



TRANSITION BOOKLET



THINK LIKE A CREATIVE

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WELCOME TO **MILLBAY ACADEMY**



Located in Plymouth's historic Coastal Quarter, we are a centre of excellence for Plymouth with our specialism for creative thinking, underpinned by our broad and balanced curriculum. Our young people are offered outstanding learning opportunities in a broad range of subjects focusing on industry, innovation and technological competence. All barriers to success will be removed with no young person being held back in their quest to become the next generation of innovators, creators, scientists and environmentalists. Employability is our end goal.

THINK LIKE A CREATIVE

MEET THE TEAM



Jo Ware
Executive Headteacher



Justine Hardie
Senior Deputy Headteacher



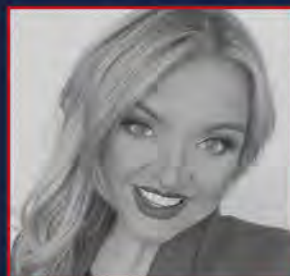
Matthew Bisco
Senior Deputy Headteacher



Anna Norman
Deputy Headteacher



Joanne Anning
Designated Safeguarding Lead



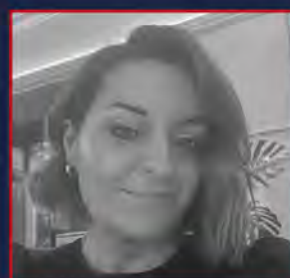
Kimberley Underdown
Strategic Pastoral Lead
Head of Year 7
Head of Transition



Alex Boyce
Head of Year 8 and 9



Stacey Tonkin
Head of KS4



Kathryn Noone
Head of KS4



TIMINGS OF THE SCHOOL DAY

Years 7- 11 MONDAY-THURSDAY	
School Open to Students	7:45 – 8:30 for Breakfast Club in Main Atrium
Students arrival to school (Back gates open)	8:00 – 8:20 (KS3 to gather in The Union and KS4 in the Community Hub)
P0 – Briefing/Tutor Time	8:30 – 9:00
P1	9:00 – 10:00
P2	10:00 – 11:00
Break	11:00 – 11:20
P3	11:20 – 12:20
P4	12:20 – 1:20
Lunch	1:20 – 2:00
P5	2:00 – 3:00
P6 Tutor Time	3:00 – 3:15
P7 Same day detentions/Clubs/Year 10-11 additional sessions	3.15 – 4.15

Years 7-11 FRIDAY	
School Open to Students	7:45 – 8:30 for Breakfast Club
Breakfast Club Large Atrium	8:00 – 8:30
P0 Briefing/Tutor Time	8:30 – 9:00
P1	9:00 – 10:00
P2	10:00 – 11:00
Break	11:00 – 11:40 *extended break Friday
P3	11:40 – 12:40
P4	12:40 – 1:40
Learning Review/Careers Tutor led session	1:40 – 2:00
End of the Day	2:00 – Students leave
Detention/Bonus Time support	2:00 – 2:30

MILLBAY ACADEMY UNIFORM

Why A Uniform?

- You can be easily identified as a member of Millbay Academy.
- It is suitable clothing for the activities in school.
- Nobody is singled out because they can't afford the latest fashions.
- Our uniform shows that you are part of the school.
- Most jobs have a uniform/dress code that you will have to follow.

Our Uniform Includes

- Millbay Academy sweatshirt
 - Millbay Academy polo shirt
 - Millbay Academy t-shirt
 - Black cargos trousers
 - All black trainers/school shoes
- (no white or coloured logos/soles)

Our PE Uniform Includes a choice of

- Millbay Academy PE T-shirt or Millbay Academy T-shirt
- Millbay Academy skort
- Millbay Academy PE tracksuit jacket
- Millbay Academy tracksuit bottoms
- Millbay Academy shorts



