

Pride

Respect

Success



Welcome
to Penrice
Academy
2023 Intake





Pride

Respect

Success

Welcome to Penrice, a kind and caring community, built on our core values of **Pride**, **Respect** and **Success**; where students come to learn and develop their character, to grow into confident, independent young adults.

Pride

Our students are proud to be part of this community. They take pride in how they present and conduct themselves, and in the quality of work they produce. Our staff take pride in their work with students to develop them both academically and socially.



Respect

We are respectful of each other and our beliefs, allowing individuals to grow into their own unique self without fear of prejudice.

Success

Students at Penrice are able to feel successful every day, not just through the outstanding academic results they achieve, but through small wins each time progress is made or an obstacle is overcome, knowing that being the best version of themselves is the ultimate quest and the only expectation we have.



You are joining a community with high standards and expectations in everything we do and, through a combination of challenge and support, we believe that every student can flourish.

Welcome from the Headteacher



Ms Lucy Gambier
Headteacher of
Penrice Academy

A very warm welcome from the whole team at Penrice Academy. We are absolutely delighted that you will be joining us in September. You have so much to look forward to!

Our vision is simple: Together we are Proud, Respectful and Successful.

At Penrice we encourage, support and nurture every one of our students to be the best they can be, to take pride in themselves and those around them and we are incredibly proud of each and every one of our students.

We are an inclusive school, fostering an environment of mutual respect and tolerance and we support all students to develop and learn to be respectful through our extensive character curriculum, which values broad experiences and rich opportunities both inside and outside of the classroom.

At Penrice you will experience success; success in your new subjects, success in new friendships and success in new experiences through Penrice Plus.

I hope that this welcome booklet gives you all the information you need, please do not hesitate to get in touch if you have any further questions or concerns.

See you all very soon!

Welcome from the Head of Year 7

To Our New Year 7s,

I would like to take this opportunity to welcome and congratulate you on getting a place at Penrice Academy. The transition from primary to secondary school is one of the biggest and most exciting changes that you will make! I would also like to say that this will be my first year at Penrice too. I am so excited to start this momentous milestone together – what a privilege it is for me to be begin my next chapter at the same time you begin yours!

The key to starting well at secondary school is to make sure you are clear on what is expected of you. Our core values at Penrice are; Pride, Respect and Success.

As Head of Year 7, my main role will be to ensure that you have as smooth a transition into 'Big School' as possible. I have already been working with your Year 6 teachers and our very talented staff here at Penrice Academy to organise your tutor groups into a class where everyone feels safe and secure.

The start of your day is very important and we want to make sure you are ready from the minute you arrive. Once you have settled into your tutor groups, I will be the one who monitors your attendance, behaviour, uniform and progress.

It is vital that we all share the same goal and work towards making Year 7 a great year.

This Welcome Booklet has been designed to provide you with all the necessary information and details ready for you to begin your 5-year journey here at Penrice. It is important that you share the information in this booklet with your parents and carers so that they are in the best position to support you in your transition to Penrice Academy.

We want to make sure that you are happy, proud, respectful, successful and enjoy all of the opportunities that Penrice Academy will offer you! We want you to develop into the best version of yourself by working together. I can't wait to see you all soon!

Mr Darbourne
Head of Year 7



Meet the Year 7 Team

Here at Penrice Academy, students are divided into 10 Tutor Groups. These Tutor Groups are grouped in Populations - 'Population P' and 'Population R' - which are used when organising Year Group lessons and activities.

Tutors will stay with their Tutor Groups for five years and build strong and positive relationships with each member of the group. The Tutor Group

meets once a day for Registration. The Form Tutor will monitor progress and communicate with your parents/ carers via phone or email where necessary. They will help to set you on the right path for the day and give out important notices.

Your Tutor is the first point of contact for your parents / carers should they have any queries.

P Population Tutors



7DM
Mr D Meens



7DH
Mr D Hopkins



7VGP
Mrs V Goodison Powell



7AS
Mrs A Sainsbury



7SR
Mrs S Ricketts

R Population Tutors



7JN
Mrs J Nicholas



7SB
Mrs S Bunting



7MR
Mr M Rowe



7SG
Miss S Geoghegan



7SP
Mrs S Plume

Key Year 7 Staff



Head of Year
Dean Darboune



Pastoral Manager
Lorraine Farr

Penrice Prefects

Our Prefect Team are role models for our younger students and work closely with teachers and support staff, the Penrice Community and local and international charities.

Each Year 7 Tutor Group has two Prefects assigned to help ease transition into secondary school and give advice and guidance.

The Penrice Calendar

The School Day

8.00 - 8.25am	Breakfast Club (Free of charge) *
8.30 - 9.00am	Registration and Assembly
9.00 - 10.15am	Lesson 1
10.15 - 10.45am	Break 1
10.45 - 12.00pm	Lesson 2
12.00 - 1.15pm	Lesson 3
1.15 - 1.45pm	Break 2
1.45 - 3.00pm	Lesson 4
3.00 - 4.00pm	Penrice Plus (Free to all students)



* Sign up at: penriceacademy.org/transition-hub

Penrice Plus

Taking place after school, Penrice Plus is designed to engage all students from Years 7-11 in a wide range of different activities. Our expectation is that all students take part in Penrice Plus and you will have the opportunity to choose an activity to sign up to at the start of Year 7.



