



# Family Handbook

2023 - 2024

*Updated: January 2024*

## Headteacher's Introduction

Dear Parent/Carer,

We deeply value the partnership between parents/carers and our school, as it plays a vital role in fostering the growth and development of your child into an outstanding citizen. This family handbook serves as a tool for us to collaborate and support your child's journey at Our Arena, aligning with our CORE values of collaboration, opportunity, respect, and excellence.

Within this handbook, you will find comprehensive information about our standards and expectations, available support for your child, their curriculum, and ways in which you can assist them in their studies. You can access a copy of the document on our website here: [Parents and Carers - Arena Academy \(corearena.academy\)](https://www.corearena.academy/parents-and-carers)

Rest assured, we will promptly notify you of any updates. We encourage you to regularly visit our school website, which serves as a valuable resource containing all the necessary information you may need: <https://www.corearena.academy/>.

We sincerely hope that this family handbook equips you with the essential knowledge to support your child effectively. However, if you require any further information, please do not hesitate to contact the school.

Yours sincerely,



Mr R Mann  
Headteacher

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## Timings of the school day

All students will attend school by 08:35 each day and enter by Arena Central doors. All students will have break and lunch time at the same time, the use of the Astro Turf will be on a rota to allow for safe use of this space. Year 7 students will start lunch slightly earlier at 1.15pm. There will also be opportunities for extracurricular activities at social time. Students will have 5 x 1hour lessons each day, the school day ends at 3.10pm.

Timings	Activity
8:35am – 9:00am	Registration
9:00am – 10:00am	Period 1
10:00am – 11:00am	Period 2
11:00am – 11:25am	BREAK inc. Line up
11:25am – 12:25pm	Period 3
12:25pm – 1:25pm	Period 4
1:25pm – 2:10pm	LUNCH – inc. Line up <i>Year 7 start Lunch at 1:15pm</i>
2:10pm – 3:10pm	Period 5

### Guided Reading Time

For the first 10 minutes of period 5, students are required to engage in Guided Reading Time (GRT). GRT involves the class teacher reading a pre-arranged age-appropriate text/article that is relevant to the topic or lesson that is being delivered.

### School Breakfast

Free Breakfast is provided for all students from 8:25 to 8:35 in the canteen.



**What:** Free Toast and Tea

**Where:** In the canteen

**When:** 8:20 to 8:35am



For more information about the food we offer, please click here:

<https://www.corearena.academy/school-life/lunch-menus/>.

## Line ups

To enable students to enter school following lunch and break time and arrive to lessons with the attitude to start learning, Year 7, 8, 9 and 10 students will line up on the playground at the end of break and lunchtime. Subject teachers escort students back into school and into their classroom. This practice helps to ensure a calm and orderly environment following these busy periods.



## Form Time

Form time is from 8:35 to 9:00am. Every year group has an assembly once a week in the hall. During Form time students take part in a variety of activities as detailed below. In addition, each student will have an individual academic mentoring meeting. During this meeting, students will discuss their academic progress and any support they require in order to achieve their potential.

	MONDAY	TUESDAY		THURSDAY	FRIDAY
<b>YEAR 7</b>	Conduct Cup Review & Praise Day	Article of the Week	Critical Thinking: Votes4school	Reading	Assembly & Academic Mentoring
<b>YEAR 8</b>	Conduct Cup Review & Praise Day	Article of the Week	Critical Thinking: Votes4school	Assembly & Academic Mentoring	Reading
<b>YEAR 9</b>	Conduct Cup Review & Praise Day	Article of the Week	Assembly & Academic Mentoring	Critical Thinking: Votes4school	Reading
<b>YEAR 10</b>	Conduct Cup Review & Praise Day	Assembly & Academic Mentoring	Article of the Week	Critical Thinking: Votes4school	Reading
<b>YEAR 11</b>	Assembly & Academic Mentoring	Conduct Cup Review & Praise Day	Article of the Week	Critical Thinking: Votes4school	Reading



# Attendance to school – Everyone's Responsibility

- School attendance is mandatory. As a parent or carer, you have a responsibility to ensure that your child attends regularly.
- We record attendance as legally required and following attendance procedures outlined by Birmingham Local Authority. Please use this link to access Birmingham Local Authority Guidance for parents in terms of school attendance:  
[https://www.birmingham.gov.uk/info/20014/schools\\_and\\_learning/1502/school\\_attendance\\_advice\\_for\\_parents](https://www.birmingham.gov.uk/info/20014/schools_and_learning/1502/school_attendance_advice_for_parents)
- The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.

If your child is unwell, or for any other reason is unable to attend school, please contact school on 0121 729 7310, this phone call needs to be made before 8.35am, there is an option to leave an absence message by choosing the attendance option on the school voicemail, please state your child's name and form group, as well as the reason for absence.

## ATTENDANCE Everyone's Responsibility

There are **175 non-school days** in a year. That's plenty of time for holidays, shopping and appointments

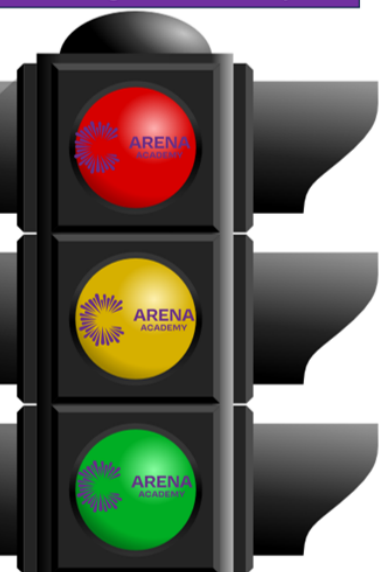
Miss 9 days in a year = on average, **drop at least 1 GCSE grade** in EVERY Subject

Days absent in a year	Weeks absent in a year	Lessons missed in a year
9 days	2 weeks	50 lessons
19 days	4 weeks (1 Month!)	100 lessons
<b>Miss 19 days or more - Persistent Absentee (PA) Possible fines and court action</b>		
29 days	6 weeks	150 lessons
38 days	8 weeks (2 Months!)	200 lessons
48 days	10 weeks	250 lessons
57 days	11.5 weeks	290 lessons

**Miss 19 days or more**  
Drastic effect on academic achievement

**Miss 5 - 18 days**  
Cause for Concern

**Miss 0 days**  
Excellent!



### Attendance rewards

Students who attend 100% of the time or who have significantly improved their attendance will receive rewards. Please see the attendance journey poster below.

# ATTENDANCE - EVERYONE'S RESPONSIBILITY



Have you achieved 100% attendance for the whole academic year? If yes, you will be invited to the end of year rewards trip



Summer Reward event for all students with 100% attendance

Employers want a workforce that is **committed** and **punctual**



End of Year Rewards assembly. Most improved attendance and 100% attenders receive certificates

**JULY**

Missing **two days** a month means you miss **10% of the school year!**

Termly prize draw for most improved attendance - £10 vouchers



**100% ATTENDANCE**

Easters Reward event for all students with 100% attendance

There are **190 School days** in a year



End of Spring Term Rewards assembly. Most improved attendance and 100% attenders receive certificates

**APRIL**

There are **175 Non School days** in a year



Termly prize draw for most improved attendance - £10 vouchers



Christmas Reward event for all students with 100% attendance

Miss 9 or more days in a year = **drop at least 1 GCSE grade** in EVERY Subject

**DECEMBER**

Form tutor group trophies for best weekly attendance



End of Autumn Term Rewards assembly. Most improved attendance and 100% attenders receive certificates

Between 97% and 100% is ideal. 97% equates to **5.5 days absence in a year**



Attendance breakfast on Fridays. You need 100% attendance in the previous week to be entered into the random draw

*Welcome!*

Your target is **100%** attendance

**SEPTEMBER**



Your attendance is celebrated every week in assembly time



## Students who are late to school

At our Arena, we set high expectations for our students, including arriving on time to school so they are ready to learn. If a student arrives after 8:35am, they are classed as late. Late students will sign in at reception using our inventory system, and a senior leader will be there to meet them and guide them to the late room. In the late room, the student will be given a reflection sheet to complete, which will help them understand why punctuality is so important and how they can improve it. Our dedicated staff members will also work with the student to give them strategies to help them arrive on time in the future. We believe that when students take responsibility for their learning and behaviour, they are more likely to succeed. Students who arrive to school after 8.35 but before the central register closes will complete a same-day break time reflection. Students arriving after the central register closes will be issued a 60-minute reflection on the same day. If a student misses three break time reflections in a half term, we will issue a 100-minute reflection. Absolutely, we understand that sometimes unforeseen circumstances can make students late for school. If you know that your child will be late due to a valid reason, please do let us know and we will work with you to make sure your child is supported. **If your child arrives to school after 8:35am, they must go to reception where they will be met by a senior member of staff and escorted to a late room.**

## Punctuality to lessons – On Time, Every Time

All students have 5 minutes to make their way to lessons.



The graphic features the Arena Academy logo on the left, which consists of a stylized sunburst icon above the text 'ARENA ACADEMY'. To the right of the logo, the words 'ON TIME' and 'EVERY TIME' are written in large, bold, purple capital letters. Below this, a large black number '5' is followed by the text 'minutes to make your way to your next lesson'. Two purple rectangular boxes with white text are positioned below the '5 minutes' text. The left box says 'If you arrive to your lesson 5 minutes after the bell, you are late = 30 minute reflection'. The right box says 'After line up, follow your teacher to your classroom. If you do not follow your teacher = 30 minute reflection'. At the bottom of the graphic is a purple banner with the text 'Punctuality is important' in white. Below the banner is a row of small, light blue icons: a speech bubble, a play button, a pencil, a magnifying glass, a document, a camera, and a speech bubble with a checkmark.

There are large digital clocks installed around the school so students are on time to lessons.



## Leaving School at the end of the day

Students will usually be dismissed at 3:10pm unless involved in extra-curricular activities or after school reflections. When leaving school students should:

- Wear school uniform

Respect the local community and give a positive impression of themselves and Arena Academy by acting safely and respectfully to all.

- Travel home as quickly as possible and not loiter (especially around the shops in the local area)
- Be safe when crossing roads and use the 'Green Cross Code'.
- We are part of a 'Step Together' programme which means there will be adults in the local community supporting students as they walk home from school.

### Leave in term time

It is the expectation that all children are required to be available for school at the start of the Autumn term. Taking holidays during term time is not permitted and should you intend to do so, you must contact the attendance officer. Only the Headteacher can authorise leave in term time, if you know you need to make this request, a form can be obtained from school which will be given to the Headteacher for approval, there is guidance from Birmingham Local Authority outlining the reasons Headteacher's can approve leave for students, we follow this guidance as part of our school procedures for absence.

### School uniform

Individual uniform requirements are detailed on our school website here [Uniform & Equipment - Arena Academy \(corearena.academy\)](https://corearena.academy/Uniform%20&%20Equipment). Support for families with regards to uniform are considered on an individual basis, please contact Katie Guest, Assistant Headteacher by emailing [kquest@corearena.academy](mailto:kquest@corearena.academy).

Students will attend school in full uniform every day and bring PE kit on the day that they do PE. Timetables will be issued to students on their first day in September, so that they know when their PE lessons are.



