



Family Transition

ESSENTIAL GUIDE



WELCOME TO OUR ESSENTIAL GUIDE TO

The East Manchester Academy

OUR VISION

“ We will equip all students with the; knowledge, skills, abilities, attributes and qualifications to pursue a fulfilling career, contribute positively to their communities and be active, global citizens. ”

We are a vibrant and diverse school community with a talented cadre of staff who are passionate about ensuring equality of opportunity and excellence for our students. We endeavour to make our students feel a strong sense of belonging and a true sense of pride in their community. We have a clear passion for our local community and are proud of the rich and varied history of Manchester. The East Manchester Academy will equip all students with the skills, abilities, attributes and qualifications to pursue a fulfilling career, contribute positively to their communities and be active, global citizens. In setting out this vision we will achieve the mission of the Education and Leadership Trust – ‘to educate, inspire and empower young people to be the next generation of leaders’.

YOUR CHILD'S FUTURE STARTS HERE

Our Values

At The East Manchester Academy we will ensure that our students REACH for their goals in learning and life through the values of:

RESPECT

We show respect for all other people and recognise our common humanity.

EQUALITY

We ensure all members of our community are treated equitably.

AMBITION

We expect the best from ourselves. We have ambition and will not let ourselves be limited.

CARE

We show empathy and kindness to others.

HARD WORK

We are prepared to work hard to achieve our dreams.



MORE THAN A Tutor

Every student at The East Manchester Academy is placed into a progress group with a dedicated progress tutor. Each tutor will be pivotal to the success of students – monitoring, guiding and supporting them in both academic and pastoral areas.

They will:

- Monitor and track student's academic progress.
- Provide wrap around care, guidance and support.
- Monitor homework and equipment.
- Conduct short reading lessons every day.
- Signpost students towards opportunities both within the academy and externally that will enrich them as individuals as well as build their future by significantly enhancing their personal development and CV profile.
- Be your first point of contact if you have any questions, worries or concerns.

Progress groups

Progress groups are also organised into the academy's four house teams of **Gaskell**, **Lowry**, **Pankhurst**, and **Turing**. Students are organised into houses through family links so that brothers, sisters, and other relatives can be together. These house teams help to contribute to a sense of belonging as well as healthy competition and rivalry.



OUR HOUSE TEAMS

**Alan
TURING**



1912 - 1954



Mathematician

**Emmeline
PANKHURST**



1858 - 1928

Activist

**L.S.
LOWRY**



1897 - 1976



Artist

**Elizabeth
GASKELL**



1810 - 1865



Novelist

BEING PREPARED FOR Secondary School

Getting into good habits

Encourage your child to pack their bag the night before, to avoid a morning scramble. Have you agreed a bedtime that you and they are happy with and that they will stick to? They will be tired in the early weeks and need to get plenty of sleep. It's a good idea to get their bedtime routine going before term starts.

Check our rules and expectations and talk them through with your child – they may need reminding about the use of mobile phones, healthy eating, the wearing of jewellery and the completion of home learning. Get them also into the habit of thinking “bag, lanyard, planner, keys” etc. before they go out of the front door. Students should arrive to the academy no later than 08.15 each day.

Get into the communication habit. If they decide to go to a friend's house after school or stay at school for any reason, get them to phone you from Student Services to let you know where they are. Help them become more responsible. They all need looking after in the first few weeks, but as they begin to settle in, they need to take responsibility for their bag, their homework and getting themselves up in the morning. The more you encourage them now the easier it will be later.

How are you feeling?

Many parents feel anxious when their child starts school, but try not to let it show. Parents can feel conflicting emotions: they can feel proud that their child is growing up and at the same time feel sad that their primary school days are over. We want to assure you that we will do all we can to make sure your child settles and hope you will contact us if there are any concerns.

How is your child feeling?

Your child is likely to feel a bit nervous. Rather than saying, “there's nothing to worry about”, it's more helpful to tell your child that feeling nervous is natural, and that everyone gets nervous when facing new situations.

In the beginning they might worry about practical things, like getting lost and having to cope with new rules for breaks and lunchtimes. Such anxieties should disappear in a few days, as they learn the new routines and layout of the school. Your child may also be worried about the work, or making new friends. It can also help to arrange the travel to and from school with your child; if they are using public transport then have a test run with them, so that on the first day of school they feel as relaxed as possible.

