

STEWARDS ACADEMY **SCIENCE SPECIALIST**

INTRODUCTION

This document, together with the Stewards Brochure, forms the School Prospectus and provides information to parents about the academy. Please note that the information given below describes the organisation and running of the academy during ordinary times. The academy is currently operating a temporary model based on COVID-19 restrictions.

ADMINISTRATIVE INFORMATION

Headteacher: Mrs H Ginger BSc
Chairman of Governors: Mr J Tarling
Status and Character: Academy

The number of pupils on roll in September 2020 was 1100
Number intended to admit in September 2021 is 210

ARRANGEMENTS FOR PEOPLE TO VISIT THE ACADEMY

Parents are usually welcome to visit Stewards Academy by appointment or on our annual Open Day, but at this time it will not be possible for parents to visit during the school day due to COVID-19 restrictions. To support parents this year, additional information has been provided within the academy prospectus pack, and a selection of videos will be available. We are also considering offering limited tours of the site outside school hours for parents that are new to the academy. Details of all the above can be found in the letter that accompanies the academy prospectus pack.

During ordinary times, senior members of staff visit local primary schools and there are opportunities for children in Year 6 to visit the academy, experience lessons and attend a variety of activities. If the circumstances allow, then these activities will go ahead as planned. Alternatives will be put in place, such as virtual meetings, if this is not the case.

In the Summer Term there are meetings at the school for parents whose children will be joining us the following September. These may take place virtually depending on the current situation.

ADMISSIONS POLICY FOR 2021/2022

Stewards Academy provides for the needs of pupils within the 11-16 age range. The Academy's Governors are the Admissions Authority. Pupils are admitted at age 11+ without reference to ability or aptitude. Applications must be made in accordance with the co-ordinated scheme operated by the child's home Local Authority. For children resident in Essex this is detailed in the Secondary Education in Essex booklet. Information is also placed on the Essex County Council web site www.essex.gov.uk/admissions. The Local Authority will send offer or refusal letters for places at all schools to parents of all pupils living in Essex by first class post.

The number intended to admit is a maximum of 210 pupils. There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children.
2. Children living in the area served by Nazeing Primary School.
3. Children of permanent members of staff at Stewards Academy:
 - (a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or;

(b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;

4. Children living within the defined geographical area of Harlow with a sibling attending the school at the time of admission.
5. Other children living in the defined geographical area of Harlow.
6. Children living outside the defined geographical area of Harlow with a sibling attending the school at the time of admission.
7. Remaining applications.

In the event of over-subscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given highest priority.

Maps showing the area served by Nazeing Primary School and the geographical area of Harlow are available from the Local Authority.

SPECIAL CASES

Children with a statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) that names the school will be given a place irrespective of the above criteria.

Exceptional medical circumstances (supported by medical evidence) may override the above criteria if, in the view of the Governing Body, Stewards Academy is the only local school that can meet the needs of the child.

In the event of over-subscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given highest priority. For the academic year 2020-21 Stewards received 523 applications.

UNIFORM

We place considerable emphasis on the importance of personal dress and appearance and insist on a high standard. All pupils are required to look smart in their uniform both in the Academy and on their way to and from the Academy. Pupils should represent Stewards Academy with pride and are expected to wear a standard uniform as follows:

Plain white shirt with collar, top button and long or short sleeves
Full length black trousers (no leggings/jeans)
Black ON THE KNEE pleated skirt
Stewards tie
Black blazer with Stewards badge
Black shoes (not trainers, canvas shoes, plimsolls, or boots)
Plain black or white socks
Plain V-necked black jumper [optional] (no hooded tops)
Plain school bag able to fit an A4 folder (fashion handbags are not considered suitable)

Extreme hairstyles are not acceptable (shaved/extensions/colour)
No jewellery
Discreet make-up (no nail varnish/nail extensions)

All clothing must be plain. All uniform items can be purchased from TOP FORM located at The Stow, Harlow, telephone 01279 434813. In addition, badges and ties are available at the Academy. We expect pupils to be smart in their appearance. Pupils need to have a suitable school bag to carry

books and equipment. Extreme hairstyles and acrylic nails are not acceptable and no jewellery (including piercings), or “hoodies” should be worn. Personal items such as iPods, and mobile phones are brought into the Academy at the owner’s risk and use of these should be in line with the Acceptable Use Policy. Failure to follow this policy will result in sanctions being applied as per the Academy’s Behaviour Policy.

PE KIT

During PE lessons the correct kit must be worn. The kit is as follows:

Plain black shorts or skort with Stewards logo (compulsory)	Swimming Cap for boys and girls
Black socks (compulsory)	Football boots
Black and gold rugby top with Stewards logo (compulsory)	Black swimming costume or trunks
All black tracksuit (optional)	Towel and wash kit
House t-shirt	Asthma pump as appropriate
Trainers	Large water bottle
	Sun cream and hat (summer months)

NB. The PE Department strongly recommend that all pupils wear protective clothing such as mouth guards and shin pads for rugby and football. Mouth guards can be purchased from sports shops and dentists, the shin pads from sports shops.