## School Trousers

*Trousers should be plain dark grey (charcoal)*  
*Not black or light grey trousers*  
*No skinny or tight-fitting trousers, jersey material or jeans*

### Acceptable



### Unacceptable





**READY**  
1. We always wear correct  
uniform at all times

# School Skirts

Plain grey skirt – not too tight or short

Skirt must be at least knee length

Skirt must be appropriate fit and not jersey material



**ARENA**  
ACADEMY

## Acceptable



## Unacceptable



**READY**  
1. We always wear correct  
uniform at all times

# School Shoes

No trainers, shoes with logos, boots, sliders, crocs  
or sliders



**ARENA**  
ACADEMY

## Acceptable



## Unacceptable







# Our School Uniform



## Headscarf (optional)

- Plain navy blue or black

## Blazer

- Navy blue jacket with school logo
- Must be worn when walking around the building (can be taken off in classrooms with staff permission)

## Jumper (optional)

- Plain grey V-necked jumper (no logo)

## Skirt/Trousers

- Plain grey skirt or trousers (not too tight)
- Skirt must be at least knee length
- Skirt must be appropriate fit and not be jersey material
- No leggings

## Shoes

- Smart plain black shoes
- No trainer style shoes

Uniform must be worn correctly, including on the journey to and from school

Shirt must be tucked in at all times

No hooded tops

No coats/jackets, hats, scarves or gloves on inside of the building

Students not wearing the correct uniform will be sanctioned, in line with our behaviour policy

## Shirt & Tie

- Light blue shirt with top button done up at all times
- Tie must be waist length

## Trousers

- Plain grey trousers
- No skinny fit trousers or jeans

## Accessories & Jewellery

- 2 pairs of studs, sleepers or small earrings are allowed
- 1 simple small ring is allowed
- 1 discreet nose stud is allowed
- No heavy makeup (must be discreet)
- Nails allowed to be painted one colour (nail extensions are not allowed)



## Uniform infringements

If students attend school with incorrect uniform:

1. An alternative item of uniform will be offered to your child, where possible.
2. You will be contacted to bring an alternative item into school or,
3. If option 1 and 2 aren't possible, your child will be sent home to resolve the uniform infringement.
4. All students at the academy are clear about the uniform expectations. Students not meeting the uniform expectations will be issued with a 30 minute reflection.

## PE Kit

All students must bring their full PE kit to every PE lesson. If your child is ill or injured, they must still bring their full PE kit along with a note from their parent/carer. Your child will be given an alternative role within the lesson.

In colder weathers, students are not permitted to wear coats, hoodies, hats, scarves or gloves within their PE lessons. However, we do allow plain black legging/underlayers to be worn **under** their PE kit.

If students do not bring their PE kit to lesson, they will be issued with a 30-minute reflection. This sanction will escalate if this repeatedly happens.

## Year 6 to 7 Transition

The transition from primary to secondary school is an exciting time, full of challenges and experiences for both parent and child. We work very hard to ensure maximum success for all our students so they are ready for the challenges of high school, enjoying new friendships and the new opportunities high school brings. To help all pupils prepare for this change and to make the move to Year 7 successful, we have held Induction days and a Summer School. For further information on Year 6 to Year 7 transition please visit our microsite which contains all essential transition information. [Admissions - Arena Academy \(corearena.academy\)](https://corearena.academy)

**Summer School** is running from 31<sup>st</sup> July – 4<sup>th</sup> August for all year 6 to 7 students, please see poster below for further information and how to sign your child up for their free place. Please click here to sign up: [Home \(aspire-sports.co.uk\)](https://aspire-sports.co.uk)

# OUR ARENA SUMMER SCHOOL

SPORTS

MAKE FRIENDS

ARTS

HAVE FUN

MUSIC

GET TO KNOW ARENA



Movement-based games and activities helping to boost your child's understanding and application of spelling, punctuation and grammar rules.



Combining maths and movement, MOTM is proven to increase children's confidence and attainment in maths.



Play Leader is a great introduction into leadership, helping learners develop skills such as organisation, communication and teamwork.



Healthy eating and wellbeing, will look at ways that the children can improve their diet and maintain a good health and wellbeing.

**When:** Monday 31<sup>st</sup> July Friday 4<sup>th</sup> August

**Where:** Arena Academy, Beeches road, B42 2PY

**What time:** 8:30am to 3:30pm

**Who is it for:** Year 7 students joining Arena Academy in September 2023

**Lunch?:** Hot meal provided free of charge

**How do I sign up:** [Home \(aspire-sports.co.uk\)](https://aspire-sports.co.uk) or scan the QR code (enter 'CORE2023' for a free place)

For any queries call us on 0121 663 1979





## **Here are some top tips for pupils joining us in Year 7**

- Buy an alarm clock or set an alarm on your phone. School starts at 8:35am and the main doors open at 8:25am.
- Always eat some breakfast (or you can have free breakfast at school), even if you feel nervous.
- Work out your route to school, whether you're walking or taking public transport. Practise until you're confident and time yourself. Also, make sure you have an alternative route in case of problems with transport or people you want to avoid. If it helps, draw a map.
- Buy a very big and strong bag. You will have loads to carry. And that's not counting the days when you'll have your PE kit.
- If you can, find a friend to walk with on your first day. Things won't seem so daunting if you can travel with someone.
- Be prepared to just 'hang out' at break and lunchtime or you can join in CORE Sports.
- Don't call it 'playtime' – it's 'break' now.
- Work out how you'll be paying for your lunch – we have a fingerprint system, make sure you're topped up for your first day.
- Find out where the toilets are.
- Make sure you turn your mobile phone off and put it in your bag during school time.
- When you are given your timetable, make at least three copies: one for your bag, one for your pocket and a spare for home.
- Be organised. When you are given your student planner, use it to write down your homework – when there is so much going on, it's easy to forget.
- Go through your timetable and pack your bag the night before – there's never time in the morning to find your maths book.
- Never be afraid to ask for help if you're not sure where to go.
- At lesson changeover, stick with someone who knows where they're going. And don't try to go against the flow of traffic.
- Relax and try to enjoy it – in no time at all, it'll seem like you've been there forever. This time next year, you'll be showing the new intake around the school.

## Student Planners

Every student at Arena Academy will receive a Student Planner on their first day in the Autumn Term. This academic year, student planners will be optional. We encourage all students to carry and use their planner so that they can:

- Write down necessary details about their homework
- Make a note of key dates for the upcoming term
- Write down reminders given by staff members i.e. bringing letters, equipment or other items into school
- Effectively organise themselves for their school day and ensure that they are Ready to learn.

# Term Dates 2022 – 2023

## **Autumn Term 2023**

Term starts: Monday 4th September 2023

Half term: Monday 30th October 2023 to Friday 3rd November 2023

Term ends: Friday 22nd December 2023

*Staff Professional Development Day 1: Monday 4th September 2023*

*Staff Professional Development Day 2: Monday 13th November 2023*

## **Spring Term 2024**

Term starts: Monday 8th January 2024

Half term: Monday 12th February 2024 to Friday 16th February 2024

Term ends: Friday 22nd March 2024

*Staff Professional Development Day 3: Monday 8<sup>th</sup> January 2024*

## **Summer Term 2024**

Term starts: Monday 8<sup>th</sup> April 2024

Half term Monday 27th May 2024 to Friday 31st May 2024

Term ends Monday 22nd July 2024

*Staff Professional Development Day 4: Monday 8th April 2024*

*Staff Professional Development Day 5: Monday 22<sup>nd</sup> July 2024*

## Contact information

Heads of Year and Year Group Coordinators		
Year 7	Head of Year 7: Mr Ali Year 7 Group Coordinator: Mrs Ahmed	<a href="mailto:Skali@corearena.academy">Skali@corearena.academy</a> <a href="mailto:Nahmed@corearena.academy">Nahmed@corearena.academy</a>
Year 8	Head of Year 8: Miss Ives Year 8 Group Coordinator: Mr Daley	<a href="mailto:Hives@corearena.academy">Hives@corearena.academy</a> <a href="mailto:Bdaley@corearena.academy">Bdaley@corearena.academy</a>
Year 9	Head of Year 9: Mr Stephens Year 9 Group Coordinator: Mrs Dowling	<a href="mailto:Astephens@corearena.academy">Astephens@corearena.academy</a> <a href="mailto:DDowling@corearena.academy">DDowling@corearena.academy</a>
Year 10	Head of Year 10: Ms Taj Year 10 Group Coordinator: Mr Taylor	<a href="mailto:STaj@corearena.academy">STaj@corearena.academy</a> <a href="mailto:BTaylor@corearena.academy">BTaylor@corearena.academy</a>
Year 11	Head of Year 11: Miss Van Deventer Year 11 Group Coordinator: Mrs Badhan	<a href="mailto:Lvandeventer@corearena.academy">Lvandeventer@corearena.academy</a> <a href="mailto:PSadhan@corearena.academy">PSadhan@corearena.academy</a>

Heads of Department/subject areas		
English	Ms M Khatun	<a href="mailto:MKhatun@corearena.academy">MKhatun@corearena.academy</a>
Maths	Ms K Blackwood	<a href="mailto:KBlackwood@corearena.academy">KBlackwood@corearena.academy</a>
Science	Mr Levy	<a href="mailto:CLevy@corearena.academy">CLevy@corearena.academy</a>
Head of MFL	Dr Savage	<a href="mailto:DSavage@corearena.academy">DSavage@corearena.academy</a>
Head of History	Mr Hart	<a href="mailto:DHart@corearena.academy">DHart@corearena.academy</a>
Head of Geography	Ms Laurent	<a href="mailto:JLaurent@corearena.academy">JLaurent@corearena.academy</a>
Head of RE	Ms S Nahar	<a href="mailto:SNahar@corearena.academy">SNahar@corearena.academy</a>
Head of PE	Ms S Allen	<a href="mailto:SAllen@corearena.academy">SAllen@corearena.academy</a>
Head of Vocational & Social Sciences	Ms Joyce	<a href="mailto:KJoyce@corearena.academy">KJoyce@corearena.academy</a>
Head of Computing & Business	Mrs Sandhu	<a href="mailto:DSandhu@corearena.academy">DSandhu@corearena.academy</a>
Head of Visual Art & Design	Ms Freeman	<a href="mailto:LFreeman@corearena.academy">LFreeman@corearena.academy</a>
Head of Design Technology	Mr Oakes	<a href="mailto:JOakes@corearena.academy">JOakes@corearena.academy</a>

Other Useful Contacts		
Attendance	Mr Malik	<a href="mailto:SMalik@corearena.academy">SMalik@corearena.academy</a>
Safeguarding	Mrs Kilroy Miss Campbell-Williams	<a href="mailto:CKilroy@corearena.academy">CKilroy@corearena.academy</a> <a href="mailto:DCampbell-Williams@corearena.academy">DCampbell-Williams@corearena.academy</a>
Parents Evenings	Mr Afzal	<a href="mailto:SAfzal@corearena.academy">SAfzal@corearena.academy</a>
Reading	Ms M Khatun	<a href="mailto:MKhatun@corearena.academy">MKhatun@corearena.academy</a>
Careers	Mrs Kilroy	<a href="mailto:Ckilroy@corearena.academy">Ckilroy@corearena.academy</a>
Admissions	Ms K Bhamra	<a href="mailto:KBhamra@corearena.academy">KBhamra@corearena.academy</a>
SENCo	Mrs Whitehouse	<a href="mailto:Kwhitehouse@corearena.academy">Kwhitehouse@corearena.academy</a>
Trainee SENDCo/ Medical Needs	Mrs Bensley	<a href="mailto:Tbensley@corearena.academy">Tbensley@corearena.academy</a>

