



Family Handbook

2025 - 2026

Updated: July 2024

Headteacher's Introduction

Dear Parent/Carer,

The partnership between Parents/Carers and the school cannot be underestimated. Working together we can enable every child at Arena Academy to have the skills and knowledge to achieve strong academic outcomes; to become model citizens within our community, and to give them the keys to open the doors to their future careers - whether University, Apprenticeships or Employment.

This 'Family Handbook' provides you with all the information you will need to support your child's five year journey at Arena Academy. It outlines our shared CORE Trust values of Collaboration, Opportunity, Respect, and Excellence. By the collaboration of parents/carers and staff reinforcing our standards and expectations, students will receive a consistent message of what is required from them. Also within the handbook is comprehensive information regarding the support that is available for students; details of the curriculum and what they will study; and the many exciting opportunities and activities that they can experience at Arena Academy.

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)

Throughout the year, the 'Family Handbook' is updated. We will promptly notify you of any changes using our Class Charts messaging. 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 hope that this 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 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. 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.

AM Form Time	8:35am – 9:00am
Period 1	9:00am – 10:00am
Period 2	10:00am – 11:00am
Breaktime	11:00am – 11:20am
Period 3	11:20am – 12:20pm
Period 4	12:20pm – 1:20pm
Lunch	1:20pm – 2:00pm (<i>Year 7 start lunch at 1:15pm</i>)
Period 5	2:00pm – 3:00pm
PM Form Time	3:00pm – 3:10pm

Guided Reading Time

Each week during their Form Time activities in the morning, students are required to engage in Guided Reading Time (GRT) using the Day [Home - The Day](#). GRT involves the class teacher reading a pre-arranged age-appropriate text/article that is relevant to the students. Within lesson, staff will also prepare Guided Reading activities for students to complete during an appropriate part of the student's learning journey.

School Breakfast

Free Breakfast is provided for all students, served in form rooms starting from 8:35am

START YOUR DAY THE RIGHT WAY!

Breakfast



served
with
juice



ARENA
ACADEMY



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ACADEMY

Served to you in your form rooms

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, all year groups will line up on the playground at the end of break and lunchtime. This practice helps to ensure a calm and orderly environment following these busy periods. Students will be expected to line up in register order, however students with a line up exemption pass will line up separately.



Form Time

Morning form time is from 8:35am to 9:00am. Every year group has an assembly once a week in the hall. During Form time, students will receive their free breakfast and take part in a uniform and equipment check. Students will also place their mobile phones in their individual pouches and place them in their bags. This will support in increasing attainment and focus during lessons throughout the day.

Form groups will then undertake a short form time activity, as per the timetable below.

Each student will have an individual academic mentoring meeting during assembly time at least once per term. During this meeting, students will discuss their academic progress, attendance and any support they require in order to achieve their potential.

Afternoon form time is from 3pm to 3:10pm. During this time, students will review their day with their form tutor and release their mobile phones from the individual pouches.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
YEAR 7	Form Notice Board: The Week Ahead / Attendance Review	Numeracy Ninjas	The Day: Current Affairs and Reading	Weekly Review: Praise and Rewards	Assembly and Academic Mentoring
YEAR 8	Form Notice Board: The Week Ahead / Attendance Review	Numeracy Ninjas	The Day: Current Affairs and Reading	Assembly and Academic Mentoring	Weekly Review: Praise and Rewards
YEAR 9	Form Notice Board: The Week Ahead / Attendance Review	Numeracy Ninjas	Assembly and Academic Mentoring	The Day: Current Affairs and Reading	Weekly Review: Praise and Rewards
YEAR 10	Form Notice Board: The Week Ahead / Attendance Review	Assembly and Academic Mentoring	Retrieval Masterclasses	Retrieval Masterclasses	Weekly Review: Praise and Rewards
YEAR 11	Assembly and Academic Mentoring	Revision Skills and Strategy	Retrieval Masterclasses	Retrieval Masterclasses	Weekly Review: Praise and Rewards

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
- 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
Miss 19 days or more - Persistent Absentee (PA) Possible fines and court action		
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!



At the start of every half term, all Parents/Carers are sent a text message detailing how many sessions your child missed in the previous term (if any). In addition, all students are given an attendance letter at the start of each half term informing them how many sessions missed in the previous half term (if any).

As part of our ongoing efforts to ensure all children and families feel supported with attending school, we have the following as part of our offer to all families and children:

- Attendance Mentoring from Form Tutors for all students where attendance has started to become a concern or where there are issues that need to be resolved that could result in attendance being affected.
- Attendance Rewards for all students who attended school consistently as well as students who have improved their attendance.
- Each week the screens in Arena Central highlight the students who have attended school every day the previous week, they also enter a raffle to win a prize which is announced at lineup.
- All parents receive a text message every half term so there is an awareness of your child or children's attendance for the previous half term.
- All students receive an attendance letter every half term to take home detailing attendance and punctuality for the previous half term.
- Inclusive Attendance Strategy and Procedures, more information about this is below, last academic year we achieved the Bronze Award for Inclusive Attendance, this year we are striving for the Silver. More information about this is below:



Dear Parents and Carers,

We are excited to share some important updates regarding our approach to attendance at Arena Academy. Our commitment to providing the best support for your children and families has led us to collaborate with an organisation known as Inclusive Attendance. Together, we aim to empower children to attend school regularly and overcome any potential barriers they may face in their educational journey.

Our new approach is rooted in an inclusive attendance model designed to ensure that everyone - our staff, families, and children - fully understands their individual roles and collective responsibilities in supporting school attendance, active engagement in learning, and addressing potential barriers.

To achieve this, we are introducing a Multi-Tiered System of Support, a tiered approach that caters to the unique needs of all children. It begins with our universal offer, progresses to Tier 2, which provides additional support for some children through early help services within the school, and finally, Tier 3, where we ensure that certain children and families have access to specialised resources if required.

Effective communication with all our families is central to our values at Arena Academy. Considering this, we will transition from reporting attendance in percentage form to a focus on the number of days missed. This shift will simplify the process, enhance communication, and help all children and families have a clear understanding of the impact of missed school days on education.

Another significant change we are implementing is moving away from a rewards-based system. Instead, we will adopt a recognition-based approach that allows us to be more inclusive and creative in acknowledging personal achievements and promoting the importance of regular school attendance among both our children and families.

Our renewed focus on this inclusive attendance approach will ultimately help us create a culture where everyone at Arena Academy shares the collective responsibility for school attendance.

