



Post 16 Student Prospectus

This booklet contains information regarding our curriculum offering for September 2021



Post 16



Grace. Potential. Excellence. Respect. Integrity.

GA



Dear Parent/Carer,

Welcome to Grace Academy Darlaston Post 16

We are delighted that your child has chosen Grace Academy Post 16 to continue their education. If you have not had the chance to come and see us we would very much like you to come and meet us and have a tour of the school. You can meet students and staff and see the academy hard at work. If you contact Reception we will be more than happy to arrange this.

We are incredibly proud of our academy and our community. We are proud of our happy students and staff, both of whom work together to achieve excellent results. As part of Tove Learning Trust our academy benefits from being in a strong partnership with a number of other schools. We are also supported by a number of Ethos staff as part of the Trust. Grace Academy students thrive during their time here and visitors frequently comment on the excellent manners and behaviour of our students. We aim to give every student the very best education. The academy's core set of values help students to develop into confident, successful and happy young adults, ready to face the future.

Our recent Ofsted in April 2017 confirmed that we are a good school and much of what we offer is truly outstanding. Students behave well and make the most of the learning opportunities. Students feel safe and valued by all the staff. Our excellent Level 3 results over the last few years show the progress that students make across a range of subjects, however, our staff know that academic achievement is only one part of success. At Grace we have so much going on including a wide range of trips, visitors, presentations and sporting and creative opportunities for all students.

We are really excited about the chance to work in close partnership with you over the next 2 years. If you have any questions, please ask any member of staff and they will point you in the right direction to have your questions answered.

Yours sincerely,

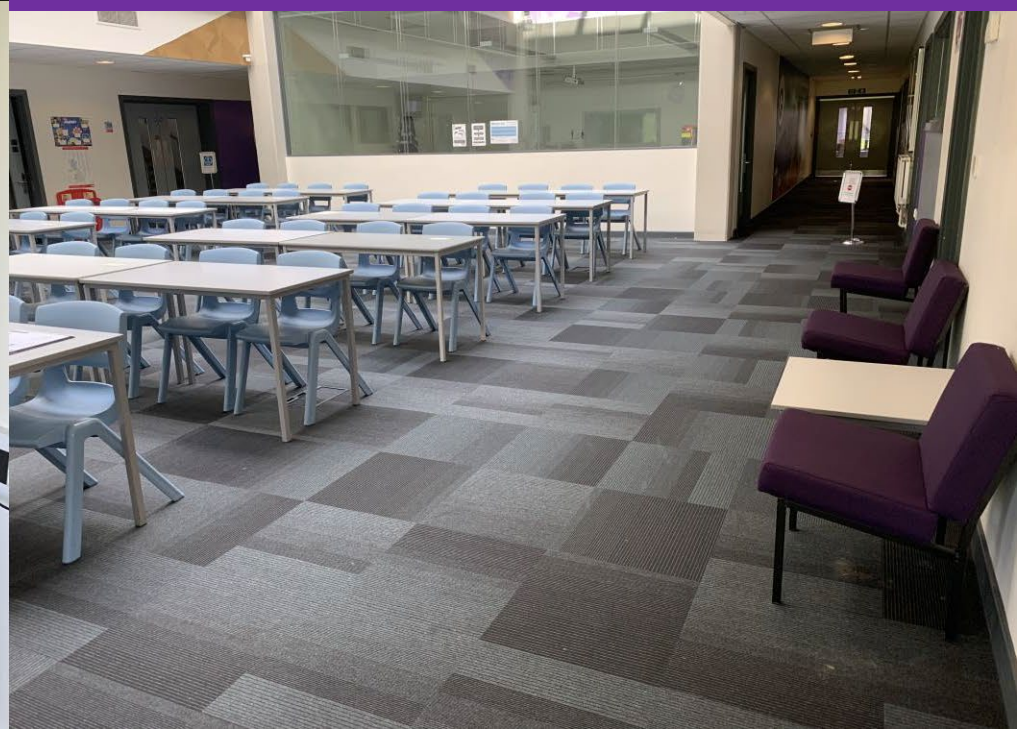
Julie Anstey

Associate Principal



Welcome to Grace Academy
Post 16

Where your journey into an
exciting future begins...