Uniforms can be bought from

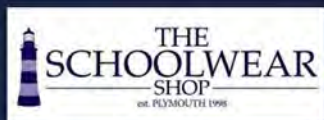


Order online: westcountryembroidery.com

Phone: 01752 840666

Email: westcountryembroiderysw@gmail.com

Or



Order online: plymouthschoolwear.co.uk

Phone: 01752 252025

Email: shop@plymouthschoolwear.co.uk

Notes

- Shorts, Skorts and hats can only be purchased from West Country Embroidery
- Old PE uniforms are still available to buy from the Schoolwear shop
- Uniforms can be collected from the shop or be delivered to the school



Cap

Schoolwear shop	Not sold
WC Embroidery	£10.00



Bucket hat

Schoolwear shop	Not sold
WC Embroidery	£9.00



Tracksuit bottoms

Schoolwear shop	£19.00 - £24.00
WC Embroidery	£19.00 - £24.00



Leggings

Schoolwear shop	£18.50 - £23.00
WC Embroidery	£20.00



Shorts

Schoolwear shop	Not sold
WC Embroidery	£12.00 - £15.00



Skorts

Schoolwear shop	Not sold
WC Embroidery	£15.00 - £18.00



T-shirt

Schoolwear shop	£6.50 - £9.00
WC Embroidery	£6.50 - £8.50



Polo shirt

Schoolwear shop	£9.25 - £12.30
WC Embroidery	£9.25 - £12.00



PE top

Schoolwear shop	Not sold
WC Embroidery	£16.00 - £19.00



Sweatshirt

Schoolwear shop	£13.50 - £16.00
WC Embroidery	£16.00 - £19.00



Tracksuit top

Schoolwear shop	£22.50 - £28.00
WC Embroidery	£22.50 - £28.00

OUR CORE VALUES

COURAGE

CURIOSITY

CREATIVITY

RESPECT

RESPONSIBILITY

- Millbay Academy is a place where everybody matters and every moment counts.
- We have a relentless drive for improvement, equity and social justice.
- We believe in an excellent education for all.
- We do whatever it takes for all children to achieve their full potential.
- We are focussed on securing professional pathways and young people's futures.
- We are a diverse family and responsible to all corners of our community.

EQUIPMENT EXPECTATIONS

It's important that every student is prepared for learning so below is a list of equipment that students will require:

- Student profile
- Black or blue pen
- Green pen
- Ruler
- Bag
- Pencil case
- Pencil

PHONE FREE SCHOOL

Phones will be handed in and locked away all day and parents will need to confirm if their child doesn't bring a phone to school.

Why?

- To support mental health
- To escape the stress of the social media world
- To minimise online bullying

BEHAVIOUR, RESET AND CORRECTIONS

It is vital that students are taught that there are consequences for being unprofessional and not following expectations. Our aim is to support students to be the best version of themselves as well as train them for the expectations of university, apprenticeships and the workplace. Our mission is to drive a culture of inclusion to support individual student needs, particularly for the most vulnerable and those with SEND.

Therefore, if a student is disruptive, they may be removed from class and placed in our RESET room for the remainder of that lesson to reflect on their conduct and complete the lesson's work before returning back into their next lesson. If a student is sent to RESET they will receive a same day detention.

ABSENCE POLICY

At Millbay Academy safeguarding of pupils is our priority and to fulfil that priority we need to be aware of where our students are always. We are attentive to everyone's presence and wellbeing and notice when someone is absent. It is important to always inform us of non-attendance as soon as possible so we can support a smooth return at as soon as possible, minimize the impact on learning, and maintain a strong sense of belonging.

You can let us know by:

Email: info@millbayacademy.org
Phone: 01752 221927

LATENESS POLICY

Ensuring our students are well-prepared for their future careers involves recognizing the significance of punctuality in various aspects of life. To foster character development and work readiness, we attach great importance to addressing the consequences of being late. While we always consider individual circumstances, we maintain a zero-tolerance approach towards unnecessary lateness in alignment with our core values.

Students will:

- Dedicate time to a staffed detention.
- Receive support from our welfare team if lateness becomes a recurring issue.

