

MOVING UP TO

SEWELL PARK ACADEMY



Enriching Minds, Enabling Success

Your guide on what to
expect from your new school

sewellparkacademy.co.uk/transition2023



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WELCOME

Dear Year 7 students

It is with pleasure that we look forward to you joining us at Sewell Park Academy in September for the next stage of your education. The transition to high school is a very exciting time and we have a fantastic team of staff to support all students where, over the next 5 years, we will enrich minds and enable success.

At Sewell Park our values are of being Calm, Creative, Engaged and Respectful, both of ourselves and others. Through these, you will be supported to follow your interests and achieve the very best you can.

I hope the High School Experience Days have helped you prepare for your start with us and that, along with this booklet, we have been able to answer many of your questions about school life at Sewell Park.

We look forward to seeing you on the first day of term and welcoming you to our Sewell Park community.

A message from Mr Gannon

We are very pleased to welcome all our new Year 7 students and their parents/carers into the Sewell Park family. As the lead for transition, I will be working alongside the Year 7 team to make sure the move from primary to high school is as a smooth and enjoyable as possible for you all.

It is perfectly normal for you to feel a mix of different emotions about this big change and I would like to reassure you that the staff at Sewell Park are very experienced at helping students and their families and we have been busy making all the preparations to ensure the move is a success!

Our Year 7 'Flying Start' programme is now well established within the school and will provide a wide range of activities, events and ways of supporting each and every student through their first year at the school.

Enjoy the rest of your summer break and we will see you on 6th September!



Mr Day
Headteacher



Mr Gannon
Transition Lead

WHO'S WHO?

Senior Leadership Team



Mr Day
Headteacher



Dr Evans
Deputy Head



Mrs Barwick
Assistant Head
SEND & Intervention



Mr Gannon
Assistant Head
Behaviour, Rewards
& Transition



Ms Hesmondhalgh
Associate Assistant
Head
SLT Link for Year 7



Mr Merry
Associate Assistant
Head
SLT Link for Year 8



Mr Moore
Assistant Head
SLT Link for Year 9
Safeguarding & Attendance



Mr Lewis
Assistant Head
SLT Link for Year 10
Teaching & Learning



Mrs Esherwood
Assistant Head
SLT Link for Year 11
Progress & Attainment

YEAR GROUP LEADERSHIP



Miss Galvin - Head of Year 7
e.galvin@sewellpark.org

Hello Year 7's. I am looking forward to welcoming you to Sewell Park Academy as you start your journey with us. I know that the rest of the school community is eager to meet and welcome you too!



Mr Neave
Head of Year 8



Mr Gowlett
Head of Year 9



Miss Whitmore
Head of Year 10



Miss Pace
Head of Year 11

YEAR LEADERS

We are Year Leaders and are here to support your emotional, social and physical wellbeing. We assist Heads of Year with behaviour and welfare concerns and are the first port of call for any issue you may have, no matter how big or small. We are looking forward to seeing you all in September and hope to be welcoming a new Year Leader to the team too!

Mrs Evans - Year 7 Leader
l.evans@sewellpark.org



Mrs Evans
Year 7 Leader



Mrs Sullivan



Mrs Brown



Miss Buckingham

STUDENT RECEPTION

Mrs Harper and Miss Price are the school receptionists and are here to help you at the student reception desk, which is open from 8.30am to 3.30pm.

If you aren't feeling well during the day, have an accident or need to take your medication, you can come to student reception for assistance. If you use an inhaler or epipen you must keep one with you at all times and it is a good idea to have a spare one kept at reception too.



Should you need to go home during the day, reception will contact your parent/carer to discuss and arrange this. You must **not** call or text home from your mobile phone.

Student reception can also provide you with a replacement timetable for 20p and a replacement tie for £6. These can be purchased before school or at break and lunchtime only. You can also pay in money for school trips and activities.



