

What to Do If...

Question	What to do
I arrive at school late in the morning?	8.30am to 9.00am – sign in at reception and go to Tutor Time/CW After 9.00am – sign in at reception and go to your lesson
I am being bullied?	Tell somebody – Student Support, a parent, a teacher, prefect or a friend
I have a dental/medical appointment?	Try to make appointments out of school hours. If this isn't possible, bring a note from your parents in your planner. Please take your note to the main office. Sign out at reception when you leave. Sign in when you return. We do require a minimum of three academy days' notice for all appointments requestion during the academy day
I have lost something?	Lost property is kept in Student Support. Remember – all property should be marked with your name. Do not leave valuables unattended
I don't understand a homework task?	See your subject teacher, your Form Tutor, or a friend. Do this well before the homework is due in.
I need advice, help, or support?	Speak to someone – a parent, tutor or friend. Alternatively, our prefects, Student Support are always available to offer support with any matters you may have not matter how big or small.
I get something confiscated?	Speak to the main office to arrange collection of the confiscated item. If your

	mobile has been confiscated, your parents will need to arrange to collect it
I don't feel well?	Try your best to stay in lessons and see Student Support at break or lunch. Student Support or senior staff will arrange for your parents to be contacted. Never go to the medical room without permission
I am absent?	Your parents should phone the Academy on the morning you are absent and write a note in your planner to show your Form Tutor when you return. The Attendance Officer checks registers to make sure you haven't been absent or late too many times
I'm worried about a health issue?	Speak to someone – a parent, tutor, or friend. If you have a problem of a confidential nature, go and see Student Support
I want to go on holiday in term time?	A letter of absence must be applied for before booking and should be addressed to the Principal. No leave of absence will be authorised for any year group unless there are exceptional circumstances.
I want to get involved in a lunchtime club?	Regular lists of clubs will be given to tutors and put up around the Academy. Ask your Form Tutor if you are not sure
I need to take medication at school?	Hand medication into the main office, together with an administering medical form signed by your parent/carer. Medication must not be kept by students
I'm late for my lessons?	You need to arrive on time for all lessons. If you arrive late for good reason, make sure you have a note signed by a member of staff

I need support with my schoolwork	Speak to someone: a parent, Form Tutor, Student Support
I want to find out where I can go at lunchtime?	Students are encouraged to get involved in clubs at lunchtimes. Students in all years may not leave the academy site without written permission. See the extra-curricular timetable of activities on your tutor notice board
It's raining at lunchtime?	Come inside to the canteen, hall, or library area
I want to cycle to school?	You may use the bicycle shed provided to store your bike. You must lock your own bicycle as the Academy cannot accept responsibility for the loss or damage to them.
I want to raise an issue within the Academy?	Speak to your Form Tutor who will advise you what to do next