

# Abraham Guest Academy

## **Academy Address:**

Abraham Guest Academy  
Greenhey  
Orrell  
Wigan  
WN5 0DQ

## **Academy Website:**

[www.abrahamguestacademy.com](http://www.abrahamguestacademy.com)

**Tel:** 01942 511987

**Fax:** 01942 700811

## Student Information

Name: \_\_\_\_\_ Form: \_\_\_\_\_

Learning Tutor: \_\_\_\_\_

### **Emergency Contacts:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## Times of the day

Event	Mon/Tues/Wed/Thurs	Friday
Movement Bell	8:25am	8:25am
Registration	8:30am – 8:45am	8.30am – 8:45am
Period 1	8:45am – 9:35am	8:45am – 9:30am
Period 2	9:35am – 10:25am	9:30am – 10:15am
<b>Break</b>	<b>10:25am – 10:45am</b>	<b>10.15am – 10:35am</b>
Period 3	10:45am – 11:35am	10:35am – 11:20am
Period 4	11:35am – 12:25pm	11:20am – 12:05pm
<b>Lunch</b>	<b>12:25pm – 1:00pm</b>	<b>12:05pm – 12:40pm</b>
Period 5	1:05pm – 1:55pm	12:45pm – 1:30pm
Period 6	1:55pm – 2:45pm	1:30pm – 2:15pm
Period 7	Friday Only	PSHE 2.15PM – 2.45PM
<b>End of day</b>	<b>2:45pm</b>	<b>2:45pm</b>

**Please arrive at the Academy by 8.15am to ensure you are ready for registration.**

**If you arrive after the 8.30am bell you are late.**

- You should sign in at the lower ground entrance.
- If you are late more than five times in the school year, you will receive a one hour detention with your Head of Year on each subsequent occasion.

**If you are absent:**

- Your parent or carer must contact the attendance officer by phone before 9.00am that day.  
Tel: 01942 511987 Option: 1
- You should bring a note from your parent/carers, explaining your absence when you return.

## Term dates

### Autumn Term 2015

Start	Wednesday 2 <sup>nd</sup> September: 8.30am
Half Term Close	Thursday 22 <sup>rd</sup> October : 2.45pm
Re-Open	Monday 2 <sup>nd</sup> November : 8.30am
End of Term	Friday 18 <sup>th</sup> December : 2.45pm

### Spring Term 2016

Start	Tuesday 5 <sup>th</sup> January : 8.30am
Half Term Close	Friday 12 <sup>th</sup> February : 2.45pm
Re-Open	Monday 22 <sup>rd</sup> February: 8.30am
End of Term	Wednesday 23 <sup>rd</sup> March: 2.45pm

### Summer Term 2016

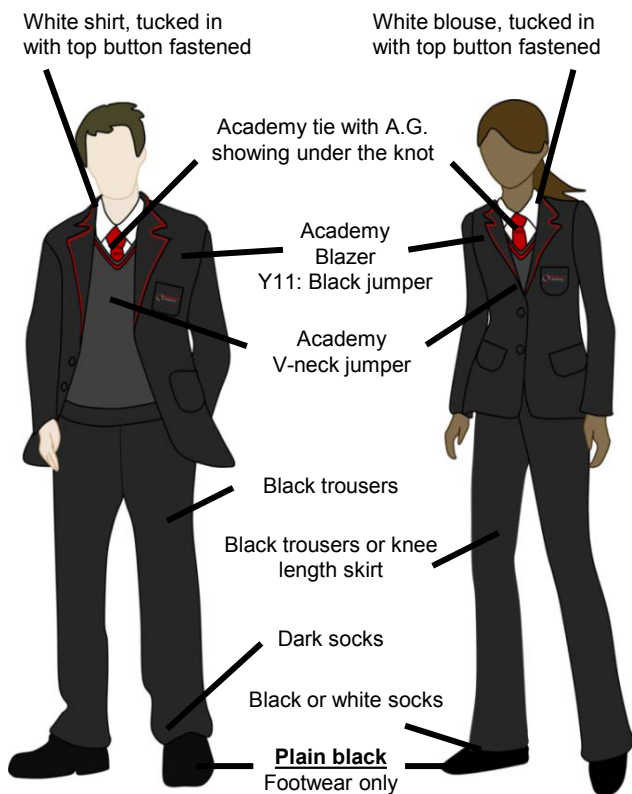
Start	Tuesday 12 <sup>th</sup> April : 8.30am
Bank Holiday	Monday 2 <sup>nd</sup> May
Half Term Close	Friday 27 <sup>th</sup> May: 2.45pm
Re-Open	Monday 6 <sup>th</sup> June : 8.30am
End	Tuesday 20 <sup>th</sup> July : 2.45pm

