THE ST LEONARDS ACADEMY

Moving on Up

Year 6/7 Transition

Finding Your Way Around

The School Day and Timetables

School Values

If this, then this...

The Cove

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Important Adults

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Quiz Time

Key Vocabulary

Helpful Reminders

Timings

Your Questions

Maps

Finding Your Way Around

TSLA is a big school. We have anywhere up to 1500 students attending. To fit all these students in, the school is arranged over 4 floors. The four maps here show you the four different levels.

They are Upper Level, Entrance Level, Courtyard Level, Lower Level.

Each room has a number and it looks like this:

Your timetable will tell you which room number your lesson is in.

Rooms that start with U are on Upper Level, E are on Entrance Level, C are on Courtyard Level and L are on Lower Level.

When you are walking around the corridors, you need to walk on the LEFT HAND SIDE.

When you first start, it may be tricky to work out where you should be. If you get lost, you can;

- Look at the numbers on the doors to work out where you are and where you need to go.
- Ask a friend to help.
- Go to Student Reception, your Head of Year or The Cove for help.
- Ask a student in the corridor to help you
- Ask one of the teachers standing on their door at the beginning of lessons

The School Day

The doors open at 8.40 for you to come in.

Tutor starts at 8.50-9.10 (You may have an assembly at this time instead of tutor. It is likely to be on a Monday)

Period 1 – 9.10 – 10.00

Period 2 – 10.00-11.00

Break Time 11.00-11.30

(You can buy food or you can eat your packed lunch)

Period 3 – 11.30-12.30

Period 4 – 12.30-1.30

Break Time 1.30-2.00

(You can buy food or eat your packed lunch)

Period 5 – 2.00-3.00

The doors open at 3.00 for you to leave.

A bell rings to tell you it is the end of the lesson or break-time. Listen out for our bell when you arrive. Is it how you expected it to sound?

Before School

You may like to come into school a little bit earlier to avoid lots of people coming into the school all at the same time. You can choose to go to Breakfast Club or you may like to come down to The Cove. We call this a 'Soft Landing'.

After School

There are so many clubs for you to try after school. You can sign up for anything you like. You will need to make your own arrangements to get home after these clubs.

Are there any activities you think you might like to try? We can have a look in September and see if there is a club!

This is an example of what a timetable looks like.

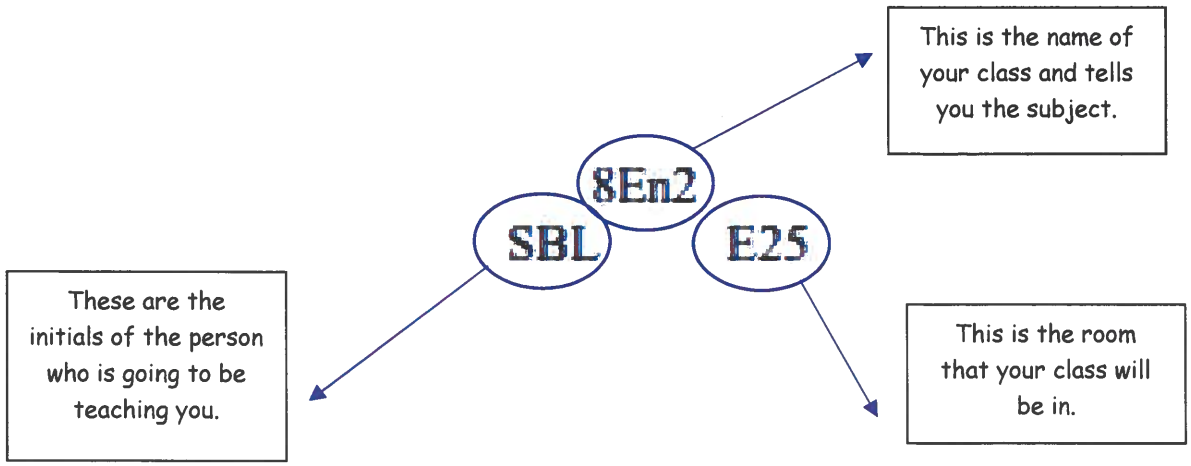
We have a two week timetable so your lessons in Week 1 and Week 2 are going to be different.