2023/2024 Term Dates

Autumn Term

Term begins for Years 7 & 11
Tue 5th September 2023

Years 8, 9 & 10 Return
Wed 6th September 2023

Half Term
Mon 16th October –
Fri 27th October 2023

Last day of term
Fri 15th December 2023

Spring Term

All Years Return
Mon 8th January 2024

Half Term
Mon 12th February –
Fri 16th February 2024

Last day of term
Thur 28th March 2024

Summer Term

All Years Return
Mon 15th April 2024

Half Term
Mon 27th May – Fri 31st June 2024

Curriculum Enrichment Week
Mon 22nd July – Fri 26th July 2024

Term Ends
Fri 26th July 2024



Penrice Plus Information &
Activities Brochure:
penriceacademy.org/penrice-plus

Penrice Pride

At Penrice, our high expectations are reflected in the pride we take in our school uniform and general appearance. Our uniform gives students a feeling of belonging and creates equality and security for all which is why we expect students to wear the correct uniform when in or representing the school.

General Uniform

Black blazer with Penrice Academy logo

(compulsory item available from Screenprint or Keywear).

Black and gold jumper with Penrice logo

(optional item available from Screenprint or Keywear).

To be worn under the blazer, not instead of the blazer.

Black and gold clip-on tie

(compulsory item available from Screenprint or Keywear).

White Long or Short-sleeved Shirt with Collar

Not fitted and must be able to be tucked in. Suitable for wearing with a tie.

Black Uniform Pleated Formal Skirt - knee length

(suitable version(s) available from Screenprint or Keywear).

Trousers - Black formal tailored

No jeans, combat trousers, leggings/stretch-type trousers, cropped trousers, drainpipes or skinnies. No decorative loops, logos, studs or additional buttons. Belts should be black and functional.

We recommend that the trousers are purchased from Screenprint or Keywear.

Formal, tailored black shorts (knee length)

(suitable version(s) available from Screenprint or Keywear).

Black polishable shoes without logos of any kind

No trainers, canvas, sandals, boots or flip-flop style shoes. 'Vans' style skate shoes, or similar, are not permitted.

Socks - plain black only with no logos (not trainer style).

Accessories

Jewellery

One watch can be worn, but no rings, no bracelets or necklaces. No charity bands unless agreed by the school.

Earrings & Other Piercings

One pair of small and discreet, plain ear studs are permitted.

The Academy does not allow any facial or tongue piercings including plastic retainers. Students will not be allowed in school if they refuse to remove them. A plaster covering the piercing is not acceptable.

Where additional jewellery items are worn, students will be asked to remove these and items will be stored at Reception until the end of the day.

Tattoos

It is illegal for children under 18 years to have a tattoo and so these will not be accepted at Penrice Academy under any circumstances.

Make-up

Discreet make-up is permitted in the Academy and discretion is left with the Tutor, Head of Year and Leadership Team. False eyelashes are not permitted. No coloured nail varnish allowed, nor are false or acrylic nails.

Hairstyles

Should be neat, tidy and of an acceptable natural colour. Patterned, shaved or multi-coloured highlighted hair is not permitted in the Academy. If hair colour is used it should be of natural appearance and of one colour only.

Tramlines, shaved hairstyles or extreme hairstyles of any kind are not acceptable, and hair should be cut no shorter than a Grade 2. Hair accessories should be functional and discreet. If you are in doubt, please consult your child's Tutor or Head of Year before your child's hairstyle is changed.

Uniform Questions

Please email transition@penrice.org.uk to check if you are unsure if a uniform item will be permitted. If in doubt, we advise that parents keep receipts until checking.

PE Uniform

Boys and Girls

- Training shoes
- Black and gold sports top with Penrice logo
- Plain black shorts
- Black games socks
- Black tracksuit (optional)
- 1/4 Zip jumper with Penrice logo (optional)

Boys Only

- Black and gold reversible rugby shirt
- Studded football boots

Girls Only

- Black and gold sports skorts and/or plain black shorts or leggings.

Other Important Information for All Students

- A plain black under armour type top is acceptable in poor weather conditions.
- You should wear shin pads for football and hockey; mouth guards for rugby and hockey.
- You must bring your PE kit even if you are unable to participate, as you will be expected to take a non-active role in the lesson. No jewellery is to be worn during any PE lesson.

Funding Support

We do have allocated funding available to support families in hardship to purchase uniform. Please get in contact with: Mrs Hooper, khooper@penrice.org.uk



Pre-Loved

Sell • Swap • Save the Planet

Penrice Pre-Loved is all about giving old uniform and school equipment a new home, re-using perfectly good items and reducing costs and carbon footprint together.

Penrice Pre-Loved is available in the following locations:

- Our in-school Uniform Store / Swap Shop.
- Online, via a Facebook Marketplace page (link available on our Uniform webpage).

100%

Here and Ready to Learn

We always aim for 100% attendance.

It is essential that you are in school every day to meet your full potential, therefore we aim for 100% attendance for all our students. Over the academic year there are 190 days in school, leaving 175 days to book appointments, go on holiday and spend valuable time with friends and family.