EVERY MINUTE COUNTS

MINUTES LATE PER DAY	EQUIVALENT OF MISSING	HOW MANY LESSONS THIS IS MISSED
5 MINUTES	3.4 SCHOOL DAYS A YEAR	17 LESSONS
10 MINUTES	6.9 SCHOOL DAYS A YEAR	35 LESSONS
15 MINUTES	10.3 SCHOOL DAYS A YEAR	51 LESSONS
20 MINUTES	13.8 SCHOOL DAYS A YEAR	69 LESSONS
30 MINUTES	20.7 SCHOOL DAYS A YEAR	104 LESSONS



THINK LIKE A CREATIVE

Our 'Think Like a Creative' mindset prepares our young people to become resilient, creative learners, with an evidenced-based mindset, who can identify problems, make mistakes, apply their skills and reflect critically. We aim for our young people to develop into independent, empathetic members of society who will be the architects and builders of tomorrow's world.

CURRICULUM INTENT

Our curriculum intent is to 'transform lives through learning' by facilitating a high quality, aspirational experience that ignites confidence and expands opportunities within a professional, careers driven environment. Our intent is to develop the whole person in order to prepare them to be life-long thinkers.

Our vision is driven by a profound and shared ambition to motivate and enable all young people to fulfil their potential, become outstanding citizens and make a positive contribution to the economic growth of our city and beyond.

PARENTPAY

At Millbay Academy we do not take cash payments, but rather use an online payment service called ParentPay that provides you with a safe and secure system when paying for any aspect of school life.

You should have received an activation letter directly from Parent Pay with your username and temporary password. Once logged in, you will be able to add credit to the relevant payment items on your child's Parent Pay account.

If you need any assistance with this, visit www.parentpay.com where they offer online support. If you have not received your activation email, please initially check your spam or junk inboxes and if not there, please get in contact with the school office by emailing info@millbayacademy.org and we will look into it for you.



THE BAY CAFE

You will need to make sure that there is money on parent pay at all times as the system does not order food if there isn't any money available. The price of a school meal for Secondary students at Millbay Academy is currently £2.90. Credit needs to be added in advance to the School Meals Secondary payment item on ParentPay if you would like your child to have a cooked meal at lunchtime and you are not eligible for a free school meal.

We are also able to provide snacks for your child at breaktime. If you would like to give your child the ability to purchase snacks, then please add credit to the break time snacks payment item on ParentPay.

An example of our Bay Cafe menu is below. Further information can be found at millbayacademy.org/school-meals



THIS WEEK'S MENU

VEGETARIAN & VEGAN - GLUTEN FREE - DAIRY FREE AVAILABLE
OUR SALAD CONTAINS: ICEBERG LETTUCE, COLESLAW, CHERRY TOMATOES, SWEETCORN & CUCUMBER

MONDAY - FRESH FRUIT AVAILABLE
JACKET POTATO SERVED WITH CAULIFLOWER CHEESE, CORONATION CHICKEN
BEANS & CHEESE, BEANS, CHEESE OR TUNA MAYONNAISE

TUESDAY - FRESH FRUIT AVAILABLE
PORK SAUSAGES OR QUORN SAUSAGES WITH HOMEMADE WEDGES & BEANS
OR
JACKET POTATO SERVED WITH BEANS & CHEESE, BEANS, CHEESE OR TUNA MAYONNAISE

WEDNESDAY - FRESH FRUIT AVAILABLE
MAC & CHEESE OR PASTA RAGU
OR
JACKET POTATO SERVED WITH BEANS & CHEESE, BEANS, CHEESE OR TUNA MAYONNAISE

THURSDAY - FRESH FRUIT AVAILABLE
CHICKEN OR HAM SALAD OR PLOUGHMANS SALAD WITH SPICY SPUDS & FRESH BREAD
OR
JACKET POTATO SERVED WITH BEANS & CHEESE, BEANS, CHEESE OR TUNA MAYONNAISE

FRIDAY - FRESH FRUIT AVAILABLE
BEEF BURGER OR VEGETABLE BURGER - OPTIONAL CHEESE & FRIED ONIONS
OR
JACKET POTATO SERVED WITH BEANS & CHEESE, BEANS, CHEESE OR TUNA MAYONNAISE