Thank you for considering Grace Academy Post 16.

Please find enclosed extensive information regarding Grace Academy Post 16. We pride ourselves on our student focused approach and strive to ensure that every student who wishes to study with us here is given every opportunity to achieve their full potential.

We support every student here at Grace Academy Darlaston Post 16 and give them extensive extra-curricular opportunities such as Team Building with the Army, University Visits, subject specific trips such as trips to Law Courts and a Forensic Science Day, as well as constant careers support through interviews and UCAS applications. We strive to ensure that when a student leaves us at the end of their studies they are ready for the next step in their life choices.

Our Post 16 Committee is very active and has a considerable voice within the academy. Charity initiatives, rewards trips and involvement throughout wider academy life are all great opportunities that come alongside being a member of the dynamic team. We offer students the opportunity to work with and support students in lower years encouraging them to support in lessons, become peer mentors and even 'reading buddies.' There are also opportunities for students to partake in paid work as duty assistants to assist throughout the wider academy.

We hope that you enjoy learning all about our Post 16 and what we offer here, not just in the form of a curriculum but what is available to each and every one of our young learners to prepare them for their future.

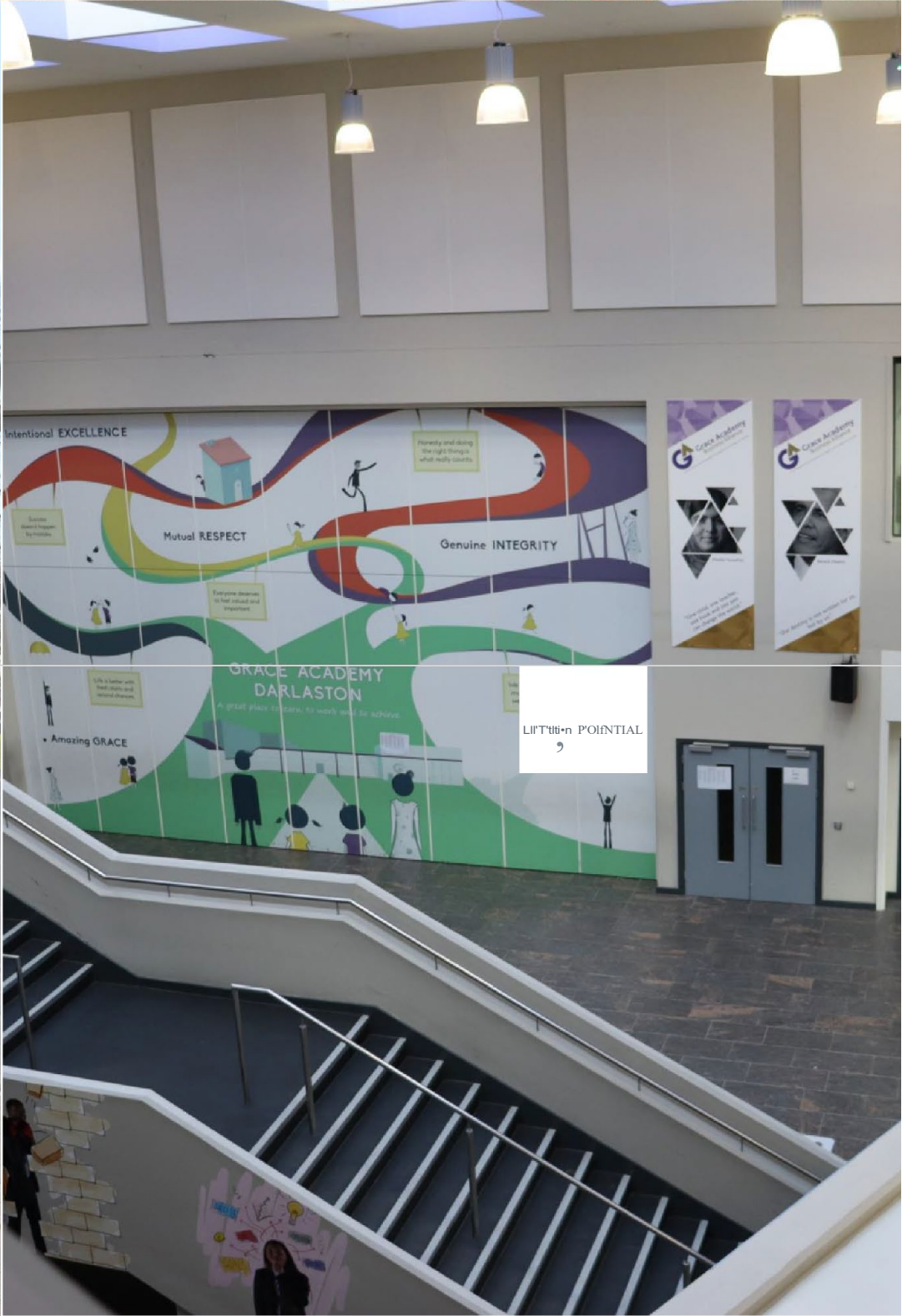
If you have any questions or would like to book a visit to come and see our Post 16 provision please do not hesitate to contact me on the phone number or email below.

