



LINCOLN
A PRIORY ACADEMY

INFORMATION BOOKLET
2019-2020



OUR ACADEMY

This section of the prospectus contains more detailed information about our Academy, including rules and guidelines.

Lincoln Academy has high standards of both uniform and behaviour. We set out clearly what is expected of our students and we suggest to all prospective members of our Academy that in joining us you will have agreed to follow our rules. We always ask parents for their support in this and are delighted by their positive response.



Lincoln Academy is part of The Priory Federation of Academies Trust. The Trust's mission is "To improve the life chances of our students so they become true citizens of the world" through the core values of **WISDOM, CURIOSITY, GENEROSITY, COURAGE** and **PASSION**.

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ADMISSIONS

Lincoln Academy has a Published Admission Number of 150 pupils.

Applications are made in accordance with the Local Authority's co-ordinated admission arrangements and are made on the Common Application Form provided and administered by Lincolnshire County Council. For further details, please refer to the Lincolnshire County Council website – school admissions. Where the number of applications is greater than the Published Admission Number, applications will be considered against the criteria set out below.

Lincoln Academy will first accept pupils with an Education, Health and Care (EHC) plan which names the Academy.

After the admission of pupils with EHC plans or statements, the criteria below will be applied for the remaining places, in the order which they are set out below:

- a. Looked after children, or previously looked after children, sometimes referred to as children in public care
- b. Applicants who achieve the minimum standards needed for admission on the basis of aptitude for sport.
- c. Siblings of pupils who are on the roll of the Academy at the time of the application
- d. Children of a member of staff of the Academy who has been employed at the Academy for two or more years at the time of application.
- e. Children who live nearest to the Academy as the crow flies, from the Academy's main entrance to the post office address point of the child's home.
- f. As allowed under the School Admissions Code, children of staff in shortage areas recruited after 1st March in the year of admission may be considered as exceptional admissions.

In the event that more than 15 applicants achieve the minimum standard, the fifteen places will be offered to the applicants with the highest scores in the assessment. Any remaining applicants will then be considered using the criteria in paragraphs c to f below. In the event that fewer than 15 applicants achieve minimum standard, they will all be admitted and the remaining places will be made available to other applicants using the criteria in paragraphs c to f below.

The Academy will admit up to fifteen places on aptitude. Parents who wish to seek a place at the Academy for their child based on aptitude for sport are asked to present their child for assessment the year preceding entry on the notified date.

Parents who wish their child to take the assessment should request, complete and return the assessment application form which is available from the Academy at least one week before the assessment.

Full details of the Admissions Policy and Admission Arrangements are available on the Academy's website.

In the event of more applicants than places under criteria c and d above, children living nearest to the school have priority using criterion e.

THE ACADEMY YEAR 2019/2020

Term	Start	End
Term 1	Wednesday 4th September 2019	Friday 18th October 2019
Term 2	Monday 28th October 2019	Thursday 19th December 2019
Term 3	Tuesday 7th January 2020	Friday 14th February 2020
Term 4	Monday 24th February 2020	Friday 3rd April 2020
Term 5	Monday 20th April 2020	Friday 22nd May 2020
Term 6	Monday 1st June 2020	Friday 17th July 2020

THE ACADEMY YEAR 2020/2021

Term	Start	End
Term 1	Tuesday 1st September 2020	Friday 23rd October 2020
Term 2	Monday 2nd November 2020	Friday 18th December 2020
Term 3	Tuesday 5th January 2021	Friday 12th February 2021
Term 4	Monday 22nd February 2021	Wednesday 31st March 2021
Term 5	Monday 19th April 2021	Friday 28th May 2021
Term 6	Monday 7th June 2021	Tuesday 20th July 2021

THE ACADEMY DAY

	Start	End	Start	End
Preparation time	8.30	8.40	Lunch	11.55 12.25
Period 1	8.40	9.40	Period 4	12.25 1.25
Period 2	9.40	10.40	Period 5	1.25 2.20
Break	10.40	10.55	Reflection time	2.20 2.30
Period 3	10.55	11.55	Enrichment (Tues, Weds, Thurs)	2.30 3.30



CURRICULUM

Year 7 & 8 Curriculum

These are the lessons each student in Years 7 & 8 will follow every two weeks. We have a two week timetable which means for some students there is a variation from Week 1 to Week 2.

Subject	No. of Lessons	Subject	No. of Lessons
English	5	Geography	1
Mathematics	5	History	1
Science	3	Physical Education	2
Art	1	Performance	1
Design & Technology	2	World Views	1
French	2	Reading	1
Total		25	

In Year 8 students are helped to make a guided selection. This is a subject from technology or the arts to study in Year 9.