Basic Equipment

Students must bring with them the following basic equipment every day:

- Planner
- TEMA Reads book
- Homework
- A fully stocked pencil case
- PE kit on PE days
- Water bottle



THE EAST MANCHESTER Academy Day

The academy day starts at 08:25 every weekday and we advise that students arrive to the academy no later than 08:15 each day. The academy finishes at 15:35 on Monday and Tuesday, and at 14:40 on Wednesday, Thursday and Friday.

Breakfast club is open to all students and runs from 07:30–08:25 every morning.

A range of after school clubs run after school each day and more details about this will be communicated to students in September where they can choose the club most suited to their interests.

EXTRA INFORMATION

Students who arrive after 8.30am will be late to registration and will be issued with an L mark in the register. Any student arriving after 9:00am will receive a U mark in the register which counts as an unauthorised absence.

Students who are late will receive a detention the same day. Persistent absences can lead to penalties and fines.



STUDENT VOICE



Rosie – Ravensbury Community School:

This school is really nice, the teachers are helpful in every lesson and can be supportive if you don't know what you're doing. They always encourage you so you can make progress. I especially love how we celebrate different cultures from around the world, for example in Food Technology when we learn new recipes and all about where they originate from.



VISIT US AT > www.theeastmanchesteracademy.co.uk

ATTENDANCE & Punctuality

98%



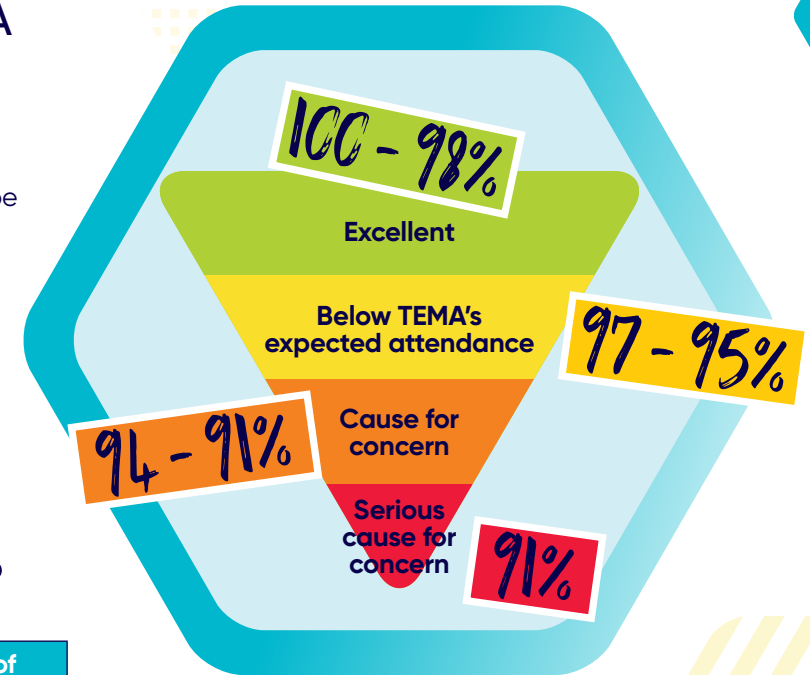
Every student at The East Manchester Academy matters. The most important factor contributing to success at TEMA is at least 98% attendance.

The link between attendance and attainment is firmly established. Those students who attend more achieve greater qualifications and are more able to access higher education, employment or training.

The academy operates a twin track approach around challenging and supporting families with attendance below 98%. This includes Early Help as well as penalty notice fines and prosecution. Punctuality is just as important as attendance.

Students who are late or persistently late will be sanctioned.

More detailed advice, guidance and support can be found on the academy website: www.theeastmanchesteracademy.co.uk/parents/attendance



What do the percentage attendance figures mean?

Attendance during a school year	Equivalent days absent	Equivalent weeks absent	Equivalent number of lessons missed
98%	4 days	Less than 1 week	20 lessons
97%	6 days	1 week	30 lessons
95%	10 days	2 weeks	50 lessons
90%	19 days	4 weeks	95 lessons



CURRICULUM



We are extremely proud of the broad and balanced curriculum we offer to all of our students.