Did you know?

If your attendance drops to 90%...

Over 1 year you will miss 19 days of school or 95 lessons.

Over 5 years you will miss 95 days, 19 weeks, 5 months or 475 lessons!

100% attendance will result in you making fantastic progress in your learning, which will open doors for you in the future, enabling you to choose the very best career and opportunities in life. It will also keep you feeling happy and well connected with friends and the wider aspects of school life.

In the unlikely event that you are too unwell to come to school, absence must be reported to attendance@penrice.org.uk, our staff will support you to catch up with any work that has been missed but are unable to set work during a short period of absence.



Further information: penriceacademy.org/attendance

100%

Engaged in Enrichment

We want each of you to enjoy a meaningful range of enrichment opportunities with us here at Penrice because it is these experiences that make you feel successful and happy. Wherever possible these experiences are offered completely free of charge and we can help with transport or costs if required.



For more information on
Enrichment at Penrice, visit:
**[penriceacademy.org/
enrichment](https://penriceacademy.org/enrichment)**

Penrice Plus

It is our expectation that you will stay in school until 4:00pm at least one day per week to take part in Penrice Plus which offers a broad range of after school activities. All you need to do is decide which club you are going to attend from September and sign up. The full offer will be shared ready for the new term.



Sports Clubs

We encourage and facilitate opportunities for all students to play competitive sport, as we fully believe that the life values students learn on the sports field, support them to win in the exam hall as well as helping them to keep healthy and active.

All students have access to a wide range of sporting activities and clubs throughout the week. There is also the opportunity for Year 7 to take part in team games during break and lunch.

We run comprehensive sporting fixtures on a seasonal basis in Athletics, Cricket, Netball, Hockey, Football, Rugby and many more.



Curriculum Enrichment Week (CEW)

Curriculum Enrichment Week, is the last week of the summer term each year. We offer a fantastic range of enriching activities, both here in Cornwall and further afield. All year 7 students will have the opportunity to take part in an exciting week of learning and experiences outside of the classroom.



Additional Opportunities at Penrice

We have many other opportunities for you to experience something new and develop your skills during your time at Penrice. Whether it's learning a musical instrument, getting involved in enrichment challenges, educational trips or taking part in the Duke of Edinburgh award or Ten Tors, there will be lots for you to try.



100%

**Safe,
Successful
and Happy**

You should feel safe and happy at Penrice, and you deserve to be treated with respect and tolerance. This is why we insist on the highest expectations of behaviour from all allowing our students to feel both pride in themselves and each other. We will support all our students to make the right choices through our clear and consistent expectations policy.



Behaviour and Expectations

Our Expectations Policy is in place to ensure we provide a safe, calm and orderly environment where all students are ready to learn and no individual impacts on the learning of others.

We use a system of 'Behaviour Points' to help track those who are struggling to meet our expectations. Staff will issue points to any students who need additional support to meet our expectations. These can be issued during lessons, tutor time or social time, and will be recorded electronically.

Policy Aims

- To create an environment conducive to learning.
- To ensure behaviour is managed consistently and fairly.
- To provide a framework of 'actions equals consequences'.
- To enable behaviour to be tracked by staff.



For our full Expectations Policy, visit:
penriceacademy.org/policies

Rewards and Praise

Our staff provide a positive and purposeful learning environment, where you are encouraged to participate and contribute to the learning, our students build strong positive relationship with all of our staff. We have a number of ways of reinforcing and rewarding your positive behaviour:

Merits

Teachers reward you by issuing merits. These are awarded for excellent classwork or homework, for helping others, or making a positive contribution to Penrice Academy, such as leading an assembly. The number of merits achieved by students in your Tutor Group are added up and the Tutor Group with the highest number of merits each term receives a team prize, such as a trip to the cinema.

Your achievements will be celebrated each term in a 'Celebration Assembly'. In addition to merit prizes, there are also awards you can gain for high attendance, excellent effort in every subject and individual prizes nominated by each Tutor Group and Head of Year.

Praise Postcards

You have the opportunity to have a Praise Postcard sent home to your parent(s)/carer(s) when you have made a significant contribution to the Academy community, produced an outstanding piece of work or shown excellent effort when completing a piece of work. A Praise Postcard is worth two merits.

Behaviour Star of the Week

You also have the opportunity to become a 'Behaviour Star of the Week'. This is an award given by every member of staff each week to an individual student they teach. The Behaviour Star of the Week is worth two merits.

Award Badges

As mentioned you can gain recognition for your efforts and achievements through badges. Penrice students proudly display these on their blazers.



For our full Rewards Policy, visit:
penriceacademy.org/policies

100%

Reading Ready

Reading is at the heart of all our learning across all areas of the school. As a school we have prioritised reading in all subject areas as an excellent way to learn. We would strongly encourage you to continue to read with your parent/guardian for at least 20 minutes per day, alongside this we hope you will also read your own level of books at home independently. This is particularly important during the summer break.

Tutor Reading

During tutor times your tutor and other expert adult readers will read engaging and challenging novels to you. Through this experience you will hear a range of aspirational vocabulary, encounter new cultures and views, opening your eyes to the wider world.

