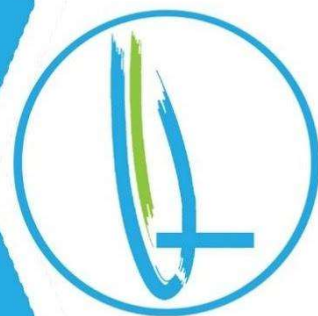


LEARNING TOGETHER FOR
LIFE IN ALL ITS FULLNESS

Welcome to your
FUTURE



The Ilfracombe Academy

Part of the Athena Learning Trust

Why The Ilfracombe Academy is a great place to be!

Dream BIG – Our record-breaking year!

Last year, through hard work, high expectations and a shared commitment to excellence, our students celebrated the best results in our school's history.

We were recognised as the 2nd most improved school out of 3,500 schools nationally for student progress, and we are the most improved school in the country for disadvantaged students. These results place us in the top 2% of schools across the UK. Locally, we achieved the 3rd best results in Devon out of 95 schools.

Here are just a few highlights from our exam results:

- 86.9% of students passed English (compared to a national average of 61.6%)
- 80.1% of students passed Maths (compared to a national average of 59.6%)
- 88.1% of students passed Science (compared to a national average of 57.1%)

These outcomes are a testament to what can be achieved when students, families, and staff work together with purpose and determination.

We are especially proud that so many of our students progressed to our thriving and high-achieving Sixth Form, or continued on to other Post-16 pathways, fully prepared to pursue their ambitions - whether in higher education, training, or employment.

As you join our school community, please know that you will be supported every step of the way. Our dedicated teachers, pastoral teams, and support staff are here to help you achieve your own success, whatever your goals may be.

We look forward to an exciting and rewarding journey together.

Mr Rogers
Headteacher

Academy Vision & Values

'Learning together for Life In All Its Fullness'

We are a Church of England school committed to a vision of human flourishing for all, with the promise by Jesus of 'life in all its fullness' at its heart.

Educating for Hope 'Dream Big!'

We open up horizons of hope and expectation and guide students into ways of fulfilling them.

Educating for Community 'Take Responsibility'

We build positive relationships, encourage active participation and promote good attendance to enable us to flourish together.

Educating for Dignity 'Be Kind'

We uphold the intrinsic worth and value of every student.

Educating for Wisdom 'Learn for Life'

We foster confidence, delight and discipline in seeking wisdom, knowledge, truth, understanding and the skills needed to shape life well.

We serve and support our community providing a child-centred education that reflects Christian values.

- Hope
- Kindness
- Responsibility
- Courage
- Integrity
- Trust
- Respect
- Resilience



We are committed to the highest standards of academic excellence; we are dedicated to providing the best possible education for all our students by developing the knowledge, understanding and skills essential for learning and leading a fulfilled life.

We are looking forward to working with you as a family and value your contribution to the school.

At The Ilfracombe Academy we aim to develop outstanding students who...

Our 8 rules for life	Purpose - Why do we have each of these rules?
Focus well	FOCUS – F ace & O bserve the teaching, C learly U pright, with S ilent Attention
Respond well	TAIL – ask “Can we T alk A bout it L ater?” (if unsure about a reminder or reflection) STEPS - S hare questions, say T hank you, E xcuse me, P lease and S mile!
Attend on time	SAS BB - S at A t S eats B y the B ell
Move calmly	WALK - W alk calmly, A rrive calmly, L eave calmly, K eep considerate
Raise your hand to share	SOTO - No S houting O ut or T alking O ver teaching or practice
Bring the right kit	PC-Prrfct - 2 P ens, C lear pencil case, 2 p encils, r uler, r ubber, t imetable
Keep electronics off and away	STOP - S witch T ech O ff for P eaceful attention
Look after our environment	CARE - C are for others kit, A void gum/graffiti, R ubbish in the bin, E nsure to recycle & reuse

The School Day

Students should arrive at school in good time for registration, usually from around 8:35am. We operate a five-lesson school day with each lesson lasting an hour (55 minutes on a Friday).

Monday – Thursday		Friday	
8:50am – 9am	Morning Greeting	8:45am – 8:55am	Morning Greeting
9am – 9.25am	Tutor or Period 0	8.55am – 9.15am	Tutor or Period 0
9.25am – 10.25am	Period 1	9.15am – 10.10am	Period 1
10.25am – 11.25am	Period 2	10.10am – 11.05am	Period 2
11.25am – 11.55am	Break	11.05am – 11.30am	Break
11.55am – 12.55pm	Period 3	11.30am – 12.25pm	Period 3
12.55pm – 2.25pm	Period 4 & Split Lunch Lunch A 12.55pm – 1.25pm All in Lessons 1.25pm – 1.55pm Lunch B 1.55pm – 2.25pm	12.25pm – 1.45pm	Period 4 & Split Lunch Lunch A 12.25pm – 12.50pm All in Lessons 12.50pm – 1.20pm Lunch B 1.20pm – 1.45pm
2.25pm – 3.25pm	Period 5	1.45pm – 2.40pm	Period 5
3.35pm	Buses leave for years: 7, 8, 9, 10, & 12	2.50pm	All buses leave
3.25pm - 4:10pm (Years 11 & 13)	Period 6		
4.15pm	Period 6 buses leave		

Period 6

Students in Year 11 & 13 have a slightly extended day to provide the support they need to ensure that they are fully prepared for their summer examinations and will achieve their full potential. These lessons are essential, and therefore attendance is compulsory. These students are still able to engage in extracurricular activities after 4.10pm.