# My Timetable

Monday	Tuesday	Wednesday	Thursday	Friday
P1	P1	P1	P1	P1
P2	P2	P2	P2	P2
P3	P3	P3	P3	P3
P4	P4	P4	P4	P4
P5	P5	P5	P5	P5
P6	P6	P6	P6	P6
				P7

# Academy Uniform

**Your uniform** is an important part of being a member of our community. By looking after your uniform and wearing it according to the expected standards, you will reflect a **positive learning attitude** throughout the Academy.



No jewellery is permitted other than a watch. No visible piercings are allowed.

Some subtle makeup is permitted and must match your natural skin tone. Lipstick, eye shadow / pencil, false nails and polish are not permitted.

No extreme hairstyles are permitted including hair cut shorter than a number 2. Unnatural hair colours are not permitted.

# Academy Standards

## **Uniform**

Students are greeted each morning by senior staff. Full uniform, including plain black footwear and a school bag containing equipment, are required prior to entry into the Academy. Alternatives to the published uniform are not permitted and the students will be able to borrow the correct uniform until it can be rectified. Piercings, acrylic nails and nail polish are not permitted. (Please see the uniform page for detailed information).

## **Equipment**

You must come prepared for learning with a school bag, pen, pencil, ruler, rubber and this journal. Anyone who requires equipment must purchase it prior to the start of the school day. We have supplies available for purchase in pupil services.

## **Mobile phones**

Mobile phones and other MP3 devices are permitted at break and lunchtimes only. If a student is seen with a mobile phone during lessons it will be confiscated.

## **Energy drinks**

These types of drinks are not permitted at the Academy. Anyone with an energy drink will have it confiscated and it will be thrown away.

## **Punctuality**

Any student arriving to the Academy after the 8.30am bell will be regarded as late. Any students arriving after 9.00am will be classed as having an 'unauthorised absence'. Ten 'unauthorised absences' will result in a penalty notice being issued.

## **Smoking**

Smoking including the use of electronic cigarettes is not permitted on the Academy site.

## **Sanctions**

Students who choose not to adhere to Academy standards will receive sanctions which include detentions, time in our ICE (I Can Engage) room. In extreme circumstances we may issue fixed term exclusions.

## What if I need help?

### What if I need help?

If you need help or support with any problems, here are some of the people who are available for you to talk to:

**Learning Tutor:** \_\_\_\_\_

**Head of School:** \_\_\_\_\_

**Pastoral Support Manager:** \_\_\_\_\_

**Inclusion Manager:** Mrs N. Harrison

**Assistant Principal:** Mrs A. Herron

**You will always be listened to and supported!**

Anything that you talk about will be treated with respect and not passed onto others UNLESS you are in danger of harm and need protection. We will always discuss with you any action we propose to take to help you.

## The SHARP System

The SHARP System

The SHARP system as an online reporting portal. It is a **CONFIDENTIAL** way to stop YOU or a FRIEND or SOMEONE you have seen suffering.