I look forward to working with your son / daughter in the near future.

Justine York

Associate Assistant Principal – KS5

0121 568 3300 or via email: justineyork@darlaston.graceacademy.org.uk



Grace Values

Grace Academy: No limit to your potential!

“Our vision is to develop well-educated, considerate and caring citizens with a strong sense of values who will succeed in and contribute to modern society.”

As well as wanting you to succeed in your studies and exams, there are plenty of opportunities for you to develop other important life skills during your time at the Academy... we are here to help you reach your potential!

“Our Christian ethos is what makes us stand out from the crowd, it is what makes us tick, and it is what makes Grace Academy so special.”

Here at Grace Academy everyone is working together to demonstrate our Christian ethos through our shared values of;

Limitless **POTENTIAL**

We can achieve so much more than we think we can.

Consistent **EXCELLENCE**

Success doesn't happen by mistake.

Mutual **RESPECT**

Everyone deserves to feel valued and important.

Genuine **INTEGRITY**

Honesty and doing the right thing are what really count.

Amazing **GRACE**

Life is better with fresh starts and second chances.

SEND (Special Educational Needs and Disabilities)

Grace Academy Darlaston has an unwavering commitment to the education and welfare of our students. Students identified as SEND are fully supported by all staff in accessing the curriculum and their personal development. The SEND team are equipped with skills and resources to identify additional needs and put appropriate interventions in place. The SEND Policy and Information Report forms our local offer and outlines the Academy procedures in relation to assessment, planning and reviewing the support for all students with SEND, including the liaison with outside agencies and professionals.



The Academy Pledge

The Academy should be a place where everyone, students, staff, parents, carers and visitors alike can come and go happily and feel valued for who they are and what they do.

To ensure this happens we have a Code of Conduct that provides a framework for cooperation between staff, students and parents. The Code is understood and agreed by all, for the benefit of all.

We will:

- Provide high quality teaching and learning
- Respect and value each student as a unique individual
- Record, reward and celebrate good performance and progress
- Provide a safe, well-ordered and caring environment in which a personal learning programme can take place
- Encourage excellent attendance and punctuality
- Encourage each student to work to the best of their ability and reach their maximum potential
- Provide a personalised and challenging curriculum which meets individual needs
- Provide opportunities for students to discuss issues and recommend changes
- Provide regular mentoring time for students
- Provide progress feedback and assessment to inform learning
- Provide regular formal reports and meetings on each student's progress
- Provide an extended curriculum
- Provide a wide variety of enrichment activities e.g. trips, visits and events
- Create an exciting Business and Enterprise specialism with opportunities to work with external partners
- Keep parents/carers informed about Academy developments
- Listen to and respond quickly to any concerns
- Enforce our values and ethos with all members of the community
- Promote pride in our community and in our students' successes

Absence

Attendance and punctuality is extremely important for you to learn effectively. You need to be in all your lessons and be on time to ensure you make excellent progress which can help you get the best possible exam results and career.