The Pastoral System

Each year group will have a Pastoral Coordinator and a Head of Year who will support your child and deal with any day-to-day occurrences.

Students will also be placed in one of four houses, where they will participate in house competitions, sports and academic activities to achieve house points.

Year Group	Pastoral Coordinator	Head of Year
7	Mrs T Levi	Mr R Tilley
8	Mrs A Reynolds	Mr T Cooke
9	Ms N Denzey	Mr J Greenaway
10	Mrs J Stanley	Mr P McDonald
11	Mrs N Meurer	
12 & 13	Mrs C Shobbrook	Mr N Beesly

Curriculum Content Overview

The following table outlines the subjects on offer at the Ilfracombe Academy and the number of teaching hours allocated per week.

RED - Mandatory Subjects

(s) – Setted Subject (students are set by ability within these subjects)

(r) – Rotation Subject (delivered as part of the curriculum within a larger subject area)

(o) – Optional Subject (selected by students for their KS4 and KS5 studies)

(v) – Vocational Subject (Pearson BTEC or OCR Cambridge qualifications)

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Art	1	1	1	2.5(o)	2.5(o)	4(o)	4.75(o)
Biology						4(o)	4.75(o)
Business Studies				2.5(o)	2.5(o)	4(o)(v)	4.75(o)(v)
Chemistry						4(o)	4.75(o)
Design Technology	1	1	1	2.5(o)	2.5(o)		
Drama	0.5	0.5	0.5	2.5(o)(v)	2.5(o)(v)	4(o)(v)	4.75(o)(v)
English	4(s)	4(s)	4(s)	5(s)	5.75(s)	4(o)	4.75(o)
Food Technology	(r - DT)	(r - DT)	(r - DT)	2.5(o)	2.5(o)		
Geography	2	2	2	2.5(o)	2.5(o)	4(o)	4.75(o)
Health & Social Care				2.5(o)	2.5(o)	4(o)(v)	4.75(o)(v)
History	2	2	2	2.5(o)	2.5(o)	4(o)	4.75(o)
Maths	4(s)	4(s)	4(s)	5(s)	5.75(s)	4(o)	4.75(o)
Media Studies				2.5(o)	2.5(o)	4(o)(v)	4.75(o)(v)
Music	1	1	0.5	2.5(o)	2.5(o)(v)	4(o)	4.75(o)
PCRE (inc. Religious Education)	1.5	1.5	1.5	1(s) +2.5(o)	1(s) +2.5(o)		
PE (Physical Education)	2	2	2	1.5(s) +2.5(o)(v)	1.5(s) +2.5(o)(v)	4(o)(v)	4(o)(v)
Philosophy & Ethics						4(o)	4.75(o)
Photography				2.5(o)	2.5(o)	4(o)	4.75(o)
Physics						4(o)	4.75(o)
Politics							4.75(o)
Psychology						4(o)	4.75(o)
Science*	3(s)	3(s)	3(s)	5(s)	5.75(s)		
Sociology						4(o)	4.75(o)
Spanish	3(s)	3(s)	3(s)	2.5(o)	2.5(o)		

0.75hrs within the table is the result of our compulsory period 6 timetable in Years 11 and 13

*All students study combined science at GCSE (leading to the awards of x2 GCSE qualifications)

Note - In Years 10 and 11 students select 3 options from the optional subjects on offer

Note - In Years 12 and 13 Level 3 students select 3 options from the optional subjects on offer

Curriculum allocations are subject to annual review/change

Literacy

Literacy is a key driver for student success and our goal is to ensure that all students can read fluently, at their chronological age, in order to be able to access examinations in all subjects. We not only consider reading as important for learning but also as of utmost importance for students to be successful in life as well.

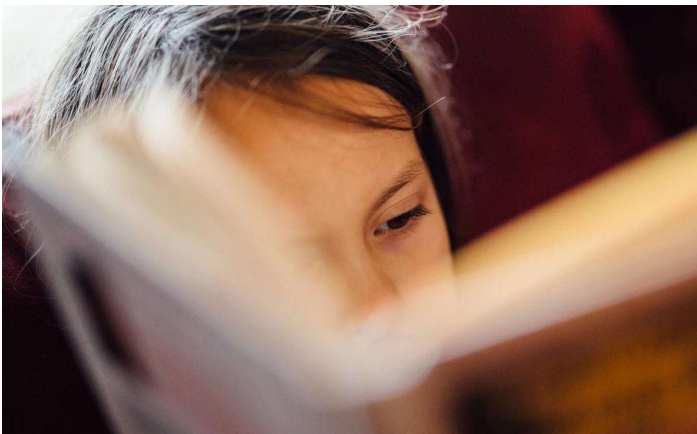
There is explicit teaching of literacy through the English curriculum as well as subject specific literacy skills being taught in each subject area.