OUR CURRICULUM:

- is ambitious and both rich in academic rigour and student development
- is designed to diminish gaps and reduce educational inequality
- is appropriate and relevant to our students
- is progressive, interleaved and sequenced to develop knowledge and understanding which provides deep, sustainable and valuable learning for all students
- provides opportunities to develop levels of academic language and fluency across all curriculum areas
- recognises the increasing importance of demands placed upon young people in order to keep them safe in a digital age
- promotes opportunities across the curriculum for the development of good student health and wellbeing
- provides a wide range of courses that challenge, engage and raise aspirations of our students

- promotes learning across a wide range of contexts and experiences
- promotes reading and the development of vocabulary knowledge as an explicit focus

All students in Year 7, 8 and 9 study English, reading maths, science, history, geography, RE, Spanish, technology, art, performing arts, music, computer science, PE and personal development.

More information on our curriculum content can be found on the individual subject pages - www.theeastmanchesteracademy.co.uk/curriculum



STUDENT VOICE

Elaf - St Augustine's Primary School:
Every lesson is fun! You learn new, exciting things every day in lots of different subjects.



THE TEMA WAY

Our teachers demonstrate their belief in the potential of our students by:

- holding high expectations of all students so that lessons challenge students to think, question and interrogate knowledge.
- delivering lessons where students acquire and retain core knowledge and skills.
- following the TEMA way practices so that the high expectations can be upheld, good learning can take place in all lessons, and students develop their character and positive behaviours, according to our REACH values.

There are a number of behaviours within the TEMA way that we promote and teach to all students so that they can become positive role models for each other now and active global citizens in the future.

THESE INCLUDE:

Ready to Learn – students are expected to arrive at the academy with:

- a. Correct uniform
- b. A fully stocked pencil case
- c. A TEMA planner
- d. Their TEMA reads book
- e. Knowledge organiser
- f. A school bag

Staff will check these during line-ups and during their lessons so that disruption caused by lack of equipment is minimised.

Wonderful Walking – students are expected to walk around the academy in a calm and quiet manner, walking on the left, as this will ensure safe corridors.

Hands up for Silence – for a member of staff to gain attention of the class, they will raise their hand. Students are expected to stop what they are doing and also raise their hand.

Line Ups – at TEMA, students' line up every day at the end of breaks and lunch times. This ensures that students end their social times and proceed to their next lesson in a calm, focused and safe manner.

STAR – when the teacher is speaking and issuing instructions, students should:

- a. **S**it up, arms folded.
- b. **T**rack the speaker.
- c. **A**nsWER the questions in full sentences.
- d. **REACH** – demonstrate REACH values.

Expect to be Asked – students should be prepared to answer a question at any point in a lesson. Teachers will give time for students to think hard about their answer, 'I don't know' will not be accepted.

Pause for Applause

– at TEMA we celebrate excellent work and student success, every lesson. This helps to promote confidence and pride in student work.



HOW WILL MY CHILD BE SAFE AT

The East Manchester Academy?

Caring for our students and ensuring their safety is at the heart of everything we do here at The East Manchester Academy. Therefore, safeguarding our students is treated as the highest priority at all times.



We have a dedicated Student Services Team to look after the welfare of our students and their families. The East Manchester Academy works tirelessly with other partners to support students, their families and our community through personalised packages of support.

All staff at The East Manchester Academy have received the required training on child protection and safeguarding which is regularly reviewed and updated.

For more information visit our website:

www.theeastmanchesteracademy.co.uk/about/safeguarding.

STUDENT SERVICES

- Progress, safety, health and wellbeing of all students at The East Manchester Academy.
 - Support with behaviour and attendance.
 - Support students if they are worried about themselves or another student.
- It's never too late to take action.**

PROGRESS TUTOR

- Provides personal coaching sessions.
- Supports with strategies for learning and progress.
- Is the first point of contact for any concerns or worries.

ALL STAFF

- Support students if they are concerned about their safety and welfare or the safety and welfare of other students.
- Will listen to students if they are worried about something.
- Take action if students are being bullied or see another student being bullied – including online.

STUDENT VOICE

Victoria - Higher Openshaw Community School:
This school feels like home. If you need any help, the teachers always take care of you.

'Thoughts and Worries' is an anonymous and confidential service which allows students, families and members of the public to voice any concerns they may have about issues like bullying, drugs, anti-social behaviour, weapons and hate crime at our school or in our local community.