## Form Tutors 2023 - 2024

YEAR 7	<b>HEAD OF YEAR 7</b>	<b>Mr Ali</b>				
	<b>Year Co-ordinator</b>	<b>Mrs Ahmed</b>	<b>Additional staff</b>			
	<b>SLT Link</b>	<b>Mrs Whitehouse</b>	<b>Form</b>		<b>Band</b>	<b>Room</b>
	<b>Form Tutors</b>	Mr Rahman (except Fridays)	7ARA		X	138
		Miss Fletcher-Fields	7SFL		X	143
		Ms Facey	7RFA		X	25
		Mr Crawford	7DCF		Y	139
		Mrs Qaiser	7TQA		Y	26
		Mr Singh	7HKA		Y	140
YEAR 8	<b>HEAD OF YEAR 8</b>	<b>Miss Ives</b>				
	<b>Year Co-ordinator</b>	<b>Mr Daley</b>	<b>Additional staff</b>		<b>Mrs Khatun</b>	
	<b>SLT Link</b>	<b>Miss Campbell-Williams and Mrs Guest</b>	<b>Form</b>		<b>Band</b>	<b>Room</b>
	<b>Form Tutors</b>	Miss Allen	8SLN		X	31
		Ms Gogna	8PGO	(SAL)	X	Hub 1
		Mrs Coates	8CC		X	20
		Mrs Hussein	8SHU		X	142
		Mr Joyce	8BJE		Y	9
		Miss Hazem	8AHZ	(SDW)	Y	32
		Miss Dad	8JDA	(MKH)	Y	13
		Mrs Chowdhury	8WCH		Y	34
YEAR 9	<b>HEAD OF YEAR 9</b>	<b>Mr Stephens</b>				
	<b>Year Co-ordinator</b>	<b>Mr Wray</b>	<b>Additional staff</b>		<b>Mrs Ralh</b>	
	<b>SLT Link</b>	<b>Mrs Kilroy</b>	<b>Form</b>		<b>Band</b>	<b>Room</b>
	<b>Form Tutors</b>	Mrs Rowles	9KRW		X	15
		Mr Carvalho and Mrs Ralh	9RCA		X	136
		Mr Singh	9RSI		X	33
		Mrs Sandhu	9DSA		X	2
		Miss Laurent	9JLA		Y	146
		Mr Hart	9DH		Y	27
		Mrs Bangar and Mrs Ralh	9RBA		Y	23
YEAR 10	<b>HEAD OF YEAR 10</b>	<b>Mrs Taj</b>				
	<b>Year Co-ordinator</b>	<b>Ms Badhan</b>	<b>Additional staff</b>		<b>Mr Levy, Mr Oakes</b>	
	<b>SLT Link</b>	<b>Mrs Curtis</b>	<b>Form</b>		<b>Band</b>	<b>Room</b>
	<b>Form Tutors</b>	Mrs Spence	10ASP	(HBR)	Y	137
		Mrs Joyce	10KJO	(FTI)	Y	1
		Mr Hussain	10UHU		Y	29
		Mr Zahoor	10MZA		Y	35
		Miss Darr	10SDA	(TOH)	Z	141
		Mr Oluwamuyiwa	10BOL	(NYE)	Z	8
		Mr Zs	10DZS		Z	24
		Miss Freeman and Mr Oakes	10LFR		Z	28

YEAR 11	<b>HEAD OF YEAR 11</b>	<b>Miss van Deventer</b>				
	<b>Year Co-ordinator</b>	<b>Miss Lockley</b>	<b>Additional staff</b>		<b>Miss Coffey</b>	
	<b>SLT Links</b>	<b>Mr Malik and Mr Afzal</b>	<b>Form</b>		<b>Band</b>	<b>Room</b>
	<b>Form Tutors</b>	Miss Nahar	11SNA		Y	5
		Miss Cusack	11HCU		Y	11
		Miss Kanwal	11JKL	(FBE)	Y	6
		Mr Skidmore	11GSK		Y	10
		Mrs Bensley	11TBN	(TCH)	Z	145
		Mr Amos	11LAM		Z	16
		Miss Ellis	11FEI		Z	14
		Ms Blackwood	11KBL		Z	30

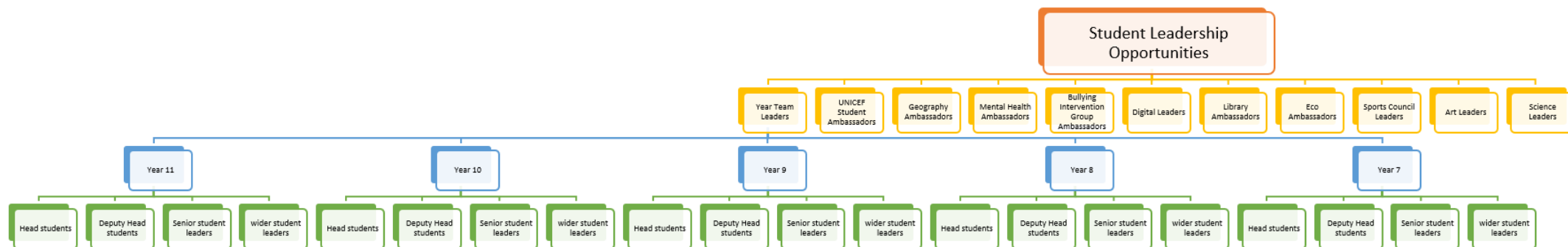




# Student Council and Student Leadership

The student council meets once every half-term to discuss ongoing issues and forthcoming events. Each form is represented by two student members. Following year group council meetings, the whole school council meets to decide the plan of action moving forwards. Students are encouraged to share ideas or ways we can improve the Academy through their form group representatives.

Some of the numerous leadership opportunities available for your child to apply for throughout the year can be found below. Student leadership opportunities include library ambassador, art leaders, anti-bullying committee and UNICEF ambassadors. Students should speak to their Head of Year and Head of Subjects to see what further opportunities are available.



## School Library

During this year we have been improving our library and with the addition of a new computer area we will be able to offer a new Learning Resources Centre. This will enable students to access a quiet area to read and borrow books, and work at a computer to complete work. We will have a new librarian in place who will see to the borrowing and returning of books, along with supporting students who require additional opportunities to develop their reading ability.



## School Indoor gym

We are very keen to ensure all students live a healthy and active lifestyle. In addition to the many sporting activities we offer, there is also the use of a new gym available to use after school for students. More information about using the gym will be made available to students in September.



## School Outdoor Gym

Students can use the outdoor gym at break and lunch times.



# Catering

Our Catering supplier is Mellors. Mellors are an award-winning family business that was established in 1840 as a local bakery, and is now the first choice caterer for schools and colleges.

To add funds to our ParentPay system, please click this link:

<https://www.parentpay.com/public/client/security/>

In addition to the menus below sandwiches, baguettes, fruit, cookies, cakes and drinks will all be available. Cold food will also be available at break time. We will often survey our students to get their feedback about the food we offer and change/adapt accordingly. Our three-week menu is given below:

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
Main Dish	Vegetarian Sausage, Onion Gravy with New Potatoes <b>VE</b>	Cajun Chicken Fajitas with Wedges & Sour Cream	Roast Meat of the Day Crispy Roast Potatoes and Gravy	Coconut Chicken Curry with Rice & Naan Bread	Crispy Battered Fish with Chunky Chips
Vegetarian Main Dish	Vegetable Tikka Masala with Pilau Rice and Cucumber Raita	Cajun Vegan Fillet Fajitas with Wedges & Sour Cream <b>VE</b>	Cheesy Potato and Leek Pie Served with Crispy Roast Potatoes	Aubergine And Chickpea Dhansak, With Rice <b>VE</b>	Falafel & Cous Cous, Crunchy Slaw and Chunky Chips
Accompaniments	Roasted Root Vegetables & Fresh Salad	Garden Peas and Sweetcorn & Fresh Salad	Steamed Carrots and Broccoli & Fresh Salad	Green Beans and Sweetcorn & Fresh Salad	Garden Peas & Crisp Mixed Salad
Hot Handheld Special	Mixed Vegetable Pizza	Hot Chicken Wraps with Mixed Salad	Veggie Finger Baps <b>VE</b>	Crispy Chicken & Folded Naan	BBQ Chicken Pizza
Grab & Go	Spicy Tomato Pasta Pot	Crispy Chicken with Sweet Chilli Noodles	Flavoured Chicken Leg with Spicy Rice	Chicken Wings with Wedges	Hot Dog & Onions
Jacket Potato	Grated Cheese Or Baked Beans With Salad	Coleslaw Or Baked Beans With Salad	Tuna Mayo Or Grated Cheese With Salad	Baked Beans Or Cheesy Coleslaw With Salad	Tuna Mayo Or Grated Cheese With Salad
Dessert	Syrup Sponge and Custard & Selection Of Home Bakes	Eton Mess & Selection Of Home Bakes	Apple Crumble With Custard & Selection Of Home Bakes	Carrot Cake & Selection Of Home Bakes	Fruity Flapjack & Selection Of Home Bakes
<b>All Main Dish/ Vegetarian Main Dish Are £1.70 Individually Priced Or £2.30 For A Meal Deal ( Main Dish/ Vegetarian Main Dish + Tray Bake Or Hot Pudding + Small Water OR Main Dish/ Vegetarian Main Dish + Large Flavoured Water. Everything Else Is Individually Priced.</b> <b>Due To Supplier Issues Sometimes Menu Items Change From Time To Time.</b>					

Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
 <b>Main Dish</b>	Vegetarian Sausage And Bean Gratin With Garlic And Herb Potatoes <b>VE</b>	Beef Bolognaise Pasta Bake With Herby Baked Bread	Roast of The Day and Gravy Served With Creamy Mash Potato	 Katsu Chicken With Noodles Or Fried Rice's	Crispy Battered Fish Goujons With Chunky Chips
<b>Vegetarian Main Dish</b>	Cheese And Broccoli Frittata Garlic And Herb Potatoes	Vegetarian Meat Balls In Tomato Sauce With Pasta <b>VE</b>	Roasted Quorn Fillet And Gravy Served With New Potatoes <b>VE</b>	Katsu Vegan Fillet With Noodles Or Fried Rice <b>VE</b>	Mexican Quorn Burrito With Homemade Salsa <b>VE</b>
 <b>Accompagniments</b>	Steamed Broccoli Carrots & Oven Baked Wedges Crisp Mixed Salad	Green Beans Roasted Courgettes & Chips Crisp Mixed Salad	Roasted Parsnips Sautéed Leeks & Oven Baked Wedges Crisp Mixed Salad	Garden Peas & Oven Baked Wedges Crisp Mixed Salad	Peas, Sweetcorn & Crisp Mixed Salad
<b>Hot Handheld Special</b>	Classic Margherita Pizza	Chicken Gyros In Wholemeal Pitta Bread, With Salad	Sweet Chilli Chicken & Salad Filled Folded Naan Bread	Chicken Burgers With Bombay Potatoes	Pepperoni Pizza
<b>Grab &amp; Go</b>	Spicy Tomato Pasta Pot	Crispy Chicken With Sweet Chilli Noodles	Flavoured Chicken Leg With Spicy Rice	Chicken Wings With Wedges	Hot Dog & Onions
<b>Jacket Potato</b>	Grated Cheese Or Baked Beans With Salad	Tuna Mayo Or Grated Cheese With Salad	Coleslaw Or Baked Beans With Salad	Grated Cheese Or Tuna Sweetcorn With Salad	Baked Beans Or Cheesy Coleslaw With Salad
<b>Dessert</b>	Jam Sponge And Custard & Selection Of Home Bakes	Fruit Cake & Selection Of Home Bakes	Apple Pie And Custard & Selection Of Home Bakes	Chocolate Muffins & Selection Of Home Bakes	Chocolate Crunch & Selection Of Home Bakes
<b>All Main Dish/ Vegetarian Main Dish Are £1.70 Individually Priced Or £2.30 For A Meal Deal ( Main Dish/ Vegetarian Main Dish + Tray Bake Or Hot Pudding + Small Water Or Main Dish/ Vegetarian Main Dish + Large Flavoured Water. Everything Else Is Individually Priced. Due To Supplier Issues Sometimes Menu Items Change From Time To Time.</b>					