For those students for whom reading is a barrier, we have intervention programmes such as Corrective Reading and Lexia that are research-based and proven to significantly improve students' literacy outcomes.

Tutor Reading Programme

The purpose of our tutor reading programme is to give every student regular opportunities to hear fluent and expressive reading, and to share great stories together that build knowledge, vocabulary and character.

Our aim is that each student will have had access to six high quality texts over the course of a year. This means they will have read at least 18 texts by the end of KS3.



Why do we read three times a week?

Knowledge: reading builds knowledge of vocabulary and the world around us.

Opportunities: being able to read well opens doors and creates lifelong opportunities.

Character: reading helps us empathise with others' views, struggles and choices.

What is our approach to tutor reading?

All tutors read to students **3 days a week**.

Our texts are selected for enjoyment and challenge. They cover a range of genres and students have the chance to read both fiction and non-fiction texts. This helps to broaden their understanding not only of different genres but of the lives of others, whether real or fictional.

Corrective Reading Tutor Groups

Recognising the importance of reading for students to fully access the curriculum and reach their potential, we will be introducing Corrective Reading tutor groups where necessary. These groups will support students in rapidly improving their reading skills, helping them catch up with their peers and achieve their chronological reading age by the Easter of Year 9. This initiative will include students from Years 7 to 9.

Home Learning

All students are expected to complete home learning. For core subjects we use online platforms:

English = SPARX Reader and Carousel

Maths = SPARX maths

Science = SPARX science

Sparx Learning (sparx-learning.com)

These online SPARX platforms have a well-established reputation for facilitating significant improvement in progress and academic outcomes. These platforms allow excellent levels of parental engagement as parents/carers are able to view, homework tasks, student completion statistics and communications relevant to students' work and progress.

In addition to the online platforms in the core subjects, we also have some additional home learning set across all other subject areas. These homework tasks will be set using the school's management information system which students will access via the Student Portal, and parents/carers can view via MCAS.

Equipment

The school will provide students with:

- Textbooks
- Exercise books
- A clear pencil case with the following items students must have at all times:
 - 2 Pens
 - 2 Pencils
 - Rubber
 - Ruler
 - Timetable

Students must bring a school bag and water bottle every day. The bag should be large enough to carry reading books, exercise books, home learning tasks and PE kit.

For Science and Maths, students will need a GCSE level calculator, we use Casio FX 83GT plus (available from school), an HB pencil, a protractor, a set square and a pair of compasses.

All items of clothing and equipment should be marked with the student's name. Clearly labelled possessions are easy to identify and can be returned to their owners if they are misplaced.

Lockers are **free** for all students – a £5 refundable key deposit is required.

Valuables

The Academy is unable to accept responsibility for valuable items, including expensive outdoor coats, which are brought into school. Money, calculators and watches should be kept about the person at all times, except when given to a member of staff for safekeeping, e.g. in PE lessons. Speakers are not allowed in school.

Uniform & Appearance

A high standard of personal appearance is expected of all students. We will contact parents/carers when students arrive at school in non-uniform. Students will be in reflection until we find a resolution such as going home to get changed or borrowing an item from the uniform store.

Compulsory School Uniform

- It is expected that all students will wear full school uniform to, during and from school.
- The only jewellery permitted is **one simple small stud** in each ear only – no sleepers, hoops or anything else. Bracelets, necklaces and rings should not be worn.
- Discreet make-up.
- Exaggerated hair styles and colours are not acceptable; one natural hair colour only.

We **do not** allow students to wear the following:

- Denim/leather garments
- Trainers
- Facial piercings of any kind are not permitted, including clear retainers
- False eyelashes
- False nails or nail varnish

Acceptable Uniform	Details
White shirt and House tie	
School blazer with school logo	School blazer/jumper with school logo. One or the other must be worn around the site at all times. Students can choose to wear both.
School jumper with school logo	
School black skirt - below the knee in length School black trousers or shorts (tailored)	Skirts must be below the knee in length. Please refer to the school Uniform Policy for full guidance. School trousers should be tailored, straight and plain in style, not baggy, cargo style or flared.
Black leather or leather look shoes	Trainers are not permitted, please see the further guidance on shoes overleaf.
Plain black socks	No logos or markings, no frills, ankle length.
Plain black belt	
The only jewellery permitted is one simple small stud in each ear	Facial piercings are not permitted nor are clear retainers.
Hair must be of one natural colour	All hair accessories must be black, discreet and no more than 1cm in width.

School Shoe Guidance

Shoes must be leather or leather-look. They must be plain black, with a flat heel. Boots (including ankle boots), canvas shoes, open-toed shoes, pumps and sling-backs will not be accepted. Please use the following chart as guidance.

