

Welcome to Year 11



Year 11 Information Booklet

Welcome to our school

Dear Parents

I would like to use this opportunity to introduce myself and our team and wish our year 11 the best of luck in their final stages of KS4. My name is Alma Hrnica and I am Progress Achievement leader for Year 11. Alongside me, is Mr. I. Dhillon who will be operating as Head of Year. Together, we will be doing our best to look after our students as a whole. We pride ourselves on high achievement and as part of my role as a Progress Achievement Leader I am going to be working closely with our Year 11 students to support in achieving the best they can in their upcoming exams.

Returning to School

As you may be aware, we are having a staggered return in a similar fashion to last year. Here are the key dates for the return of Year 11:

Year Group	First Day of Term	Arrival Window	Entrance to School
11	Wednesday 4th September	08:30am – 08:40am	Main school entrance

All students will be expected to arrive on time and enter the school within their arrival window, ready to enter form and begin the Tutor Period at 08:40am. Year 11 forms have been outlined below.

Please note, school will end at 3.05pm, with the exception of Wednesday when school ends at 2.55pm.

Form tutors/rooms/fire lines

Year 11		
YM	IDH	
PL/SLT	AHR	
Form group	Form tutor	Form room
	GHI	Support tutor/intervention support
11NMA	Mr N. Majid	Sp1
11SRI	Mr S. Richardson	Sp2a
11SBA	Mr S. Bal/Miss P. Preston	Sp5
11CGE	Miss C Geary	So20
11DRU	Mr D. Rudd	So10
11EBO	Miss E Bowker	So1a
11HHO	Mr H. Hough	De12
11GHE	Mrs G.Heald/Mr O. Simpson	De6
11JJN	Mr J. Johnson	De7
11JJO	Mr. J. Johal	Pa10
11ESA	Miss E. Sanghera	Pa12

Year 11 Information booklet

Contacting School

Telephone: 01332 772 706

8:00am-4:30pm Monday to Thursday

8:00am-4:00pm Friday

Email: inf

Website: [Derby Moor Spencer Academy](#)

Please see below the names of staff you may need to contact at Derby Moor

Mrs C. Bhundia	Vice Principal Behaviour Attendance and Pupil Development. Lead Safeguarding Officer
Mr A. Brown	Assistant Principal Director of Inclusion SENDCo Deputy Safeguarding Officer
Mr A. Malik	Assistant Principal Standards

Key staff roles

Pastoral/Academic Issues

Please use this guide to direct any queries to relevant staff:

Pastoral: Mr I Dhillon

- Safeguarding concerns
- Reports of bullying
- Mental health concerns
- Social care/outside agency involvement
- Changes at home that might impact a student eg. Bereavement
- Checking Attendance on a daily basis

Academic: Mrs A. Hrnica

- Concerns about progress in a particular class/subject
- Post 16 Queries
- Data Point queries
- Extra-Curricular/Careers Opportunities
- Homework
- Attendance

What about Form Time?

To be confirmed at the start of the Academic Year

You will see your form tutor every morning (except for Wednesday), therefore they will be the member of staff in school that will know you best. They will give you your timetable and any other information you require during your academic year at Derby Moor. At Derby Moor Academy you will participate in a variety of mandatory activities linked to Derby Moor's ethos and core values, including but not limited to:

- Assemblies
- Revision
- News quiz
- Attendance/Behaviour/Pastoral data.

Uniform and Equipment

We expect you to wear our uniform with care and pride that includes to and from school when you are out in the community. Our uniform suppliers are Uniform Direct and Morleys.

What are our expectations of behaviour and conduct?

Students should be expected to arrive to school on time, in full uniform and with the appropriate equipment to ensure a strong start to their academic year. In order to get the best from learning, you will be required to bring the following below:

- A black or blue pen for writing, a green pen for peer assessing and a red for self-assessment.
- A pencil and sharpener.
- A rubber (Tippex is not permitted).
- A ruler.
- School Bag—this should be an appropriate size with suitable straps for a range of school books to be carried in it.
- Drinks bottle—students are allowed to use a transparent reusable drinks bottle, The only drink permitted to be carried is water.

What about Uniform?