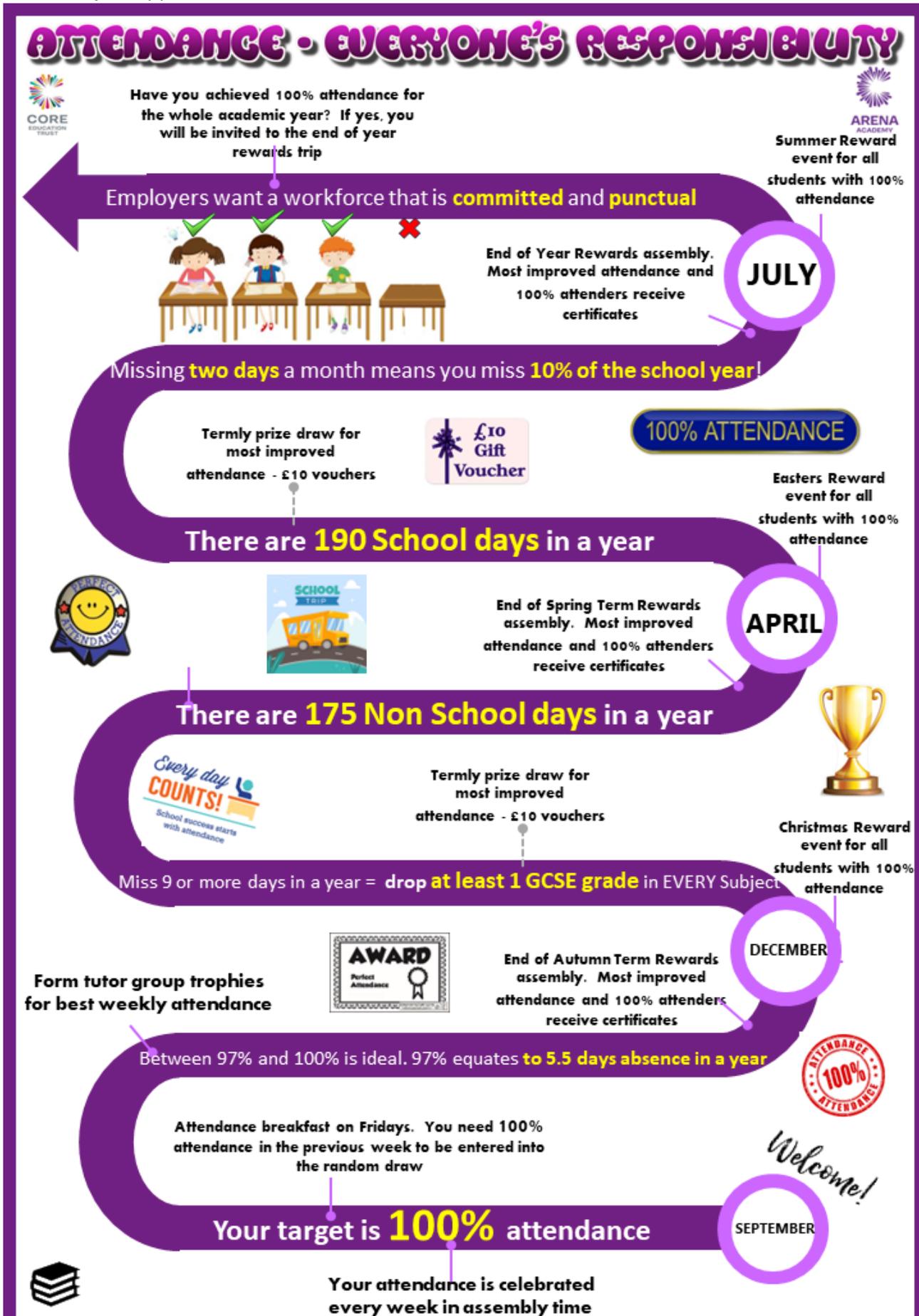
We invite you to visit our attendance page and review our attendance policy for more information on this new model and how it will enhance the support we provide. If you have any questions or require further clarification, please do not hesitate to contact our Attendance Team:

Claire Kilroy – Assistant Headteacher and Attendance Champion – ckilroy@corearena.academy

Deborah Westwood – Attendance Officer – dwestwood@corearena.academy

Attendance Awards

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



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 make their way to the hub area and a senior leader will be there to meet them and guide them to the lates 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 at 9.05am will complete a same-day reflection. Students arriving after the central register closes will be issued a 60-minute reflection on the same day. 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.

Punctuality to lessons – On Time, Every Time

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

**ON TIME
EVERY TIME**

5 minutes to make your way to your next lesson

If you arrive to your lesson 5 minutes after the bell, you are late = **30 minute reflection**

After line up, follow your teacher to your classroom. If you do not follow your teacher = **30 minute reflection**

Punctuality is important

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 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'.

School uniform

Individual uniform requirements are detailed on our school website here [Uniform & Equipment - Arena Academy \(corearena.academy\)](https://www.corearena.academy). Support for families with regards to uniform are considered on an individual basis, please contact Benjamin Daley b.daley@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. **We will provide all students with all branded items of uniform free of charge.**



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

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



Two students in full school uniforms are shown on either side of the central examples.

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



READY
1. We always wear correct uniform at all times

School Shoes

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



ARENA
ACADEMY





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 they will be directed to the **uniform swap shop**:

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 secondary school, enjoying new friendships and the new opportunities secondary school brings. To help all pupils prepare for this change and to make the move to Year 7 successful, we have held an Induction Day and Evening and are hosting a Summer School.

Summer School is running from 21st July – 25th July for all Year 6 to 7 students.

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 with our extra-curricular activities!
- Work out how you'll be paying for your lunch – make sure your parents have topped up your Parent Pay account for the first day.
- Find out where the toilets are.
- 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. Use Class Charts to help get yourself prepared for every school day and make sure you do 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 PE kit.
- 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, we follow a one way system.
- 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 students around the school!

Term Dates 2025 – 2026

Autumn Term

Monday 1st September to Friday 24th October

Monday 3rd November- Friday 19th December

Training Days- Monday 1st Sept, Tuesday 2nd Sept, Friday 7th November

Spring Term

Monday 5th January to Friday 13th February

Monday 23rd February to Friday 27th March

Training Days- Monday 5th January

Summer Term

Monday 13th April to Friday 22nd May

Monday 1st June to Monday 20th July

Training Days- Monday 20th July

Contact information

Heads of Year and Year Group Coordinators		
Year 7	Head of Year 7: Mr Crawford Year 7 Group Coordinator: Ms Badhan	DCrawford@corearena.academy PBadhan@corearena.academy
Year 8	Head of Year 8: Miss Van Deventer Year 8 Group Coordinator: Mr Taylor	Lvandeventer@corearena.academy BTaylor@corearena.academy
Year 9	Head of Year 9: Mr Ali Year 9 Group Coordinator: Ms Bilal	Skali@corearena.academy ZaBilal@corearena.academy
Year 10	Head of Year 10: Miss Ives Year 10 Group Coordinator: Mr King	Hives@corearena.academy CKing@corearena.academy
Year 11	Head of Year 11: Ms Taj Year 11 Group Coordinator: Mrs Dowling	STaj@corearena.academy DDowling@corearena.academy

Heads of Department/subject areas		
English	Ms M Khatun	MKhatun@corearena.academy
Maths	Ms K Blackwood	KBlackwood@corearena.academy
Science	Mr Levy	CLevy@corearena.academy
Head of MFL	Dr Savage	DSavage@corearena.academy
Head of History	Mr Hart	DHart@corearena.academy
Head of Geography	Ms Laurent	JLaurent@corearena.academy

Head of RE/Social Sciences	Ms Moosa	amoosa@corearena.academy
Head of PE	Ms S Allen	SAllen@corearena.academy
Head of Vocational	Ms Joyce	KJoyce@corearena.academy
Head of Computing & Business	Mr Kerra	JKerra@corearena.academy
Head of Business	Mrs Bains	habains@corearena.academy
Head of Arts	Ms Freeman	LFreeman@corearena.academy
Head of Performing Arts	Ms Alam	TAlam@corearena.academy
Head of Design Technology	Mr Naveed	MNaveed@corearena.academy

Other Useful Contacts		
Attendance	Mrs Westwood	DWestwood@corearena.academy
Safeguarding	Mrs Kilroy Miss Campbell-Williams	CKilroy@corearena.academy DCampbell-Williams@corearena.academy
Parents Evenings	Mr Turner	SKali@corearena.academy
Reading	Ms K Rowles	Krowles@corearena.academy
Careers	Mrs Guest Mrs Badhan	Kguest@corearena.academy PBadhan@corearena.academy
Admissions	Ms K Bhamra	KBhamra@corearena.academy
SENCo	Mr Ahmed	Abahmed@corearena.academy
Deputy SENDCo/ Medical Needs	Mrs Hussain	sahussain@corearena.academy