This is meant to be used as a guide and not a definitive list of what is acceptable or not. Examples have been selected to help parents/carers choose suitable footwear for their child.

Please check our website for the most up-to-date Uniform Policy with more detail and information on costing at www.ilfracombeacademy.uk.

Example of Correct Uniform



Where To Buy

Pedlars homehardware	27 High St, Ilfracombe EX34 9DA 01271 863509
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For any families experiencing financial difficulties in purchasing uniform, please contact the school direct.

Summer school uniform shop
RE USE - RE CYCLE - SAVE MONEY
OPEN Monday-Friday 9-5pm
THROUGHOUT AUGUST & FIRST WEEK OF SEPTEMBER
<i>All our donated uniform is offered free of charge You are able to donate to Belle's Place if you would like to</i>
<i>Thank you for the continued support Contact Carol 07400083207</i>
DONATIONS OF UNIFORM STILL ACCEPTED

PE Uniform

PE Uniform and Expectations

Every student should take part in every PE lesson and to ensure this happens, students will need to know the following expectations.

Students will not be excused from PE with a note from home. A note may be written from home to inform the teacher of previous illness/injury, but the teacher has the responsibility to suggest the level of activity a student can participate in. If necessary, the teacher may request a student changes group if the nature of the activity is unsuitable for that student's needs.

Students take part in PE with or without kit if it is safe to do so. If a student has forgotten all or part of their kit, they must borrow kit that is available within the department stores. If a kit is not available, the student will have to take part in their uniform or change groups for that lesson only. Sanctions will be set for missing kit.

Kit requirements:

- Long-sleeved quarter zip school logo jumper
- School logo clima-cool navy short-sleeved t-shirt
- School logo navy rugby training top (optional)
- Plain navy or black shorts (mid-thigh in length – no Nike Pro 3" shorts)
- Plain navy or black jogging bottoms or plain sports lycra leggings
- Training shoes (not boot style) and non-marking soles exclusively for PE
- Football socks (navy)
- Studded boots (worn on all-weather pitch and wet grass). Note: plastic or rubber studs only to be worn on the all-weather pitch, no blades or trainers
- Shin pads for football
- Gum shield for rugby
- No jewellery
- Long hair tied back

No jewellery is to be worn. Newly pierced earrings can be taped but must be taken out for invasion games and gymnastics.

Footwear for the All-Weather Pitch

To protect and maintain the high-quality playing surface, approved footwear must be worn at all times. The only footwear permitted is round rubber/plastic moulded studs or metal/plastic screw in studs (Astroturf trainers, flat trainers, shoes and blades are not allowed for health and safety reasons).

Footwear for the Sports Hall

To protect and maintain the surface, students are expected to wear clean, non-marking indoor trainers. We recommend these styles of trainer.



Example of Correct Uniform



ALL WEATHER PITCH
FOOTWEAR



ACCEPTABLE



NOT



Contacting The Academy

By telephone

Please telephone 01271 863427 to make an appointment if you wish to speak to any member of staff. The school office and telephones are staffed from Monday to Thursday 8.30am-4.30pm and Friday 8.30am-3.30pm. There are answering machines available for members of the pastoral staff on occasions when they are unavailable.

By email/text

The school uses MCAS parent communication app which allows you to text or message the school directly, or you can email admin@ilfracombeacademy.uk.

In person

All visitors must sign in at reception. The staff at reception will assist with any enquiries. Please note that it may not always be possible to see a specific member of staff immediately. Please ensure you make an appointment before coming to the school if you wish to see a member of staff. All visitors are expected to follow our school values. After contacting a member of staff via phone or email they will endeavour to get back to you within 48 working hours.

Student Absence or Illness

Absence

Parents/carers are expected to contact the school for every day of absence, before 8:30am. Any unexplained absence is treated as unauthorised. Please contact the school absence line on 01271 869257 or via MCAS.

Only the Academy, within the context of the law, can approve absence. The law says that a child must attend school every day.

Students experiencing Accident or Illness:

Parents/carers of a sick or injured child are contacted by phone and all students sent home unwell will need to be collected from reception.

If parents/carers require further information regarding such conditions as epilepsy, asthma and diabetes, policies are available from the Academy.

Medical and Dental Appointments

Appointments should be made, whenever possible, outside of school hours.

When students need to be absent for part of the day for routine medical and dental appointments, their parent/carer should inform the school in advance. In order for these absences to be considered for approval parents/carers must provide the appointment card or letter as confirmation. Students leaving during the school day must be collected from reception.

Parent Communications Tool



The Ilfracombe Academy uses My Child At School (MCAS) to log and monitor all data such as attendance, behaviour information and any behaviour events such as reflections. Parents/carers can access this using the MCAS app or via a web browser, to see all of the available data.

We are a CASHLESS school and we use MCAS to take payments for dinner money, school trips, books and equipment using the online web portal or the mobile app.