Week 3	Monday	Tuesday	Wednesday	Thursday	Friday
Main Dish	Chinese Vegetable and Bean Noodles VE	BBQ Chicken & Cheese Melt with Wedges	Roast of The Day With Crispy Roast Potatoes	 Traditional Beef Lasagne with Crusty Garlic And Herb Bread	Fish Fingers Served With Chunky Chips
Vegetarian Main Dish	Mac & Cheese & Garlic Bread, Salad	Piri Piri Quorn Fillet with Lemon Couscous Homemade Tomato Salsa VE	Vegan Cottage Pie and Gravy and Crispy Roast Potatoes VE	Quorn And Vegetable Lasagne with Crusty Garlic And Herb Bread	Spiced Vegetable Jambalaya VE
 Accompaniments	Mediterranean Vegetables And Crisp Mixed Salad	Spring Greens & Carrot Batons And Crisp Mixed Salad	Steamed Cauliflower & Broccoli And Crisp Mixed Salad	Green Beans & Sweetcorn And Crisp Mixed Salad	Garden Peas & Baked Beans And Crisp Mixed Salad
Hot Handheld Special	Veggie Quarter Pounds with Baked Wedges	Hot Panini	Greek Chicken Souvlaki in A Warm Pitta With Salad	BBQ Chicken Pizza	Chicken Wrap with Salad
Grab & go	Spicy Tomato Pasta Pot	Crispy Chicken with Sweet Chilli Noodles	Flavoured Chicken Leg with Spicy Rice	Chicken Wings with Wedges	Hot Dog & Onions
Jacket Potato	Baked Beans Or Cheesy Coleslaw With Salad	Tuna Mayo Or Grated Cheese With Salad	Baked Beans Or Grated Cheese With Salad	Coleslaw Or Baked Beans With Salad	Grated Cheese Or Tuna Sweetcorn With Salad
Dessert	Gingerbread Cake and Custard & Selection Of Home Bakes	Muffin & Selection Of Home Bakes	Chocolate Sponge and Custard & Selection Of Home Bakes	Iced Lemon Sponge & Selection Of Home Bakes	Shortbread & Selection Of Home Bakes
<b>All Main Dish/ Vegetarian Main Dish Are £1.70 Individually Priced Or £2.40 For A Meal Deal ( Main Dish/ Vegetarian Main Dish + Tray Bake Or Hot Pudding + Small Water Or Main Dish/ Vegetarian Main Dish + Large Flavoured Water. Everything Else Is Individually Priced. Due To Supplier Issues Sometimes Menu Items Change From Time To Time.</b>					



**Please note:** To encourage a healthy mindset and lifestyle, we do not allow any sugary fizzy drinks at school. We encourage our students to drink water throughout the day. We have water dispensers available throughout the school.

No child will ever be refused food, there will always be food available at lunch, however, whilst Mellor's make every effort to ensure all students have access to the full offer available there are, occasionally, times where this may not be the case e.g., at the very end of service. If your child does not have sufficient credit to purchase food Mellor's will ensure, they are given food, however the Head of Year or Year Group Co-Ordinator may contact you to discuss any arrears accrued.

## CONDUCT IN THE CANTEEN

We line up, one behind the other  
and wait if at the front of the queue



We remain seated when eating



We clear up after ourselves



We always respect our canteen staff



We never take hot food out of the canteen



### Serving Stations at Lunch and Break

There are 4 serving stations available to all students at break and lunch.

English Area



Playground Pod



## Canteen



## Litter

Please use the bins provided to put your rubbish in. Every break and lunch time student leaders walk around the site and carry out litter picking duties. If students are seen littering, it will result in a 30-minute reflection. If students are seen to be picking up litter, they will be given a CORE point.



## Support for Students and families

As parents and carers, you may need to look for additional support for your children. Please see below some useful links and numbers you can access.

You can also use the email for the Student Welfare Team – [student.welfare@corearena.academy](mailto:student.welfare@corearena.academy) or contact one of the DSL's:

Mrs Kilroy – [ckilroy@corearena.academy](mailto:ckilroy@corearena.academy)

Miss Campbell-Williams – [dcampbell-williams@corearena.academy](mailto:dcampbell-williams@corearena.academy)

Parents may wish to seek support for themselves from the following support agencies:

Childline	0800 1111
CASS Childrens Advice and Support Service	0121 3031888
Pause (Forward Thinking Birmingham)	<a href="http://www.forwardthinkingbirmingham.org.uk">www.forwardthinkingbirmingham.org.uk</a>
Young Minds	<a href="https://youngminds.org.uk/">https://youngminds.org.uk/</a>
Papyrus (Suicide Prevention Charity)	0800 0684141 <a href="https://papyrus-uk.org/">https://papyrus-uk.org/</a>
CEOP Internet Safety	<a href="https://www.ceop.police.uk/safety-centre/">https://www.ceop.police.uk/safety-centre/</a>
Chathealth – Birmingham and Sandwell All young people in Birmingham and Sandwell aged 11-19 can receive confidential support on physical and emotional wellbeing and hot teenage topics such as bullying and sexual health by sending a brief text message	<b>07480 635485 – Birmingham &amp; Sandwell</b>
<b>Kooth:</b> A free, safe and anonymous online support for young people (11-19 years plus) available at all times at <b><a href="http://www.kooth.com">www.kooth.com</a></b> . It includes accessing online counselling support. Monday-Friday: noon-10pm. Saturday and Sunday: 6pm – 10pm.	<a href="http://www.kooth.com">www.kooth.com</a>
The <b>BBC</b> also has an excellent resource on protecting your mental health	<a href="http://www.bbc.co.uk/news/health-51873799">www.bbc.co.uk/news/health-51873799</a>
The Trussell Trust Foodbanks. We have links with these foodbanks and can issue vouchers to families who might need them.	<a href="https://www.trusselltrust">https://www.trusselltrust</a>
Forward Thinking Birmingham	0300 300 0099
Birmingham Waiting Room for all wellbeing resources linked to Birmingham and Solihull	<a href="#">Home   Support Options in Birmingham and Solihull</a> <a href="http://TheWaitingRoom(the-waitingroom.org)">The Waiting Room (the-waitingroom.org)</a>

### Support for Students

For any mental health concerns, your child should speak to their year group coordinator in the first instance. We also have an onsite counsellor 2 days a week, please contact Danielle Campbell-Williams – [DCampbell-Williams@corearena.academy](mailto:DCampbell-Williams@corearena.academy) or Claire Kilroy [ckilroy@corearena.academy](mailto:ckilroy@corearena.academy) if you would like any further information.

# SEND

We welcome all students from the local community and want to offer everyone the opportunity to receive an outstanding education. We are committed to working collaboratively with our school community to ensure that all of our students receive an education that is appropriate to their needs, promotes high standards, and the fulfilment of potential.

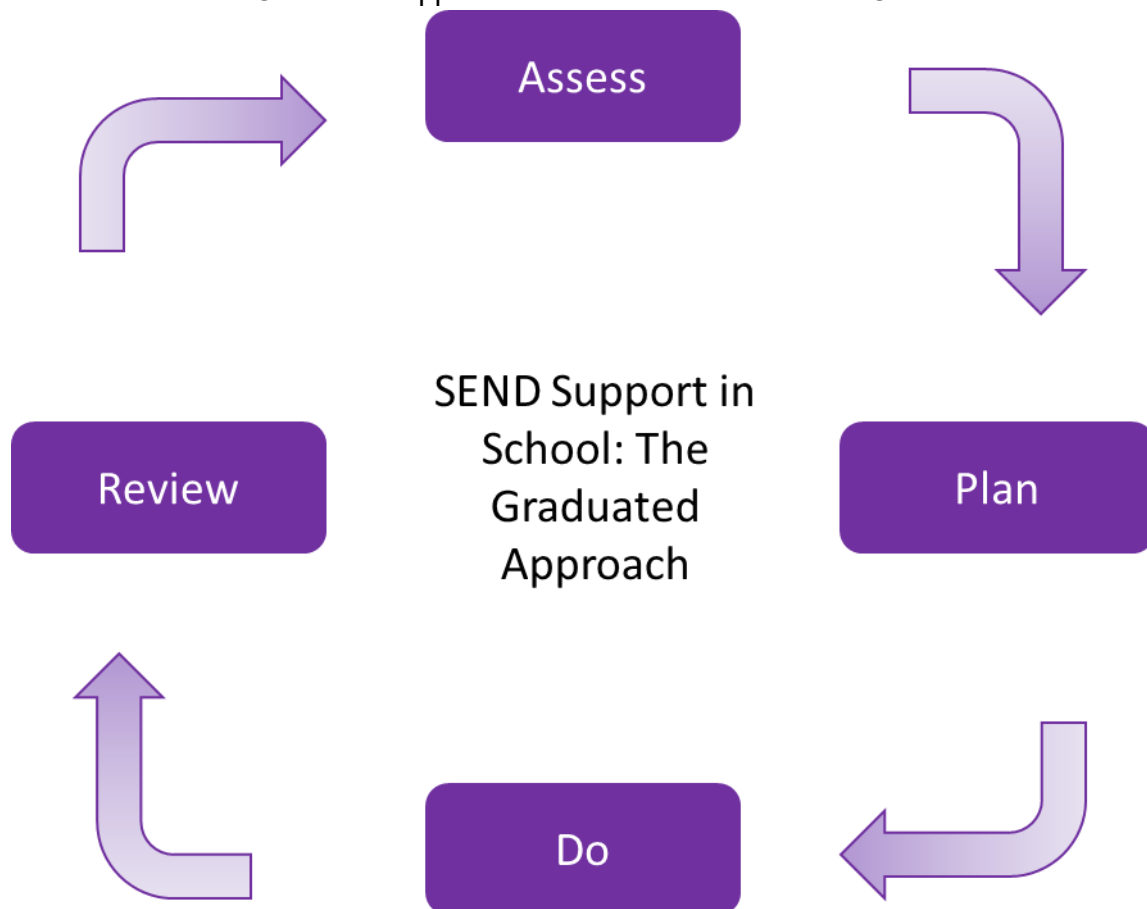
In creating an inclusive learning environment, our aim is that every child will:

- Achieve their best.
- Become confident individuals living fulfilling lives.
- Make a successful transition into adulthood, whether into employment, further or higher education or training.