Vipers Cave

In your lessons and through home learning you will develop your skills and understanding of how to become an expert reader, through our VIPERS CAVE reading skills programme. Your teachers will both support and challenge you to explore a wide range of complex texts.

Reading Intervention

We believe everyone can be an expert reader, although we know this isn't easy for everyone. Therefore we will support you with small group and 1:1 sessions to enable you to become the expert we know you can be!

Learning an Instrument

At Penrice Academy, we have a thriving Music Department and are extremely pleased that many of our students take up the opportunity to learn a musical instrument alongside their academic studies. Being able to play an instrument is a wonderful gift that helps to develop students' self-esteem, confidence and diligence and is something that we encourage. We have a team of experienced and highly-qualified peripatetic music teachers who deliver expert tuition on a range of instruments. The majority of these teachers are provided by Cornwall Music Service Trust.

Music lessons take place during the school day and students have permission to excuse themselves from their timetabled lesson to attend their music lesson. Whilst some students prefer to play for the sheer enjoyment of the instrument, other students may be driven by goals and targets and where appropriate, students may be entered for graded exams and suggested for local ensembles.

We currently offer tuition on the following instruments:

Piano, Keyboard, Violin, Viola, Cello, Flute, Clarinet, Saxophone, Trumpet, Trombone, Tuba, Guitar (Electric and Acoustic), Bass Guitar, Ukulele, Drumkit and Orchestral Percussion, and Voice.

Financial support is available for students who are in receipt of Free School Meals or are listed as Pupil Premium.



For more information on music lessons, you can contact Mr Pete Brodey, Music Teacher, via **pbrodey@penrice.org.uk**



Alternatively, there is lots of information available on the Cornwall Music Service Trust (CMST) website: **cmst.co.uk**



Penrice Winter Concert 2022



At Penrice, we recognise that:

- The welfare of children is paramount in all the work we do and in all the decisions we take
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse and a right to learn
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

We will seek to keep Students safe by:

- Valuing, listening to and respecting them
- Building a safeguarding culture where staff, children, young people and their families, treat each other with respect and are comfortable about sharing concerns
- Appointing a nominated child protection lead for students, a deputy and a safeguarding governor
- Developing and implementing an effective online safety policy and related procedures
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

Penrice Safeguarding Team



Claire Gurd
Designated Safeguarding Lead and Teacher of CiC



Abby Macdonald
Operational Designated Safeguarding Lead



Rebecca Kevill
Deputy Designated Safeguarding Lead



Pete Banfield
Safeguarding Team



Pete Brodey
Safeguarding Team



Martin Carter
Safeguarding Team



Jon Scotland
Safeguarding Team



Amanda Davey
Safeguarding Administrator



Pani Bundy
Safeguarding Governor

Any student with a concern about their personal safety or wellbeing can speak to one of the Safeguarding Team.

First Aid

At Penrice, we have a qualified First Aid Instructor who deals with emergency first aid requirements for students whilst at school.

Supporting students with medical conditions

It is important that parents feel confident that Penrice will provide effective support for their child's medical condition and that the student feels safe. Please speak to us if you have any concerns about your child's health.

If a student has an 'Individual Healthcare Plan' at primary school then parents/carers should supply a copy to Mrs Donna McGrath, Individual Care Plan Co-ordinator.

If your child has prescription medication that needs to be taken 4 or more times a day, please complete our 'Administration of Medication – Parental Agreement Form' which can be accessed via:
penriceacademy.org/pastoral-care/first-aid/

You do not need to complete this form in order for your child to carry emergency medication such as insulin, inhalers or EpiPens. Separate forms will need to be completed for these. Mrs McGrath will contact you separately.

Parents/Carers should email Mrs Donna McGrath giving as much information as possible if a student suffers from any of the following:

Epilepsy, asthma, heart conditions, diabetes, migraines, joint problems, bladder problems, bowel problems, hearing impairment, sight loss, allergies that require an EpiPen, or any other significant medical condition.



Mrs Donna McGrath
Individual Care Plan
Coordinator and First Aid
Instructor

 dmcgrath@penrice.org.uk

Mini Medics

First Aid for Children

During Year 7, you will have the opportunity to complete the Mini Medics First Aid for Children course, delivered by Penrice's First Aider, Mrs McGrath.