Key Features

- Announcements – a communication tool for all parents/carers, keeping you informed of events, clubs, school menu, and any specific messages relating to your child
- Notices – reminders, important documents and information for the whole school community, all in one place
- Targeted messages – school can message and email parents/carers and students easily
- Academic Calendar – term dates
- Reports – progress reports and assessment documents
- Payments – pay for dinner money, trips, books and equipment
- Data
 - View your contact information and other information we hold on your child, including medical information
 - Submit requested student information amendments for approval by admin
 - Report absence (via a web browser, rather than the app)
 - View attendance, behaviour, timetable and achievements
 - View and complete parental consents
 - View homework set for your child

MCAS Login

The school will set up parental logins for those parents/carers with parental responsibility, using the email address we hold on file; it is therefore important that your contact details are kept up to date. Parents/carers will need to click on the 'Reset Password' link to set their own password and activate their account. Do not worry if you do not have a smartphone, MCAS can also be accessed via an online web portal.

MCAS Login access: www.mychildatschool.com/MCAS/MCSParentLogin

If you have any queries about MCAS please contact admin@ilfracombeacademy.uk.

Mealtime Arrangements

All students should stay on the school premises during break and lunchtime and have either a school lunch or bring a packed lunch. Under limited certain circumstances, and with written parental permission and school approval, students that live in Ilfracombe may be able to leave the site with a lunchtime pass.

All food must be consumed in St. Christopher's Hall or outside. Visible food on corridors around the school is not permitted.

Hot and Cold Food

Hot snacks are available each day at morning break between 11:25am-11:55am (11:05am-11:30am on Fridays).

Main meals are available at lunchtime, which is between 12:55pm-1:25pm for Key Stage 3 and 1:55pm-2:25pm for Key Stage 4 (12:25pm-12:50pm for Key Stage 3 and 1:20pm-1:45pm for Key Stage 4 on Fridays). The cost of a 'meal deal' is £2.75; this includes a main meal and pudding. This cost may be reviewed during the course of the academic year. Water and squash is available for free in the hall.

Sandwiches, baguettes and salads may be purchased during morning or lunchtime break.

The Academy runs a biometrics system for payments, and accounts must be topped up electronically via the My Child At School (MCAS) system, which you will be invited to register with.

Example price list for 2025/26:

Free school meal allowance £2.75

Main meal and pudding	£2.75
Main meal only	£2.50
Grab and go meal items	£1.55-£2.25
Sandwiches	£1.70
Baguettes	£2.15
Hot and cold snacks	from 40p to £2.00
Drinks	from 75p to 1.00p
Homemade cookies and cakes	90p

Water

Free chilled water is available before school, at break and at lunchtime from the specific water dispensers, and we encourage all our students to drink water at regular intervals throughout the day. Students need to be prepared for lessons and fill up water bottles beforehand.

Free School Meals

Parents/carers in receipt of certain benefits are entitled to claim Free School Meals. Those in such circumstances are urged to register as it provides additional funding to help support students.

Your child may be able to get Free School Meals if you get any of the following:

- Universal Credit (provided you have an annual net income of no more than £7,400 as assessed by earnings from up to three of your most recent assessment periods).
- Income Support (IS)
- Income-based Jobseeker's Allowance (IBJSA)
- Income-related Employment and Support Allowance (IRESA)
- 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 a gross annual income of no more than £16,190)
- Working Tax Credit run-on (the payment you get for a further 4 weeks after you stop qualifying for Working Tax Credit)

School children living on their own (16-19 year-olds) who receive a qualifying benefit in their own right can also get free school meals.

Eligibility

Pupils who were in receipt of free school meals prior to 31st March 2025 will remain eligible until the end of the phase of education they are currently in. Once it ends, parents/carers will need to be checked for eligibility for free school meals. Pupils who are leaving Year 6 to go to secondary school will be eligibility checked in July or August 2025, before the pupil starts their new school.

All pupils who become eligible for free school meals for the first time from 1st April 2025 will have their eligibility reviewed at the end of the summer term.

How Does It Work?

If eligible, the student's account is automatically credited with £2.75 per day for them to spend on their choice of meal, using their fingerprint to authorise the purchase. If the item(s) cost exceeds this amount, the difference will need to be paid. If a student does not use all/any of the credit that day, it expires; funds credited through the Free School Meals scheme cannot be rolled over. Students receiving Free School Meals should not feel singled out or different at all, as the process of purchasing food is the same for all students, thanks to our cashless system.

Checking eligibility is quick and easy, using the following web address:
https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE/en



Once approval has been received, parents/carers should take a screenshot of the application approval page and email it through to cpearce@ifracombeacademy.uk to activate.

Families registering for Free School Meals is incredibly important for us, as it attracts additional 'pupil premium' funding for our school, to support learning. This is on top of the £2.75 per day allocated for your child's meal.

For any queries, please contact Claire Pearce in the main school office, either via the email address above, or on 01271 863427.