Our aim is to enable us all to work together to make our learning community a safer place.

The link is to the right hand side of our website homepage between the ParentPay and the CEOP links.



ParentPay
Online payments for school lunches, trips and The Shop



Thoughts and Worries
Worried about a student/family from TEMA or something in the local community? Have your say



Report Online Abuse
Report online abuse to CEOP (Child Exploitation and Online Protection command)



Report Hate Crime
Report hate crime to the police via the True Vision website

USEFUL LINKS

Childline

0800 1111 • www.childline.org.uk

CEOP (Child Exploitation and Online Protection)

www.ceop.police.uk

Substance misuse support

www.talktofrank.com

Thinkuknow

www.thinkuknow.co.uk

Samaritans

116 123 • www.samaritans.org.uk

Sexual health

0161 237 3001 • www.brook.org.uk

Young suicide

0800 068 4141 • www.papyrus-uk.org

Domestic abuse

0808 2000 247 or 0161 636 7525
www.refuge.org.uk or www.endthefear.co.uk

The East Manchester Academy

0161 230 8039 • www.theeastmanchesteracademy.co.uk

Students and their families can also report any concerns via 'Thoughts and Worries', Frog or the Anti-bullying Ambassadors.

1

Tell someone you trust

2

Keep a record of what's happening

3

Don't retaliate

4

Surround yourself with people who make you feel good

5

Don't blame yourself - it's not your fault

6

Be proud of who you are

DRESS FOR Success

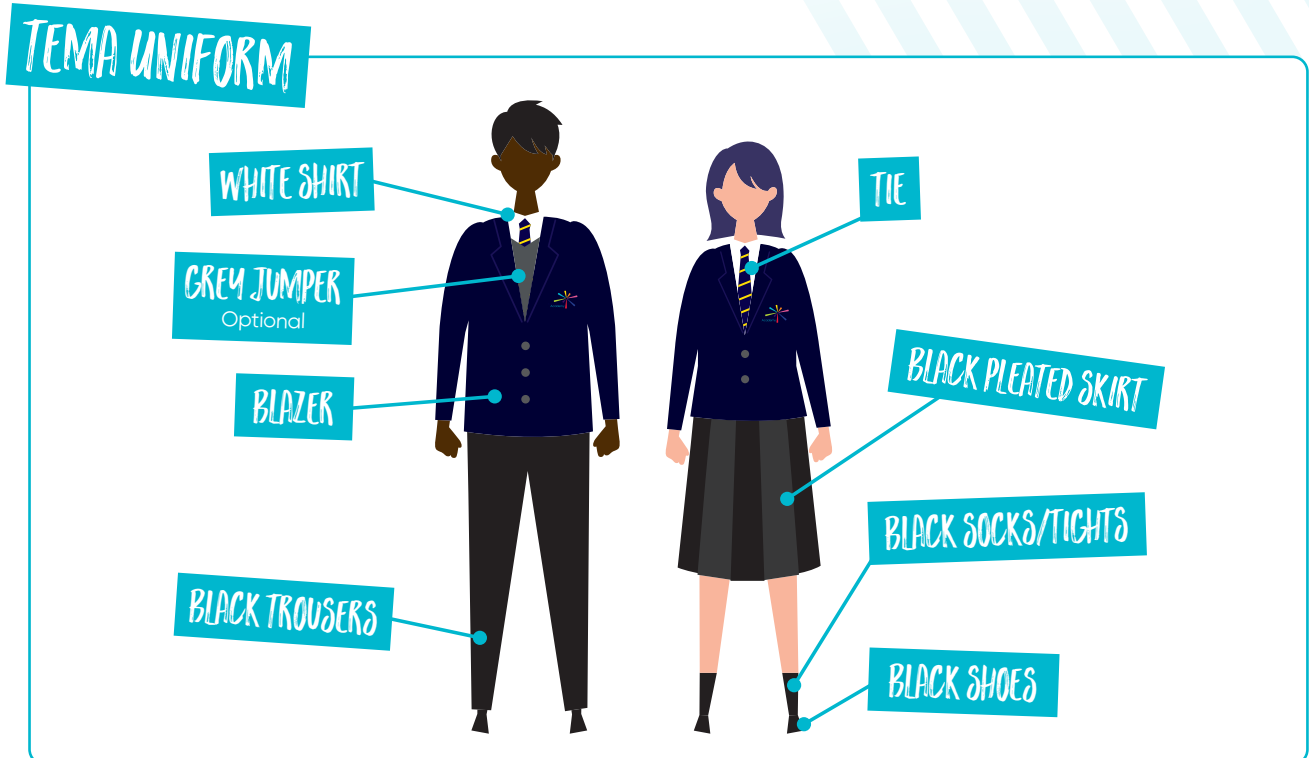
School uniform plays a valuable role in contributing to the ethos of a school and setting an appropriate tone. In the past we have spent considerable time working with our students to agree a uniform that they felt proud to wear. Most schools in England have a school uniform or dress code, and other rules on appearance and the Department for Education strongly encourages schools to have a uniform as it can instil pride; support positive behaviour and discipline; encourage identity with, and support for, school ethos; ensure students of all races and backgrounds feel welcome; protect children from social pressures to dress in a particular way; and nurture cohesion and promote good relations between different groups of students.