Form Tutors 2025-26

Y E A R 7	HEAD OF YEAR 7	Mr Crawford		
	Year Co-ordinator	Mrs Badhan	Attached Staff	
	SLT Link	Mr Turner and Miss Campbell-Williams	Form	Room
	Form Tutors	Mrs Sayed	7ASA	34
		Miss Hazem	7AHZ	32
		Miss Merrell	7CME	145
		Mr Zs	7DZS	24
	Mr Skidmore	7GSK	10	
	Miss Darr	7SDA	136	
Y E A R 8	HEAD OF YEAR 8	Miss van Deventer		
	Year Co-ordinator	Mr Taylor	Attached Staff	DSV
	SLT Link	Mrs Curtis	Form	Room
	Form Tutors	Miss Ivanova / Miss Pervaiz	8AIV	1
		Mrs Spence (Mon - Thu) and Mr Hussain (Fri)	8ASP	139
		Miss Chowdhury	8TCH (HSW)	25
		Miss Karwal	8JKL	5
	Mr Karra	8JKT	2	
	Mr Amos	8LAM	16	
Y E A R 9	HEAD OF YEAR 9	Mr Ali		
	Year Co-ordinator	Ms Bilal	Attached Staff	LFR
	SLT Link	Mrs Guest	Form	Room
	Form Tutors	Mr Rahman	9ARA	138
		Mr Rahman	9ARN (DCF)	8
		Miss McKenzie	9DMK	22
		Miss Lawson	9SLA	9
	Mr Moosa	9SMD (SFL)	143	
	Miss Alam	9TAL	18	
Y E A R 10	HEAD OF YEAR 10	Miss Ives		
	Year Co-ordinator	Mr King	Attached Staff	SES, FHU
	SLT Link	Mr Daley, Mr Ahmed and Miss Bains	Form	Room
	Form Tutors	Miss Moosa	10AMD (AHZ)	6
		Mr Joyce	10BJE	11
		Miss Ellis (Mon - Thu) and Mr Essien-Aiso (Fri)	10FEI (JDA)	13
		Miss Elliott	10MEL (NYE)	12
	Miss Gogna and Mr Hussain	10PGO (NRE)	31	
	Mrs Dowe	10SDW	20	
	Miss Allen / Mr Naveed	10SLN	29	
	Mrs Chowdhury	10WCH	33	
Y E A R 11	HEAD OF YEAR 11	Mrs Taj		
	Year Co-ordinator	Mrs Dowling	Attached Staff	MKH, KBL, CLY, KJO
	SLT Links	Mr Stephens, Mrs Kilroy and Mr Malik	Form	Room
	Form Tutors	Mr Hart	11DH	27
		Mr Singh	11HKA	140
		Miss Laurent	11JLA	146
		Mrs Rowles	11KRW	15
		Mrs Bangar (Mon - Wed) and Miss Hussain (Thu - Fri)	11RBA	26
		Mr Miah	11RMI	30
		Mr Singh	11RSI	35
	Intervention			
	Miss Blackwood			
	Mr Levy			
	Mrs Khatun			

Student Council and Student Leadership

There are numerous opportunities for student leadership across the academy (including within subject and pastoral areas), many of these are listed below. These include library ambassador, subject ambassadors, anti-bullying committee and pastoral student leaders. Students should speak to their Head of Year, Head of Subjects and Class Teachers to find out further information about the opportunities available.

The student council meets once every half-term to discuss ongoing issues and forthcoming events. Each form group nominates student members to represent them. Students are encouraged to share ideas or ways we can improve the Academy through their form group representatives.

There are many opportunities across our academy such as:

Literacy Ambassadors
Science Ambassadors
Eco Ambassadors
Mathematics Ambassadors
Arts Ambassadors
MFL Ambassadors
Music Ambassadors
Sports Leaders
Club Leaders
Performing Arts Ambassadors
Library Ambassadors
Student Council
UNICEF Ambassadors
Anti-Bullying Ambassadors
Health and Social Care Ambassadors
Senior Student Leader
Student Leader
Mental Health Ambassadors

Speak to your class teachers or Heads of Department about the leadership opportunities in their subjects!

School Library

Our Library is open every break, lunch and after school.

ARENA ACADEMY

JOIN THE ARENA LIBRARY

Manga & Graphic Novels

Ultimate comfort!

Rewards & prizes

Clubs & activities

Laptops for homework & revision

PLEASE VISIT THE LIBRARY TO COLLECT A PASS APPLICATION FORM FROM MISS. FELLOWS

REMEMBER: YOU DO NOT NEED A PASS TO LOAN BOOKS! You only need a pass to use the library's resources at break and lunch.

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:

MENU

WEEK 1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	CHIPPY FRIDAY
MAIN DISH	Halal Mince Beef Chilli Con Carne & Rice	Halal Chicken Chow Mein served with prawn crackers	Halal Roast Chicken, crispy roast potatoes and gravy	Halal Chicken Katsu curry served with rice	Crispy battered fish or Spicy Chicken wings Served with Chips
STREET FOOD MAIN	Halal Chicken Burrito	Chicken Tikka Wrap	Halal Chilli Beef Burrito	Wrap Of the day	Jumbo Sausage Or Doner Kebab Served with Chips
VEGETARIAN MAIN DISH	Vegetable Chilli Pasta Bake	Macaroni Cheese served With crusty Bread	Italian Quorn Fillet	Sweet Potato Curry Served on a bed of Rice	Cheese And Tomato Pizza
JACKET POTATOES	Beans Tuna Cheese	Beans Tuna Cheese	Beans Tuna Cheese	Beans Tuna Cheese	Beans Tuna Cheese
ACCOMPANIMENTS	Seasonal Vegetables Salad Bar	Seasonal Vegetables Salad Bar	Seasonal Vegetables Salad Bar	Seasonal Vegetables Salad Bar	Seasonal Vegetables Salad Bar
DESSERTS	Homemade Traybakes And Desserts	Homemade Traybakes And Desserts	Homemade Traybakes And Desserts	Homemade Tray Bakes And Desserts	Homemade Traybakes And Desserts

KEY 5 1 OF YOUR 5 A DAY MEAT FREE MEAT-FREE (VEGETARIAN) CHEF'S CHOICE Pb PLANT-BASED (VEGAN)

Allergens and intolerances All of our food is lovingly hand crafted and prepared on site daily. We have an allergen procedure in place, so please ensure you make our catering team aware of your allergens/ your child's allergens prior to using the restaurant. Our kitchens are used for multi-purpose production so we cannot guarantee the above dishes are completely free from allergenic ingredients or traces of these.

MENU

WEEK 2	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	CHIPPY FRIDAY
MAIN DISH	Halal Chicken and Mushroom Tikka Curry Served with Mini Poppadom's	Halal Beef Lasagne Served With Herby Bread	Halal Roast chicken Herby Mash potato And Onion Gravy	Halal Beef and Vegetable Pie served with New Potatoes	Crispy battered fish or Spicy chicken wings Served With Chips
STREET FOOD MAIN	Halal Chicken Burrito	Hot Dog & Rainbow slaw	Halal Chilli Beef Burrito	Wrap Of the day	Jumbo Sausage Or Doner Kebab Served with Chips
VEGETARIAN MAIN DISH	Quorn And Mushroom Tikka Curry Served with mini Poppadom's	Cheese And Potato Pie Served With Baked Beans	Quorn Fillet Served with Herby Mash Potato And Onion Gravy	Vegetable Lasagne Served with Crusty Bread	Cheese and Tomato Pizza
JACKET POTATOES	Beans Tuna Cheese	Beans Tuna Cheese	Beans Tuna Cheese	Beans Tuna Cheese	Beans Tuna Cheese
ACCOMPANIMENTS	Seasonal Vegetables Salad Bar	Seasonal Vegetables Salad Bar	Seasonal Vegetables Salad Bar	Seasonal Vegetables Salad Bar	Seasonal Vegetables Salad Bar
DESSERTS	Homemade Traybakes And Desserts	Homemade Traybake And Desserts	Homemade Traybakes And Desserts	Homemade Tray Bakes And Desserts	Homemade Tray Bakes And Desserts



KEY 1 OF YOUR 5 A DAY MEAT-FREE (VEGETARIAN) CHEF'S CHOICE PLANT-BASED (VEGAN)

Allergens and intolerances All of our food is lovingly hand crafted and prepared on site daily. We have an allergen procedure in place, so please ensure you make our catering team aware of your allergens/ your child's allergens prior to using the restaurant. Our kitchens are used for multi-purpose production so we cannot guarantee the above dishes are completely free from allergenic ingredients or traces of these.