Pupils must not take any valuables into the changing rooms. Locker keys may be handed to their PE teacher for safe keeping. The PE Department cannot accept any responsibility for lost items. Please label all clothing and bags with your child’s name.

PE clothing items available from: Create Identitee Ltd, 17-18 St James Centre, East Road, Harlow CM20 2SX - Telephone: 01279 881333

THE SCHOOL DAY

Time	Activity
08.30	Breakfast Club (Optional)
09:00	Start of Formal School Day
09:00 – 09:15	Morning Prep
09:15 – 10:30	Period 1
10:30 – 10:45	Break
10.45 – 12:00	Period 2
12:00 – 12:40	Lunch
12:40 – 13:55	Period 3
13:55 – 14:10	Break
14:10 – 15:25	Period 4
15:25	Close of Formal School Day
15:25	Academic Prep (Invitation only)
15:25	Afternoon Prep (Directed Pupils only)
15.25	After School Clubs / Fixtures / Activities Programme

SCHOOL CURRICULUM

During a normal school week 25 hours are spent on teaching. Stewards Academy follows the National Curriculum in Years 7,8 and 9, providing pupils with a comprehensive range of subjects. The Academy operates a 2-year Key Stage 4 curriculum model which incorporates a pathways system.

Ebacc Pathway: Identified pupils are encouraged to follow a traditional curriculum pathway consisting of a broad range of GCSE qualifications. History or Geography and a Modern Foreign Language are compulsory for pupils following this pathway. Pupils also have the opportunity to study three individual sciences and have two further option choices from a range of GCSE and Vocational Subjects.

Vocational Pathway: Pupils following this pathway experience a broad and balanced curriculum and are expected to study at least one of the following: History, Geography, French or Spanish. They select from a range of GCSE and Vocational subjects, with two option choices. In this pathway pupils also study a Level 1 Vocational Qualification in Year 9 and then have a third option choice from a range of Level 2 Qualifications which they begin in Year 10.

Personalised Pathway: Pupils following this pathway experience a broad and balanced curriculum and are expected to study the Humanities Diploma. They select from a range of GCSE and Vocational subjects, with two option choices. In this pathway pupils also study a Level 1 Vocational Qualification in Year 9 and then enhance this further into Year 10 and 11.

Religious Education is taught separately in Years 7,8 and 9 and as a GCSE option at KS4. Parents have the right to withdraw their child from Religious Education and collective worship and should consult with the Headteacher if they wish to exercise this right. Alternative arrangements can be made to accommodate such preferences. Health Education is an important element of the Academy's curriculum. Hygiene, physical and moral aspects of sex education are taught in several areas of the curriculum but predominantly in Science, Physical Education and the Ethics and Values Programme. Parents are informed in advance when sex education will be taught. They have the opportunity to view materials on request and have the right to withdraw their child from all or part of the sex education programme in accordance with Government policy.

Physical Education offers something for all interests including traditional team and individual sports. A full programme of fixtures and clubs enable pupils to fully participate within a varied and active sports curriculum.

Lower School Curriculum (Lower Key Stage 3) Year 7 and 8	
Number of lessons per fortnight (75-minute lessons)	
English	6
Mathematics	6
Science	6
Modern Language	3
Technology	2
ICT	2
History	2
Geography	2
RE	2
Art	2
PE	2
Music	2
Drama	2
Ethics and Values	1

Lower School Curriculum (Upper Key Stage 3) Year 9	Ebacc	Vocational
English	6	6
Mathematics	6	6
Science	6	6
Modern Language	4	0
Vocational Studies	0	4
Technology	2	2
ICT	2	2
History	2	2
Geography	2	2
RE	2	2
Art	2	2
PE	3	3
Music	1	1
Drama	1	1
Ethics and Values	1	1
Upper School Curriculum KS4 Years 10/11	Ebacc	Vocational
English	6	6
Mathematics	6	6
Science	8	8
Modern Language	4	
History/Geography/Diploma	4	4
Vocational Curriculum		4
Option 2	4	4
Option 3	4	4
PE	3	3
Ethics and Values	1	1

The Upper School Option list includes the following subjects:

GCSE: Design Technology, Sociology, Music, Drama, Art and Design, Photography, Dance, Physical Education, Geography, History, Computer Science, Business Studies, French, Spanish, Media Studies, Food Preparation, Religious Studies.

Vocational Qualifications: Child Development, Sports Science, Engineering, Hair and Beauty, Media Studies and BTEC Level 1 Introductory Qualification.

HOMEWORK AND STUDY SUPPORT

Homework is an essential part of the curriculum helping pupils to learn how to work independently and to manage their own time as well as developing a range of study skills. Homework is set in accordance with curriculum needs.

Study Club is available before (8:15-8:45am) and after school (3:25-4:25pm) Monday to Friday. pupils are welcome to come and complete homework or independent study.

LEARNING SUPPORT

At Stewards Academy children with Special Educational Needs (SEN), including those with Statements of Educational Needs or Educational Health Care Plans (EHP) are identified early and given the greatest possible access to a broad and balanced education that will benefit them in adult life. Each pupil's needs are considered individually, and a suitable provision put into place to suit them. This provision is regularly reviewed. Pupils who have particular learning needs are supported through in-class support with Learning Support Assistants. The needs of pupils with disabilities are carefully considered before admission and appropriate strategies and arrangements are put in place. Building and grounds adaptations have been carried out to improve accessibility for disabled pupils.