Parents and Carers can contact the main office on 01603 411721 or by email office@sewellpark.org

WHAT YOU NEED FOR SCHOOL

- A SCHOOL BAG
- PENCIL CASE WITH PENS, PENCILS, RULER ETC
- WATER BOTTLE
- PACKED LUNCH OR MONEY FOR CANTEEN
- ON CERTAIN DAYS YOU WILL NEED TO BRING YOUR PE KIT, INGREDIENTS FOR COOKING & HOMEWORK!



Mobile phones should be switched off on arrival at school and kept safely in bags. Their use is **not** permitted during the school day

YOUR NEW UNIFORM

We believe that a student who turns up in full smart uniform is displaying the right attitude to want to learn and fulfil their potential.

All students are expected to follow the uniform code and the wearing of full school uniform is an integral part of the school ethos, which promotes positive attitudes, high standards and a sense of personal pride.

Students who are not wearing the correct uniform will receive a sanction.

FOR FULL DETAILS OF OUR UNIFORM CODE, INCLUDING ACCEPTABLE JEWELLERY, MAKE UP AND HAIR STYLES, PLEASE SEE OUR WEBSITE



CLOTHES

Essential uniform:

- Black blazer with Sewell Park logo
- SPA green & black tie
- Smart black trousers
- Black pleated skirt
- Plain white collared shirt
- Smart and sensible black footwear (includes plain black trainers)
- Black or white socks
- Black or tan tights

Optional item:

- Grey v-neck pullover

PE Kit:

- SPA PE top
- Black shorts, track bottoms or sports leggings
- PE trainers (not Converse or Vans)

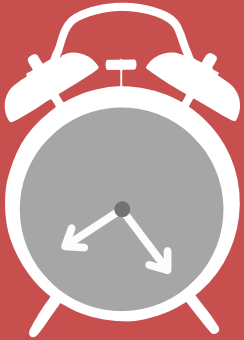
PE Kit optional items:

- SPA midlayer or plain black sweater
- Black base layer
- Football boots
- Shin pads

Branded uniform items are available from Stevensons in Norwich city centre.

SPA priority appointments for 2023 are 14th to 18th August. Please call Stevensons to book on 01603 622355 or book online at www.stevensons.co.uk

SCHOOL DAY



8.20am

Arrival at school



8.30am

Period 1



9.30am

Period 2



10.30am

Break



10.45am

Period 3



11.45am

Period 4



12.45pm

Lunch
then form time



1.40pm

Period 5

2.40pm

Period 6 Monday & Tuesday
End of school Wednesday, Thursday
& Friday

3.40pm

End of School Monday & Tuesday



After school clubs are an opportunity for you to stay and take part in an enrichment activity of your choosing. There'll be lots on offer each term, such as sports, language, music, homework club and much more! We also have some clubs running at lunchtimes. Check out SPA+ on the school website for more details