All of our teachers receive appropriate training related to SEND and are ready to adapt their lessons to cater for your child's needs. The SENDCo at Arena Academy leads the SEND Team who are based in the SEND Hub. The SEND Team works together with all staff to provide the best possible support for all students.

Further information regarding the ways in which we support our students with Special Educational Needs and/ or Disabilities (SEND), as well as useful information and resources on how to support young people with SEND in school and at home, is available on the SEND section of the school website: <https://www.corearena.academy/our-academy/send/>.

When a student is identified as having SEND, we use the four-stage process to ensure provision is put in place. This is known as the 'Graduated Approach' as outlined in the current Code of Practice.



### Types of need and examples:

<b>Cognition and Learning</b>  This is when a student may have difficulties with literacy and/or numeracy. They may have a specific learning difficulty such as dyslexia or dyscalculia.	<b>Communication and Interaction</b>  This is when a student may have difficulty communicating with others. They may struggle with expressive or receptive language or may have a diagnosis of Autism.
<b>Social, Emotional and Mental Health</b>  This includes a range of difficulties, which may be evident by anxious or emotional behaviour.	<b>Sensory or Physical Needs</b>  This may be when a student has a disability which hinders them from accessing the facilities provided. This may include a visual, hearing or physical impairment.

If you have any feedback, or would like any further support, please do not hesitate to contact SENDCo Mrs K Whitehouse.



## Behaviour expectations

In order to support students and staff in school and also to ensure the strict safety guidelines are adhered to, balanced with the need for all students to learn in an environment conducive to learning, we have briefed all staff on the key elements of the behaviour policy and will talk to students in September. Our Behaviour culture is underpinned by our 'code of conduct' following 3 principles of **Ready, Respectful, Safe**:

### Our Code of Conduct

#### READY

1. We always wear correct and smart uniform at all times
2. We always have the right equipment for learning
3. We always attend school and all lessons on time and follow our lesson routines
4. We make the most of all opportunities for learning
5. We always give 100% towards academic achievement

#### RESPECTFUL

1. We speak and act respectfully **to all**, representing our school positively
2. We use good manners, listen and speak politely at all times
3. We keep the Academy tidy and litter free, only eating/drinking in certain spaces.
4. We always follow all instructions 'first time; every time.'
5. We show respect for Academy property and others' property in the school community.

#### SAFE

1. We are always in the right place, doing the right thing at the right time
2. We always walk quietly, calmly and purposefully
3. We respect each other's personal space
4. Our mobile phones are not seen or heard on site
5. We report any concerns to an adult to resolve them together



## Positive behaviour within the classroom

We understand that disruptive behaviour can hinder the learning of others, and we want to ensure that every student has the opportunity to excel in their studies. To this end, we have a Warn, Move and Remove system, which provides a clear and consistent approach to managing behaviour in the classroom. If a student is found to be disrupting the learning of others, we will give them a warning (also logged on Class Charts) and offer them the opportunity to correct their behaviour. If this behaviour continues, the student will be given a 30-minute reflection and moved to a different seat to help them refocus. If the behaviour persists, we will remove the student from the classroom, issue a 60-minute reflection and log onto class charts. We believe that this approach helps to create a sense of accountability and responsibility for their actions while also ensuring that our communication with parents is clear and transparent. After a student has been removed, a staff member will place the student in another classroom where they can continue with their work. If a student is removed from two lessons within a half term, we will issue them with a 100-minute reflection. If a student misses three 100-minute reflections, they will be suspended from the academy. A pastoral staff member will have a supportive conversation with the student to help them make better choices in the future after the suspension. We want to emphasise that our goal is to create a learning environment where every student can learn away from disruptive behaviour, and we believe that this system will help us achieve this goal.



# Classroom Sanctions Flowchart

**WARN**

*Logged  
on Class  
charts*

Don't cross the Red Line

**MOVE**

*Moved to  
another  
seat and  
**30 min  
reflection***

**REMOVE**

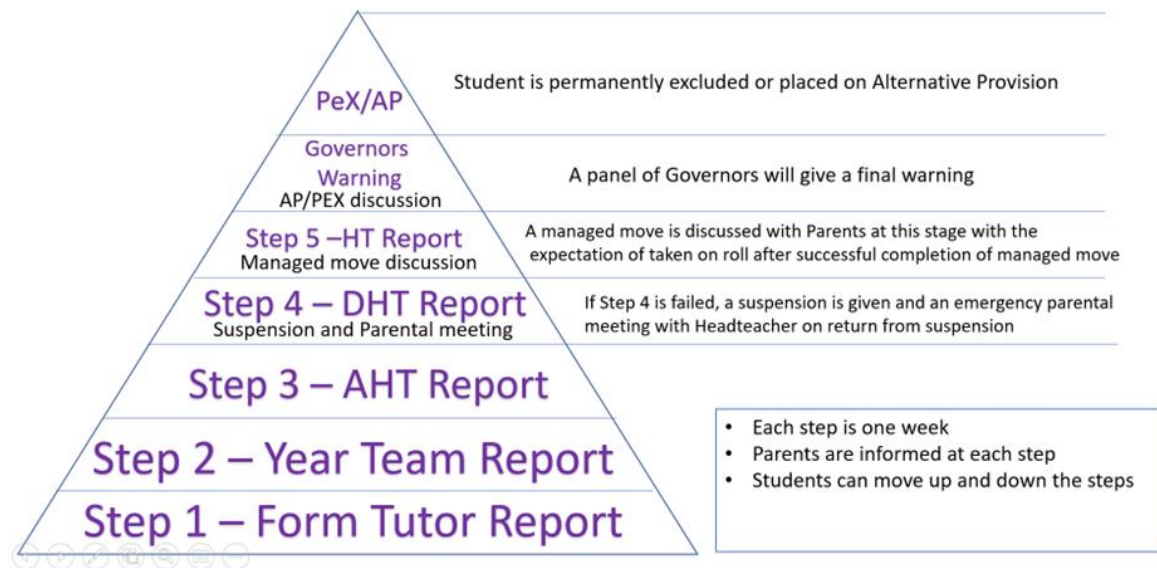
*Removed  
from lesson,  
**Phone call  
home and  
60 min  
reflection***

Removal from 2 lessons in a half  
term = **100 minute reflection**

## Step Reports

In order to support students in adhering to the code of conduct, the STEP (Support to Ensure Progress) process allows for students to see the level of intervention they are on as well as the next steps up and the steps below. This is very clear for all students and allows for school and families to work together to support your children in school to make the right choices.

# STEP (Support To Ensure Progress)



## After School Reflections

At Our Arena, we believe in taking a restorative approach to behaviour management, which means that when a student makes a mistake, we work with them to help them learn from it and make better choices in the future. During a reflection, students will be given a reflection sheet to complete in silence. This will give them the opportunity to reflect on their actions and think about how they can improve their behaviour going forward. Students are expected to attend their reflections in almost all cases, but we may be able to make alternative arrangements for exceptional circumstances. Please let us know if there is an exceptional circumstance why your child cannot attend an after-school reflection.

The staff member who set the reflection will visit the hall and have a restorative conversation with the student, to help them understand the impact of their behaviour and to ensure that they are ready to make a fresh start when they return to class. If a student misses three reflections in a half term, we will issue them with a 100-minute reflection. If a student misses three 100 minute reflections in a half term they will be suspended from the academy. Pastoral staff member will have a supportive conversation with the student to help them make better choices in the future after the suspension. and parents/carers will be invited into school for a meeting to discuss the importance of your child attending their reflections. The Form Tutor will have a supportive conversation with the student to help them make better choices in the future after the suspension.

Reflections (detentions) are issued to students to allow them to reflect on their behaviour or conduct. Staff members who have issued the reflection or a member of the pastoral team will take the time to have a restorative conversation or complete a restorative activity with the student.

- 30-minute and 60-minute reflections take place every day after school. 100-minute reflections will be taking place after school on a Friday.
- All reflections are logged on Class Charts – this is how we inform parents/carers.
- After-school reflections will commence at 3:10pm in the hall.
- If a student misses a reflection without a valid reason, it will be upscaled.
- If a student demonstrates poor behaviour during an after-school reflection, they will be sent home and the reflection will be upscaled.
- If a child is issued a 30 minute or 60-minute reflection period 5, then they will undertake this reflection the following day.

### **Reflection Collection**

Any student who has a reflection, will be reminded in their period 5 lesson at about 3:00pm, they will then be expected to make their way to reflection.

### **Break and lunch time reflections**

A reflection room will also operate during break and lunchtimes – if students are not adhering to the Ready, Respectful, Safe Code of Conduct during these times, they will spend the remainder of their social time in the room. Student attendance in the reflection room will be tracked and if a student is withdrawn from social times three times in a half term, they will be issued with a 100 reflection.

During social times, students are welcome to utilise the canteen, quad area, playground, astroturf, outdoor gym, sports hall/gym and Arena Central. However, to ensure a peaceful learning environment for all, we request that students avoid designated 'no go zones' such as the Science, English, Maths, Hub, Design Technology, and PE areas unless they are participating in CORE Sports in the sports hall or gym. If a student is caught in a 'no go zone' during break or lunch, they will be taken to our lunch time reflections room, where a mentor will have a restorative conversation with them, and they will be required to stay in the room until the end of that period of social time.

## Rewards and Praise

Students in all year groups who are showing behaviour that is above and beyond will be rewarded with 'CORE points'. Please see below for our Rewards and Praise flowcharts.

### Rewards Flowchart – For behaviour that is **above and beyond**

Reward type	How to achieve this reward	Other Information
<b>CORE Points</b>	<b>Examples include:</b> <b>COLLABORATION</b> Working well with others <b>COLLABORATION</b> Supporting the teacher throughout the lesson <b>OPPORTUNITY</b> Trying hard in your work <b>OPPORTUNITY</b> Positive attitude / enthusiasm <b>RESPECT</b> Respectful behaviour <b>RESPECT</b> Caring for others and the school environment <b>EXCELLENCE</b> Excellent progress made in your work <b>EXCELLENCE</b> Excellent presentation of work <b>EXCELLENCE</b> Excellent participation	CORE points will be recorded on Class Charts by the classroom teacher.
<b>Postcards</b>	Displaying positive behaviour and positive attitude towards learning on a consistent basis.	Postcards and phone calls home will be recorded on Class Charts
<b>Phone call home</b>		
<b>Very Important Pupil (VIP)</b>	Nomination from a staff member (one per staff member per week) for going above and beyond the school's expectations.  Recipients will be entered into a half-termly raffle, within their year group, for a chance to win a voucher.	Winning prize (per year group) = £20 voucher Runner-Up prize (per year group) = £10 voucher  Recipient with the most VIP nominations at the end of half-term will be invited for a Hot Chocolate with the Headteacher.
<b>CORE Point Shop</b>	Receiving CORE points	There will be different items available to purchase on Class Charts. The more expensive items will cost the most CORE points. Items purchased will not affect a student's CORE points running total.