Mellors
FOOD
HAPPY

MENU

WEEK 3	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	CHIPPY FRIDAY
MAIN DISH	Halal Jerk Chicken Served With Rice and Peas	Halal Beef Spaghetti Bolognaise Served with Garlic Bread	Halal Roast Chicken Served With crispy roast potatoes and gravy	Halal Sweet Chilli Chicken & Vegetable rice	Jumbo fish fingers or Spicy chicken wings Served with Spicy wedges
STREET FOOD MAIN	Quorn "Doner" "Kebab"	Halal Chicken Tandoori Wrap	Pork Bahn Mi	Halal BBQ Chicken Wrap	Jumbo Sausage Or Doner Kebab Served with spicy wedges
VEGETARIAN MAIN DISH	Chinese Quorn Singapore Vegetable Noodles	No chicken teriyaki with rice	Vegetarian cottage pie with gravy	Vegetable meat balls in a rich tomato sauce	Cheese and Tomato Pizza
JACKET POTATOES	Beans Tuna Cheese	Beans Tuna Cheese	Beans Tuna Cheese	Beans Tuna Cheese	Beans Tuna Cheese
ACCOMPANIMENTS	Seasonal Vegetables Salad Bar	Seasonal Vegetables Salad Bar	Seasonal Vegetables Salad Bar	Seasonal Vegetables Salad Bar	Seasonal Vegetables Salad Bar
DESSERTS	Homemade Traybakes And Desserts	Homemade Traybakes And Desserts	Homemade Traybakes And Desserts	Homemade Tray Bakes And Desserts	Homemade Traybakes And Desserts



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Mellors
FOOD
HAPPY

Dining at Arena

We have now changed to a more nutritious, healthier, finer dining experience. This will mean:

Canteen

Single use packaging will be replaced with Plates and Cutlery service

Grab and go options replaced with plated food

New improved healthier menus.

English Pasta POD

Throw away packaging replaced by bowls and cutlery.

Food to be consumed in Arena central and not on the go.

Change to Food waste recycling

There has been a change in the law to support the countries aim to avoid food waste going to landfill by 2030. Mandatory food waste separation for all non-domestic properties starts from 31st March 2025.

Purpose

Reduction in greenhouse gas emissions and landfill waste

What this means for the school.

Individual bins will be provided in the canteen, Arena central and the DT food area. All students staff and visitors need to place all food waste in the new bins provided. All food waste will be collected and recycled separately. No food waste can be placed in other bins in the school.



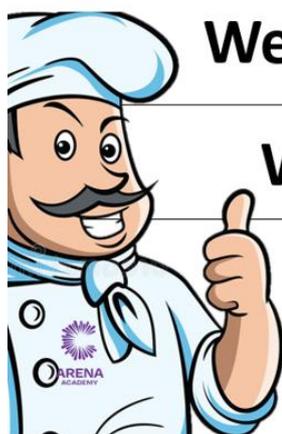
We all play a part in reducing our footprint on the environment. What we are adding to Arenas recycling is exactly what all businesses and public sector organizations, including restaurants, hospitals, schools, fast food outlet will have to adhere to from 31st March 2025.

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 email the Designated Safeguarding Lead for Arena or the Deputy Designated Safeguarding Lead on the emails below, these emails are also monitored during the school holidays from 9.00am - 3.00pm should you need support outside of term time:

Mrs Kilroy – ckilroy@corearena.academy

Miss Campbell-Williams – 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)	www.forwardthinkingbirmingham.org.uk
Young Minds	https://youngminds.org.uk/
Papyrus (Suicide Prevention Charity)	0800 0684141 https://papyrus-uk.org/
CEOP Internet Safety	https://www.ceop.police.uk/safety-centre/
Chathealth – Birmingham and Sandwell	07480 635485 – Birmingham & 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	
Kooth: A free, safe and anonymous online support for young people (11-19 years plus) available at all times at www.kooth.com . It includes accessing online counselling support. Monday-Friday: noon-10pm. Saturday and Sunday: 6pm – 10pm.	www.kooth.com
The BBC also has an excellent resource on protecting your mental health	www.bbc.co.uk/news/health-51873799
The Trussell Trust Foodbanks. We have links with these foodbanks and can issue vouchers to families who might need them.	https://www.trusselltrust
Forward Thinking Birmingham	0300 300 0099
Birmingham Waiting Room for all wellbeing resources linked to Birmingham and Solihull	Home Support Options in Birmingham and Solihull The Waiting Room (the-waitingroom.org)

Counselling service

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



We also work closely with COMPASS which is linked to the NHS and offer support to young people with anxiety, wellbeing, emotional support and any other issues where counselling is not the support the child needs. Please see the link below for more information regarding this services, parents and carers can refer directly to this service or ask school to refer through a Year Group Coordinator, DSL or Deputy DSL:

[What We Do - Compass](#)

Inclusion Hub

Launched in September 2025, the Inclusion Hub is a dedicated provision within the academy designed to break down barriers to learning and offer tailored support for students based on their individual needs. It serves as an early intervention space for students who require additional help to thrive, both academically and emotionally.

The Inclusion Hub works in close partnership with the SEND department to foster a strong sense of belonging. It is a safe, supportive environment where students feel seen, heard, and understood.

Referrals to the Inclusion Hub are based on a combination of Class Charts behaviour data and staff referrals. For more information, please contact Danielle Campbell-Williams: Inclusion Manager DCampbell-Williams@corearena.academy

SEND

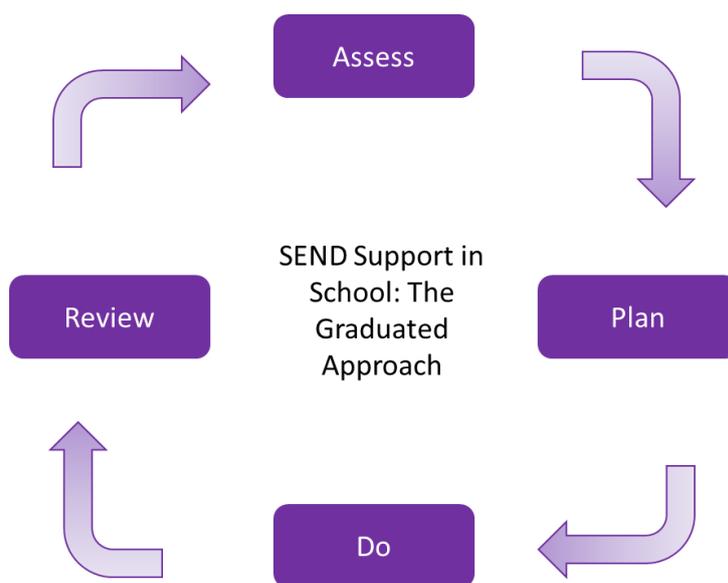
We are proud to welcome students from across our local community and are committed to offering every young person the opportunity to access a high-quality education. We work in close partnership with families and the wider school community to ensure each student receives the support they need to thrive, achieve high standards, and reach their full potential.

Our inclusive learning environment is built on the belief that every child should:

- Achieve their personal best
- Grow into a confident, independent individual
- Make a successful transition into adulthood, whether that be into employment, further education, higher education or training

All of our teachers receive regular training on Special Educational Needs and Disabilities (SEND) and are well equipped to adapt their teaching to meet the needs of all learners. Our SENDCo leads the SEND Team and works closely with staff across the academy to provide tailored support for each student. Further information on the support available for students with SEND, as well as practical guidance for families, can be found on <https://www.corearena.academy/our-academy/send/>

When a student is identified as having SEND, we follow the four stage process known as the 'Graduated Approach' in line with the current SEND Code of Practice to ensure that appropriate provision is in place.



Types of need and examples:

<p>Cognition and Learning</p> <p>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.</p>	<p>Communication and Interaction</p> <p>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.</p>
<p>Social, Emotional and Mental Health</p> <p>This includes a range of difficulties, which may be evident by anxious or emotional behaviour.</p>	<p>Sensory or Physical Needs</p> <p>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.</p>

If you have any feedback, or would like any further support, please do not hesitate to contact our SENDCo Mr Ahmed

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 three 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