If you have any problems at school, at home, with your family or friends or in the local community, you can make a report which will be dealt within an appropriate time scale.

The link is available on the Academy home page.  
**Visit: [www.abraham.thesharpsystem.com](http://www.abraham.thesharpsystem.com)**

# High Attendance – High Achievement

## **Aim for 95% attendance or more!**

Students should aim to attend the Academy every day, on time, except where illness makes it impossible.

Every student should aim to achieve at least 95% attendance. The pastoral staff at the Academy will put interventions/support in place for those students who fall below that standard.

## **Please note that students who are absent for 10 days or more cannot achieve 95% attendance.**

Our Academy employs an Attendance Welfare Officer who, in partnership with the pastoral and Gateway staff, will monitor attendance and put steps in place to improve it if it falls below 95%.

## **If you are absent...**

- Your parent or carer must contact the attendance officer by phone before 9.00am that day.  
Tel: 01942 511987 Option: 1
- You should bring a note from your parent/carer, explaining your absence when you return.

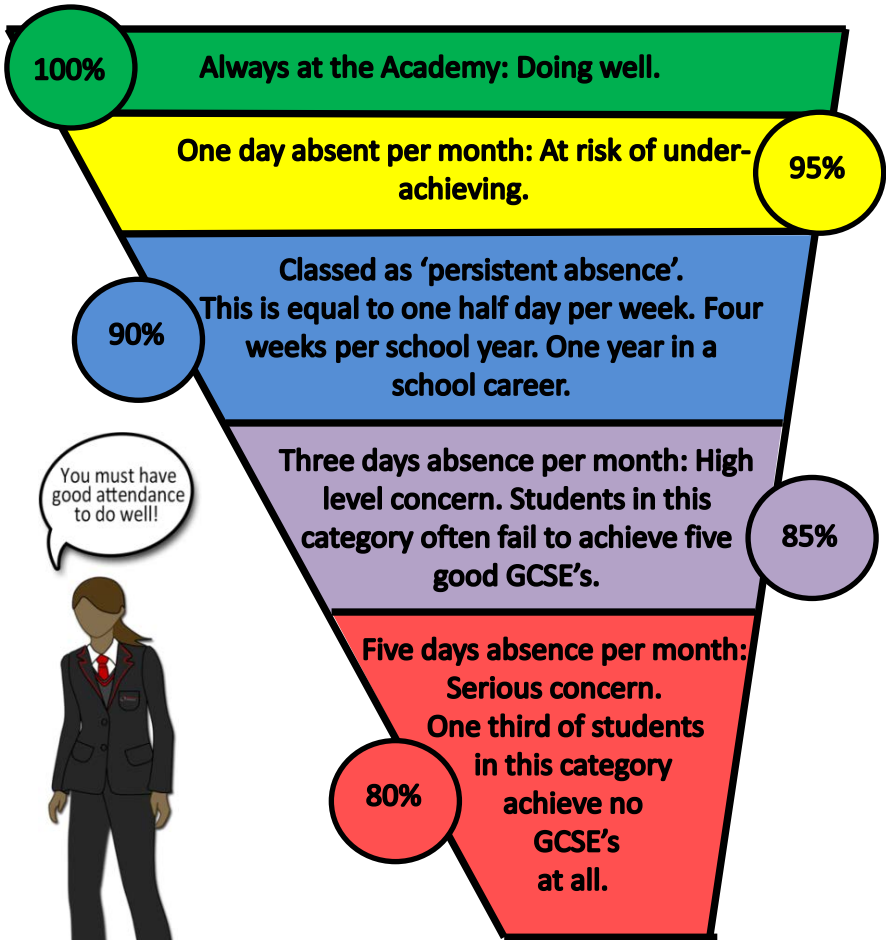
It is worth noting that a **Penalty Notice** will be issued for 5 days unauthorised absence. This can result in a fine of up to £100.



# High Attendance - High Achievement

## Attendance Target = 96%

You need to have fewer than 10 schools days absence to reach this target.