TOP TIP - Have a copy of your timetable in your pocket, one at home and ask for one to be put in the window in The Cove if you think this would be helpful.

	1Mon	1Tue	1Wed	1Thu	1Fri
Bef					
Tut	8En2 SBL E25	8En2 SBL E25	8En2 SBL E25	8En2 SBL E25	8En2 SBL E25
1	8w/Pd5 LBW C15	8w/Sc2 CHG E21	8w/Ar2 EML U8A	8w/Pe2 NHA	8w/Sc2 CHG E21
2	8w/En1 KCO C10	8w/Fr2 RCH L24	8w/Pe2 NHA	8w/Sc2 MSI E18	8w/Fr2 JWG L26
Bk1					
3	8w/Ma2 SCA E12	8w/En1 KCO C10	8w/Ma5 JMC E36	8w/En1 KCO LRC	8w/En1 KCO C10
4	8w/Fr2 JWG L26	8w/Gg4 DKO L16	8w/Dr2 EHA EDHL	8w/Ar2 CGR U8C	8w/Ma5 JMC E36
Bk2					
5	8w/Ma5 TWA E39	8w/Ma5 JMC E36	8w/Hi4 MSM L18	8w/Re5 CWA E53	8w/Hi4 MSM L18
Aft					

	2Mon	2Tue	2Wed	2Thu	2Fri
Bef					
Tut	8En2 SBL E25	8En2 SBL E25	8En2 SBL E25	8En2 SBL E25	8En2 SBL E25
1	8w/Ma5 JMC E36	8w/Hi4 MSM L18	8w/Dr2 BTH E41	8w/Pe2 NHA	8w/Ma5 TWA E39
2	8w/Hi4 MSM L18	8w/Pe2 NHA	8w/En1 KCO C10	8w/En1 KCO C10	8w/Pd5 APO E34
Bk1					
3	8w/Ft2 RAN C23	8w/Sc2 MSI E18	8w/Sc2 MSI E18	8w/Dr2 EHA E48	8w/En1 KCO C10
4	8w/En1 KCO C10	8w/Ma5 JMC E36	8w/Re5 CWA E53	8w/Ma5 JMC E36	8w/Sc2 CHG E21
Bk2					
5	8w/Pe2 NHA	8w/Gg4 DKO L16	8w/Gg4 DKO L16	8w/Gg4 DKO L16	8w/Fr2 RCH L26
Aft					

Your timetable has this information:



Sometimes your room may change or your teacher may change. We will try and let you know about these changes as soon as we can.

School Values

In our Academy, we have 5 school values.

Respect

Kindness

Honesty

Resilience

Self-Discipline

Could you look up what these words mean at home and think about how you could show these values when you join us in September?

If you demonstrate these values in your lessons and around the school, you will be awarded PRIDE POUNDS.

You can use these PRIDE POUNDS in our Reward Auctions where you can purchase lots of different things.

If you make choices which impact the way that other students learn (e.g. talking over the teacher, being rude, distracting others from their learning, failing to follow instructions) you may be given a consequence.

C1 – Consequence 1 – This is an official warning to remind you to change the way that you are behaving.

C2 – Consequence 2 – This is when you have not been able to change your behaviour. You will now have to sit a break time detention to reflect on what has happened in the lesson.

C3 – Consequence 3 – This is when other students are not able to learn because of your behaviour. You will be relocated to a different lesson and will have an afterschool detention OR time in Focused Learning.

If you fail to attend your lesson or arrive late, you may also receive a consequence.

If this → Then this…

If you don't know where your lesson is, then you ask someone, go to your Head of Year or go to The Cove.

If you are feeling unwell, then ask to go to the medical room.

If you are struggling in your lesson, then ask the teacher for help.

If you have fallen out with your friends, then ask your Tutor or Head of Year to support you.

If you have lost your timetable, then ask your Tutor to print you a new copy.

If you are concerned about your safety or the safety of someone else, then go to Safeguarding or call the emergency safeguarding number.