Year 9 Curriculum

In Year 9 a bespoke negotiated curriculum is developed for each student, giving a selection of appropriate courses for Years 10 & 11.

Subject	No. of Lessons over 2 weeks	Subject	No. of Lessons over 2 weeks
English	8	Geography	4
Mathematics	8	World Views	2
Science	10	Physical Education	4
History	4	French	5

Students in year 9 have 5 lessons for their Guided selection subject (Art, Drama, DT, Food or Music). A small number of students may have a more tailored curriculum to suit their educational need.



Year 10 & 11 Curriculum

Subject	No. of lessons per 2 weeks	
	Year 10	Year 11
Core Subjects		
English	8	8
Mathematics	8	8
Science	8	8
World Views	2	2
Physical Education	4	4
Option 1	5	5
Option 2	5	5
Option 3	5	5
Option 4	5	5
Total	50	50





UNIFORM

We are proud of our high uniform standards. This is achieved through partnership between our Academy and home.

We expect our students to wear their uniform with dignity and maturity.

We consider that uniform is important for several reasons:

- It provides students with a sense of identity and pride in our Academy.
- It helps to instil in students a sense of purpose when they put on their uniform every morning.

To enable you to support our Academy in maintaining uniform standards the full uniform requirements are listed below.



UNIFORM

Blazer	Black with academy badge.
Skirt	Must be City Tartan, knee length with stitched down pleat.
Trousers	Must be black (straight, classic style – no stretch fabrics, no skinny styles, turn-ups or flairs). Trousers should not be cropped (there should be no gap between the bottom of the trouser and the shoe).
Tie	The Lincoln Academy Black Clip on.
Shirt	White worn with academy tie and tucked in at all times.
Socks	Black ankle socks (above the bottom of the trousers) or plain black tights No logos or designs. No trainer socks.
Shoes	Black, plain, safe and flat. No platform, canvas plimsolls or ballet style shoes. Shoes must be of a solid construction and suitable for a busy academy environment. Boots or trainers are not permitted.
Academy bag	Must be plain in style and fit for purpose in that they are big enough to hold books and equipment required for the day.

UNIFORM – OPTIONAL ITEMS

Jumper	V-necked jumper: Black.
Coat	Waterproof dark colours and large enough to wear over the blazer. No hoodies.
Earrings	Flat/circle plain studs, plain gold or silver only. These should be worn on the lower lobe of each ear (only one stud per ear).
Jewellery	No jewellery other than plain earrings (see above). Watches may be worn. NO other piercings of any kind.
Hairstyles	Hair should be smart and safe for a working environment. Any long hair may be required to be tied back at a member of staff's discretion. Extreme hairstyles (as decided by the Academy) are not permitted: e.g. no tram lines/ edges/ steps. Shaved hair less than a number two is not permitted. Hair colour must be natural (No unnaturally dyed hair).
Hijab	If worn it must be plain dark colour.
Make-up	Minimal make-up (foundation & mascara) as decided by the Academy. This includes no nail varnish being permitted and students are not permitted to get artificial nails of any description.
Badges	House badges must be worn. Any other badges are to be issued by the academy.



PE KIT

- Black knee length socks
- Black / Red Academy polo shirt
- Black shorts/black leggings
- Training shoes (not canvas or plimsolls)
- Football boots and shin pads (recommended)
- Plain black one piece swimming costume
- Plain black swimming shorts (no stripes/ no knee lent Bermuda shorts)
- Towel
- Academy red fleece (optional)
- Gum shield recommended
- Red / Black Academy polo shirt (this is for students who undertake Sport Studies/Leadership)

EQUIPMENT

Every student is expected to provide the following basic items of equipment for every lesson:

- Black or blue ballpoint pen (and a spare)
- Pencil, pencil eraser & pencil sharpener
- Rule
- Protractor
- Calculator – simple scientific (we recommend Casio fx-83 or 85 models)

UNIFORM SUPPLIERS

Uniform Direct, High Street, Lincoln. Tel: 01522 510016

All final decisions on uniform is made by the Headteacher.

We recommend that if your child cycles to the Academy they should wear a helmet and their cycles should be in good working order with lights during the dark winter months.

GENERAL COMMENTS

If medical or personal reasons mean that a student is unable to wear full uniform then parents/ carers are asked to contact a member of the pastoral team at the earliest convenience.