### Rewards Flowchart – For behaviour that is **above and beyond**

Reward type	How to achieve this reward	Other Information
<b>Arena Award</b>	Nomination from a staff member for applying any of the CORE points consistently.	<ul style="list-style-type: none"> <li>- Logged on Class Charts</li> <li>- Praised during form time and assembly</li> </ul>
<b>Other Awards</b>	For achieving 100 CORE Points = <b>Bronze</b> For achieving 150 CORE Points = <b>Silver</b> For achieving 200 CORE Points = <b>Gold</b> For achieving 250 CORE Points = <b>Platinum</b>	<ul style="list-style-type: none"> <li>- Logged on Class Charts</li> <li>- Praised during form time and assembly</li> </ul>
<b>Hot Chocolate with the Headteacher</b>	Nomination from a staff member for exceptional behaviour.	<ul style="list-style-type: none"> <li>- Logged on Class Charts</li> <li>- Name and picture displayed on screens around school.</li> <li>- Meet with the Headteacher on Friday with a Hot Chocolate and treats.</li> </ul>
<b>Headteacher Award</b>	Nomination from a staff member for exceptional behaviours that act as a role model for others.	<ul style="list-style-type: none"> <li>- Logged on Class Charts</li> <li>- Name and picture displayed on screens.</li> <li>- Name and picture featured in Parent newsletter. Certificate with voucher</li> </ul>
<b>CORE Award</b>	<b>Collaboration</b> - for completing a project or event with students from other CORE Schools <b>Opportunity</b> - for contributing positively to society on a community project outside school <b>Respect</b> - for exemplary acts/work of caring, sensitivity and kindness <b>Excellence</b> - for exceptional work in any context	<ul style="list-style-type: none"> <li>- Logged on Class Charts</li> <li>- Name and picture displayed on screens.</li> <li>- CORE Badge</li> <li>- Students who achieve all four CORE Badges receive £100 voucher.</li> </ul>

# Expectations for the start and end of lessons

Please see below for our start and finish of lessons routine.



## EXCELLENCE AT ARENA

*"To provide an enjoyable, creative and challenging education which inspires every child to equip themselves with the keys to open doors to a successful career and rewarding life"*



### **START** of lesson

1. Arrive **on time** with **bags and coats off**
2. **Meet and greet** the teacher at the door
3. **Take your seat** according to the seating plan
4. Place **equipment** and **planner on desk**
5. Begin the "Do Now" activity **in silence**

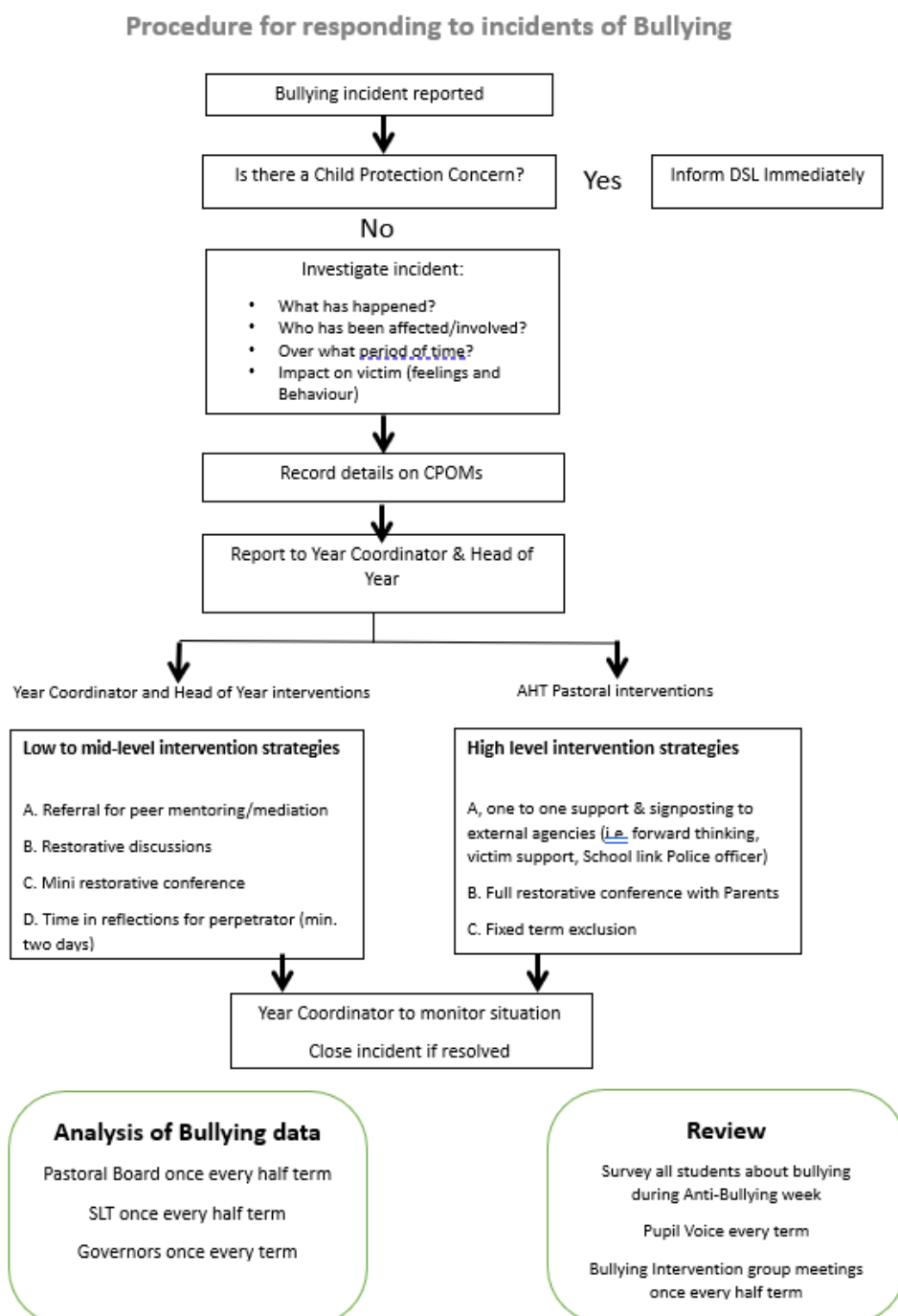
### **FINISH** of lesson

1. **Tidy the space** around you and **pack all equipment** away
2. Stand **behind your seat**
3. **Wait** until the teacher dismisses you from the room
4. **Walk quietly** and **purposefully** to your next lesson/break

# Anti-Bullying

At Arena Academy we believe that all forms of bullying are unacceptable and should not be tolerated. We want all children to be and feel safe from bullying and all forms of discrimination. We want everyone who works with children to take bullying seriously and know how to resolve it positively.

As bullying happens at all levels of society, we seek to empower our students to challenge, remedy and prevent bullying, creating a culture where every child is treated with dignity and respect and takes seriously their responsibility to treat others in the same way. The flowchart below details how our staff will deal with any incidents of bullying.



Our students have created an Anti-bullying charter that will be signed by every student in a form class and displayed in the form room:





**ARENA**  
ACADEMY

## **ANTI-BULLYING CHARTER**

---



1. We believe bullying should always be dealt with seriously.
  2. We believe everyone should know that bullying behaviour is unacceptable.
  3. We believe that all students should feel safe and happy both within school and in the wider community.
  4. We believe our school should be free of all types of bullying.
  5. We believe that all members of the school have a responsibility to report incidents of bullying if they witness them., whether in school or online.
  6. We believe that all members of our school community should respect each other and value their differences.
- 

DELIVERING A **CORE** EDUCATION

# Whisper

We have an anonymous service that lets students/parents/carers report a problem at school or at home. Whether it be bullying, cyber bullying, issues at home or concerns about other fellow students.

The service consists of a website button / link that launches an online dialogue-box to capture information or details for anyone who needs to report issues to the school.

To report a problem either click on the Whisper icon to be taken to a secure web form or alternatively send an anonymous text by texting:

## Problem? whisper it

*If you have a problem or concern in school or at home, you can report it to a member of staff **anonymously***



### When to report

You or a friend are being bullied

You are concerned for a student's welfare

A student, member of staff, or parent has behaved inappropriately

You need to talk to someone about a problem

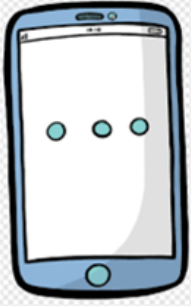
Suggestion for changes of improvements in school



Report via Text message: 07860 021 323  
Report via: <https://swgfl.org.uk/whisper/cki1>



# Invisible Mobile Phone Policy

## Invisible Mobile Phone Policy



There is an Invisible Mobile Phone Policy in school applicable to all students, this means from when you enter the school site, until you leave, your phone **must NOT be seen**  **or heard** 

It is your responsibility to make sure your mobile phone is **in your bag** and **switched off** before you get to school and not removed until you leave the school site.

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If you have your phone out in school it will be confiscated by a member of staff so please be **Respectful** of the new policy, be **Ready** to learn when you enter school and ensure you keep your phone **Safe**.

# Curriculum

## Curriculum Intent and Content

Details of the curriculum that your child will receive can be found on our website

<https://www.arena-birmingham.academy/our-curriculum/>

If you have any queries regarding the curriculum please contact Mr Afzal by emailing

[safzal@corearena.academy](mailto:safzal@corearena.academy)

Your child will be studying the following subjects from September:

	Year 7		Year 8		Year 9		Year 10			Year 11	
	Periods per week		Periods per week		Periods per week			Periods per week			Periods per week
English	4		4		4		English	5		English	5
Mathematics	4		4		4		Mathematics	4		Mathematics	4
Science	4		4		4		Science	5		Science	5
History	2		2		2		Option A	3		Option A	3
Geography	2		2		2		Option B	3		Option B	3
RE	1		1		1		Option C	3		Option C	3
French	2		2		2		PE	1		PE	1
PE	1		1		1		Personal Dev	1		Personal Dev	1
IT	1		1		1						
Art	1		1		1						
Perf Arts	1		1		1						
DT	1		1		1						
Personal Development	1		1		1						
Total	25		25		25			25			25

## Setting of students

### Year 7 – 180 students

From September your child will be taught in mixed ability classes. They will be placed in either X, Y and Z – there is no difference between the three bands. For example X-1 is the same ability as Z-3. During the first half term they will undergo various assessments in order that we can assess their ability and provide tailored support. After the October half term they will be placed in ability sets in English, Mathematics, and Science. There will be four sets in the X band and three sets in the Y band,

### Year 8 – 240 students

From September your child will be placed in a band X, Y or Z. There is no difference between the bands. In English, Mathematics and Science they will be set using all the data that is available from their Year 7 results, plus input from their class teacher. This will enable us to teach the pupils at the most appropriate levels of challenge. There are 3 sets in each band.

### Year 9 – 210 students

From September your child will be placed in band X, or Y. There is no difference between the bands. In English, Mathematics, Science and French they will be placed in ability sets across the whole year group from sets 1-8. This will enable us to focus our support where it is most needed.

## Years 10 (240 students) and Year 11 (240 students)

From September they will be taught within their chosen options, most of which will be mixed ability groups. In English, Mathematics and Science they will all be taught each subject at the same time enabling us to set them into ability groups from 1 – 9. (Year 10) and 1-7 (Year 11)

## Homework

Homework will be set by individual class teachers via the Classcharts app. In Key Stage 3, work will be set digitally on websites such as Reading Plus, MyMaths and Educake for English, Math and Science and this will be set every week. Other subjects may set a combination of online or paper-based work, and this will be set once every two weeks. In Key Stage 4, individual teachers will tailor homework to their classes and each subject will set homework every week.

Please encourage your child to complete their homework, but if they are experiencing any difficulty in completing the work, please make a note in their planner to show their form tutor and/or subject teacher.