The Department for Education makes it quite clear that students can be asked to return home briefly in order to comply with the uniform policy. This is not exclusion, but an authorised absence. However, if the student continues to breach uniform rules in such a way as to be sent home to avoid school, or takes longer than is strictly necessary to effect the change, the student's absence may be counted as unauthorised absence and you may receive a penalty notice warning and fine in relation to that absence.

We would like to therefore remind students and families of the Academy's uniform:

- House lanyard and TEMA tie. These are provided by school in September.
- All black footwear. No coloured stripes or soles.
- Black trousers or a black pleated skirt of school uniform style. Leggings, jeans-type leggings and jogging-type trousers are not permitted. Skirts must be of an appropriate length (maximum 2" above the knee).
- Plain white shirt or blouse with top button fastened.
- Academy blazer displaying the academy logo. There is a school jumper but this is an optional item.

- A **school bag** which is large enough to bring a PE kit and fit A4 sized books.
- Coats and scarves off before the door. No coats and scarves inside.
- Subtle makeup is permitted. False eyelashes and nails should be of a natural length and appearance.
- Students' hair does not form part of our uniform expectations. We expect that long hair should be tied back when working in a science laboratory or technology classroom for health and safety purposes.
- Students must not wear jewellery.
- Wristwatches are permitted except smart watches.



WHAT WILL THEY Need For PE?

- Academy PE top – white long or short sleeve top with academy logo
- Academy PE shorts, plain navy jogging bottoms or leggings
- Navy football socks
- Footwear – comfortable leisure trainers suitable for indoor and outdoor use and/or plastic moulded football boots
- Hair bobble

Additional kit:

- Plain navy or black base layer or compression top (no hoods allowed)
- Gloves (for selected sports only)



School uniform and PE kit can be obtained from:

Panache – 90 Market Street M43 6DE
Tel: 0161 301 5570

Ziggy's – North City Shopping Centre M9 4DH
Tel: 0161 205 6171

Please contact: transition@temac.co.uk if you require additional support and help in purchasing uniform.

For health and safety reasons students must not wear the following:

- Jewellery
- Scarves or snoods
- Hooded tops
- Rain coats

Don't forget to check they have a towel and deodorant. There will be an opportunity for all students to get showered at the end of each lesson.

Lockers are available in the PE changing rooms.

Valuables can be collected by PE staff for safe storage if required.



FOOD, NUTRITION & Payments

Students have two dining rooms offering a bistro-style café service with a breakfast, break and lunch menu. All refreshments and food are provided by our own catering team.

Students pay for refreshments and food using a cashless catering system. Families will also be able use an online portal known as ParentPay in order to credit student accounts. Students entitled to free school meals will be allocated sufficient money for a meal deal (this will include a hot or cold meal option, drink and dessert item). Entitlement will normally be in the form of a letter issued by your local authority or council. Students with a free school meal entitlement can purchase additional items at cost but the monetary value of the free school meal deal allowance cannot be transferred from one day to another.

A menu cycle operates over three weeks. Menus are displayed at the entrance to the Bistro and daily at each servicing counter so that students can make their choice in plenty of time before being served.

All dietary requirements are catered for including halal.

