



Family Transition

ESSENTIAL GUIDE



WELCOME TO OUR ESSENTIAL GUIDE TO The East Manchester Academy

We 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.

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

Form Tutor

Every student at The East Manchester Academy is placed into a form group with a form tutor. Form 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.

These staff are the first point of contact for our students and their families. Each tutor will be pivotal to your success as a student – 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.
- 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.

YEAR 7 TEAM

Director of Year:
Miss Carr-Brown

Student Services Leader:
Miss Burrows

Assistant Director of Year:
TBC

Student Intervention and Behaviour Mentor
TBC

7T1
Miss Williams
7T2
Mr Wigg

7L1
Mr Hill
7L2
Miss Campbell

7P1
Miss Evans
7P2
Mr McNally

7G1
Mr Johnston
7G2
Miss Reeve
Mr Ahmed



THE EAST MANCHESTER

Academy Day

Students should arrive to the academy no later than 08.15 each day. The close of day is at 15.30 on Monday and Tuesday and 14.30 on Wednesday, Thursday and Friday.

Timings	Session	Monday	Tuesday	Wednesday	Thursday	Friday
07.30 - 08.30	Academy opens to students	Breakfast available in the Bistro				
08.30 - 08.45	Welcome To Form & Assembly <small>Students should go to form first before being escorted to assembly by their Form Tutor.</small>	Year 7 Assembly				
08.45 - 09.45	Period 1					
09.45 - 10.45	Period 2					
10.45 - 11.00	Break	Breaktime snacks available in the Bistro				
11.00 - 12.00	Period 3					
12.00 - 12.30	Period 4 & Lunch	Lunch	Period 4			
13.00 - 13.30		Period 4				
		Lunch				
13.30 - 14.30	Period 5					
14.30 - 15.30	Monday and Tuesday have a different structure to Wednesday, Thursday and Friday.	Period 6	Period 6	Close of day Students attend clubs, 'Recall' or make their way home.	Close of day Students attend clubs, 'Recall' or make their way home.	Close of day Students attend clubs, 'Recall' or make their way home.
15.30 - 16.00	Monday and Tuesday have a different structure to Wednesday, Thursday and Friday.	Close of day Students attend clubs, 'Recall' or make their way home.	Close of day Students attend clubs, 'Recall' or make their way home.	Please note - bells will go at the start and end of each session. There will be 3 minutes of transition music following the bell. Students needs to make sure that they arrive to their next activity before the music stops.		

CURRICULUM



PE

SCIENCE

HISTORY

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

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

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

These are really useful if you want to track what your child is doing term by term.



ENGLISH



MATHS

MUSIC



RE

PERFORMING ARTS



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.

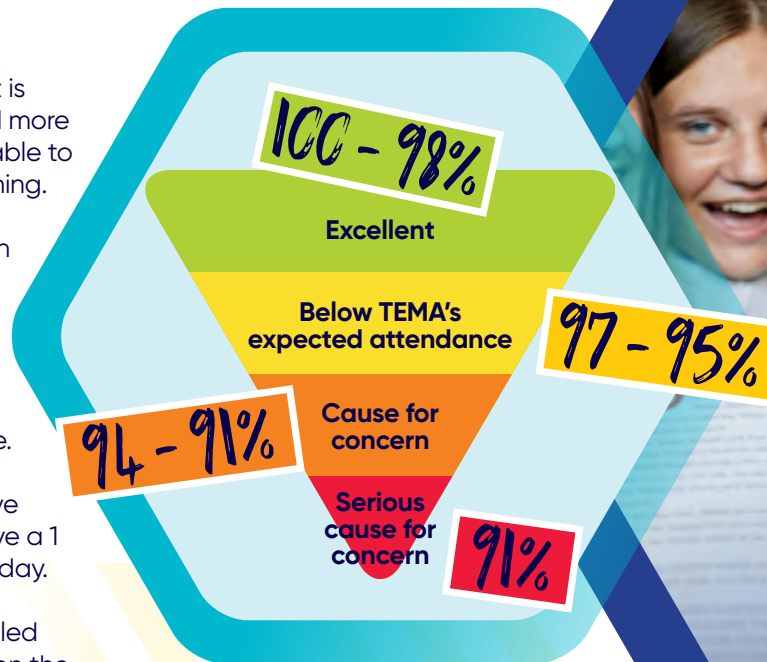
The link between attendance and attainment is firmly established. Those students who attend more achieve greater qualifications and are more able to access higher education, employment or training.