General Procedures and Information

Medicines

If students need to take medicine at school, parents/carers should complete a Medication Consent Form via the link in MCAS Notices. All medicines should be left at Student Services. The exceptions to this are students who use an inhaler for asthma, require equipment for diabetes or medication that needs to be refrigerated.

Peripatetic Music Lessons

In addition to music that is available as a subject to all students, visiting specialist teachers offer private instrument lessons. Students are withdrawn from their normal lessons on a rota basis to minimise the disruption to their studies. Further details can be obtained from the school. Parents/carers will be invoiced by peripatetic teachers directly. Subsidies may be available on application.

Payments

We are a cashless school and no cash is accepted on site. The Ilfracombe Academy uses a secure online payment system, MCAS, to take payments for dinner money, school trips, books, equipment etc. using the web or a mobile app. We encourage parents/carers to monitor their child's dinner money account and ensure they have the necessary funds to purchase food each day.

Facilities

Here at The Ilfracombe Academy we offer a wide range of facilities accessible to our students before, during and after the school day. These consist of the library, music/drama rooms, computer suites and the prayer room. We also offer a wide range of after-school sports clubs and activities.

Rewards and Recognition

We make a point of recognising excellence in attendance, behaviour, home learning, and attainment through shout-outs on our social media channels and in newsletters. Each week, a year-group celebration greeting spotlights standout students, while the top and most-improved attending tutor groups receive special rewards.

We hold termly Achievement Assemblies for each year group, and host an annual Presentation Evening. At every stage, students are recognised with prizes, postcards, certificates, and other well-deserved rewards.

Rewards and Recognition – Streaks events

Every half term, our Streaks event honours pupils with consistently outstanding attendance, behaviour and home learning completion. Streaks events are our way of celebrating and rewarding students for their hard work and dedication.

Students are invited to a Streaks event if they achieve either 2 or 4 consecutive weeks of:

- Excellent attendance (full attendance every day)
- Positive behaviour (no reflections)
- Full completion of home learning in Sparx English, Maths, and Science

School Policies

Attendance Policy

Good school attendance is considered to be 95% or above across the whole academic year. Regular attendance is essential in order for students to achieve their full potential. It is also a legal requirement and parents/carers are responsible for ensuring that their child attends school regularly.

We promote excellent attendance:

- To ensure that no student is deprived of the opportunity to receive an education.
- To help parents and students alike to understand their responsibilities with attendance.
- By involving and working in conjunction with external agencies, as necessary.
- By monitoring attendance on a daily and weekly basis.

We expect the following from all our students:

- That they attend school regularly.
- That they are punctual and are appropriately prepared for the school day.

We expect the following from parents/carers:

- That they contact the school before 8:30am when their child is unable to attend with the reason.
- That they ensure that their child arrives at school well prepared for the school day.
- That they will contact the appropriate member of staff to discuss in confidence any problem that may prevent their child from attending school.

Parents/carers and students can expect the following from the school:

- Efficient and accurate recording of attendance information.
- Contact from the school when a child fails to attend with no good reason given.
- If attendance falls below 95%, support and challenge will be offered.

Term Time Holidays

As a policy, we do not authorise holidays during term time. Any holiday taken will be classed as unauthorised absence, and you will be subject to a fixed penalty notice.

The Government has changed the regulations in relation to term time absence and the result is that we will only be able to authorise an absence during term time under exceptional circumstances. Parents/carers are required to complete an absence request form BEFORE the proposed absence (available from Reception). Any absence not covered by a request in advance will be unauthorised.

Please note: if your request for absence has not been authorised and you take your child out of school during term time anyway, you will be subject to a fixed penalty notice.

Punctuality

Punctuality to school and lessons is essential. Students who arrive after the 5-minute movement bell will be placed in reflection, arriving to learning on time is extremely important. Students who arrive to school late (without a note from parents/carers) will be placed in reflection.

Please see the website for the most up to date policies - www.ilfracombeacademy.uk

School Policies

Behaviour Policy

Positive engagement behaviours are specifically taught and rewarded at The Ilfracombe Academy. We require all students to be ready, respectful and safe at all times, and proactively teach students these expectations. Students can earn behaviour points for effort, attitude, contributions, homework, attendance and representing their House.

Our top priority is 100% disruption-free learning first and foremost; then 100% of students focusing well in all tasks in all lessons, 100% distraction-free.

To support all students to engage productively in learning, we all follow the **FOCUS** attention routine. For every instruction, explanation and class discussion we give the "3-2-1 Focus" cue to students. This means students:

- Face and
- Observe the teaching
- Clearly
- Upright with
- Silent attention

Where pupils are not engaged in learning, our system is as follows:

Distracted: If a student is not focused on their learning	A silent or unnamed prompt is given
Disrupting: A student disrupts the learning, or is disrupting the teaching by continuing to be distracted.	A named reminder is given
Disrupts again	Reflection
Incidents such as swearing, defiance or bullying behaviours	Reflection
Serious behaviours including threats or abuse behaviours, disrupting the reflection room or roaming the school ignoring staff instructions	Suspension, followed by Reflection

Reflection gives us time to think about what we could do better. Students who are referred to Reflection from lessons will be instructed to report to the Reflection room without delay. Failure to do so will result in a suspension. Students spend two lessons and a social time in Reflection.