Here is a full breakdown of acceptable items of Uniform as per our Uniform Policy:

- Derby Moor Spencer Academy Blazer — black with Academy Logo
- Plain long or short sleeved shirt – white and a collar. Please ensure the item can be appropriately tucked in.
- Derby Moor Spencer Academy clip-on tie
- V-Neck Sweatshirt – black with Derby Moor Spencer Academy Logo
- A black pair of business cut trousers or formal skirt. These must be of a professional nature. Skinny fit/leggings/footless tights and such like are not permitted. The skirt must reach the top of the knee and not be made of a stretchy material. These can be purchased from any appropriate retailer and are also available from our uniform supplier.
- Kameez -Plain black, plain cotton, straight line, mid-calf length dress with round neck and long or short sleeves
- Scarf/Chunni/ Dupatta - Plain black or white, plain cotton scarf
- Plain, sensible, black shoes that are able to be polished
- Due to students being required to spend social time outside, I would advise you to also ensure students attend school with a warm, ideally waterproof jacket.
- Students will be given coloured lanyards denoting their year group.

PE Kit:

Compulsory

- Collared black polo shirt with House colour panel and school logo (Indoor lessons)
- Black long sleeve shirt with House colour panel and school logo (outdoor lessons)
- Plain black football socks
- Training shoes with non-marking soles (Canvas trainers/pumps are not allowed)
- Plain black tracksuit bottoms

Optional

- Plain black track suit with school logo
- Plain black shorts

Appearance

We expect you to wear our uniform with care and pride that includes to and from school when you are out in the community. Our uniform suppliers are Uniform Direct and Morleys.

It is really important that you follow the rules below at all times. This helps you get ready for future employment as the majority of workplaces have expectations for your appearance and dress code.

- Haircuts must not be extreme; long hair must be tied back during practical lessons such as Science / PE and Technology. The Principal's decision on the suitability of a haircut is final.
- Haircuts should not be shaved or include patterns and "non-natural" coloured hair is not permitted e.g. red, pink, blue, purple etc.
- All students will be expected to wear a warm, waterproof coat during colder weather, removing it when inside the building.
- Hoodies are not permitted in school at any time.
- Make up should not be worn of any kind.
- No nail extensions, false nails or nail polish is permitted.

Jewellery

- The school reserves the right to request any student to remove jewellery which we believe could cause injury to themselves or others.
- Nose rings and nose studs are not allowed.
- Earrings: students may only wear one small, solid stud per ear. They must be removed during P.E. sessions.
- No other form of body piercing is allowed in school.
- The steel bangle worn by members of our Sikh Community has a religious significance. It should be as small and light as possible for safety reasons. No other type of bracelet should be worn.
- No rings are allowed and no visible necklaces.

Any items worn that do not follow our expectations will be confiscated during the school day.

Students will need to collect any items from student reception at the end of the day.

Mobile Phones

You are not permitted to use a mobile phone during the school day at any point. If you need to have one for safety on the way home, then it must be kept switched off in your school bag. Any mobile phones that are seen, heard or used during the school day for any reason (including contacting home) will be confiscated immediately and may have to be collected by a parent/ carer.

If you need to contact your parent/carers urgently during the school day, you can do this by going to student services

Attendance

The target for all Derby Moor Spencer Academy students is 97%. Many studies have shown the importance of good attendance and how it leads to academic success. Without consistent attendance our child will not make sufficient progress. Your child should attend school each and every day unless unable to do so.

How to report your child is absent

If your child is ill during the school day they will be assessed by school first aid. Should we feel they are too ill to remain in school, we will telephone you to arrange collection. We politely request that all appointments are made outside school times. If your child has an appointment during the school day you must send us the evidence of this. As attendance is a legal matter, absence can not be authorised without such evidence.

What are the key dates I need to be aware of?

Here are some key dates for your diary:

Term 1a: Wednesday 4th Sept 2024 – Friday 25th Oct 2024	Term 1b: Monday 4th Nov 2024. – Friday 20th Dec. 2024
Term 2a: Monday 6th Jan 2025 – Friday 14th Feb 2025	Term 2b: Monday 24th Feb 2025 – Friday 4th April 2025
Term 3a: Monday 22nd April 2025 – Friday 23rd May 2025	Term 3b: Monday 2nd June 2025 – Wednesday 23rd July 2025

Key Dates Continued

Inset Days (students not in school)	Drop Down Days (students MUST attend)
Friday 4 th October 2024	Friday 18th October 2024
Friday 29 th November 2024	Friday 17 th January 2025
Monday 2 nd December 2024	Tuesday 1 st April 2025
Monday 6 th January 2025	Thursday 26 th June 2025 (will be in exams)

Mock exams series 1:	Monday 4 th November - Friday 15th November
Mock exams series 2:	Monday 24th February - Friday 7th March