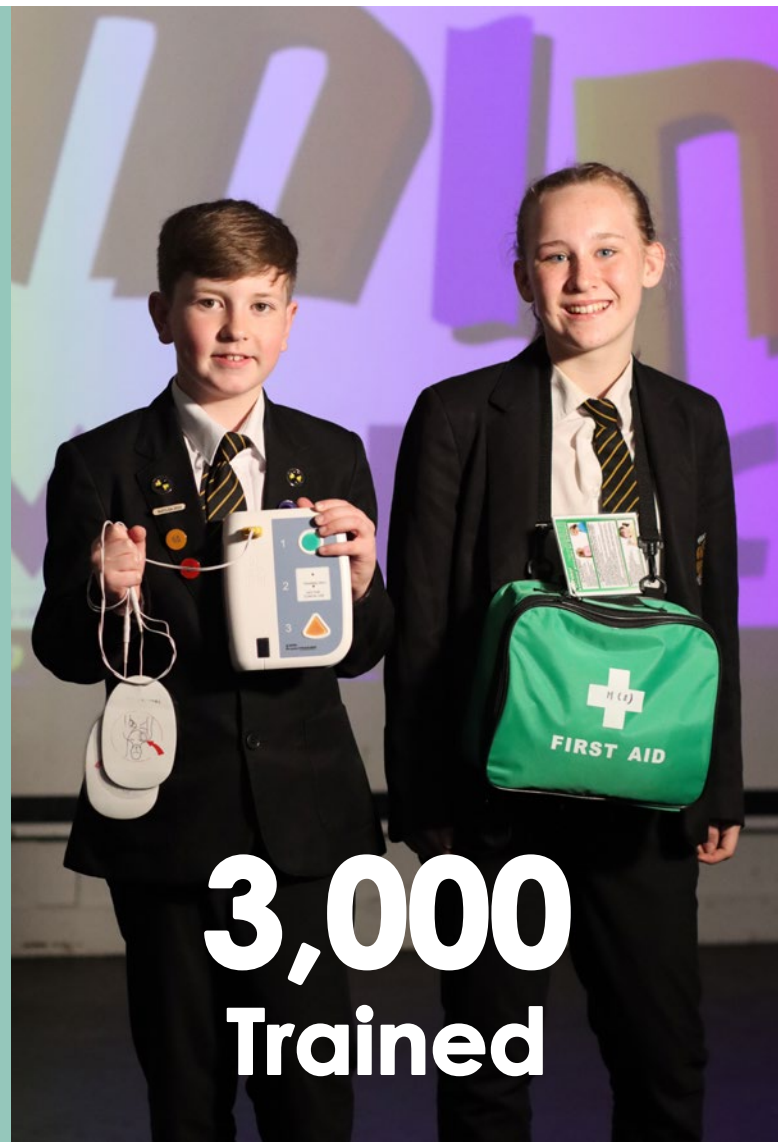
This is a basic introduction to First Aid and Defibrillation for children. The course is kept at a basic level with no use of confusing terminologies. The programme was started by the school in 2017 and is a first aid course designed for children without any confusing terminology.

Topics covered include:

What is First Aid? Defibrillation, First Aid kits, the recovery position, choking, resuscitation (CPR), DR ABC, wounds and bleeding, asthma, shock, safety, communication and contacting the emergency services.

3000 Mini Medics Trained

The school community at Penrice Academy feels a great sense of pride this year after reaching a total of 3,000 students trained in basic first aid as of May 2023.



The Canteen and Money

Online Payments to school with ParentPay

A secure service called ParentPay is used to pay for school meals, trips, after school clubs and more online.

ParentPay offers your parents/ carers the freedom to make payments whenever and wherever they like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.

Your Parents/ carers will have a secure online account, activated using a unique username and password. If your parents/ carers have more than one child at our school, or children at other ParentPay schools, they can create a single account login for all their children. Parents/carers will receive their unique ParentPay Account activation details from the school.

Making payment is straightforward and ParentPay holds a payment history to view at a later date; no card details are stored in any part of the system. Once your parent/carer has activated their account they can make online payments straight away.

PayPoint can be used to make cash payments via a local PayPoint store instead of online. PayPoint payments are recorded by ParentPay and can be seen by logging into the ParentPay account. The nearest PayPoint stores to school are: Asda and Texaco filling station, Southbourne Road. Reception should be notified if parents/ carers wish to use the PayPoint facility and a plastic card will be issued to them to make cash payments at local PayPoint stores.



For more information please visit:
parentpay.com

Cashless Catering System

Penrice Academy has a cashless catering system, which provides us with a more efficient, faster and ultimately better quality service.

This system uses the latest technology and eliminates the need for you to carry cash throughout the day, thus reducing the risk of bullying. It is also biometric (see FAQs) so there is no need for you to carry a card as the system will recognise your thumb at the pay point and at the tills.

Please note that no cash is accepted at the till points in the Canteen.

Any amount of money can be paid into your account, and any money spent on food and drink will be deducted on a daily basis.

We have 2 payment options available to parents and students – online payments and emergency coin and note payments at the cash machine located in the Canteen.

A 'spend limit' can be put in place for an individual student by making a written request to the Finance Office.

In accordance with current legislation we operate an 'Opt In' policy and parents/ carers need to complete the Cashless Catering section within the Admissions Form. If you choose not to be registered on the Biometric System, a 4 digit PIN Code will be allocated. Please note that PIN Codes do not have the same level of security and it will be your responsibility to remember the code and keep it secure at all times.



All payment options are explained on the Penrice website:
penriceacademy.org/catering

King's Coronation Celebrations
in the Canteen (May 2023)



SEND Support

At Penrice Academy we welcome everyone into our community. We will ensure that you are offered an inclusive provision, this means that you can enjoy and benefit from a broad and balanced education as well as enrichment opportunities available to you at our school.

We want you to have access to the National Curriculum at the level that's right for you, so that you are challenged but can be successful. We want you to achieve your full potential while at school, and celebrate your successes.

The SEND Team includes Autism Champions, Literacy and Dyslexia Support Specialists, SEND Teachers and SEN Teaching Assistants. We are based in The Learning Centre, alongside our colleagues in Art and Design.

How can we help?