Don't cross the Red Line

MOVE

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

REMOVE

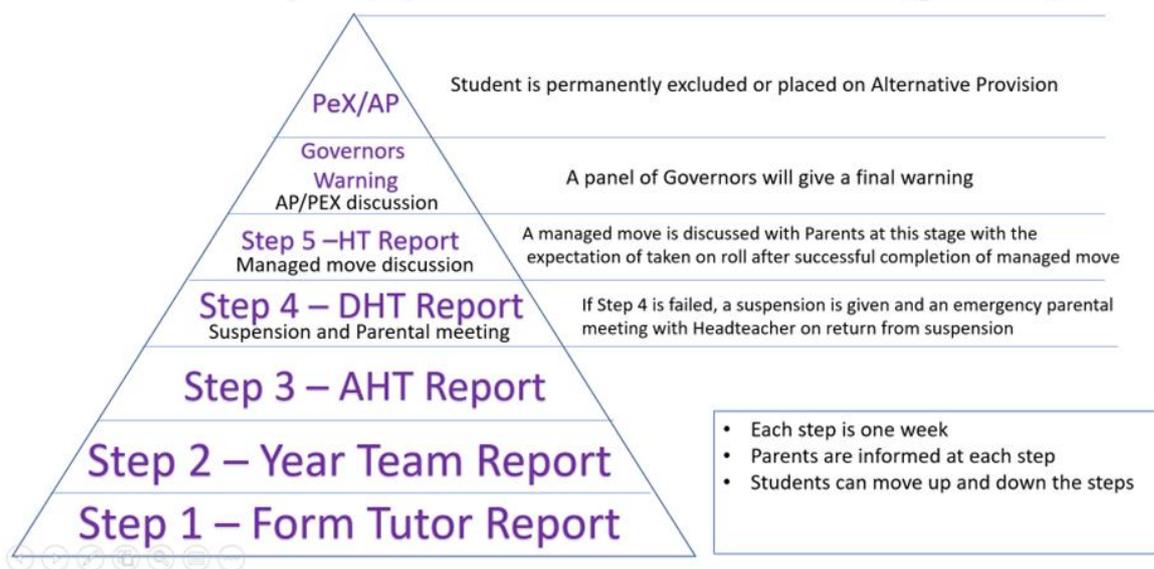
*Removed
from lesson,
**Phone call
home and
60 min
reflection***

Removal from 3 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.

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. A 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.

- 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 escorted to the hall at the end of their lesson period 5.

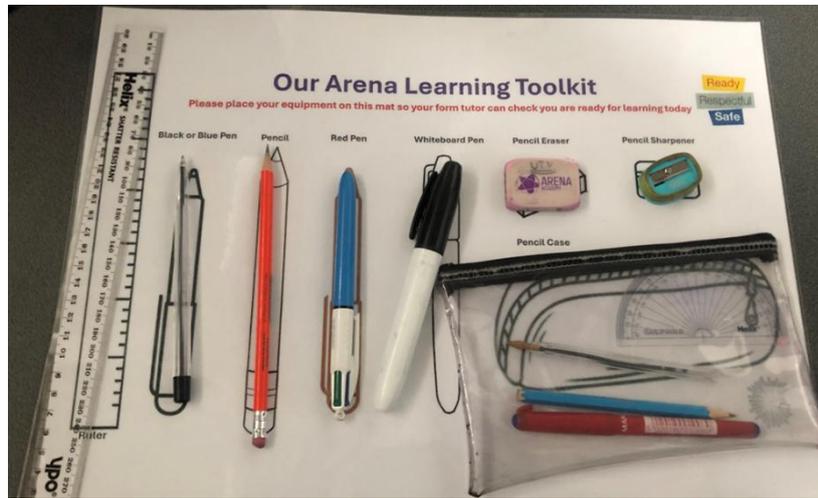
Break and lunch time reflections

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.

Equipment

Every student will be given a free pencil case containing all the essential equipment they need for lessons. Students are required to bring their pencil case to school every day. Form tutors carry out daily checks on equipment using our Toolkit for Learning Equipment Mats. If a child does not bring their pencil case to school, they will be issued with a 30-minute reflection. Students are able to “purchase” a pen or a filled pencil case from the CORE Point shop if they need to.



Rewards and Praise

Students in all year groups who are showing positive behaviour will be rewarded with CORE Points, which will be logged on Class Charts. Please see below for our Rewards Overview.

Reward type	How to achieve this reward	Points	Other Information
CORE Points	Given for reasons such as: Collaboration, Opportunity, Respect, Excellence, Perseverance, Use of Initiative, Good Contribution, Excellent Homework, Act of Kindness, Caring for our School Environment, O Lates and 100% Attendance	1 Point	CORE Points will be recorded on Class Charts by the teacher. Students can use their CORE Points to redeem prizes the Rewards Fair every half term.
Positive email or phone call	Made for those displaying consistently positive behaviour/attitude to learning or an improvement over time	1 Point	Positive phone calls or emails to parents should be recorded on Class Charts
Recognition Board	Awarded to those who are striving for excellence within lesson are written onto the Recognition Board by class teachers	3 Points	Recognition boards are present in every classroom to shine a light on excellence within lessons.
CORE Stickers	Senior leaders will award CORE Stickers to students whilst On Tour during lesson time. Students will receive stickers for Collaboration, Opportunity, Respect or Excellence.	3 Points	Exemplary work will be displayed on the TV screens around school.
Arena Award	Awarded to those demonstrating exemplary standards within the academy, this could be in lessons or during extra-curricular activities	5 Points	
MVP (Most Valuable Pupil)	Awarded to students who have made a significant contribution towards their lessons, form/year group or school life	10 Points	Students receive an MVP tie during assembly, which they will wear for one week.
SLT Award	Awarded to students who have gone 'above and beyond' in any area of school life	10 Points	Students receive a certificate and a small reward from an SLT member.

CORE Point Shop and Rewards Fair

Students are able to use their CORE Points to buy items from our CORE Point Shop and collect them during our half-termly Rewards Fairs.



CORE Point Shop

The CORE Point Shop is live on the Class Charts app!

Points make prizes! You can cash in your CORE Points for a range of rewards – you can save up your CORE Points for larger items or buy lots of smaller items.

The rewards were chosen by our Student Council representatives – please speak to Mrs Guest if there are any others you would like to see in the shop.

You can collect your prizes during Rewards Fairs every half term.

 <p>10 POINTS</p> <p>Raffle Ticket</p> <p>A raffle ticket winner will be picked at random at the end of the school year! The prize = a huge hamper full of treats!</p>	 <p>50 POINTS</p> <p>Donation to Charity</p> <p>50p donation to charity... to be chosen by you!</p>	 <p>80 POINTS</p> <p>Chips / Wedges Voucher</p> <p>This voucher entitles you to 1 x portion of chips or wedges from the canteen.</p>	 <p>80 POINTS</p> <p>Drink Voucher</p> <p>This voucher entitles you to 1 x drink from the canteen</p>	 <p>80 POINTS</p> <p>Tennis Balls</p> <p>Slazenger tennis ball</p>
 <p>80 POINTS</p> <p>Traybake Voucher</p> <p>This voucher entitles you to 1 x traybake (cookie, flapjack or cake) from the canteen</p>	 <p>80 POINTS</p> <p>Waffle Voucher</p> <p>This voucher entitles you to 1 x waffle from the canteen</p>	 <p>90 POINTS</p> <p>Stationery Set</p> <p>Full pencil case with the equipment you need for school every day</p>	 <p>100 POINTS</p> <p>Flash Cards</p> <p>Flash Cards to help with your revision!</p>	 <p>POINTS</p> <p>Pizza Slice Voucher</p> <p>This voucher entitles you to 1 x pizza slice from the canteen</p>
 <p>120 POINTS</p> <p>4-Click Pen</p> <p>Be prepared for any lesson!</p>	 <p>120 POINTS</p> <p>Colouring Pencils</p> <p>Colouring pencils - pack of 24</p>	 <p>120 POINTS</p> <p>Colouring Pens</p> <p>Fine tip - pack of 12 pens</p>	 <p>120 POINTS</p> <p>Highlighters</p> <p>6 pack of highlighters</p>	 <p>120 POINTS</p> <p>Notebook</p> <p>A5 Notebook - four designs to choose from</p>

Available Rewards

Available Rewards

 <p>140 POINTS</p> <p>Skipping Rope 8 foot long skipping rope in a range of colours</p>	 <p>150 POINTS</p> <p>Fried Chicken Voucher This voucher entitles to out 1 x fried chicken pot from the canteen</p>	 <p>160 POINTS</p> <p>Lunch Queue Fast Track - One Week This voucher entitles you to fast track the lunch queue for one week!</p>	 <p>280 POINTS</p> <p>Heart Stopper Vol. 1 Charlie and Nick are at the same school, but they've never met ... until one day when they're made to sit together. They quickly become friends,</p>
 <p>300 POINTS</p> <p>Lunch Queue Fast Track - Half Term This voucher entitles you to fast track the lunch queue for a half term!</p>	 <p>360 POINTS</p> <p>Uno Card Game The Original Uno Card Game</p>	 <p>500 POINTS</p> <p>Basketball Everlast Basketball - choose from a range of colours.</p>	
 <p>500 POINTS</p> <p>Football Size 5 Mitre Football - range of colours to choose from!</p>	 <p>650 POINTS</p> <p>Bluetooth Speaker Bluetooth Portable Speaker</p>		

You can cash in your CORE Points for rewards in the Class Charts app – please speak to your Form Tutor if you need your login details. Your parents/carers are able buy rewards on your behalf too!