A typical weekly menu is shown to the right hand side of this page.

Payments for Refreshments, Meals, Trips and Visits

Families are able to use an online portal known as ParentPay in order to credit student accounts for refreshments, meals, trips and visits. Your details will be confirmed in September.



THIS WEEK'S Menu

	Monday	Tuesday	Wednesday	Thursday	Friday
Main Bistro	<ul style="list-style-type: none"> Soup of the day & bread roll Southern Fried Chicken Fillet Falafel Burger Fajita Savoury Rice 	<ul style="list-style-type: none"> Soup of the day & bread roll Lamb Rogan Josh Sweet Potato Rogan Josh Rice & Naan Bread 	<ul style="list-style-type: none"> Soup of the day & bread roll Beef & Potato Pie Cheese & Potato Pie Roast Potatoes, Carrots & Baked Beans 	<ul style="list-style-type: none"> Soup of the day & bread roll Beef Burritos Vegetable Burritos Garlic Bread & Sweetcorn 	<ul style="list-style-type: none"> Soup of the day & bread roll Cod Fish Fingers Mushroom Frittata Chips & Peas
New Bistro	<ul style="list-style-type: none"> Jacket Potato & choice of fillings Hot Pasta Pots 	<ul style="list-style-type: none"> Jacket Potato & choice of fillings Hot Pasta Pots 	<ul style="list-style-type: none"> Jacket Potato & choice of fillings Hot Pasta Pots 	<ul style="list-style-type: none"> Jacket Potato & choice of fillings Hot Pasta Pots 	<ul style="list-style-type: none"> Jacket Potato & choice of fillings Hot Pasta Pots
	<ul style="list-style-type: none"> Filled panini Sandwiches & baguettes 	<ul style="list-style-type: none"> Filled panini Sandwiches & baguettes 	<ul style="list-style-type: none"> Filled panini Sandwiches & baguettes 	<ul style="list-style-type: none"> Filled panini Sandwiches & baguettes 	<ul style="list-style-type: none"> Filled panini Sandwiches & baguettes

All meals served with a cold drink & yoghurt or fresh fruit

RESPECT QUALITY AMBITION CARE HARD WORK

Week 1 - November 2022

FREE

School Meals



You can claim free school meals for a child who lives with you if you receive one or more of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400), as assessed by earning from up to three of your most recent assessment periods
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- 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
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

If you think that your child will qualify for Free School Meals, please complete an application form as soon as possible.

This can be done online via our website at www.theeastmanchesteracademy.co.uk/parents/free-school-meals, or by contacting Student Services who will assist you.

To complete an application, you will need to provide:

1. Your own name and date of birth
2. Contact details
3. National Insurance Number or National Asylum Seekers' Number
4. Child's name and date of birth



TRANSPORT

Students are welcome to travel to school on foot, bike, bus or by car. A bike shelter is located on site and students should bring a suitable bike lock. They are secured at your own risk. Families dropping students off by car should be mindful of traffic restrictions around the school site and be courteous to students and families accessing the school.



The following public bus services run close by:

- Go North West service 53** Cheetham Hill, Blackley, Harpurhey, Collyhurst, Gorton, Longsight, Rusholme, Hulme, Salford Quays, Pendleton
- Stagecoach service 216** Ashton, Audenshaw, Droylsden, Clayton, Manchester
- Stagecoach service 219** Ashton, Guide Bridge, Audenshaw, Fairfield, Higher Openshaw, Openshaw, Manchester
- Stagecoach service 221** Dukinfield, Shepley, Audenshaw, Fairfield, Higher Openshaw, Openshaw
- Stagecoach service 231** Ashton, Hurst, Hartshead, Smallshaw, Waterloo, Littlemoss, Droylsden, Clayton, Manchester

Additionally, specific school services also serve the academy:

- Stagecoach/Rosso service 726** Moston, Newton Heath, Miles Platting

General enquiries from students and/or families regarding home to school transport can be obtained either by visiting the TfGM website or telephoning Traveline on 0871 200 22 33 (lines open 7.00 am – 8.00 pm Monday to Friday and 8.00 am – 8.00 pm Saturday, Sundays and Bank Holidays).