You are expected to be in the Academy before 8.35am. Tutor time begins at 8.40am.

If you arrive after 8.38am you will be met by a member of the Staff Team and asked for a reason for your lateness.

If you are absent from the Academy, your parent/carer should telephone the Academy that day to tell us why and how long they expect you to be absent for.

Attendance Officer can be contacted on 0121 568 3440 or through reception on 0121 568 3300 and press option 3 for reporting absences.

Does the Academy need letters explaining my child's absence or will a phone call do?

We would expect a parent to telephone the Academy on the first day of absence, giving a reason for the absence and a likely return date. The Academy requires contact from you in the event of any absence. If there is no contact we may telephone or text you, or send a letter asking for an explanation of absence. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence. An accumulation of unauthorised absence will very likely lead to prosecution for non-attendance.

What reasons will the Academy accept for absences?

- Illness
- Emergency dental/medical appointment only
(all routine appointments should be after Academy hours or during the holidays. Only half a days absence will be permitted for such an appointment unless it can be proved that treatment takes longer)
- Day of religious observance
- Attending an interview for a job, college, university etc.

What is unacceptable?

The Academy will not authorise absence for day trips, visiting relatives, shopping, birthdays or looking after other siblings. This is unauthorised absence.



Will the Academy contact me if my child is absent?

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

Can we take family holidays during term time?

Family holidays will not be authorised and unauthorised absence from the Academy may lead to a fixed penalty notice being issued. The Principal cannot authorise any periods of leave during term time unless there are exceptional circumstances. If you need to request permission for your child to be absent from the Academy you must write a letter to the Principal.

What can I do to encourage my child to attend the Academy?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and is properly equipped. Show your child by your interest that you value his/her education. Attendance can be checked on the parent area of the gateway.

Further information

The Education Act 1996 states that all children should attend school regularly and punctually.

"If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school his/her parent is guilty of an offence".

Expectations are that a child will have attendance of at least 97% 5% absence is 10 Academy days.

Regular attendance will help your child to:
Keep up their work and get the best results possible.
Feel confident and ready for the future.
Get a job, as employers want people who are reliable and punctual.

Contact Information

If you require further information, please contact:
The Academy Attendance Officer on 0121 568 3440

What are our school times?

8.40	Tutor time 1
8.55	Lesson 1
9.55	Lesson 2
10.55	Break
11.15	Lesson 3
12.15	Lesson 4
1.15-1.50	Post 16 Lunch
13.50	Lesson 5
14.50	Tutor time 2
15.00	Enrichment / Night club

NOTE - These timings may be subject to change.

Supporting our families

At Grace Academy we recognise that all families need information and advice from time to time for a variety of reasons. Sometimes it is just about needing someone to talk to.

We can offer:

Both practical and emotional support for you and your family.

- Put you in touch with other services that can help you, if we cannot.
- Supporting you through difficult issues to help you make informed decisions.

If you would like to find out more simply:

Call Justine Clark on 0121 568 3333

or

Email justineclark@darlaston.graceacademy.org.uk



Meal times

At Grace Academy Darlaston we have a biometric cashless catering system which requires us to take digital measurements of your child's finger to record on our system as a series of numbers. These numbers are stored securely on a dedicated server, are fully encrypted and applicable only to our system, so are compliant with current GDPR legislation.