When a student truants from school, or from a lesson, they will be in Reflection. If a student is late after the movement bell (5 minutes into the lesson) they will go to reflection.

Attendance and punctuality to lesson is a priority.

When students are completing a period of reflection, they are expected to work independently and complete the work set in silence demonstrating responsibility. This is to focus on the learning and show kindness to the other students in reflection. Not meeting this expectation will result in a named reminder, further disruption will result in a suspension.

Predictable routines are essential to allow students to give their full attention to their learning.

School Policies

Anti-Bullying Policy

The staff and governors at this Academy will not tolerate bullying of any kind. This includes physical, verbal and emotional bullying.

Physical hitting, kicking, taking belongings

Verbal name-calling, teasing, insulting

Emotional being unfriendly, tormenting, spreading rumours

Cyber inappropriate use of social media, texts, email and images

Bullying is an unpleasant experience; most of us will experience it at some time in our life. The Academy has a zero-tolerance of any form of bullying. This means when bullying happens we have a clear system in place to address the concern with support and sanctions used appropriately for victims and perpetrators.

Mobile Phones (part of the Behaviour Policy)

The policy allows all students to bring their mobile phone to school. However, phones must be switched off and placed at the bottom of school bags at all times. These rules also apply to headphones, smart watches, tablets or similar accessories. These expectations apply at all times whilst your child is on the school site; including curriculum lessons, lesson changeovers and social times of the day. Whenever they are within the green perimeter fence.

If students need to call their parent/carer they should come to their pastoral co-ordinator to discuss this at social times. We also request that parents/carers contact their child through the school switchboard rather than text or phone their child's mobile directly during the day.

If seen or heard once by the green school gates staff will confiscate mobile phones and similar devices including headphones. Students get them back at the end of the day in student services. If a student refuses to hand over the device they then go to reflection.

This policy applies at all times of the day once the student is within the green perimeter fence. This includes before school, social times and afterschool.

Child Protection Policy

At The Ilfracombe Academy, the safety and welfare of our students are our top priorities. Our school community is dedicated to safeguarding and promoting the wellbeing of all our children. We deliver thorough and regular training for all our staff and invest heavily in our Pastoral Team to ensure extensive knowledge to help advise, support and signpost students and their families. We prioritise regular student training through Assemblies, Weekly Tutor Reflections, conversations as well as endeavouring to inform our parents/carers and families on current safeguarding concerns. We have a comprehensive Child Protection and Safeguarding Policy, along with robust procedures to address any child protection concerns efficiently and appropriately.

Information about Parents

The Academy is required to have details of the names and addresses of all persons with Parental Responsibility for each child. Parents/carers must inform the Academy of any change of address, emergency contacts or telephone numbers.

School Policies

Special Educational Needs and Disabilities (SEND) Policy

At our school, we are committed to ensuring that every student is given the opportunity to flourish, succeed, and reach their full potential. To help with this, we have a thorough transition process in place. We gather information from students' previous schools and stay in close contact to make sure each student feels supported and understood from the start.

Inclusion is embedded across the whole school community. Guided by the latest evidence-based research and best practice, we set high expectations and aspirations for all students, offering high-quality support through the graduated response model. This process aligns with the SEND Code of Practice 2014 and follows the assess, plan, do, and review cycle.

Our dedicated support teams work collaboratively to ensure that every student receives the right support at the right time. We value strong partnerships with parents, carers, and external agencies, recognising the importance of their contributions to each student's journey.

We also recognise that any student, at any stage, may encounter challenges. When additional support is needed from the SEND team, students are assigned a dedicated Key Worker who meets with them regularly to capture their voice. This information feeds into the creation of a personalised Student Passport — a practical tool shared with all staff to ensure each student is consistently supported, encouraged, and inspired to dream big.

If you have any questions about our SEND provision, we're always happy to help – please get in touch with us at the school.

Charging Policy

Whilst maintaining the right to free school education, the Governors wish to charge parents/carers for activities where it is permitted by the Education Reform Act 1988:

- Board and lodging on residential visits
- Extra-curricular activities, which are not essential for the curriculum
- Fees for public examinations which a student fails to attend
- Damage to school property through negligence or malicious intent

Parents/carers will always be informed by letter of a proposed visit or activity. The Governors and the Academy will endeavour to support students in cases of genuine financial difficulty and guarantee that no student will suffer educationally from a parent/carer's inability to pay.

Equal Opportunities Policy

The Ilfracombe Academy is committed to seeking equality of opportunity for all, irrespective of ethnicity, gender, religion, age, socio-economic background, marital status, sexual orientation or disability. All students have equal rights, equal opportunity and equal access to a full and comprehensive education. Discrimination is not accepted and diversities in race, gender, language, religion, culture, physical and mental ability are considered to be a positive advantage to the school. Racist, sexist and other forms of prejudiced behaviour are not acceptable.