The following are not permitted: Jeans and cords; trousers with decorative zips, patches or flares; training, slipper style or canvas shoes, or heavy boots. Outdoor clothing should be without studs or slogans and should not be worn in the building. Cardigans, jumpers or sweatshirts/hoodies do not constitute 'outdoor clothing' and must not be worn over the uniform. Trainers should only be worn for PE.

AEROSOLS

Aerosols are not to be used anywhere on the Academy site, as they can cause serious medical issues for members of the academy who suffer from asthma.

STANDARD OF DRESS FOR SIXTH FORM STUDENTS

This is a traditional uniform policy and it is this way in order to prepare you for the rigours and traditions of working life and as such the emphasis is on a smart appearance.

WHAT TO WEAR

MALE STUDENTS are expected to wear a traditional suit with jacket and trousers, a shirt, a tie and plain, dark-coloured leather shoes. A smart jumper or waistcoat may be added under the jacket as long as the tie is clearly visible. Top buttons should be fastened at all times. Sleeves on shirts can be long or short and in hot weather can be rolled up. House badges must be worn. Any other badges are to be school badges.

FEMALE STUDENTS are expected to wear a traditional suit with jacket and knee length skirt (within 4cm of the knee) or full length trousers (Dark coloured patterned trousers are acceptable, and an appropriate top/shirt/blouse/smart jumper which covers the shoulders and has a strap suitable for business wear. Cardigans may be worn underneath jackets, but only without the jacket when in a classroom.

Tights must be dark or skin coloured and plain. Dark-coloured, plain, low heeled shoes should be worn to suit smart attire. Boots may be worn but only if made from leather or look like leather. If wearing boots with a skirt, the boots must be knee-length.

When considering whether to wear make-up, it must be suitable for attending a place of work or a job interview and be as natural as possible. House badges must be worn. Any other badges are to be school badges. Jewellery must be discreet and be applicable to a place of work.

WHAT NOT TO WEAR

Jackets: no short sleeved jackets, or sleeves rolled up; must be longer than the shirt/blouse/top underneath.

Tops: for girls, no T-shirts, polo shirts, vest/strappy tops or other T-shirt type or casual looking tops. No exposed midriiffs, backs, shoulders or low-cut tops.

Trousers: no skinny, harem, jeans-style, tapered or tight-fitting trousers.

Skirts: do not wear tight fitting, bodycon or stretch skirts, scalloped skirts or skirts with large splits.

Shoes: do not wear shoes which are open at the front or back, or canvas any which have decorative detail (tassels, glitter, sparkles etc) and boots must not have turnovers.

Decoration: Jewellery is to be kept to a minimum, no extreme hairstyles or obviously or brightly dyed/streaked hair, no visible tattoos, no belts worn out of the loops or with very large buckles, piercings must be discreet and applicable to a place of work, hair accessories must be small and subtle, no patterned tights and hats and scarves not to be worn inside the classrooms.

Coats: no leather, fur, faux fur, denim or hoodie-style coats

If there is debate about an item of clothing, please communicate with Miss C Shutt, Head of Sixth Form but ultimately the Headteacher's decision on the matter will be final.



REWARDS AT LINCOLN ACADEMY

THE LINCOLN BACCALAUREATE

The Lincoln Baccalaureate identifies different challenges which students can achieve throughout the academic year. Students are rewarded bronze / silver / gold stars for successfully completing each section of the baccalaureate. The baccalaureate reflects the values of the Academy.

- COURAGE** Championing integrity, resilience and the value of personal endeavour.
- CURIOSITY** Empowering intellectual curiosity, active learning and inquisitiveness.
- WISDOM** Nurturing deeply cultured, reflective and philosophical thinkers of the future.
- GENEROSITY** Fostering empathy, mutual respect and courtesy in a global community.
- PASSION** Igniting a sense of awe and wonder, moral conviction and ambition.

Students work their way through the three Lincoln Stars and aim to become a house star; a student who has gone above and beyond in their studies and in the extra-curricular activities.

Students will evidence, where required, in their Lincoln Baccalaureate and sign off sections with respective staff.

LINCOLN SUBJECT CHAMPIONS

The Lincoln subject champion rewards system recognises students from across the Academy who have gone above and beyond for certain curriculum areas. Students who are making significant contributions to subjects will be rewarded through a colours system which is worn through a colours tie. The new colours system will be fully inclusive of all subjects.

The pathway for any Lincoln subject champion will be set by curriculum areas but all subject champions will be reviewed on the Academy's values. This will involve extra-curricular sessions and additional Academy events. The subject champions will reflect the Academy values and promote the thriving academic environment.