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 will receive a 30 minute no notice detention or 'Recall' the same day if they arrive late. Students who arrive after 09.30 will receive a 1 hour no notice detention or 'Recall' the same day.

A separate leaflet is enclosed and more detailed advice, guidance and support can be found on the academy website -

WWW.THEEASTMANCHESTERACADEMY.CO.UK/PARENTS/ATTENDANCE



COOPERATING FOR

Learning And For Life

During the Spring and Summer Term of 2019 we consulted with staff, students and families about a fresh approach to what most schools and academies call 'Behaviour for Learning'.

The new approach is called, 'Cooperating for learning and for life'. The key question for our students in this approach is:

Would this be acceptable in life or the workplace?

If the answer is no... then it is not acceptable at The East Manchester Academy.

The policy operates with the expectation of full cooperation through a sense of personal responsibility to graduate and achieve The East Manchester Academy vision. However, there are informal and formal consequences including no notice 'Recalls' or detentions. If your child receives one of these you will receive a text the same day and a letter in the post.



A more detailed family guide to Cooperating for Learning and for Life is available on the academy website -



WWW.THEEASTMANCHESTERACADEMY.CO.UK/PARENTS/COOPERATING-FOR-LEARNING-FOR-LIFE



VISIT US AT > www.theeastmanchesteracademy.co.uk

OUR TEMA TEN

At The East Manchester we reward and recognise excellence. Classroom teachers allocate TEMA Ten if every one of the TEMA Ten criteria is met during a lesson:

- 1 We are respectful.
- 2 We follow instructions, first time.
- 3 We take pride in our presentation.
- 4 We walk quickly and quietly to lesson.
- 5 We are silent during the starter.
- 6 We have the equipment we need.
- 7 We ask and answer excellent questions.
- 8 We value feedback.
- 9 We complete each activity to the best of our ability.
- 10 We stand behind our chairs, silently, ready to be dismissed.

All subsequent rewards are based on the number of TEMA Ten points accumulated in a given time frame. Students are in complete control of how much reward and recognition they receive.



HOW WILL MY CHILD BE SAFE AT The East Manchester Academy?

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'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 left 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



VISIT US AT > www.theeastmanchesteracademy.co.uk

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.**

FORM 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.

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

WHO IS WHO?

MEET OUR SAFEGUARDING TEAM



Academy Headteacher
Miss Bowen



Deputy Headteacher & Designated Safeguarding Lead
Mr Goddard
d.goddard@temac.co.uk



Assistant Headteacher Student Support & Personal Development
Miss Lonsdale



Assistant Headteacher Behaviour & Attendance
Ms Watts



Student Services Attendance & Safeguarding Lead
Mrs Toke
s.toke@temac.co.uk



Director of Year



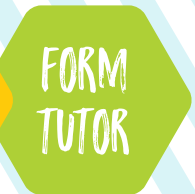
Student Services Safeguarding
Ms Cherrington
c.cherrington@temac.co.uk



Student Services Safeguarding
Miss Shannon
n.shannon@temac.co.uk



ALL STAFF



FORM TUTOR

DRESS FOR SUCCESS

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The East Manchester Academy is a place of learning, and we are proud of our distinctive uniform that has been developed in consultation with students and families. We expect you to wear it smartly at all times because as an adult at work there is an expectation that you will look professional. Since one of our jobs is to prepare you for adult life, we believe in getting you into the habit of looking professional from the very first day you join us.

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.

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

- **House lanyard and Year 7 TEMA tie with a with a green stripe. Your child will be provided with these items in September.**
- **All black footwear. No coloured stripes or soles.**
- **Coats and scarves off before the door. No coats and scarves inside. Your child will be allocated a locker in order to store their coat and other equipment.**
- **Black trousers or a 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.**
- **Subtle makeup is permitted. False eyelashes and nails should be of a natural length and appearance.**
- **Students are permitted to wear a single pair of stud earrings. No other piercing or jewellery.**
- **Wristwatches are permitted – except smart watches.**
- **School bag – this will be provided by TEMA.**

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. Where non-compliance is persistent the Department of Education does consider exclusion to be an effective response. This is of course something that we wish to avoid and a number of items will be available for students in case of an emergency. Our expectation is that students will change into these items promptly and therefore not jeopardise any loss of learning or additional consequences for failing to comply.