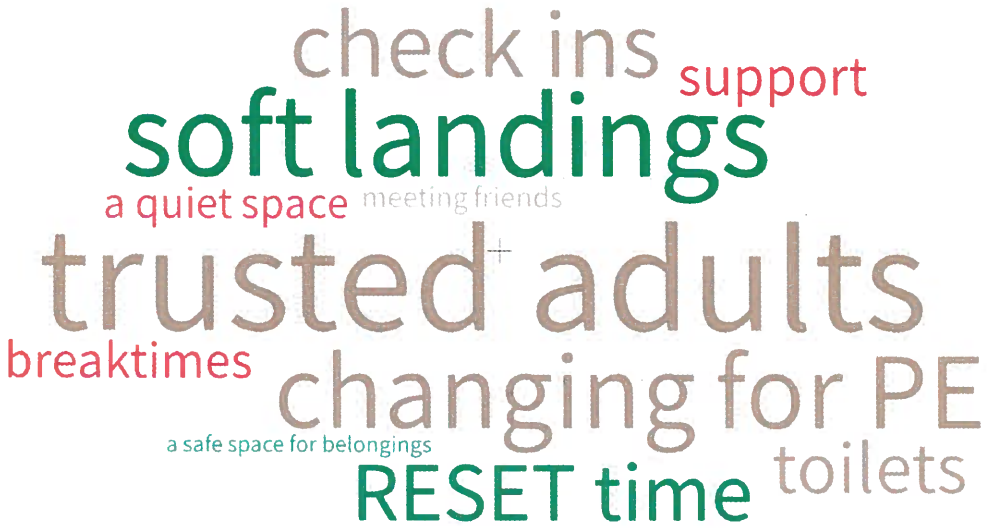
If you have forgotten your lunch or have no money on your fingerprint, then go to your Head of Year or tell someone on duty.

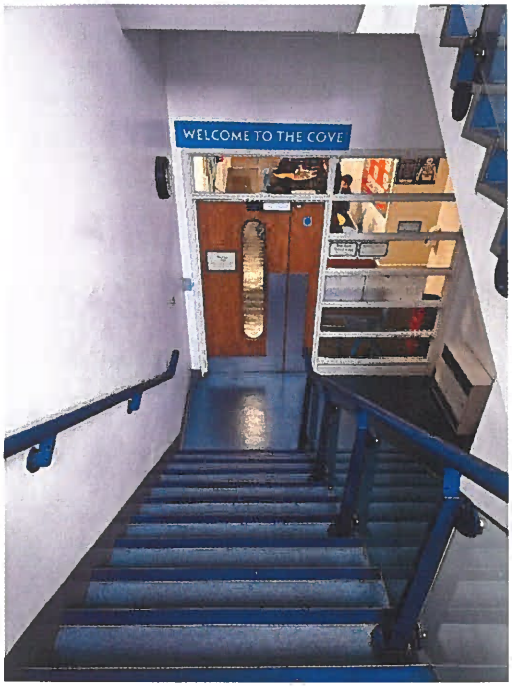
If you have lost one of your possessions, then go to Student Reception to see if it has been handed in to lost property.

Can you think of any more scenarios that you might need to discuss with us before September?

The Cove

- The Cove is an area in the school which supports students who have additional needs.
- It is on C Level (Courtyard Level) and had been clearly highlighted on your map.
- This is where you may need to come for interventions in the day such as Sensory Circuits or Zones of Regulation.
- This is also the place you can come to for extra support in the day such as:

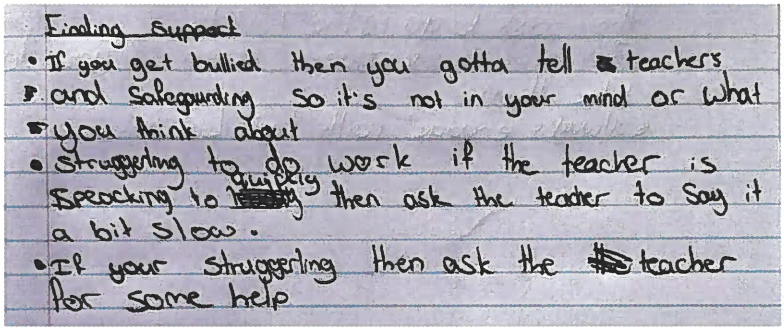


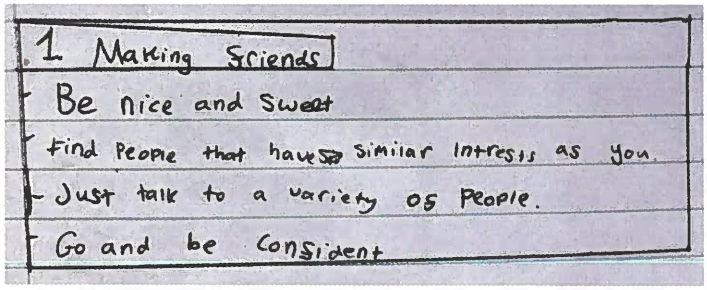


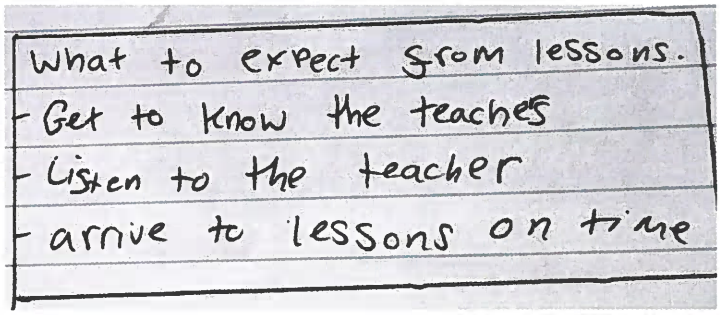
Advice from our Students

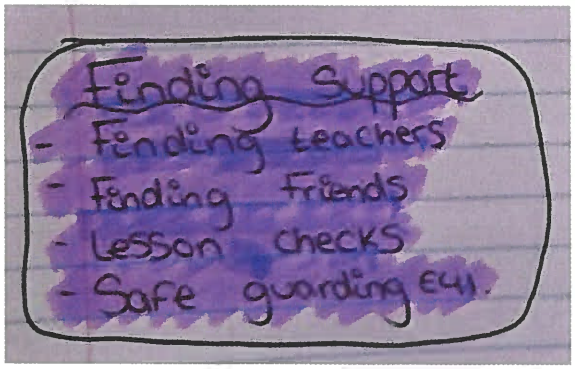
Josh - Year 11

I have been a student at The St Leonards Academy from 2019 to 2024. When I first arrived at the academy, I found it to be rather nerve-wracking. Being a student who has access to The Cove has helped me tremendously in achieving unexpected grades for my GCSES through the assistance of the SENCO Clare and the Facility Manager Fran, the team of teaching assistances and invention team. Here is one of many different tips: if you are really struggling in school, you should talk to a member of staff from The Cove. They will address your problems and support you where possible.









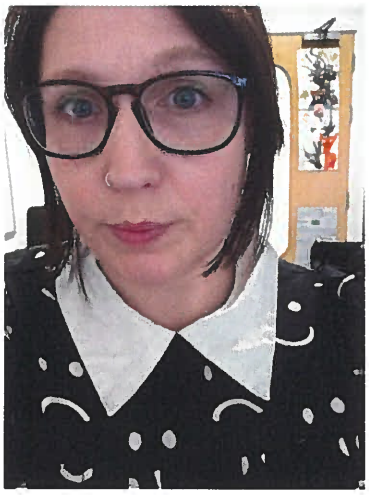
Advice from

Nyah, Lexia and Izzy

(Year 10)

Important Adults

These are some of the people that are going to be important when you first start school.



This is Clare Howard – Le Vierge. She is the SENCO and an Assistant Principal.

This is Mrs Fogg. She will be the Head of Year 7.

This is Fran Elworthy. She is in charge of The Cove.

This is Annie Pepper. She is the Assistant SENCO.

This is Miss Purves. She will be the SSWO for Year 7.

This is Pauline Edwards. She looks after any safeguarding issues in Year 7.

Frequently Asked Questions

Am I allowed to use my mobile phone in school?

There are no mobile phones or Airpods allowed in school. You can have them in your bag, switched off, but if you are seen with it out, someone will take it from you for the day. If you really need to contact someone at home, you can go to Student Reception, your Head of Year or The Cove.

I hate PE. Do I have to do it?

Yes, you will have to do PE at TSLA. All students are expected to take part in PE lessons.

Do I have to wear my blazer?