Everyone is unique, so the help we offer will be all about you and what you need to be a successful learner throughout your journey at Penrice Academy. This could include:

- Reading Recovery – being a more confident reader will help in all your subjects.
- Bespoke Curriculum – some students working

at Entry Level will work together in small groups for most of their lessons.

- Lunch Club and Home Learning Club – to help you with homework and build your independence.
- Social, Life Skills and Lego Therapy – we want you to be a confident, independent young person as well as a successful learner.
- Dyslexia Support – specialist support if you need further help with your literacy skills.
- Post 16 Support – to help you make the right choices when you leave Penrice Academy.
- 1:1 Support – someone to help you become more independent, organised and confident.
- Parent Cafés, so your parents/carers can talk about your learning and the support you receive.

SEND Transition to Penrice Academy

Starting secondary school is a big deal, but it's an amazing opportunity, and the team are here to support you. The SENDCo (Mr Merelie) and Operational Designated Safeguarding Lead (Mrs Macdonald) work closely with your primary school so we know more about how to help you be successful when you start at Penrice Academy in September.

The Penrice Academy Farm

We are extremely lucky to have our own Farm at the Academy and our 'Outdoor Learning Environment' comprises of one main barn and several outdoor paddocks.

The animals on the Farm include goats, a pony, pigs, guinea pigs, rabbits, chickens, degus, an African land snail and a bearded dragon all of which are cared for by our students and Farm Manager. We also have two cats and two farm dogs who visit daily.

We actively encourage you to take ownership and responsibility of the animals during your time at the school. You may want to get involved and help with the animals at break-times, it is a great way to make new friends and learn some new skills!

In Year 9, we offer a BTEC Level 2 qualification in Animal Care. We very much look forward to welcoming you to our Farm in September.



The Student and Family Centre (SFC)

The Student and Family Centre is part of our Pastoral Support at Penrice Academy. We recognise that for some of you, school is not always an easy experience and you may need extra support from our caring staff within the SFC.

At times you may be feeling upset or worried; you may have some friendship difficulties, which might affect your day-to-day learning, or you might just want to pop in to say hello before the start of the school or to check you have everything you need for the day ahead! We are here for you. Finally, you may need to meet someone from outside of school who is already supporting you and who might want to see you during the school day. The SFC is a safe and comfortable place for these meetings to be held.

Some of our Interventions include:

Financial support/Access to Foodbank Vouchers, One-to-one mentoring, Group Work, Gender Support, Behaviour Management, Attendance Support, Social & Emotional Support, Young Carers, TIS (Trauma Informed Schools), 1-1 Support, TIS Group Work, Emotional First Aid/ Mental Health Support, CAF/FGC Advocates, Signposting to Outside Agencies, School Counsellor.

Mrs Kirstin Hooper

Student Support Team Leader,
TIS Practitioner & Mental Health
First Aider

✉ KHooper@penrice.org.uk



Key Contacts

Mr Dean Darbourne

Head of Year 7

✉ transition@penrice.org.uk

From September:

DDarbourne@penrice.org.uk



Mrs Lorraine Farr

Pastoral Support Mentor for
Year 7 & TIS Practitioner

✉ LFarr@penrice.org.uk



Gizmo

SFC Therapy Cat



Mandarin Excellence Programme

Penrice Academy runs a Mandarin Excellence Programme where you can learn this incredible language over the course of five years.

This is an ambitious course designed to push the most academically able. The course leads to a full GCSE in Mandarin at the end of Year 11.



For more information please visit:
penriceacademy.org/MEP

Emotional Mental Health and Wellbeing

When you move to Penrice Academy, some of you may feel really excited and have no worries about the changes, but it is perfectly normal to feel a bit anxious. Sometimes this anxiety can become more difficult to cope with and you may want to talk to someone about your feelings.

At Penrice, we have a large team of teachers all trained to help and support students if they are feeling anxious and worried or if they have experienced a stressful or upsetting situation. These experiences can be very different and what may affect one person may have no impact on another – we are all unique individuals!

There are lots of ways you can look after your own mental health including: keeping active, eating well and exercising, being kind and thoughtful towards others, keeping regular sleeping patterns and spending time doing the things you enjoy – all of which you will learn more about during your journey through Penrice.

Mrs Kirsty Taylor
Emotional Mental Health
and Well-being Lead



Your emotional mental health and wellbeing at Penrice is supported in 3 core ways:



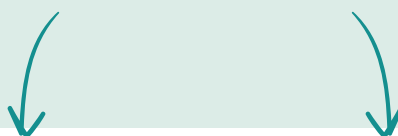
1 | Tutor Times

Morning tutor times to allow you a great start to the day, including our Wellbeing tutor time when you will take part in lots of different activities to support positive mental health.



2 | PACE and PRRR

Teachers all use 'PACE' and 'PRRR' in their classroom (see below). These are strategies designed to help you learn in a safe and positive environment.



3 | The Mental Health First Aid Team

Lots of staff who are trained to support you if you need a bit of extra help. These include our TIS team and our Mental Health First Aid team. You will also be able to speak to your tutor, Mrs Farr or Mr Darbourne if you are feeling upset or anxious.

PACE Model

Playfulness - An open, ready, calm, relaxed and engaged attitude.