SPA+

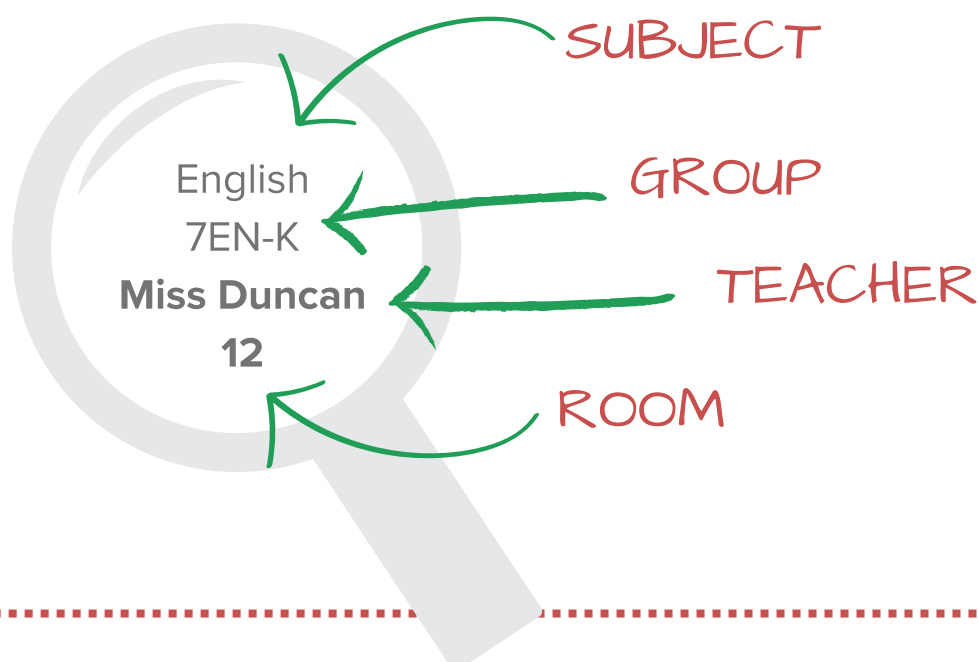
TIMETABLE EXPLAINED

You will have a timetable which will look something like this. It will tell you what lesson you are doing, the room you need to be in and the name of your teacher.

Don't worry about finding your way around - there will be a map on the back of your timetable and there will always be lots of you heading for the same room.

THE TIMETABLE RUNS OVER TWO WEEKS - WEEK A AND WEEK B - EACH WEEK WILL BE DIFFERENT.

	Period 1	Period 2
Monday A	English 7EN-K Miss Duncan 12	Maths 7MA-D Mr Hartley Ma4
Tuesday A	Science 7SC-J Mrs Holmes S1	Performing Arts 7MD-H Miss Fisher Stduio



SAFEGUARDING AND WELLBEING

At Sewell Park your safety and wellbeing is our number one priority. You can report any concerns you have to any staff member you feel safe talking with. They will ensure your concerns are shared with the correct people only. What you share with us will be treated carefully and only shared with the appropriate professionals.

There will always be someone willing and able to support you at SPA, especially the staff on this page - these are some of the main people that are going to be helping you when you join us from September.



Mr Moore

Safeguarding Lead &
Mental Health Champion



Mr Tibble

Safeguarding & Child
Protection Officer



Miss J Eastick

Deputy Safeguarding
Officer

SCHOOL COUNSELLOR

Hi I'm Shelly, the school counsellor. I work in the listening room (Room 6). My job is to create a safe space where students can talk about stuff without worrying about being judged. Everything we talk about is confidential unless there's a risk of harm to you or someone else. As well as myself, there are other trained counsellors and youth workers working in our school and we look forward to supporting you.



SAFER SCHOOLS

Hello students, I am PC Michelle Proctor and I am the Safer Schools Officer at Sewell Park Academy. My job is to help keep you safe in and around school. If you need me for anything, please feel free to come and talk to me. See you in September!



SEND & RAISING ACHIEVEMENT

OUR SEND DEPARTMENT WORKS WITH ALL YEAR GROUPS TO PROVIDE SUPPORT AND INTERVENTION FOR STUDENTS WHO MAY NEED IT. THE RAISING ACHIEVEMENT TEAM HAVE A VARIETY OF SKILLS, QUALIFICATIONS AND INTERESTS AND ARE DEDICATED TO HELPING EVERYONE REACH THEIR FULL POTENTIAL.

The Room 22 support base offers additional support to students who need it and you can always find a Raising Achievement Manager in here to help you. Our base also has a chill-out area to allow students time to talk things through in a calm environment. It's a great place for students that can feel overwhelmed by the hustle and bustle of a high school. Room 22 is also open at lunchtime, for invited students to have a quiet place to eat their lunch.

The Raising Achievement team offers a wide range of support, including: Nurture lessons, key worker support, in-class support, literacy development, reading intervention and much more!



RAISING ACHIEVEMENT MANAGERS



Mrs Barwick
SENDCO



Miss Collishaw



Miss Lemmon



Mr Pegg



Mrs Winterford

ATTITUDE TO LEARNING & REWARD STARS



AN ESSENTIAL PRE-REQUISITE FOR
EFFECTIVE TEACHING AND LEARNING

All students should know and understand the system so they know what is expected of them within the classroom.