You are expected to wear your blazer in the school day for Terms 1-4. For Terms 5 and 6, you only need to have your blazer in your bag. This is part of your uniform and it is important to have it with you at all times. You are not able to wear a hoodie or a coat instead of a blazer.

The corridors are too loud. Can I leave my lessons early?

We do not like students to leave their lessons early as over a week, this adds up to a lot of missed learning. We would encourage you to move around the school outside to avoid the busy corridors.

I don't like eating in front of other people. Where can I have my lunch?

You may like to eat your lunch in The Cove instead. We have different eating areas where you can sit at break times. We can plan this out in September.

What should I do if I fall out with my friends at school?

People have disagreements and this is normal. If you would like some support to help you with your friends, you can ask your Form Tutor or Head of Year. You can also come to The Cove for support.

Quiz Time

Circle the correct answer/s!

What is the name of the learning support facility at TSLA?

THE COVE THE BEACH THE HARBOUR

If you're room number is L10, which level do you need to go to?

ENTRANCE LEVEL LOWER LEVEL COURTYARD LEVEL

Who could you ask for help if you get lost?

A TEACHER ONE OF THE STUDENTS YOUR HEAD OF YEAR

Can you fill in the blanks?

Our character virtues at TSLA are:

R _ S _ _ C T

KI_D _ _SS

_ON_ST_

R_S_L_E_C_

S_L_ DI_ _ LIP_ _ NE

H	W	U	R	C	L	A	R	E	C	E	E	N	M
E	G	R	S	L	R	A	E	D	E	N	L	U	E
A	G	S	E	O	P	O	F	M	N	U	N	I	S
D	G	O	N	W	U	R	S	S	I	V	O	R	R
O	O	O	C	S	M	A	R	P	L	N	A	R	M
F	F	F	O	S	R	O	S	U	U	E	F	O	F
Y	S	F	L	U	V	E	E	R	A	E	R	W	A
E	M	E	O	M	L	I	V	V	P	F	R	A	N
A	S	A	S	H	P	N	W	E	P	O	E	O	F
R	W	A	V	O	S	N	C	S	U	U	W	E	W
S	U	E	Y	T	I	A	C	G	L	E	L	F	E
F	O	R	M	T	U	T	O	R	S	F	O	A	T
R	I	R	A	A	L	U	V	F	O	E	S	N	H
U	U	R	E	W	O	L	W	F	U	E	G	O	A

SSWO
FRAN
MS PURVES
CLARE
PAULINE
MS FOGG
SENCO
ANNIE
FORM TUTOR
HEAD OF YEAR

Key Words and Terms

Period – This is another word for lesson. So, Period 1 means the same thing as Lesson 1.

SLT – These letters stand for Senior Leadership Team. These people are the Assistant and Vice Principals, and the Principal.

Truancy – This is when a student fails to attend their lesson and is walking around the school.

Focused Learning – This is a room which students work in if they have not behaved in the way we expect in their lessons.

Form Tutor – This is the person who you see every morning for 20 minutes and who takes the register to mark that you are in school.

The Cove – This is the learning support facility on C level.

Head of Year – This is the person who is charge of your year group.

SSWO – This is the person who works with your year group to support your well-being. SSWO stands for Student Support and Wellbeing Officer.

Reward Actions – Three times a year, your year group will gather together for a large auction where you can bid for big prizes using your pride pounds.

Tutor Time – This happens every morning for 20 minutes. You spend this time with your form class. The register is taken and you hear important messages about the day ahead.

Are there any other words in this booklet you have not understood? Make a note of them here and we can talk through them in September!

Helpful Reminders

Phone	in bag	all day
Bring bag	+ and pen	everyday
Bring	blazer	everyday
Bell rings	next lesson	straight away
Lost	ask someone	for help
Go to	all 5 lessons	everyday
Toilet	before school	+ and breaktimes
Worried or upset	go to	The Cove
Eat lunch	at break 1	or break 2

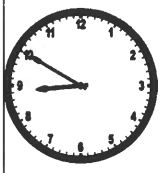
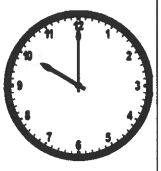
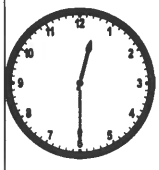
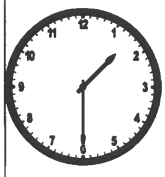
RESET Card