Expectations for the start and end of lessons

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



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.

Appendix 1

Procedure for all staff for responding to bullying incidents

Bullying incident reported
Is it a bullying incident? Use shared definition of bullying to make decision.

Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or online.

Yes

Is there a Safeguarding or Child Protection Concern?

Inform a DSL Immediately
Additional safeguarding actions may run parallel to bullying investigation.

No

- Further details needed:
- What has happened?
 - Who has been affected/involved?
 - What type of bullying has taken place - psychological, cyber, verbal, threatening?
 - Does the incident involve racist or homophobic bullying?
 - Over what period of time?
 - Impact on victim (feelings and behaviour)

Record all details on CPOMS including:
Voice of the child – child language not your words
Details – when, where, who?
What are you concerned about? (category)
What action have you taken?

Report to Year Coordinator & Head of Year

Year Coordinator and Head of Year interventions

AHT Pastoral and Pastoral Manager interventions

- Low to mid-level intervention strategies**
- Referral for peer mentoring/mediation
 - Restorative discussions
 - Mini restorative conference
 - Parents of both parties informed

- High level intervention strategies**
- One to one support and signposting to external agencies (i.e. Forward Thinking, victim support, School Link Police officer)
 - Full restorative conference with parents
 - Fixed term suspension

Year Coordinator/DSL to monitor situation
Close incident if resolved

Analysis of Bullying data
Pastoral Board once every half term
SLT once every half term
Governors once every term

Review
Survey all students about bullying during Anti-Bullying week
Pupil Voice every term
Bullying Intervention group meetings once every half term

Our students have also created an Anti-Bullying Charter:



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

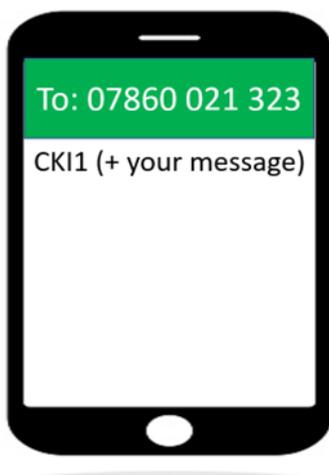
We have an anonymous service that lets students/parents/carers report a problem at school or at home. Whether it be bullying, cyber bullying, issues at home or concerns about other fellow students.

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? ARENA ACADEMY 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>

Phone free environment

In line with government guidelines and backed by extensive research, we are proud to become a **phone-free school**. This decision has been made to improve focus, reduce distractions, support wellbeing, and create a more positive learning environment.

What this means for your child:

- Every student will be issued a **lockable phone pouch** during form time each morning.
- They will place their phone in the pouch and store it securely in their **school bag**.
- Pouches will be **unlocked at the end of the school day**.

If a student attends Reflection:

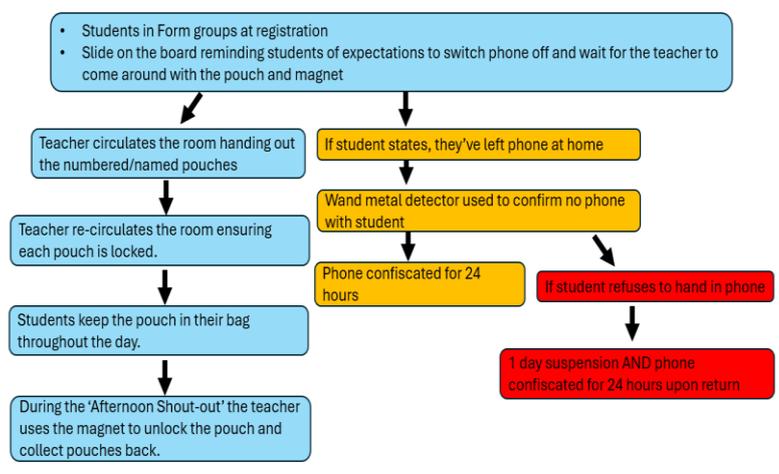
Students required to attend Reflection will have their phone pouches unlocked **after** they have completed their Reflection session in the hall.

We appreciate your support in helping create a focused, respectful and phone-free learning environment for all students.

If a student does not hand in their phone:

- They will be screened discreetly using a non-contact handheld metal detector by trained staff, in line with Department for Education (DfE) guidance.
- Refusal to hand in a phone or be screened will be treated as wilful defiance and may result in suspension under the behaviour policy.

If a phone is found on your child's person, we will contact you.



Curriculum

Curriculum Intent and Content

Details of the curriculum that your child will receive can be found on our website [Curriculum - Arena Academy \(corearena.academy\)](http://Curriculum - Arena Academy (corearena.academy))

If you have any queries regarding the curriculum, please contact Mr Malik by emailing smalik@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 or Spanish	2		2		2		PE	1		PE	1
PE	1		1		1		Personal Dev	1		Personal Dev	1
IT	1		1		1						
Art & Design Technology	1		1		1						
Music	1		1		1						
Drama	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 or Y bands, there is no difference between the bands, for example X-1 is the same ability as Y-3 and will cover the same content of work. There will be four sets in the X band and three sets in the Y band. Class sizes will be of similar size. During the first half term they will undergo various baseline assessments to assess their ability and provide tailored support. Using the outcomes of these assessments and their KS2 results, they will be placed in ability sets for English, Mathematics and Science.

Years 8 and 9 – 180 students per year group

From September your child will be taught in mixed ability classes in most subjects, with the exception of English, Mathematics and Science. They will be placed in either X or Y bands, there is no difference between the bands, for example X-1 is the same ability as Y-3 and will cover the same content of work. There will be four sets in the X band and three sets in the Y band. Class sizes will be of similar size. They will be placed in ability sets for English, Mathematics and Science so that support can be provided tailored to their ability. They will be set using all the data that is available from their previous assessments, plus input from their class teacher. This will enable us to teach the pupils at the most appropriate levels of challenge.

Years 10 (240 students) and Year 11 (210 students)

They will be taught within their chosen options, most of which will be mixed ability groups. In English, Mathematics and Science they will be placed in either X or Y bands. In English, Mathematics and Science they will be set using all the data that is available from their previous assessments, plus input from their class teacher. This will enable us to teach the pupils at the most appropriate levels of challenge.

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, Sparx Maths and Sparx Science 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 encourage them to inform their subject teacher or form tutor before the deadline so that they can support. We have various homework clubs in school over lunchtime that your child is welcome to attend at any time.

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) – PSHE and RSE

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 they become young adults. Personal Development is covered in different aspects of school life such as: Assemblies, Form Time Activities, Personal, Social, Health and Economic Lessons (PSHE) and Relationships and Sex Education (RSE) lessons, delivered as part of the curriculum for 1 hour per week. Personal Development is also delivered across the curriculum in all subject areas to compliment the 1 hour a week delivery to students.

Personal Development aims to deepen students' 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.