Full partnership between parents/carers, pupils, staff, and outside agencies is actively supported with regular contact between home and the Academy. Our aim is to ensure that pupils with Special Educational Needs feel valued, confident, and motivated at all times during their school life.

PROVISION FOR HIGH ATTAINING PUPILS (GIFTED AND TALENTED)

Our aim is to provide every opportunity for high attaining pupils to celebrate and develop their abilities. As well as grouping pupils by ability in most subjects, we have developed a full range of curriculum extension activities for able pupils. This includes summer school programmes, enrichment days, university visits, participation in local and national competitions and involvement of outside speakers.

TUTORIAL/REWARDS/RESTORATION

Each pupil is allocated a tutor group and tutorials, known as Morning Prep, run every day for 15 minutes. This is an important time in the day when tutors work with tutees to develop personal skills and attributes which contribute to their success. The values of our school are summarised as the **COURAGE** curriculum: Confidence, Opportunity, Unity, Resilience, Appreciation, Generosity and Enjoyment. Tutor time is designed to develop these attributes in every pupil, and this is reinforced across every aspect of school life.

A reward system, linked to the COURAGE values, ensures that the development of these attributes is celebrated regularly. When a pupil fails to meet the academy's standards, they are directed to Afternoon Prep. This means that they are asked to stay behind at the end of the same day to discuss with their teacher how the standards will be met the following day and to catch-up with any work missed.

The academy house system provides healthy competition and challenge. There are four houses: Bravery, Fortitude, Prowess and Valour. Several house events and competitions take place during the academic year.

CAREERS EDUCATION AND GUIDANCE / WORK EXPERIENCE PROVISION

Careers Education and Guidance involves pupils in all year groups. Each pupil has a Record of Achievements folder in which they store information regarding their achievements and experiences in school. Events are run with local employers and colleges to inform pupils and parents of choice and availability in Further Education or employment. The Stewards Careers Library is continually developing resource information booklets and computer-based literature.

Work Experience in Year 10 gives pupils valuable 'hands on' experience of the working world. Extensive links exist with local companies who support pupils through various initiatives such as lectures, day visits and access to new technology.

ACADEMY POLICIES

Copies of Academy policies; for example, Learning Support or Safeguarding can be obtained from the academy website or from the Headteacher on request.

EXPRESSING YOUR CONCERNS

If you have a concern about the curriculum, there is a statutory procedure for dealing with written complaints. Details of this formal process are available from the school.

EXAMINATIONS POLICY

Our examination policy is that all pupils are entered for the examinations for which they have been studying provided they have completed the coursework requirements and have been in regular attendance.

EDUCATION AFTER THE AGE OF 16

At the age of 16 the majority of our pupils continue their education at local 6th forms or Harlow College, where they can choose from a wide variety of 'A' level and vocational courses. In 2018-19 the destinations of our leavers were as follows:

- 93% went on to further education
- 2.5% went on to work based training
- 1.5% went on to employment
- 3% fall into other categories

CHARGING AND REMISSIONS POLICY

The Governing Body reserves the right to make a charge in the following circumstances:

- i) Activities outside Academy hours and certain other activities which enhance the curriculum.
- ii) Ingredients and materials for practical subjects.
- iii) Individual music tuition.
- iv) Examination fees where a pupil has not been prepared by the Academy or for entry to a non-prescribed examination.

Charges will not be made for any activities which form part of a prescribed examination syllabus or are in fulfilment of National Curriculum requirements, though voluntary contributions may be requested. The Academy will consider the remission of the board and lodging cost of a residential trip which takes place in school hours, if the family is in receipt of certain benefits. The Academy will also consider reimbursement to families in receipt of universal credit in respect of travel expenses incurred on Work Experience. Authorisation of remission will be made by the Assistant Head Teacher (appropriate Key Stage) in consultation with the Headteacher.

ATTENDANCE

We make every effort to work with parents in ensuring that young people attend on a regular basis. We expect parents to inform us on occasions when their child is absent. The Attendance Officer, Pastoral Support Mentors or tutors will contact parents to follow up unexplained absences. The following statistics are presented in the format required by the DfE.

In the 2018-2019* year the total number of registered pupils on roll for at least one session = 1077

- 4.29% of half days (sessions) missed through authorised absence e.g. illness
- 1.9% of half days (sessions) missed through unauthorised absence

*Please note that the data for 2018-19 has been provided as attendance figures for 2019-20 are not typical due to partial closure in this year due to the COVID-19 pandemic

CONCLUSION

If after reading the Stewards Academy Prospectus you seek clarification on any issue, please contact the Headteacher at the school. The information contained in this document was correct as of 1st September 2020 based on the usual everyday organisation of the school, but it should not be assumed that there have been no subsequent changes.

A handwritten signature in black ink, appearing to read 'Helen Ginger', written in a cursive style.

Helen Ginger - Headteacher