You must have good attendance to do well!



## Rewards



## How do I qualify?

Each week you will be given points if you achieve the following excellence standards...

1. 100% Attendance.
2. 100% Punctuality.
3. No C3s.
4. Correct uniform.
5. Correct equipment.

## The 5 Golden Rules

1. Attend the Academy and all lessons promptly and ready to learn.
2. Be proud of yourself and the Academy ensuring your uniform is correct.
3. Be ready to learn, being fully equipped in each lesson.
4. Show respect for all members of the Academy community.
5. Always act in a way that allows you and those around you to learn.

## In Class Consequences

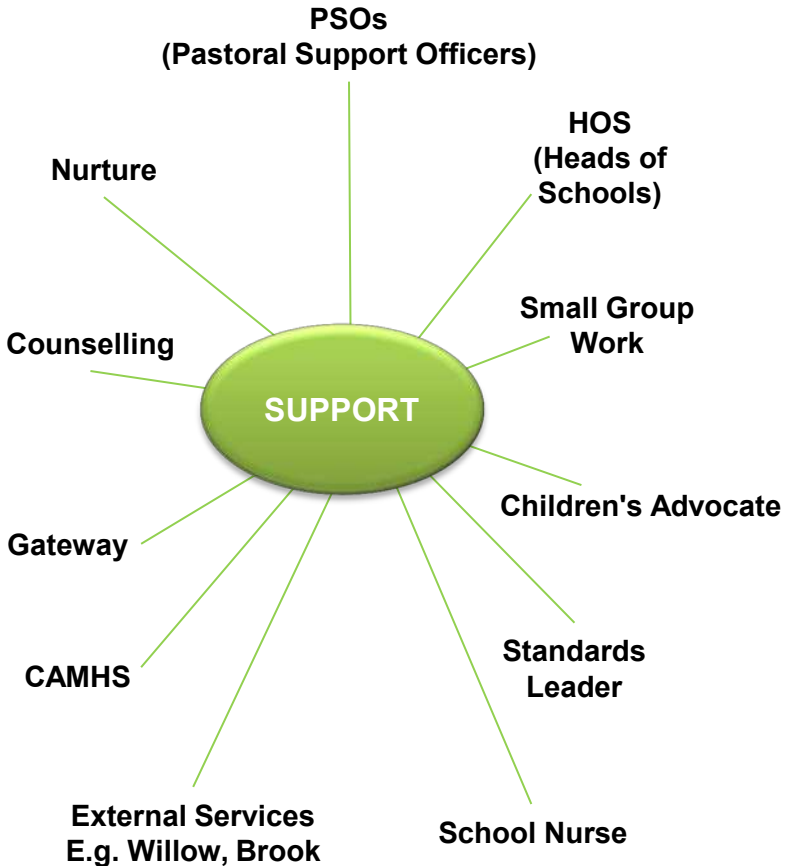
**C1** – You behave in a way that is unacceptable e.g. talking, throwing things, refuse to complete work etc. The teacher will tell you that you are making the wrong CHOICE and what you need to change immediately.

**C2** – The teacher will inform you that you are still making the wrong choice and they will give you a FINAL CHANCE to sort it out.

**C3** – If you don't change your behaviour you will receive the CONSEQUENCE which is to be removed from the lesson.

# Support

At Abraham Guest Academy we provide our students with a wide range of support which includes....



At Abraham Guest Academy we expect good behaviour at all times, including your journey to and from the Academy and on school trips.

If you choose not to behave well you can expect to receive one of the following consequences.



# Excellence Checks

Autumn Term Week No.	100% Attendance	100% Punctuality	No C3s	Equipment
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

# Homework Diary

Monday		Date:
Subject	Homework	Due date

Tuesday		Date:
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Wednesday		Date:
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Things to remember	Date

Parent/Tutor Comments	Signed



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