SCHOOL UNIFORM 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.



VISIT US AT > www.theeastmanchesteracademy.co.uk

WHAT WILL THEY Need For PE?

- Academy PE top – long or short sleeve
- Academy PE shorts or 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)



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

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

The Bistro on the ground floor of our building provides 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 to 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.



Monday	Tuesday	Wednesday	Thursday	Friday
Soup of the day and bread roll - Served Monday to Friday				
Chicken Tikka Masala	Mince & Onion Pie	BBQ Chicken Legs	Beef Lasagne	Beef Chilli Con Carne
Cauliflower & Potato Madras	Cheese Whirls	Cheese & Onion Frittata	Vegetable Lasagne	Vegetable Chilli Con Carne
Rice Naan Bread	Creamed Potatoes	Sweet chilli Rice	Sweetcorn Garlic Bread	Rice Tortilla Chips
Jacket Potato & Filling	Garden Peas Beans	Jacket wedges Beans	Jacket Potato & Filling	Jacket Potato & Filling
	Jacket Potato & Filling	Jacket Potato & Filling		
Grab and go snacks - Served Monday to Friday Filled paninis Sandwiches and baguettes Yoghurt's Fresh fruit pots Selection of cold drinks				



VISIT US AT > www.theeastmanchesteracademy.co.uk

MOBILE PHONES AND Electronic Devices

Students should never have mobile telephones in the Academy building or outside areas as this negatively impacts on learning.

This rule also applies to music listening devices and portable electronic games.

If a device is seen by a member of staff it will be confiscated with immediate effect and this will only be returned through collection from Student Services at the end of 'Recall' or detention.

Devices will not be returned at any other time.



TRANSPORT

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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: 63 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, Clayton 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.	



VISIT US AT > www.theeastmanchesteracademy.co.uk

BEING PREPARED FOR THEIR First Day And Week

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.

They will receive a planner which will include valuable information for lessons and timetables for subjects and home learning. It is vital that you check and sign this as required, so get your child to show you their planner on a regular basis. You can use your child's planner to communicate with their Form Tutor in the first instance.

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.

Your child's school reports should help you to identify any issues you want to discuss. It will contain information on your child's progress and achievement in their subjects, together with their attendance, behaviour and any special needs they may have. However, these aren't the only ways to keep informed. Remember that talking to your children about school can benefit them. If there is anything you want to discuss with your child's tutor or subject teachers, please contact us to arrange a time to do so.



KEY CONTACTS &

Where Can I Get Help?

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GENERAL ENQUIRY

- Families should contact main reception in person or by telephone – 0161 230 8039.
- Students should go to Student Services in the Bistro or the Main Office near to Performing Arts. Your child will be able to get replacement timetables, planners and lanyards here.

FIRST AID

- Students should tell a member of staff. They will e-mail first aid and a first aider will attend.
- The first aid office is located near to the library entrance on the first floor.

ENQUIRY

- Form Tutor
- Subject Staff
- The Attendance Team
- Year 7 Student Services Leader – Miss Burrows
- Assistant Director of Year 7 – TBC
- Director of Year 7 – Miss Carr Brown

SPECIFIC HELP

- Attendance & Safeguarding – Mrs Toke
- Head of Subject or Department
- Assistant Headteacher Special Educational Needs and or Disability Coordinator – Miss Moules
- Assistant Headteachers – Miss Watts, Ms Koval, Ms Hosty, Miss Lonsdale & Mr Mountain
- Deputy Headteachers – Mr Goddard & Miss Neukom

FORM TUTORS



Director of Year
Miss Carr Brown
h.carr-brown@temac.co.uk



Assistant Headteacher Behaviour & Attendance
Ms Watts



Deputy Headteacher & Designated Safeguarding Lead
Mr Goddard
d.goddard@temac.co.uk



Academy Headteacher
Ms Bowen



Student Services Leader
Miss Burrows
m.burrows@temac.co.uk



Student Services Attendance & Safeguarding Lead
Mrs Toke
s.toke@temac.co.uk



Deputy Headteacher
Miss Neukom
n.neukom@temac.co.uk



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 in September 2021.

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!





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

Headteachers

Academy Headteacher: Miss J. Bowen
Executive Headteacher: Dr J. MacKinnon PhD

Trust Info

Education and Leadership Trust (Est. 2014)
Company Number: 8913502