School Policies

Transport

Devon County Council has a policy on the provision of school transport. It provides, for example, free school transport where a student of compulsory school age lives beyond the agreed statutory distance from the school serving the home address. The statutory distance is defined as "for students of secondary age who live more than three miles from the school, measured by the shortest available walking route". If your child is eligible for free school transport you will receive an email or letter direct from DCC. For full information on school transport and buses please visit the DCC website at:

www.devon.gov.uk/children-families-education/education/school-and-college-transport

Students travelling by school bus will be issued with a pass which they must ensure they have every day, as they will not be allowed to travel without it.

Parents/carers delivering and collecting students to and from school by car should use the allocated drop off/pick up zone by the school gates, to avoid blocking up the road.



School Policies

Parental Consent

We use consent as our basis to process our student's personal data in certain circumstances. This form details the activities in which we use consent. Please note there are certain activities where we do not use consent as the basis for processing data. These are described in our Privacy Notice which can be found on our website www.ilfracombeacademy.uk and which are available in hard copy from the Admin Office.

Please also note:

- Unless you have given express consent, we will never put a student's full name alongside any published image
- Videos may be taken of lessons to support staff development; these may be seen by other teachers in school for staff training
- We may also take photos/video of the student for identification purposes, and for evidencing their educational development. Such data will sit on their file and not be shared unless the law requires us to do so, or you have given your specific consent.
- Where video or sound recording is required as part of an exam course for moderation purposes (such as (but not limited to) Drama, Dance, PE, etc.) consent is not required other than opting to choose to study the course.
- Parents/carers are welcome to take videos and photos of their children at school events for their own personal use. However, to respect everyone's privacy rights and in some cases protection, these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other students in the images/footage.
- Websites and social media can be viewed throughout the world and not just in the United Kingdom, where UK law applies. When images are posted on the internet, it is not possible to prevent others from reposting them.
- Additional and specific consent for use by external agencies/companies may be sought.

Consents need to be given via MCAS. The school will set up parental logins for those parents/carers with parental responsibility, using the email address we hold on file; it is therefore important that your contact details are kept up to date. Parents/carers will need to click on the 'Reset Password' link to set their own password and activate their account. Do not worry if you do not have a smartphone, MCAS can also be accessed via an online web portal. Once logged in, please navigate to the Parental Consents tab to indicate your preferences.

MCAS Login access: www.mychildatschool.com/MCAS/MCSParentLogin

Please be aware you can withdraw consent at any time. If you have any queries, or wish to withdraw or review your consent, you can contact the Admin Office or the school's Data Protection Officer at dataservices@judicium.com.

If you have any queries about consents please contact admin@ilfracombeacademy.uk.

Home-School Agreement

Please see the Academy website for the full agreement, and give consent via MCAS

Acceptable use of the school's IT facilities and internet

Please see the Academy website for the full agreement, and give consent via MCAS

School Policies

Biometric Information

The Ilfracombe Academy uses student information in an automated (i.e. electronically-operated) fingerprint recognition system. This is so that students may purchase a meal at school. The information from the student that we use in this system is referred to as 'biometric information'

Biometric information and how it will be used

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint/iris/palm. The Ilfracombe Academy would like to take and use information from each students' fingerprint and use this to process payment for meals at school.

This system will take measurements of the student's fingerprints and convert into a template to be stored on the system. An image of the fingerprint is not stored. The template will be used to permit access to services. You should note that the law places specific requirements on schools when using personal information, such as biometric information, for example:

- The Ilfracombe Academy cannot use the information for any purpose other than that outlined
- The Ilfracombe Academy must ensure that the information is stored securely
- Unless the law allows it, the school cannot disclose personal information to another person or body. The Ilfracombe Academy only shares information with Cunninghams, our supplier of biometric systems

Providing your consent/objection

Under the Protection of Freedoms Act 2012 (sections 26 to 28), and the General Data Protection Regulations 2018 we are required to notify each parent/carer of a child and obtain the consent of at least one parent/carer before being able to use biometric information for an automated system. Consent given by one parent will be overridden if the other parent objects in writing to the use of the student's biometric information. Please note that any withdrawal of consent or objection from a parent/carer must be in writing. Even if the parent/carer has consented, a student can object or refuse at any time to their biometric information being taken/used. Student objection does not need to be in writing.

The school is also happy to answer any questions you may have. Please note that when your child leaves the school, or if for some other reason your child ceases to use the biometric system, all biometric data will be securely deleted.

Privacy Notice

For information on how we use personal data please see the Privacy Notice on our website.

Tempest Photography

We use a third party as a school photographer. They come into school and take pictures of your child and we then distribute these proofs to you (either hard copy or digital), so you can make a decision whether to purchase the photo directly from the photographer. The photographer's information on data protection can be found at www.htempest.co.uk/policies/privacy-policy



LEARNING TOGETHER FOR LIFE IN ALL ITS FULLNESS

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