Sixth form open Evening	Wednesday 16th October 2024 - 17:30 - 19:00
Sixth form induction day	Monday 30th June 2025

The School Day

Day structure for Monday, Tuesday, Thursday and Friday

Mon/Tues/Thur/Fri		Wednesday	
8.35	Students should be on site	8.35	Students should be on site
8.40	Tutor time	8.40	Period 1
9.00	Period 1	9.40	Period 2
10.00	Period 2	10.40	Break
11.00	Break	11.00	Period 3
11.20	Period 3	12.00	Period 4
12.20	Period 4	13.00	Lunch
13.20	Lunch	13.45	Period 5
14.05	Period 5	14.45	School day ends
15.05	School day ends		

Corrections Grid

We have the highest expectations of our community in terms of conduct, communication and commitment to learning. When things go wrong we use corrections to help change behaviours and improve standards. The grid below is not exhaustive but acts as a guide to the kind of corrections that will be issued for a range of behaviours. The context will determine which corrections staff issue.

	C1 / C2 - Restoratives	Out of Lesson 20 minutes	C3 40 minutes	Staff on Call 60 minutes	Internal Fixed Term Exclusion	Fixed Term Exclusion / Alternative Provision	Permanent Exclusion
Off task in lesson	✓		✓	✓			
Answering back	✓		✓	✓			
Breaking no con-	✓		✓	✓	✓	✓	
Incorrect uni-		✓					
Missing uniform /		✓					
Late to lesson		✓					
Persistently late			✓	✓	✓		
Late to school		✓					
Refusal to hand mobile phone / headphones		✓	✓	✓	✓		
Non-Permitted / Banned items			✓	✓	✓	✓	✓
Walking away from a member of staff			✓	✓	✓	✓	
Inappropriate Language		✓	✓	✓	✓	✓	
Absconding school				✓	✓		
Leaving a lesson without permission			✓	✓	✓		
Refusal to follow instructions			✓	✓	✓	✓	
Lesson truancy				✓	✓	✓	
Persistent disruption			✓	✓	✓	✓	✓
Vandalism of school property				✓	✓	✓	

	C1 / C2 - Restora- tives	Out of Les- son 20 minutes	C3 40 minutes	Staff on Call 60 minutes	Internal Fixed Term Ex- clusion	Fixed Term Ex- clusion / Alternative Provision	Permanent Exclusion
Inappropriate language towards a member of staff				✓	✓	✓	
Racist / transphobic / homophobic comments or behaviour				✓	✓	✓	✓
Bullying			✓	✓	✓	✓	✓
Child on Child Abuse			✓	✓	✓	✓	✓
Theft					✓	✓	✓
Verbally threatening a member of staff					✓	✓	✓
Physical violence towards staff						✓	✓
Using an implement to harm another person						✓	✓
Throwing water		.		✓	✓	✓	
Throwing an object		.		✓	✓	✓	✓

Multiple infractions of our behaviour policy will result in correction times being aggregated up to a maximum of 60 minutes in any one evening.

Year 11 career update:

As part of the development of our 4 Rs employability skills roll out, students in Year 11 will be supported to build their employability portfolio. Students will take part in a workshop on a Mock assessment Centre. Students will be encouraged to develop their Record of Achievement in order to build their portfolio. They will also have assemblies explaining the options available to them post 16, including apprenticeships, college and sixth form routes.

Students in Year 11 will have a number of visits from some local large employers, for example Toyota and JCB, offering apprenticeship programmes.

They will be supported with applications to apprenticeships, college and sixth form.

In addition, they will also be invited to have another mock interview following the one they had in April this year.

Year 11 Parents Evening - representatives from apprenticeship providers, universities and our careers advisers will be present at the parents evening.

Students will be supported by our independent and impartial careers advisers from Luminate Careers and will be invited to sessions run by Luminate throughout the year. There is a great deal of information and support on the Luminate website:

Home Page - Luminate Careers (luminatecareersandcoaching.co.uk)

Home Page - Luminate Careers

Creative career coaching approach We believe in guidance that makes a difference
“Providing structured personal guidance time within the school enables students to focus on their future dreams and to Read more...

luminatecareersandcoaching.co.uk

In addition, there will be a careers section on the Principal's weekly update with lots of information and useful links.

Should you have any further enquiries, please do not hesitate to get in touch.

Yours sincerely

Mrs A Hrnčić

Phase Leader for years 9-11