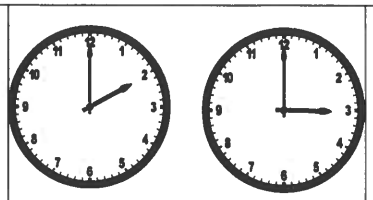
If you feel like this:

upset	angry	lost
scared	frustrated	lonely
in danger		

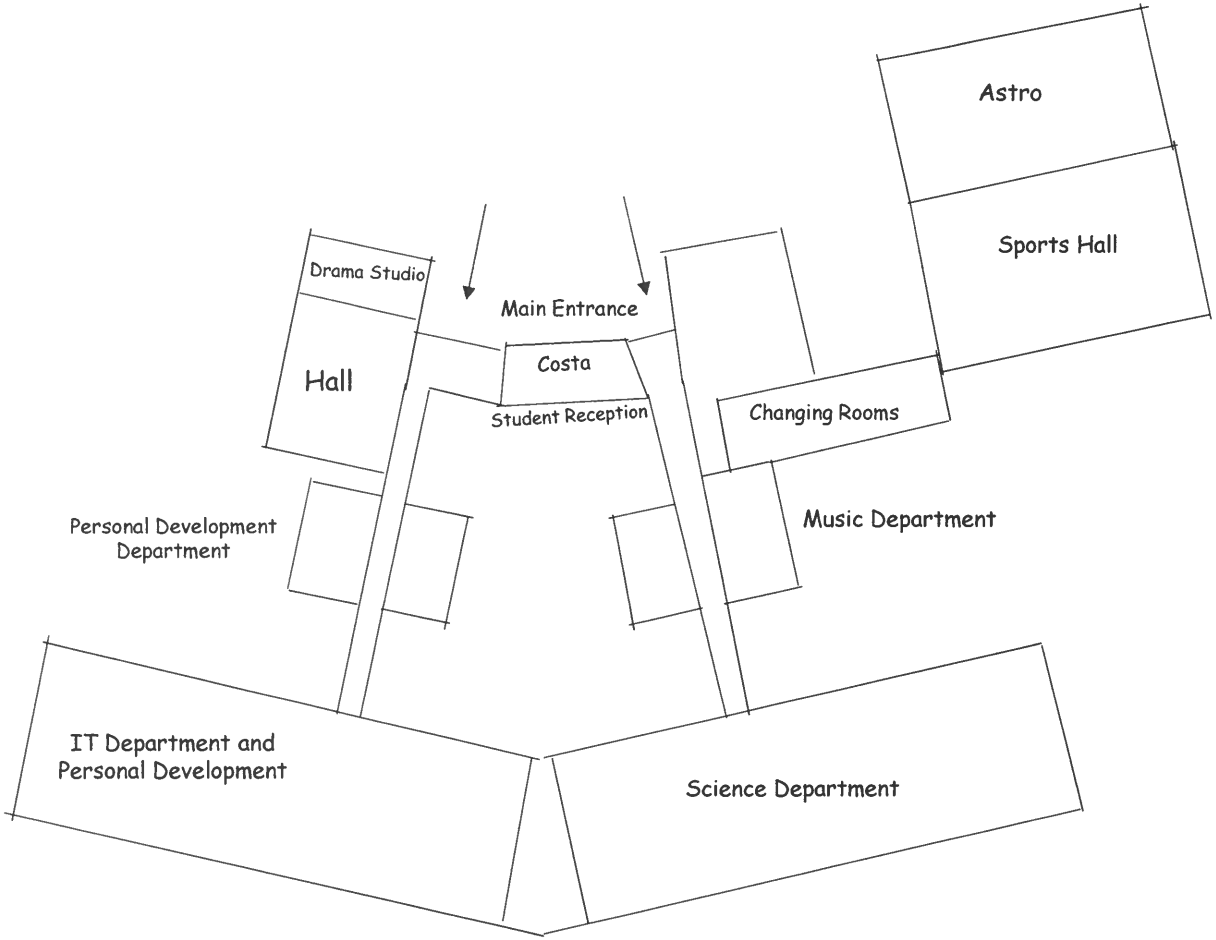
Ask	the	teacher
Go	straight to	The Cove

School Timings