Parent Pay

For students new to the Academy we would ask that all parents sign up to ParentPay for an easy way to deal with your child's meal money, along with a whole host of other benefits of the system such as purchasing optional text books or attending one of our exciting residential trips. A letter will be sent out to you in September which contains your unique ParentPay user name and password. This will allow you to log on, pay for meals using a debit/credit card and also see what your child has purchased. Until this letter arrives your child can add money onto their account using the cash machines within school.

Free School Meal

Free School Meals – allows your child to access a lunch time meal every day while attending school as well as an allowance for breakfast at the start of each day. Please apply to Walsall Council directly if you are in receipt of any of the following:-

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Job Seekers Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Support under part VI of the Immigration and Asylum Act 1999
- Guarantee Element of State Pension Credit
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit

We strongly advise that you apply for free school meals even if you are not sure of eligibility or your child does not want to take up the meal as this increases the Pupil Premium funding received by the academy. Please follow this link online:

<https://go.walsall.gov.uk/forms/Application-for-Free-School-Meals>

In Post 16 it is essential that all students present themselves in a business-like manner. You are representing the academy and also setting standards and being role models for those students in lower year groups.

Please find below the expectations for dress when you are a Post 16 student:

Males

Trousers

Blazer

Shirt

Tie

Plain black or brown belt if required

Plain black or brown shoes (trainers are not permitted)

Lanyard (this should be around your neck at all times whilst in the academy)

Jewellery: one plain silver or gold stud.

No facial piercings or tattoos should be on show.

Outdoor coats should be smart in style and must be taken off when entering the academy and kept off throughout the day.

No denim or sports jackets should be worn at any time.

Females

Trousers, skirt or business style dress (knee length with tights)

Blazer

Blouse or shirt (this must not be low cut)

Plain black or brown shoes (preferably flat shoes - trainers are not permitted)

Lanyard (this should be around your neck at all times whilst in the academy)

Jewellery: one set of silver or gold studs.

No facial piercings or tattoos should be on show.

Outdoor coats should be smart in style and must be taken off when entering the academy and kept off throughout the day

No denim or sports jackets should be worn at any time.

Mobile Phones

Mobile phones and the use of other electronic devices are prohibited during timetabled lessons. There is a zero tolerance approach to the use of mobile phones in all parts of the academy apart from in the Post 16 area. There is a zero tolerance approach to the taking of any photographs or videos in ANY part of the academy.

Further information regarding the expectations of Post 16 students is set out in the Grace Academy Post 16 Charter that students will sign along with the Head of Post 16 and the students tutor when accepting their place into Post 16.

Toilet during lesson time

As your education is so important, to avoid a missed learning opportunity you are not allowed to go to the toilet during a lesson. If you have a medical issue, you will have a pass issued through your Key Stage Team.

Lockers

All students are encouraged to take up the opportunity of having a locker in the academy both for convenience and security.

A £10.00 key deposit is required which is refundable providing the key is handed back in when the locker is no longer required. If the key is lost or the locker is not handed back in an acceptable condition the deposit will be lost.

To obtain a locker, a consent form is available from Reception and needs to be completed and handed in along with the £10 deposit.



Eating and Drinking in the Academy

Eating is not allowed in lessons.

You are allowed to drink on your way to and from lessons, from a bottle or flask; water only.

You are allowed to place your bottle on the desk at the start of the lesson. Bins must be used for all litter.

Hot food is to be eaten in the restaurant or Post 16 area only.

No gum is allowed in the academy.

Tea, Coffee and milk is provided for Post 16 students, who also have access to their own kitchen with a microwave

Rewards

We really do enjoy rewarding our students here at Grace. We reward throughout the year in a variety of ways. In the planners there are plenty of opportunities to receive Grace Points which can be traded for gifts and prizes. There is an activity at the end of each half term for positive behaviour and effort. Students are continually rewarded for outstanding attendance and at the end of each year we have a whole school reward trip.

Make up and Jewellery

Appropriate make-up and jewellery that would be suitable within the working environment is acceptable in Post 16.

Jewellery must not pose a health and safety risk.



The following pages are to be filled in and handed in if you wish to enrol into Grace Academy Post 16.