### *Homework Timetable:*

Homework Rotation					
Year Group	7	8	9	10	11
Week A	English, Math, Science	English, Math, Science	English, Math, Science	English, Math, Science	English, Math, Science
	History, RE, Computer Science, Art, PE	Geography, French, Performing Arts, DT.	History, RE, Computer Science, Art, PE	Option A, Option B, Option C	Option A, Option B, Option C
Week B	English, Math, Science	English, Math, Science	English, Math, Science	English, Math, Science	English, Math, Science
	Geography, French, Performing Arts, DT.	History, RE, Computer Science, Art, PE	Geography, French, Performing Arts, DT.	Option A, Option B, Option C	Option A, Option B, Option C

## Personal Development (PD)

Personal Development provides opportunity for students to develop into responsible, respectful and active citizens who are able to play their part and become actively involved in public life as adults. PD develops and deepens understanding of the fundamental British values of democracy, individual liberty, the rule of law and mutual respect and tolerance. developing pupils' character, which is defined as a set of positive personal traits, dispositions and virtues that informs their motivation and guides their conduct so that they reflect wisely, learn eagerly, behave with integrity and cooperate consistently well with others. This gives pupils the qualities they need to flourish in our society.

Students cover a range of topics including; understanding budgeting and personal finance, social media and online safety, risks from exploitation enabling pupils to recognise the dangers of inappropriate use of technology, the importance of physical and mental health in maintaining an active lifestyle, age-appropriate understanding of healthy relationships through appropriate relationships and sex education and supporting them in their next phase of education, training or employment so that pupils are equipped to make the transition successfully

Personal Development will be delivered to students during a timetabled lesson every week, themed activities and events will also be planned to supplement this throughout the year.

For further information please see this link to the area of the school website for PSHE and RSE: <https://www.corearena.academy/subjects/pshe-rse/>

# Assessment Framework

A new assessment framework will be implemented from September in line with the other schools within CORE Education Trust.

Years 7 – 10 have two curriculum and assessment cycles per year. Each cycle comprises of typically 12-17 weeks of schema building followed by assessment periods. During the assessment periods consolidation work will be undertaken. There are 8 cycles during a student's journey from Year 7 to 10.

Year 11 will undertake mock examinations in English, Mathematics and Science during the Autumn Term, and a full set of mocks during the first half of the Spring Term. This will enable us to identify potential underachievers and put interventions in place early in Year 11.



## CORE: Common Assessment Map 2023-24

	Sep-23				Oct-23				Nov-23				Dec-23		Jan-24		Feb-24		Mar-24		Apr-24		May-24		Jun-24		Jul-24																					
School No	1	2	3	4	5	6	7	8		9	10	11	12	13	14	15		16	17	18	19	20		21	22	23	24	25		26	27	28	29	30	31	32		33	34	35	36	37	38	39				
w/c Date	4.9.23	11.9.23	18.9.23	25.9.23	2.10.23	9.10.23	16.10.23	23.10.23		6.11.23	13.11.23	20.11.23	27.11.23	4.12.23	11.12.23	18.12.23		8.1.24	15.1.24	22.1.24	29.1.24	5.2.24		19.2.24	26.2.24	4.3.24	11.3.24	18.3.24		8.4.24	15.4.24	22.4.24	29.4.24	6.5.24	13.5.24	20.5.24		3.6.24	10.6.24	17.6.24	24.6.24	1.7.24	8.7.24	15.7.24				
Year 7				NGRT					October Half Term						PC1		Christmas Break							February Half Term													Assessment Period						PC2					
Year 8											PC1																																					
Year 9																					Internal Exam					PC1																						
Year 10															PC1																																	
Year 11																																																

**Curriculum & Assessment Cycle = Schema Building Weeks + Consolidation Weeks**  
 14-19 weeks = 12-17 weeks + 2 weeks

Cycles are staggered for each year group, so that teachers are fully focussed on each year group throughout the year, in particular during the testing periods.

## Parents Evenings

All Parents' Evenings will be face to face from September 2023. Dates of the Parents Evenings are given below:

Year Group	Date
Year 7 Settling in Evening	28 <sup>th</sup> September 2023
Year 11 Parents Evening	30 <sup>th</sup> November 2023
Year 10 Parents Evening	14 <sup>th</sup> December 2023
Year 9 Virtual Options Evening	30 <sup>th</sup> January 2024
Year 9 Parents Evening	29 <sup>th</sup> February 2024
Year 7 Parents Evening	14 <sup>th</sup> March 2024
Year 8 Parents Evening	4 <sup>th</sup> July 2024



## Common Assessment Map: Key Dates

		Progress Check 1	Progress Check 2	Parents Evening
7	Testing Window	WK 10: 13.11.23 *	WK 33 & 34: 03.06.24 & 10.06.24	WK4: 28.09.23 –Settling In Evening WK24: 14.03.24
8	Testing Window	WK 9: 06.11.23 *	WK 26 & 27: 08.04.24 & 15.04.24	WK37: 04.07.24
9	Testing Window	WK 15 & 16: 18.12.23 & 08.01.24	WK 31 & 32: 13.05.24 & 20.05.24 *	WK19: 30.01.24- <b>Virtual</b> Options Evening WK22: 29.02.24
10	Testing Window	WK 8: 23.10.23 *	WK 35 & 36: 17.06.24 & 24.06.24	WK14: 14.12.23
11	Testing Window	WK 7: 16.10.23 (CORE Mocks Only)	WK 18, 19 & 20: 22.01.24 to 05.02.24 (Full Mocks)	WK6: 10.10.23-Y11 Information (Success) Evening WK12: 30.11.23



## Extra-Curricular Activities

All students are able to join CORE Sports at break and lunch time. Please see poster below:



CORE Sports clubs at break and lunch times require students to have their trainers to attend. For after school extra curricular PE clubs students will need to have their full PE kit to attend the clubs and also ensure they let a parent/carer know they are attending a club after school.

At Arena Academy, we offer an extensive selection of extra-curricular activities/clubs that we recommend your child take part in. The table below illustrates the activities/clubs on offer during the previous term. An updated table will be on the Academy website at the beginning of the 2023-24 Academic year.

<div>  <div> <b>ARENA</b> ACADEMY </div> <div> <h2>Extra Curricular Clubs</h2> <h3>Summer Term 22-23</h3> </div> </div>					
DAY	STAFF	Year Groups	Time	Subject/Activity	Location
 <b>MON</b> 	Mrs Sweet	Year 7, 8 & 11	12:25-1:10pm	Friendship Club	Library
	Miss Poole	Year 7, 8 & 11	12:25-1:10pm	Librarians	Library
	P.E Staff	Year 7, 8 & 11	12:25-1:10pm	Dance, Football, Outside Gym, Basketball	Outside
	DZS	Year 7, 8 & 11	12:25-1:10pm	Chess	24
	Mrs Sweet	Year 9 & 10	1:25-2:10pm	Friendship Club	Library
	Miss Poole	Year 9 & 10	1:25-2:10pm	Librarians	Library
	P.E Staff	Year 9 & 10	1:25-2:10pm	Dance, Football, Outside Gym, Basketball	Outside
	LFR/HNE	Year 10 & 11	3:10-4:10pm	KS4 Art enrichment	17/23
 <b>TUE</b> 	TAM	All groups	3:10-4:10pm	Drama Club	18
	P.E Staff	Year 7, 8 & 11	12:25-1:10pm	Dance, Football, Outside Gym, Basketball	Outside
	P.E Staff	Year 9 & 10	1:25-2:10pm	Dance, Football, Outside Gym, Basketball	Outside
	Science Staff	Year 7, 8 & 9	3:10-4:10pm	Science Club	139
	P.E Staff	All groups	3:10-4:10pm	PE club – various sport	P.E.
	LFR	Year 7, 8 & 9	3:10-4:10pm	KS3 Art Club	17
<b>WED</b>	JLA	Year 7, 8 & 9	3:10-4:10pm	Geography Homework	9
	P.E Staff	Year 7, 8 & 11	12:25-1:10pm	Dance, Football, Outside Gym, Basketball	Outside
	P.E Staff	Year 9 & 10	1:25-2:10pm	Dance, Football, Outside Gym, Basketball	Outside
	DZS	Year 9 & 10	1:25-2:10pm	Chess	24
 <b>THU</b> 	P.E Staff	Year 7, 8 & 11	12:25-1:10pm	Dance, Football, Outside Gym, Basketball	Outside
	P.E Staff	Year 9 & 10	1:25-2:10pm	Dance, Football, Outside Gym, Basketball	Outside
	RCA	All groups	3:10-4:10pm	Music	22
	LFR/HNE	Year 10 & 11	3:10-4:10pm	KS4 Art enrichment	17/23
	TCH	Year 7, 8 & 9	3:10-4:10pm	Geography Homework	9
	RSI	All groups	3:10-4:10pm	CCF	Hub 1
	PGD	Year 7, 8 & 9	3:10-4:10pm	Maths Club	29
	CC	Year 7, 8 & 9	3:10-4:10pm	KS3 Art Club	20
	HCU	Year 7 & 8	3:10-4:00pm	History Ambassadors Club	
<b>FRI</b>	Aston Villa Female Coaches	All groups	3.30-5.30pm	Aston Villa Youth Girls Club	P.E.
	P.E Staff	Year 7, 8 & 11	12:25-1:10pm	Dance, Football, Outside Gym, Basketball	Outside
	P.E Staff	Year 9 & 10	1:25-2:10pm	Dance, Football, Outside Gym, Basketball	Outside
	FTI	Year 7, 8 & 9	3:10-4:10pm	Afternoon tea with Miss T-G	FR2

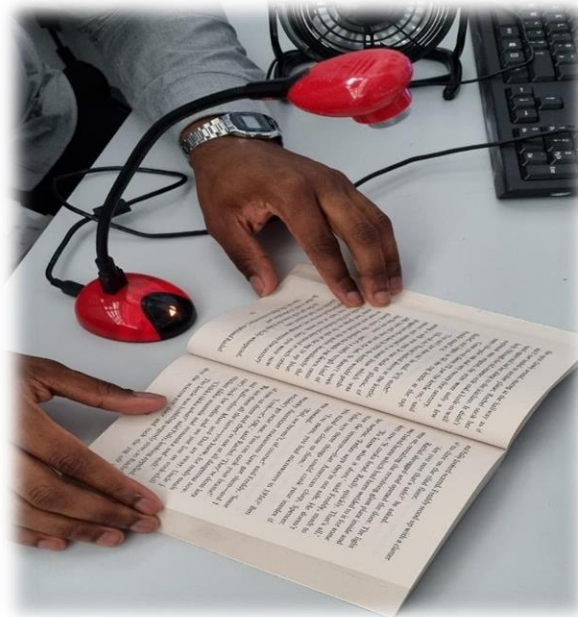
- Students will get changed into their P.E. Kit for after school P.E. activities and should bring this in their bag
- For all after school activities, students require a note from parents/carers, in their student planer, giving consent to attend the activity for the duration of the school term

## IT Provision

**Digital TV Screens** – There are several digital TV screens strategically placed across the school site to provide announcements to pupils & staff, advertise awareness days, celebrates successes and provide vital information based on an emerging need.



**Visualisers** – Visualisers have been installed in every classroom, to allow the teacher to make real-time live demonstrations on the whiteboard e.g. drawing techniques, reading books, practical demonstrations etc.