Acceptance - Accepting the wishes, feelings, thoughts, urges, motives and perceptions that are underneath the outward behaviour, without judgement.

Curiosity - Involves a quiet, accepting tone that conveys a simple desire to understand the young person.

Empathy - A sense of compassion for the young person and their feelings.

PRRR Model

Protect - Making our students feel safe both physically and psychologically.

Relate - Interactions with students should be healing not harming.

Regulate - Soothe, calm and bring down toxic stress.

Reflect - A conversation is better than a punitive response.

Useful Information A-Z

Absences

If you are unable to attend the Academy for any reason during any school day, please ask your parent(s)/carer(s) to contact us by phone or email to explain the reason for your non-attendance:

01726 72163 (Option 1)

attendance@penrice.org.uk

Address

Your parent(s)/carer(s) need to notify us of any changes to your address, telephone number or email address. It is essential that we hold telephone numbers for at least two people who can be contacted immediately in an emergency. The Academy also operates a texting and emailing service to your parent(s)/carer(s).

Assemblies

Each Year Group has its own assembly once a week. Year 7 assembly is on Fridays.

Assemblies are designed to provide a positive start to the academic day, update you with important messages and celebrate student successes.

Contacting Staff

Regular contact between home and school is essential to support you in your learning. If your parent(s)/carer(s) wish to contact a member of staff they can telephone Reception or contact them via their email. Staff will respond at their first opportunity, usually within 24 hours, however please ask your parent(s)/carer(s) to bear in mind that all teaching staff and the Head of Year teach a full timetable and will not be able to come out of lessons, registration times or previously arranged meetings. Meetings usually take place at the end of the teaching day. Your Form Tutor will be your parent(s)/carer(s) first point of contact.

Curriculum

In Year 7 and 8 students study the full breadth of the KS3 National Curriculum and beyond. Developing strong, knowledge rich foundations across a broad range of subjects; our ambitious approach for all students includes studying a Modern Foreign Language for the full 5 years.

Students will study English, Maths, Science, Geography, History, Art, Music, PE, CLASS, Character, RE, Drama, Food, Product Design, Computer Science, Design Technology and French or Spanish (except as agreed by the SENDCo).

In Year 9 Students personalise their timetable and experience our enrichment curriculum. This broadens student's horizons and ensures all enjoy a breadth of vocational and academic opportunities.

You will have a two-week timetable (Weeks A and B) to make sure all subjects have the appropriate amount of lesson time. Parents can help by checking that you have the right books and equipment each day for your timetabled lessons.

Entrance and Exit from Penrice Academy Premises - Safety

If you arrive and leave Penrice Academy on foot you must use the Polmear Road entrance/exit and cross the road at the Puffin Crossing. (Charlestown direction students may use the side pedestrian gate at the front of the school).

If you are travelling to school by bike please wear a helmet. Students are not permitted to bring scooters or skateboards to school. The main car park is for school buses and staff cars

only and, to keep you safe, it must not be used to pick-up or drop-off. At the end of the school day, if you are travelling on buses or coaches you should walk straight to the upper yard next to the staff car park. If your bus has arrived, you may board immediately. Staff will be on duty to help you find your bus and tell you where to stand if you are waiting for your bus.

Essential Equipment

We want you to have all you need to progress in your learning and feel prepared. Every day you must bring your School Bag and inside that bag you should have:

- A Pencil Case containing; pen, pencil, ruler, rubber, pencil sharpener, highlighter
- A calculator
- A reading book (you will be able to borrow this from the school library)
- A refillable water bottle to use through the day (you can drink water during lessons as well as break times and there are water fountains around school to re-fill your bottle)
- The Student Organiser, Reading Ruler, Mini Whiteboard, Whiteboard Pen and Plastic Folder that you will be issued at the start of September
- Any exercise books you've taken home (up to A4 size)

You are responsible for maintaining the good condition of your exercise books, text books and equipment. At the start of term we will provide anything you are missing from your pencil case. Beyond this, if you are in receipt of Pupil Premium funding and need support with equipment, please email Kirstin Hooper via khooper@penrice.org.uk.



First Aid and Medical Provision*

Qualified First Aiders are available during the school day for emergencies only. If you require ongoing medical support, eg Type 1 Diabetics, you will be looked after by our First Aid Team. Donna McGrath is responsible for Medical Care Plans for those students who require them.

**see also Medical and Dental Appointments (next page)*

Homework Guidelines

Home learning at Penrice is an essential part of our learning. It helps all students to cement and further their knowledge in all the subjects they study whilst also developing independence and resilience. Home learning helps to strengthen connections within long term memory, making all students more knowledgeable. All home learning will link closely to the learning students are undertaking in lessons and will take around 20 minutes to complete per subject.

Home learning is set on Satchel One, which is an online platform. All students will receive login details on starting at Penrice. Support for home learning is available at Penrice.

Insurance

Penrice Academy does not insure your personal effects. If you wish to bring expensive items onto the premises then you are advised to ask your parent/ carer to arrange cover with their own insurers. For trips abroad, staff will make the necessary arrangements and include relevant insurance in the cost.