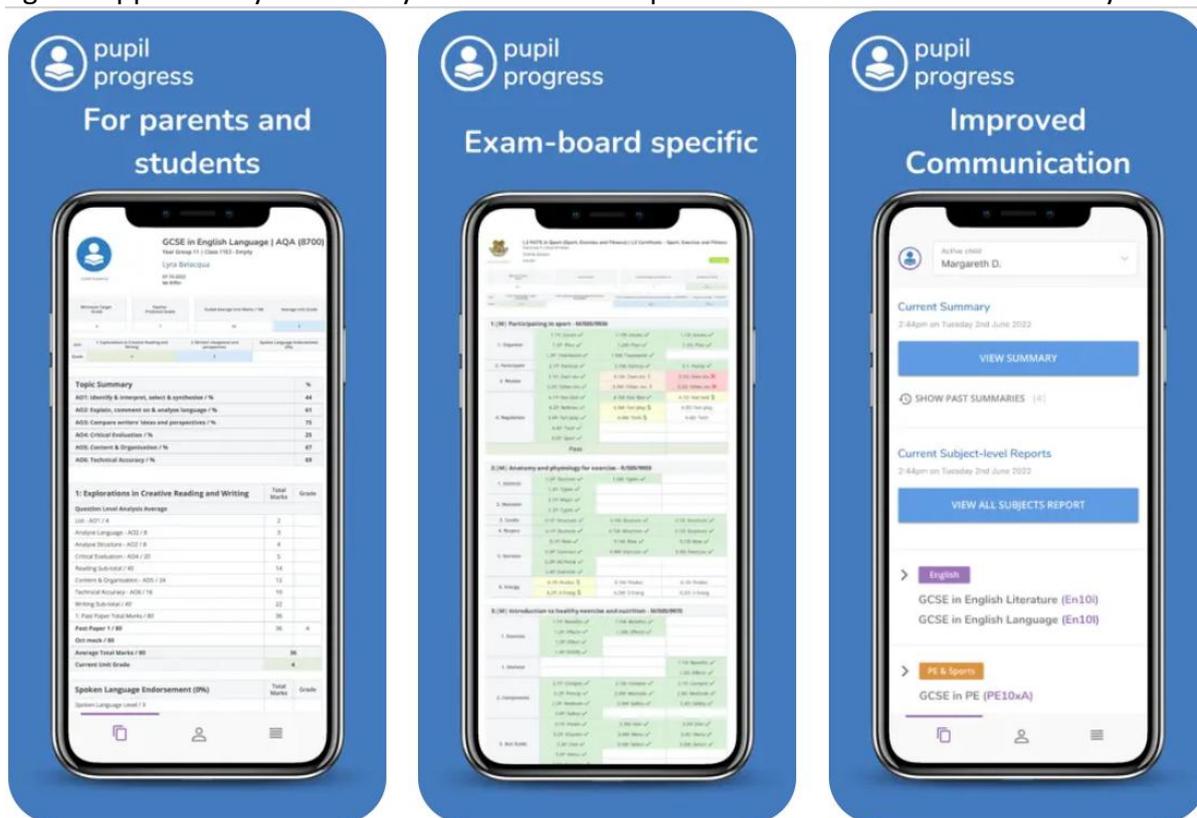
Students cover a range of topics under the topics of Health and Wellbeing, Relationships and Living in the Wider World, including; understanding budgeting and personal finance, social media and online safety, risks from exploitation enabling pupils to recognise the dangers of inappropriate use of technology, 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

Opportunities Days, external visitors/speakers and themed activities/events are also planned to supplement this throughout the year.

We use the Pupil Progress App to provide parents with detailed information about student's educational attainment and progress, right at your fingertips in a smartphone app.

- * Clear and Detailed Information: Get clear, detailed updates on educational attainment and progress.
- * Convenient Student Access: Access your academic data anytime, anywhere, from your smartphone.
- * Empowering Parents: Take an active role in your children's education and make informed decisions.
- * Improved Communication: Stay connected with real-time updates and foster a stronger home-school partnership.
- * For School using Pupil Progress: Exclusively available to students in schools using the Pupil Progress core platform.

Pupil Progress App can only be used by students and the parents of students of the Academy.



Parents Evenings

All Parents' Evenings will take place at school in person and not online.

Provisional dates of the Parents Evenings are given below:

Parental Events	Date
Year 7 Settling in Evening	02.10.25
Year 11 Parent's Evening	04.12.25
Year 10 Parent's Evening	08.01.26
Year 9 Parent's Evening	26.02.26
Year 8 Parent's Evening	16.04.26
Year 7 Parent's Evening	09.07.26

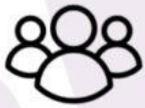
Teaching & Learning

Fundamentally, we believe that great teaching is about good relationships, with a classroom culture rooted in mutual respect and trust. We also don't believe in gimmicks – our approach to teaching is based on the most reliable research. Research on human cognitive architecture over the last 30 years has tentatively begun to unpick how we learn the things that we have not evolved to pick up easily. We want students to be able to expand their practically limitless long-term memory, to then be best placed to use their working memory to solve problems they will face in and out of school.

A mixture of well thought out teacher led explanations, modelling of processes and techniques, coupled with targeted questioning, guides students through complex, challenging topics. Followed by lots of deliberate practice, both guided and independently, with regular feedback from the teacher, this is what constitutes the most effective way to acquire new skills and knowledge.

Our aim is for students to know more, remember more and do more.

Teaching and Learning Toolkit



Group Work

Teachers may ask students to work in specific groups to allow them to engage in discussion about a new idea or research a new concept.



Turn and Talk

Teachers may ask students to turn to a talk partner to engage in a discussion about the work. It allows them to rehearse and share ideas during these structured discussion times.



Independent Work/ Silent Solo

This is the part of the lesson where learning comes together. Students will demonstrate how they are able to apply new learning in different situations.



Narrate Your Thinking

Students will often be asked to explain the methods they have chosen or the reasons behind their answers.



Dual Coding

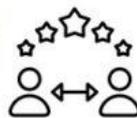
Drawing an image alongside text may be something that helps learners to understand or remember a process or new information. This also applies to mind maps, timelines and flow charts.

How do students know more, remember more and do more? These are the tools that we use in Our Arena to help with this.



Self Assessment

To understand how to make progress within a lesson, teachers will set success criteria and may ask students to assess what they are able to do at the end of new learning. This may be the end of a lesson or topic.



Peer Assessment

Teacher's may ask students to assess a peer's work against the success criteria. They will need to describe what they have done well and explain what they need to do to progress.



Re-do/ DIRT

We rarely get anything right first time. It's important in lesson to have time to respond to any feedback given, from the teacher, a peer or themselves. When students act on this feedback, their learning progresses.



Exit Ticket

At the end of a lesson, teachers will want to know if students have met the objective for the lesson and may ask them to write something down or show an answer/ response on a show me board for example.

How do students know more, remember more and do more? These are the tools that we use in Our Arena to help with this.

Arena Academy

Teaching and Learning Toolkit- Questioning



We use “No hands up” with “Cold Calling”. This is to ensure that all students are thinking hard and are participating within lesson.



Cold call

We use this with “wait time” so all students are thinking hard and ready to participate.



3, 2, 1- Show Me Boards

Our use of these means that the teacher can sample whole class responses quickly and effectively. They can also be used to prepare or draft work.



Multiple choice

When students select a response to a question, it allows the teacher to quickly see who has understood and where they need to address any misconceptions



Probing Questions

Teachers may ask questions to help to deepen and develop thinking. Their questions will help students to make links between new learning and prior knowledge, strengthening your long-term memory.

Questioning in Our Arena stimulates learners to recall knowledge and to stretch their understanding of new ideas and concepts. Everyone is encouraged to try, making mistakes is normal and challenge is expected.

Arena Academy

Teaching and Learning Toolkit- Literacy



Vocabulary Unlock

The knowledge of words and their meaning is fundamental in developing learning. Some words have to be taught and include Tier 2 and Tier 3 (subject specific vocabulary) in lessons and help students link them to other words they already know.



Scaffolding

Teachers may ask you to complete word fills or give you sentence starters to support your writing. Vocabulary is also supported using keywords and word banks.



Phonics

To help you with reading, we might ask you to break down tricky words into parts and sound these out. We will then ask you to blend these sounds together so that you can confidently read and pronounce the word.



Marking codes and high frequency errors

Teachers will use codes in books to highlight places that need improvement.

Learners are encouraged to read widely in Our Arena. Our aim is for everyone to leave with a reading age of at least their chronological age. To achieve this, we have a whole school approach in addition to targeted intervention

Extra-Curricular Activities

At Arena Academy, we offer an extensive selection of extra-curricular activities and clubs during social times and after school, that we encourage your child take part in. The table below illustrates the activities on offer during the previous term. An updated table will be on the Academy website at the beginning of the 2025-26 Academic year.

This academic year, we will have a range of sports activities taking place on the Astro Turf, playground and Sports Hall every day, ran by an external provider: City Year.