**Interactive Screens in classrooms** – We have installed new interactive TV screens in 30 classrooms, which are of better quality and allow the pupils and teachers to interact on screen demonstrations and presentations.



**Lunch time news** - During lunch time in the hall/canteen, Sky News is played on the large screen so that pupils stay in touch with current affairs. The screen is also used to promote festivals/cultures/awareness days.



**Laptop trolleys** – We have further developed our ICT provision by acquiring further laptop trolleys (containing 15 laptops each), which are used to support KS4 lessons, in particular for extended learning and completion of controlled assessments.



**Computer Suites** - We have five computer suites across the school, which are used to primarily deliver Computer Science, Business and IT lessons, as well support other subjects with their curriculum needs.



Please note that there will be a robust IT equipment reporting and monitoring system from September 2023. If a pupil is caught damaging any IT equipment, they will be severely sanctioned, and **costs of damages will be invoiced to parents/carers.**





**School Map and location of rooms** You can see below a map of our three floors that show locations of all classrooms and offices. For an interactive 360 tour of our school building, please click this link: <https://www.arena-birmingham.academy/school-tour/>



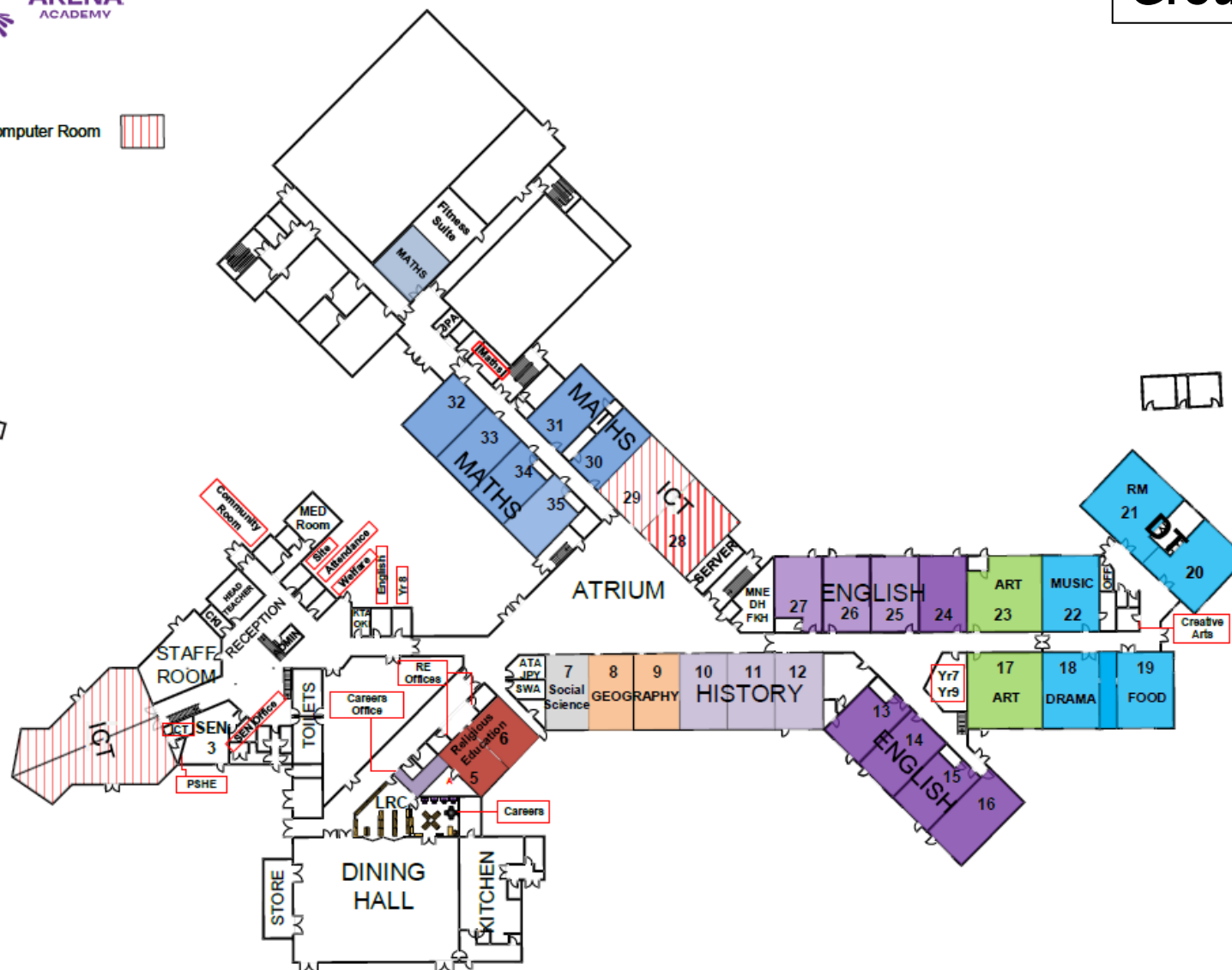
**ARENA**  
ACADEMY



**Lower Floor**

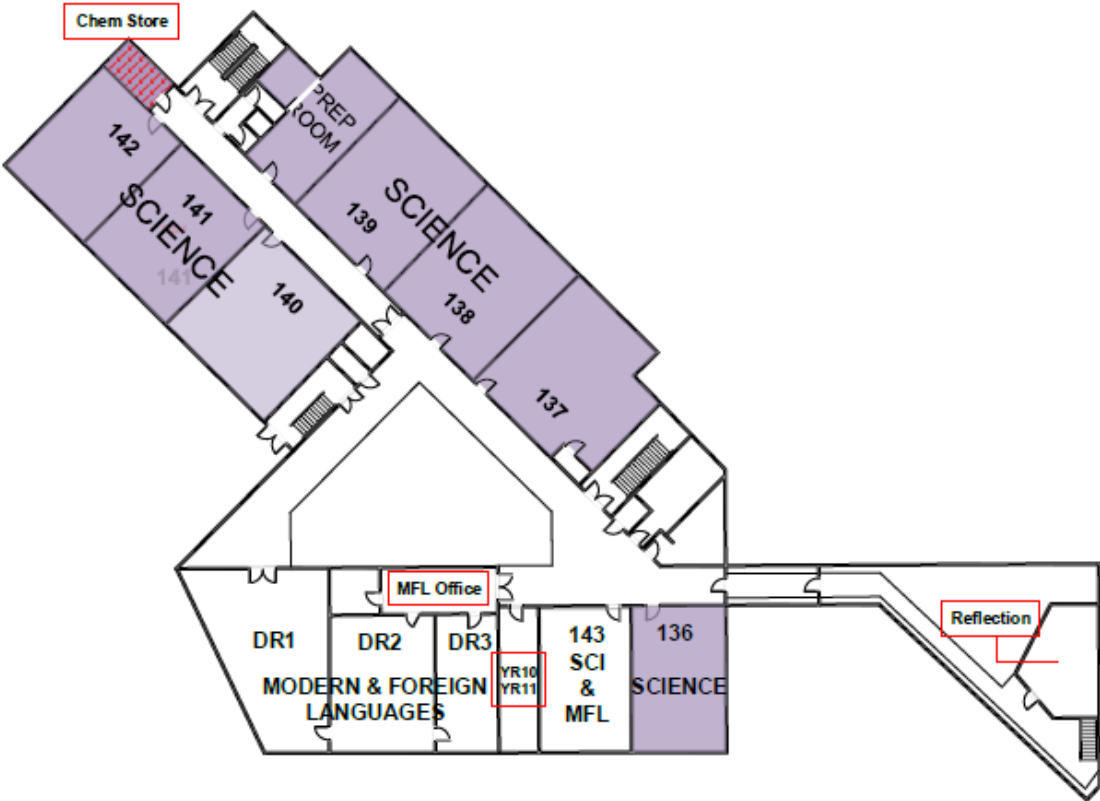
# Ground Floor

Key - Computer Room



# Upper Floor

Key - Computer Room



# FAQs

## **What time does school start?**

*The main Arena Central doors open at 8:25am. All students should be sat in their form rooms before 8:35am. Any student that arrives after 8:35am will be marked as late and must sign in at reception.*

## **What equipment does my child need to bring to school?**

*We expect every student to be prepared for every school day. Please ensure you have the basic items and equipment for every lesson:*

- *Pen- Black or Blue Ink*
- *Pencil*
- *Ruler*
- *Rubber*
- *Sharpener*
- *Student Planner*

*In order to keep books, equipment and PE kit neat and safe, students should have a suitable bag to carry their belongings. We recommend a sturdy backpack, with a secure fastening, which has their name clearly labelled. Students will be given an exercise book or folder for each subject. If the student loses or willingly damages any equipment provided for them, they will be expected to pay for a replacement.*

## **Where can my child go at break and lunch time?**

*Students can go to the canteen, arena central, playground, Astro turf, sports hall gym or library. There are four serving stations available at break and lunch, two in the canteen, one in the English are and the other one on the playground. On the playground, students can join in with activities from CORE Sports including football, netball, basketball and dance. In addition to this, there will also be clubs available for students to join during lunch times. A timetable is available in all classrooms.*



## **Can my child go to the toilet during lesson time?**

*We advise all students to use the toilets before school, during break and lunch time. If a student needs to use the toilet during lesson time, they must ask their teacher and they will be escorted to the toilet.*

## **Does my child have to wear their blazer?**

*Yes, we require all students to wear their blazers. Students can take off their blazers in classrooms but must ask the teacher first.*

**Should I send my child into school with a refillable water bottle?**

*Yes, we encourage all students to drink water throughout the day. We have water fountains available for all students to use during break and lunch times – please see image below (students are not allowed to use the water fountains during lesson time). In addition to this, we provide jugs of water for all students at break and lunch in the canteen.*

**My child has lost their school bag in school, how do I find it?**

*Please see detailed information here about our lost property protocol: [Lost Property - Arena Academy \(corearena.academy\)](https://corearena.academy/lost-property)*

**I have a concern about my child's academic progress, who do I contact?**

*Please contact your child's Head of Year in the first instance.*

**I have a concern regarding behaviour, who do I contact?**

*Please contact your child's Year Coordinator in the first instance.*

**Does my child have to bring their student planner with them every day?**

*Yes, we encourage students to bring their planners to school every day.*

**If my child cycles to school, can they store their bicycle securely?**

*Yes, we have cycle racks near the Arena Central entrance. All bicycles are stored at the owner's risk.*

**My child is ill, what do I do?**

*If your child is too poorly to attend school, you need to contact the attendance team.*

**My child has a medical appointment in school time, what should I do?**

*We ask that every attempt be made to have medical appointments after school so students don't miss valuable learning. If this is unavoidable, we expect your child to attend before and after the appointment and you must provide evidence of the appointment so we can mark the absence as authorised.*

**How will the Academy communicate with me on a day to day basis?**

- *Class Charts*
- *Text messages home*
- *Email*

- *Phone calls home*
- *School website*
- *Letters*

**Can my child wear their PE kit on the day they have a PE lesson?**

*No, students are to put their PE Kit in their bags on the days they have PE.*

**Can I send my child to school with cash?**

*We recommend not to do that as we are a cashless school.*

**If I need to speak to a staff member, can I just turn up at reception?**

*No, we strongly recommend all Parents to book an appointment.*

***When does my child choose their GCSE subjects***

*All students choose their GCSE subjects at the start of year 9.*