Internet Enabled Devices

We want you to be able to learn and develop socially without any distractions from mobile devices therefore you are not allowed to use mobile phones or smart watches at Penrice Academy at any time, including break and lunch times. If there is a genuine

need for you to contact your parent(s)/carer(s), you can use the telephone on Reception at the discretion of staff.

If you have a mobile phone with you in school it must be turned off and put in your school bag before entering the school grounds. They must not be used at any time on the school grounds, including in classrooms, toilets, corridors, dining spaces, yards or playing fields. If any such item is seen or heard in the Academy, the item will be confiscated by the member of staff and the incident will be recorded according to the Behaviour Policy. The item will then be given to Reception for safe storage. You will be able to collect the item at the end of the following day. If the item is confiscated on a Friday, it will be kept in the Academy until the following Monday.

In cases of repeat offences, your parent(s)/carer(s) will be requested to collect the item. Penrice Academy accepts no responsibility for the loss or damage of expensive items brought to the Academy.

Lunch Club

Within our Learning Centre environment, we offer a Lunch Club facility for students who may be anxious in crowds, are unable to choose a healthy option or find it daunting to eat in front of other people.

Students meet in the Hall at lunch time five minutes before the official start of lunch, enabling them to get their food before the rest of the students arrive. Some students prefer to eat their lunch in the Canteen with the support of staff, while others have permission to eat in the Learning Centre, which offers a calm and peaceful environment. Once students have eaten, they can play a variety of games within the Learning Centre.

Medical and Dental Appointments

Where possible, we advise that dental or medical appointments are made outside of school hours. If you need to attend a dental or medical appointment during the school day you must bring an appointment card or a note signed by your parent(s)/carer(s) to your form tutor. Please give this to the Attendance Officer prior to leaving the Academy. Alternately your parent/carers can email attendance@penrice.org.uk ahead of the appointment.

If the school have not been notified and you do not have a letter or appointment card you may only be permitted to leave the premises after contact with your parent(s)/carer(s).

Movement

We want you to feel safe; therefore we ask that you walk calmly and quietly along our outdoor routes between lessons, keeping to the left in single file at busy times.

We started using outdoor routes as a covid measure back in 2020. Student feedback showed that they felt safer and more comfortable using outside routes as there is more space to cater for the amount of people/traffic. We therefore decided to keep our outdoor routes in place after covid restrictions lifted,

preventing congestion issues in corridors. We encourage students to bring a coat for walking outdoors.

Progress Evenings

There is a programme of progress evenings to help us work together to support your learning. These include a 'Meet the Tutor' evening where your parents/ carers will be invited to address any specific concerns. Appointments can be booked online or by telephoning Reception.

Dates will be provided in September as part of the calendar for the year. If at any time your parent/carers has concerns or questions about you, an appointment can be arranged with the Head of Year, Form Tutor or Subject Teacher by contacting Reception.

Progress Reports

You will be issued with progress reports twice across the academic year. The progress report will give details about how you are progressing and engaging with your learning in each subject.

The progress report will also give improvement targets and ways your parents/carers can best support you to improve in each subject at home, along with general information including reading age, attendance, merits and behaviour points.

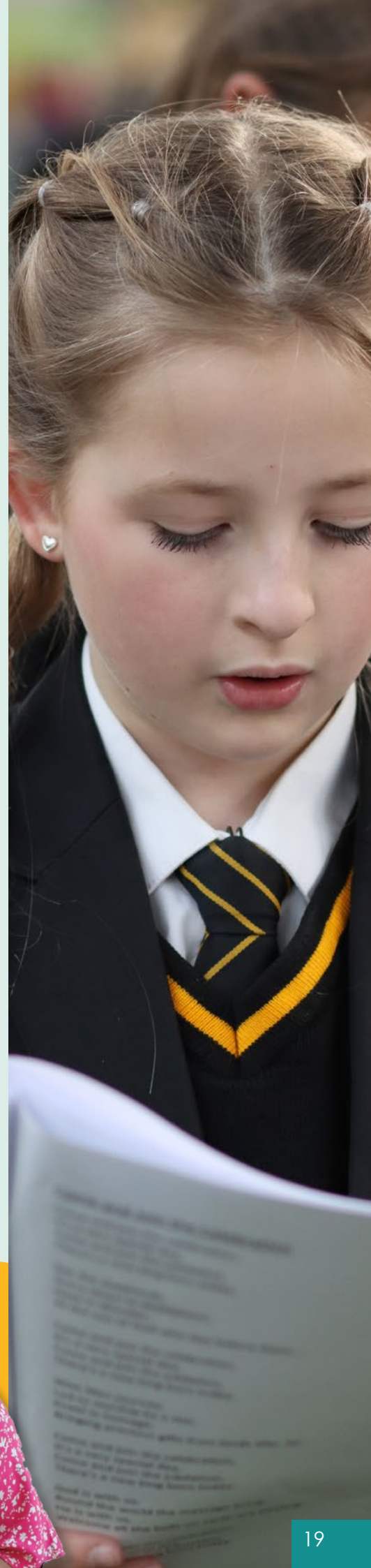
Questions

Please do visit our website and if you have any remaining questions about transition and Year 7 then please contact:

Mrs Kirstin Hooper

Student Support Team Leader

✉ transition@penrice.org.uk





Pride
Respect
Success

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St. Austell
Cornwall
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