FREE SCHOOL MEALS

You may also be entitled to free school meals for your child. To check on eligibility and to apply visit www.plymouth.gov.uk/freeschoolmeals

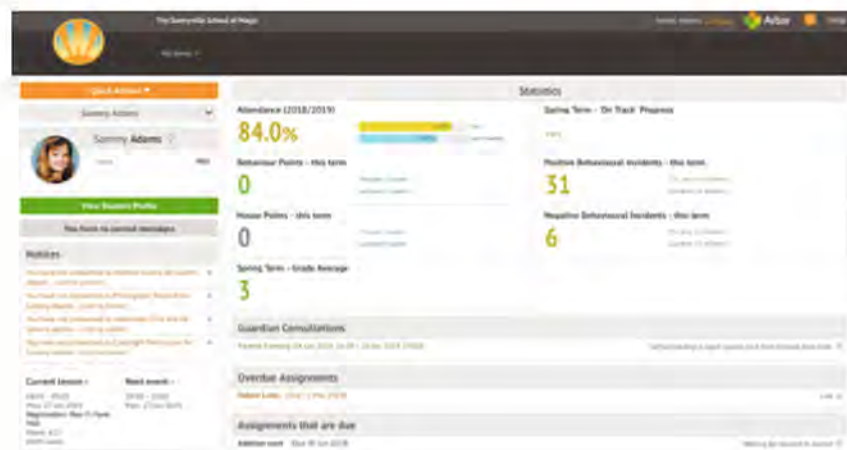
ARBOR PARENT PORTAL

Parent Portal is our parent app that allows you to keep track of your child's progress. The log in details for this will be sent to the email address that you have shared with us.

Your Child's Dashboard

The dashboard is the first screen that you will see. This gives a quick glance of the student's daily timetable, behaviour points, meals, notices, current attendance and progress.

You can return to this page at any time by clicking on the school's logo or choosing Dashboard from any menu.



Statistics

The Statistics section shows information about the student's attendance, behaviour and progress statistics for the current term.



DROP OFF AND PICK UP

Drop Off: Our gates are open from 8:00 to 8:20 for students to be dropped off to school

The playground late gate will remain open until 09:00. Students arriving after 08:30 will register within our Student Reception (in the Small Atrium). Students arriving after 09:00 will need to register through our Main Reception (Front Door).

Pick Up: The school day ends at 3:15 unless a same day detention is being served.

PUBLIC TRANSPORT

We are lucky to be located within great public transport links. Where possible we would recommend use of public transport.

Busses: The following buslines run nearby Millbay Academy: 11, 21A, 21, 42C, 43, 50, 70A, 70B, 72 and GOLD.

Trains: Millbay Academy is equal distance from Devonport Station and Plymouth Railway Station. Note, both are roughly 20 minutes walking from the school.



SAFEGUARDING CONCERNS



SAFEGUARDING
EVERYBODY
EVERYDAY



Our Safeguarding Team



Steph Macdonald
Strategic Designated
Safeguarding Lead (Primary)



Jo Ware
Executive Headteacher
Safeguarding Officer



Matthew Bisco
Strategic Designated
Safeguarding Lead (Secondary)



Justine Hardie
Strategic Designated
Safeguarding Lead



Joanne Anning
Designated Safeguarding
Lead



Fiona Pratten
Deputy Designated Safeguarding
Lead



Leea Jolly
Safeguarding Officer



Erica Sayers
Safeguarding Officer



Beccy Warner
Safeguarding Governor

If you notice or have a concern about one of our students
or another adult in school please talk to one of our safeguarding team.

KEY OUTSIDE CONTACTS

The Gateway: 01752 668000 or gateway@plymouth.gov.uk

Social Care out of Hours: 01752 346984

Livewell South West: 01752 268011

Local Safeguarding Board: 01752 307144

NSPCC Helpline: 0808 800 5000 or help@nspcc.org.uk