Newton Health / Mile Platting Service 726	
TfGM Contract: 5029 Minimum Capacity: 70 Operator Code: STG	TfGM Contract: 0358 Minimum Capacity: 70 Operator Code: ROS
New Moston Whiteaate Inn 0726 Moston, Ben Brierley 0734 Newton Heath, Lidl 0741 Christ the King Church 0744	East Manchester Academy 1516 Christ the King Church 1525 Newton Heath, Lidl 1527 Moston, Ben Brierley 1533 New Moston, Whitegate Inn 1543
Service 726 route: From New Moston, Whitegate Inn via Hollinwood Avenue, Moston Lane, Kenyon Lane, Joyce Street, St, Mary's Road, Dean Lane, Old Church Street, Culcheth Lane, Amos Avenue, Scoltand Hall Road, Briscoe Lane, Riverpark Road, Bank Bridge Road, Bank Street, Ashton New Road, Claytorn Lane, Wilson Street, Alan Turing Way, Sunny Lowry Road, Grey Mare Lane to East Manchester Academy.	
Returning from East Manchester Academy via Grey Mare Lane, Ashton New Road, Alan Turing Way, Briscoe Lane and outward route reversed to New Moston, Whitegate Inn.	

SUPPORTING STUDENTS WITH

Special Education Needs and Disabilities

The East Manchester Academy aims to be an inclusive school by working towards an ethos of Quality First Teaching. Teaching and learning is of a high standard and geared towards enabling all pupils to access a broad and rich curriculum to foster independent learning and develop lifelong skills. Work is adapted for pupils with Special Educational Needs and Disabilities to ensure that teaching and learning is at the appropriate level for their individual needs.

We aim to ensure that:

- Students with Special Educational Needs and/or Disabilities (SEND) are educated, wherever possible, in an inclusive environment alongside their peers to enable each student to reach their full potential.
- We foster an atmosphere in which SEND students feel valued and can develop a sense of confidence, self-worth and achievement.
- Students with learning difficulties are able to access their entitlement to a broad, balanced and relevant curriculum as part of the whole school community.
- We match levels of additional support for learning to the wide variety of individual learning difficulties, while enhancing self-esteem.
- We identify and assess students with SEND as early and as thoroughly as possible using the revised Code of Practice (2014)
- Parents/carers and students are fully involved in the identification and assessment of SEND, and we work in close partnership with all agencies concerned, using a multi-agency approach.
- We meet the needs of all students with SEND by offering appropriate and flexible forms of educational provision, by the most efficient use of all available resources.
- We maintain up to date knowledge of current SEND good practice and methodology in order to offer support and training in these areas to all staff in our school.
- We maintain links with other schools to share and develop our practice.

More information can be found on our website:
www.theeastmanchesteracademy.co.uk/about/send-report

PERSONAL Development



At The East Manchester Academy, we believe that the curriculum is the sum total of everything that we hope students learn throughout their time with us.

The curriculum goes beyond that which is learned within a classroom and should include the opportunity to access a wide range of activities including the arts, culture and sport. We aim to build students' cultural capital through systematic and planned exposure to enrichment activities. We use a definition of culture which celebrates and embraces the different backgrounds, heritages, languages and traditions of all of our students.

The universal components of the TEMA Offer are:

- One hour's timetabled enrichment activity per week
- One visit to a cultural institution outside of school
- One cultural experience inside school
- One talk or Q&A with a cultural figure or expert in their field

Every student also has the opportunity to access one hour of free music tuition per week.



TRANSITION

Communication

If you have any queries or questions regarding The East Manchester Academy then you should visit the transition section of our website

WWW.THEEASTMANCHESTERACADEMY.CO.UK/TRANSITION

Or contact us at our dedicated transition email address

TRANSITION@TEMAC.CO.UK

The website features a countdown step by step guide for you and your child - guiding you through the transition journey and them starting with us.

An exciting year awaits and all of us here at The East Manchester Academy look forward to meeting and welcoming you into our family learning community.

SEE YOU SOON!





The East Manchester
Academy

Family Transition

ESSENTIAL GUIDE



Contact

The East Manchester Academy,
60 Grey Mare Lane,
Beswick,
East Manchester,
M11 3DS

Tel: 0161 230 8039

Email: admin@temac.co.uk

Social: [@TEMAcademy](https://www.instagram.com/TEMAcademy)

Headteacher
Miss J. Bowen