Your Future Our Commitment

CONFIDENTIAL

2020/21

**PLEASE COMPLETE THIS FORM IN CAPITALS &
BLACK INK**

1 – BASIC DETAILS											
Legal Forename		Preferred Forename									
Legal Surname		Preferred Surname									
Middle Name/s		Date Of Birth		Male		Female					
Flat/Maisonette Number		Flat/Maisonette Name									
House Number		Street									
Town		Post Code									
2A – PARENT/CARER CONTACT DETAILS											
PLEASE											
<ul style="list-style-type: none"> • Provide details of all persons who have Parental Responsibility. • A copy of the student’s FULL Birth Certificate will be required • Notify us of any changes as we need to be able to contact the right person quickly if your child is ill 											
PRIORITY CONTACT 1				Relationship to Child:							
Full Name:											
Relationship Status (If Mother or Father) Please TICK below:											
Single		Married		Divorced		Separated		Live With Partner		Civil Partner	
Address											
Flat/Maisonette Number		Flat/Maisonette Name									
House Number		Street									
Town/City		Postcode									
Home Tel:		Mobile Tel:									
Work Tel:		Email:									
PRIORITY CONTACT 2				Relationship to Child:							
Full Name:											
Relationship Status (If Mother or Father) Please TICK below:											
Single		Married		Divorced		Separated		Live With Partner		Civil Partner	
Address											
Flat/Maisonette Number		Flat/Maisonette Name									
House Number		Street									
Town/City		Postcode									
Home Tel:		Mobile Tel:									
Work Tel:		Email:									

Tear along the line...

Tear along the line...

Tear along the line...

Tear along the line...

Tear along the line...

Tear along the line...

2B – ADDITIONAL CONTACT DETAILS									
<p>PLEASE ensure that consent is given before entering personal details.</p> <ul style="list-style-type: none"> Enter the details of any other persons that we could contact in the event of an Emergency We will contact Parent/Carers first Additional Contacts will be contacted if we are unable to contact Parents/Carers 									
ADDITIONAL CONTACT 1					Relationship to Child:				
Full Name:									
Home/Work Tel:					Mobile Tel:				
ADDITIONAL CONTACT 2					Relationship to Child:				
Full Name:									
Home/Work Tel:					Mobile Tel:				
2C – FAMILY LINKS									
<p>PLEASE</p> <ul style="list-style-type: none"> Give the name, year group and TICK Male or Female of any siblings or other family members attending Grace Academy 									
Name		Year		Male		Female		Relationship	
Name		Year		Male		Female		Relationship	
Name		Year		Male		Female		Relationship	
3 – MEDICAL INFORMATION									
Doctor/Surgery Name:					Doctor/Surgery Telephone:				
Doctor/Surgery Address:					Postcode:				
<p>The Equality Act defines a disabled person as anyone who has, or has had a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities.</p>									
<p>Therefore, do you consider the student to have a disability or long term health condition? If yes, please provide further information below including auxiliary aids required.</p>							Yes		No
Disability and/or Medical Conditions information (Including allergies and medication taken):									
<p>As a school we will need to process personal data to carry out official functions. However, due to changes in the law relating to individuals personal data (This is called General Data Protection Regulation GDPR) we will require further consent from you throughout your child's time with us at Grace Academy. It is essential that information is completed and returned promptly so that your child does not miss out on any opportunities where consent is required. You may withdraw your consent at any time by writing to the Principal at the Academy. If you require further information about these changes please state here how you would like to receive information.</p>									
Telephone:					Email Address:				

4 – ETHNIC/CULTURAL INFORMATION

To help in monitoring Equal Opportunities **PLEASE TICK RIGHT HAND SIDE BELOW** for both **Ethnicity and Religion** in relation to the student

White – English		Black – African		Bangladeshi		White/Black African	
White – Irish		Black – Caribbean		Pakistani		White/Black Caribbean	
White – Scottish		Black – Any Other		Chinese		White/Asian	
White – Welsh		Gypsy/Roma		Asian/Any Other		White/Any Other	
Traveller Irish Heritage		Prefer Not To Say		Other Please Specify			