GENERAL INFORMATION

INSURANCE

Parents are reminded that we do not accept responsibility for personal property. Students are strongly advised not to bring expensive items to the Academy. Parents should initially check their household insurance policy to see that they are covered. The Academy does not accept any liability.

MOBILE PHONES AND CAMERAS

Mobile phones are NOT allowed to be used during the academy day, unless under the direction of a member of staff. The taking of photographs or recordings of any kind, on the Academy site, is done so with the prior permission of the Headteacher ONLY.

ACADEMY SHOP

The shop provides many items useful in the day-to-day life of our students, including a full range of stationery. This ensures that the excuse of forgetting these items is a thing of the past. During term time, the shop is open at break and lunch times.

CHARGING FOR ACTIVITIES

Lincoln Academy does not charge fees for tuition. Charges may be necessary for activities which take place in Academy time or which form part of the curriculum studies of the Academy. In some cases, the Academy may invite parents to make a voluntary financial contribution to activities which are additional to the basic curriculum. However, there will be no obligation to make such contributions and equality of opportunity for all students will be maintained, irrespective of any voluntary contributions. The only exception to this is for external music tuition where there will be a charge which is payable in advance.

ACADEMY TRIPS

Trips are a valued part of our provision. Their success is due to the dedication and commitment of the staff who carry out these voluntary duties. It must be remembered that there is no automatic right for students to participate in these activities and the Academy, therefore, reserves the right to decide on the composition of any trip. The inclusion of the students is on the understanding that their standard of behaviour, progress in their work and commitment to the wearing of the uniform is acceptable. If they fall short in these areas, then the Academy reserves the right to exclude students from the trip. Similarly, as students represent Lincoln Academy on the trip, it is essential that their behaviour reflects our high expectations. Failure to adhere to the requirements of the trip, including the wearing of smart casual dress (as set out in a kit list) and excellent behaviour throughout, could result in students being: withdrawn from the trip; sent home from the trip; prevented from involvement in future trips. The Academy's decision is final.



FURTHER INFORMATION

DETENTIONS

Detentions may take place during social time or at the end of formal lesson time. We always attempt to communicate with parents. For issues regarding punctuality, equipment or uniform detentions are served on the same day. Although parental agreement is not legally required we always seek to work together on this and expect your full support.

BEHAVIOUR OUTSIDE THE ACADEMY

Students must apply the same high standards of behaviour when wearing uniform outside of the Academy as they do within it.

SEX AND RELATIONSHIP EDUCATION

There is a programme of sex and relationship education within the curriculum in order to assist students to have due regard for moral and social considerations.

In particular, the aims of the Academy's Sex and Relationship Policy are to support the personal, moral and social development of all students and ensure they have the ability to accept their own and each other's sexuality. They should learn to enjoy relationships based on caring, mutual respect and responsibility, whilst learning to take responsibility for the health of themselves and those around them.

ARRANGEMENTS FOR PUPILS WITH EDUCATION HEALTH CARE PLANS (SEN)

The criteria for admitting students with SEN are the same as other students except where the Local Authority decides that mainstream education is not appropriate. Parents of a student with an education health care plan should discuss their child's needs with the Academy before an application is made.

RELIGIOUS EDUCATION (WORLD VIEWS)

RE is provided for all students in accordance with the Lincolnshire Agreed Syllabus of Religious Education. Parents have the right to withdraw their child from this act of religious worship by making a written request to the Headteacher. The Academy has no affiliation with any religious denomination.

EQUAL OPPORTUNITIES AND DIVERSITY

The Academy is committed to providing equal opportunities for all, the Academy's policy is available on the website.

WEBSITE

The Academy website contains links to a full range of policies including: Admissions, Safeguarding and Child Protection, Sex and Relationship Education, Health and Safety and Anti-Bullying.

EXPRESSING YOUR CONCERNS

We are fully committed to providing the best possible education for your child. However we realise that occasionally things go wrong and that this can be an anxious time. Most concerns can be resolved through contact with your child's Form Tutor (via the planner) or by contacting one of the Pastoral team, in the first instance a Pastoral Manager. If you feel that an issue has not been resolved then an Assistant Head can be contacted in writing or by phoning the academy reception. We will try and deal with your concerns within twenty-four hours, but certainly within five working days. If you are still unhappy, we will provide you with information about your rights and the different ways in which you can pursue your concerns.





THE
PRIORY
FEDERATION
OF ACADEMIES TRUST

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