REPORTING SYSTEM 'WHISPER'.

If something has happened during the day that has worried you, or you are being bullied, you can report this by emailing using the following email address:

**[respect@joycefrankland.org](mailto:respect@joycefrankland.org)**

or using 'Whisper'.

Text: 07860 021 323 JFA21 (+ your message)

or visit:

<https://swgfl.org.uk/whisper/jfa21/>

Aspiration

Respect

Responsibility