5 – RELIGION

Buddhist		Christian		Hindu		Jehovah’s Witness	
Jewish		Muslim		Sikh		Refused	
No Religion		Other Please Specify					

6A – LANGUAGE & NATIONALITY

Home Language		Passport Number	
First Language		Passport Expiry Date	
Nationality		6B – ASYLUM STATUS - Please TICK	
English as an Additional Language	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Asylum Seeker <input type="checkbox"/> Refugee <input type="checkbox"/>

7 – ADDITIONAL INFORMATION

Previous School		Reason For Leaving	
Start Date		Leave Date	
Has your child ever been excluded from a school or academy? If so please give details.			

PHOTOGRAPH/VIDEO IMAGES

Grace Academy would like to use photographs, quotes and video images of your child. These can be used to demonstrate or promote activities relating to the Academy’s curriculum and extra curriculum provision. Therefore, quotes & images may appear within the Academy or externally. This may include the Academy website, social media pages, newsletter’s, associated print and television appearances. Please **TICK** to give your consent to your child’s name being used and your child being photographed or videoed. If you wish to withdraw your consent at any time please do so by writing to the Principal at the Academy. Please note in addition to the above your child’s image will be retained on the Academy database for identification purposes only.

Photograph/Video/Quote Consent		Student Full Name Next to any Image/Photo Consent	
--------------------------------	--	---	--

Although safeguarding is a priority at Grace Academy, please note that the internet can be viewed throughout the world. Further information is available on our website within the Digital Policy and other Policies, as to Academy requirements for Student and Staff safety.

8 – SIGNATURE

General Data Protection Regulations. The Academy will hold personal relevant data relating to your child and yourself. Under the GDPR the Academy has a duty to protect this information and keep it up to date. The Academy is required to share some of the data with the Local Authority and with the DFE. I certify that to the best of my knowledge, the information given on this form is true and correct.

Relationship to Child:		Date:	
Parent/Carer Signature:			
How did you hear about Grace Academy? (Please TICK all that apply)		Community <input type="checkbox"/>	Media <input type="checkbox"/>
Academy Website <input type="checkbox"/>	Primary School <input type="checkbox"/>	Friend/Family <input type="checkbox"/>	Other <input type="checkbox"/>

OFFICE USE ONLY

INPUT TO SIMS – STAFF SIGNATURE & DATE	SCANNED TO LINK DOCS – STAFF SIGNATURE & DATE
ADMISSION NUMBER	YEAR

Tear along the line...

Tear along the line...

Tear along the line...

Medical Questionnaire

Student name:	D.O.B	Form:
Date:	Year:	

Address:

Parent/Carer:		
Telephone number(s)		
Mobile:	Work:	Home:

Doctor:		
Contact number:		
Extra Care:		
Consultant:		

Medical condition(s) and details:

Actions to take in case of an emergency:

Any Medication:

Last episode/triggers:

SEND assessment:

I agree to my child having any educational or SEN screening completed where felt necessary in order to maximise their progress

At Grace Academy we operate a two-tier system.

ALL students have a completed medical questionnaire (this document) saved to their file, and their medical details are available to staff in case of medical incident.

Pupils with more serious medical conditions (including: asthma; eczema; allergies; epilepsy; diabetes; physical disability; visual or hearing impairment; digestive orders) carry an IHCP (individual Healthcare Plan) which is attached to their individual file in case of emergency.

If you feel that your child requires an IHCP please tick this box and our Medical Needs Coordinator will contact you to complete the IHCP paperwork

All PARENTS/CARERS:

I.....agree to this medical document being shared with staff, and if necessary with medical professionals. I will notify Grace Academy Darlaston if my child's condition changes.

SIGN..... PRINT..... DATE

Tear along the line...

Tear along the line...

Tear along the line...