A1 and **A2** are warnings that their behaviour or attitude is not acceptable.

A3 is a continuation of these attitudes or behaviours and results in an after school reflection.

A4 is a further continuation of these attitudes or behaviours and results in removal from the classroom plus an after school reflection.

AA4 is the most serious sanction and is an automatic removal from the classroom - this could result in a day in the internal inclusion room.

WHOLE ACADEMY REWARDS SYSTEM

Promoting a culture of praise and encouragement which all students can achieve.



Pride in your work by showing a love of learning and being creative.



Pride in your work by showing excellent presentation.



Pride in your work by contributing to a positive climate for learning.



Pride in the Academy by showing excellent conduct and respect for other people.

CALM, CREATIVE, ENGAGED & RESPECTFUL

Habitus is our social curriculum and we expect all our students to display these behaviours and attitudes at all times, this not only applies inside of school but out and about in the community too.

Examples of these include: following all instructions, saying please and thank you, asking for help, joining in class discussions, being supportive of others plus many more...

We want all our students to develop these behaviours over their time with us and leave Sewell Park Academy as masters of Calm, Creative, Engaged and Respectful habits.



DINING ARRANGEMENTS



CANTEEN OPENING TIMES

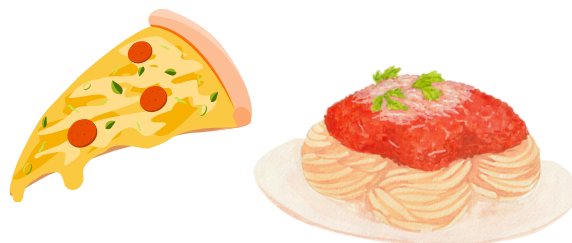
THE CANTEEN IS OPEN FOR BREAK AND LUNCH. WE HAVE A BREAKFAST CLUB TOO!

PRICES RANGE FROM £1 to £2.30 AND THERE IS A MAXIMUM DAILY SPEND LIMIT OF £8.

We operate a cashless catering system so that students don't have to carry cash around the school.

Each student has their own account, identified by a unique pin number. Money can be added to your account by using the cashless machines located in the canteen and entrance to the library. Machines can also be used to check account balances, or you can ask at the till.

We offer a wide range of delicious hot and cold items, including vegan and vegetarian options. You can choose a baguette or wrap from our popular sandwich bar or at the 'Grab and Go' there's take-away food such as pizza, sausage rolls and nachos. At the hot counter there are jacket potatoes with a choice of fillings, or you can choose a full hot dinner with dessert. There's a free salad bar too!



You can view sample menu's and allergen information on the Vertas website www.vertas.co.uk/company/vive

LIBRARY

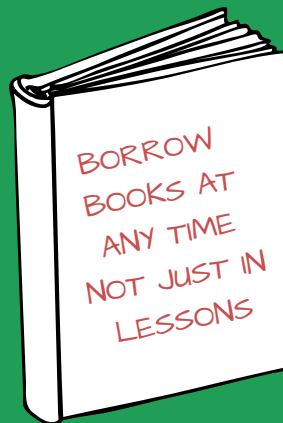
Our popular and well stocked library is looked after by Mrs Burnett, School Librarian.

As well as an excellent range of fiction and non-fiction books for all reading abilities, there is a computer and chromebooks available to use for homework and a variety of fun games and puzzles that you can play over lunchtime with your friends.

No food or drink is allowed in the library and coats and bags should be left tidy in the racks at the bottom of the stairs.

The library is open Monday to Thursday after school for homework club.

Why not also join the Norfolk Library Service for access to an even wider range of books and resources. You can sign up on the Norfolk County Council website www.norfolk.gov.uk/libraries



Mrs Burnett
Librarian



St Clements Hill, Norwich, Norfolk, NR3 4BX



@officialsewellparkacademy



@OfficialSewellPark



@SewellPark

Phone: **01603 411721**

email: **office@sewellpark.org**

sewellparkacademy.co.uk

Sewell Park Academy is part of the



Sewell Park Academy is a Good Provider
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