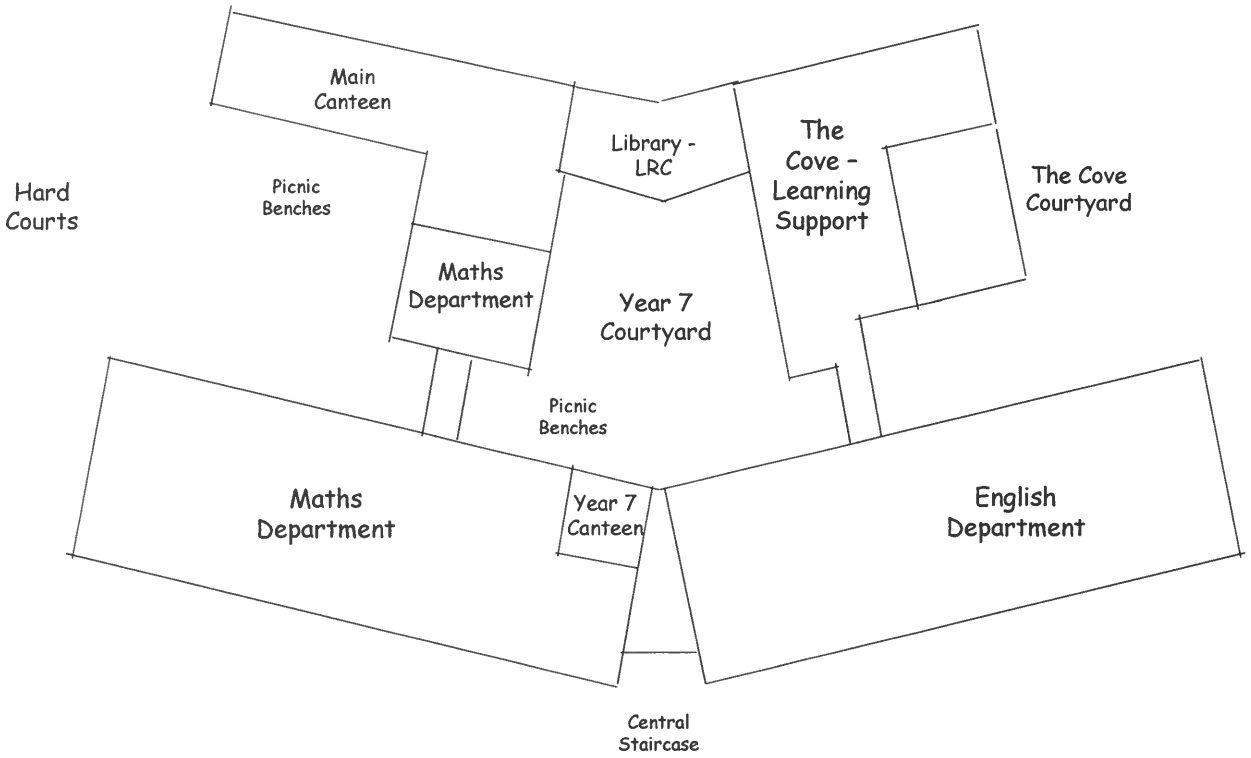
Doors Open		8:40
Form Time		8:50 9:10
Period 1		9:10 10:00
Period 2		10:00 11:00
Break One		11:00 11:30
Period 3		12:30 11:30
Period 4		12:30 1:30
Break 2		1:30 2:00