Extra-Curricular Clubs Summer Term

Day	Ran By...	Students	Time	Subject/Activity	Location
MON	Mr Stephens	All Year Groups	Break	Football	Astro
	Miss McKenzie	All Year Groups	Lunch	Music Mini Session	22
	Miss Fellows	All Year Groups	Lunch	Library Club	Library
	Staff on Duty	All Year Groups	Lunch	Board Games Club	Arena Central
	Miss Allen	All Year Groups	Lunch	Dance Club	Gym
	Miss Freeman	All Year Groups	Lunch	Art Ambassadors	17
	Anti-Bullying Ambassadors	All Year Groups	Lunch	Anti-Bullying Drop In	8
	Mr Stephens	All Year Groups	Lunch	Football	Astro
	Sports Leaders	All Year Groups	Lunch	Basketball	Playground
	Ms Kaur	All Year Groups	3:10pm	Mendhi Club	3
Mr Daley	All Year Groups	3:10pm	Basketball	Gym	
TUE	Mr Stephens	All Year Groups	Break	Football	Astro
	Miss McKenzie	All Year Groups	Lunch	Music Mini Session	22
	Miss Fellows	All Year Groups	Lunch	Library Club	Library
	Staff on Duty	All Year Groups	Lunch	Board Games Club	Arena Central
	Mr Zs	All Year Groups	Lunch	Chess Club	24
	Mrs Joyce	All Year Groups	Lunch	Basketball	Sports Hall
	Miss Ellis	All Year Groups	Lunch	Debate Club	13
	Mr Levy and Miss Begum	Year 11	Lunch	Lunch and Learn	139
	Mr Stephens	All Year Groups	Lunch	Football	Astro
	Science Team	All Year Groups	3:10pm	Science Club	139
	Science Team	All Year Groups	3:10pm	Science Ambassadors	139
	Science Team	All Year Groups	3:10pm	Grow with STEM	139
	MFL Team	All Year Groups	3:10pm	MFL Film Club	9
	Miss McKenzie	All Year Groups	3:10pm	Music Club	22
	Miss McKenzie	All Year Groups	3:10pm	Harmony Heights	18
	Mr Joyce	All Year Groups	3:10pm	Badminton	Sports Hall
	Miss Allen	All Year Groups	3:10pm	Netball	Playground
	Miss Ellis	Years 7, 8 and 9	3:10pm	Reading Plus Club	28
	Miss van Deventer	Year 7	3:10pm	NHS Careers Competition	12
	WED	Mr Stephens	All Year Groups	Break	Football
Miss Allen		All Year Groups	Break	Basketball	Sports Hall
Miss McKenzie		All Year Groups	Lunch	Music Mini Session	22
Miss Fellows		All Year Groups	Lunch	Library Club	Library
Staff on Duty		All Year Groups	Lunch	Board Games Club	Arena Central
Computer Science Team		All Year Groups	Lunch	Computer Science Club	1
Year 8 Students		All Year Groups	Lunch	Minecraft Club	1
Mrs Bains		Year 10 and 11	Lunch	Business Studies Homework Club	2
Miss Allen		All Year Groups	Lunch	Basketball	Sports Hall
Mrs Joyce		Year 10 and 11	Lunch	Vocational Intervention	29
Mr Stephens		All Year Groups	Lunch	Football	Astro
Maths Team		All Year Groups	Lunch	Sparx Maths Club	28
Essence		Girls	3:10pm	Wednesday Girls Group	Refocous Room
THU		Mr Stephens	All Year Groups	Break	Football
	Staff on Duty	All Year Groups	Lunch	Board Games Club	Arena Central
	Miss Fellows	All Year Groups	Lunch	Library Club	Library
	Mr Zs	All Year Groups	Lunch	Chess Club	24
	Miss Freeman	All Year Groups	Lunch	Art Club	17
	Miss Ellis	Year 11	Lunch	Year 11 English Intervention	13
	Mr Stephens	All Year Groups	Lunch	Football	Astro
	Computer Science Team	Year 11	Lunch	Year 11 Intervention	1 and 2
	Mr Ali	All Year Groups	Lunch	Basketball	Sports Hall
	Hippodrome	All Year Groups	3:10pm	Drama Club	18
	Miss Hazem	Students aged 13+	3:10pm	Cadets	Playground
	Mrs Dowe and Mrs Dowling	All Year Groups	3:15pm	Make and Bake	19
	Mrs Joyce	All Year Groups	3:20pm	Athletics	Playground
	Sporting Elite	Years 7, 8 and 9	3:20pm	Football League	Astro
	Ms Kaur	All Year Groups	3:10pm	Candle Decorating Club	3
	Football Beyond Borders	Years 7, 8 and 9	3:20pm	Girls Football	Sports Hall
FRI	Mr Stephens	All Year Groups	Break	Football	Astro
	Miss McKenzie	All Year Groups	Lunch	Music Mini Session	22
	Miss Fellows	All Year Groups	Lunch	Library Club	Library
	Staff on Duty	All Year Groups	Lunch	Board Games Club	Arena Central
	Mr Stephens	All Year Groups	Lunch	Football	Astro
	Computer Science Team	Year 11	Lunch	Year 11 Intervention	1 and 2
	Sports Leaders	All Year Groups	Lunch	Basketball	Playground
	Miss Fletcher-Fields	All Year Groups	3:10pm	Eco Ambassadors	143
	Sporting Elite	All Year Groups	3:15pm	Youth Club	Sports Hall
	Miss Ellis	Years 7, 8 and 9	3:10pm	Reading Plus Club	28

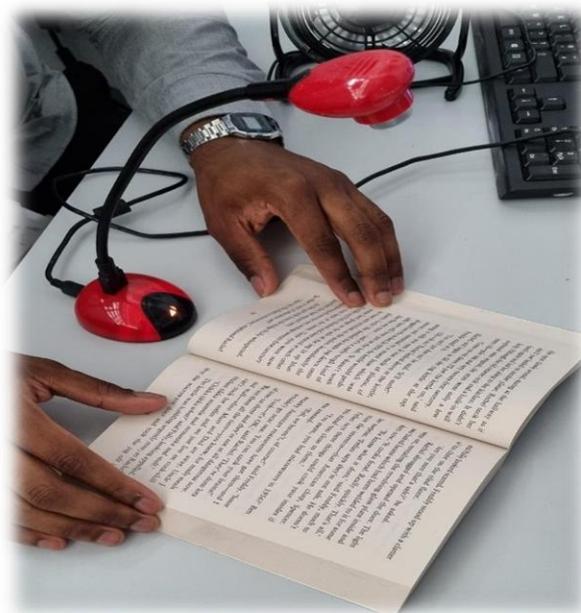
Extra-curricular clubs will not take place during Staff Wellbeing weeks

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 35 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 2024. If a pupil is caught damaging any IT equipment, they will be severely sanctioned, and **costs of damages will be invoiced to parents/carers.**

CORE Hello

As a response to the growing number of students needing additional support with English proficiency, CORE Hello was created at Arena Academy. CORE Hello is a high quality, intensive intervention, designed to boost language acquisition, help students access the curriculum and thrive. Led by specialist teachers, the programme supports up to 30 children, who are struggling with language acquisition, in 12-week blocks. Informed by best practice and research, students follow bespoke programmes, depending on their level and experience of English.



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

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 enter school through the hub doors.

What equipment does my child need to bring to school?

Every student will be given a free pencil case containing all the essential equipment they need for lessons. Students are required to bring their pencil case to school every day. Form tutors carry out daily checks on equipment, if a child does not bring their pencil case to school, they will be issued with a 30-minute reflection.

- Pens- Black and red
- Pencil
- Ruler
- Mini whiteboard marker
- Eraser
- Pencil Sharpener
- Pencil Case

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 area 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 allowed to go to the toilets located in the Science corridor. Students who are using the toilets excessively, will have a phone call home.

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).



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://www.corearena.academy)

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.

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. Please use this website for advice: [is my child too ill for school? - NHS \(www.nhs.uk\)](http://www.nhs.uk)

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 (Headteacher bulletin sent every Sunday to all students and Parents)*
- *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.

How can I find out about my child academic progress?

We have a new app called Pupil Progress. This will allow you to see your child's academic grades for every subject with areas of strengths and weaknesses.

My child has a medical need, what do I do?

Please visit our website: [Medical Information - Arena Academy \(corearena.academy\)](https://www.corearena.academy/medical-information)

How can I find out what my child is learning in every subject?

All topics being taught are clearly detailed on our website here: [Curriculum - Arena Academy \(corearena.academy\)](https://www.corearena.academy/curriculum). All students will have learning journeys stuck at the front of their books.