Period 5		2:00 3:00
Time to go home		3:00

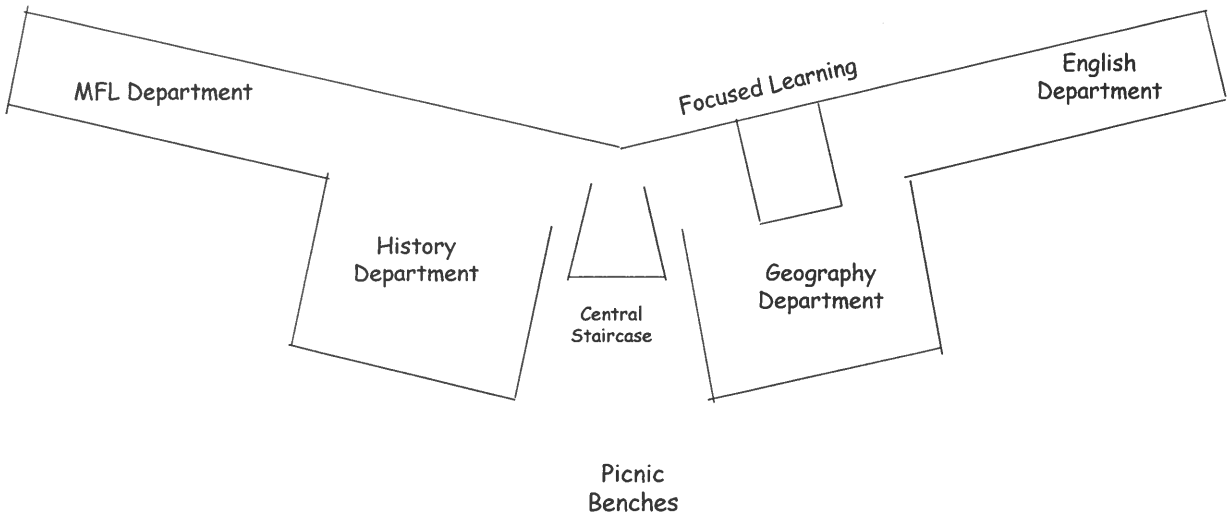
Do you have any questions? Write them down here and we can answer them in September!



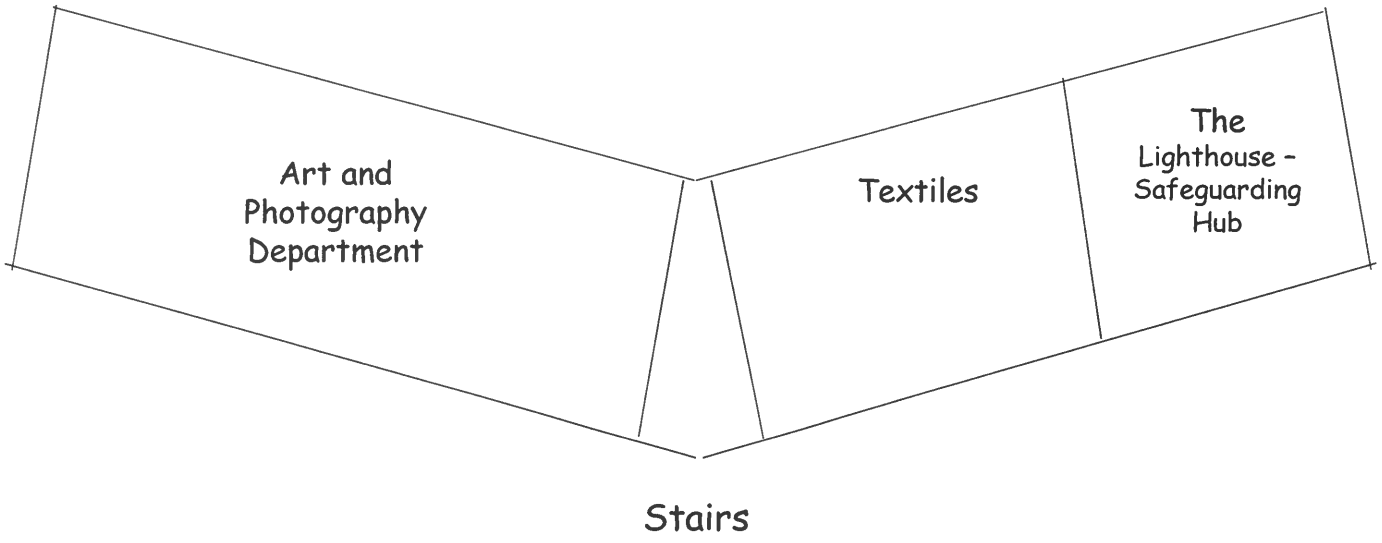
Entrance Level (E Rooms)



Courtyard Level (C Rooms)



Lower Level (L Rooms)



Upper Level (U Rooms)