



THE EAST MANCHESTER ACADEMY

STUDENT INDUCTION POLICY

Policy Name: Student Induction

G Hutchence

Date: July 2010

Submission Date	Summary of Changes Required
Draft 1 July 2010	
Draft 2	
Draft 3	

Approved By:	Date of Approval	Version Approved	Comments
DCSF			
PSG			
Academy Trust Board			

CONTENTS

Pupil Induction Arrangements.....	4
Year 7 Organisation.....	4
a. Pastoral organisation of pupils.....	4
b. Curriculum organisation.....	4
Monitoring, Evaluation and Review.....	5
Appendix - Your FIRST DAY: Monday 6 th September 2010.....	6

Pupil Induction Arrangements

The East Manchester Academy will engage with all pupils whatever their ability, level of need or interest and through the provision of a personalised programme of learning ensure that every pupil makes the most of their ability.

The Academy acknowledges the value and worth of each pupil and has high expectations and aspirations for each and every child. The Academy acknowledges the importance of providing a personalised learning programme to ensure that every pupil is fully engaged in learning for life and has best possible outcomes. The Academy will provide a small, safe, secure and stimulating learning environment for all that come to the Academy.

The opening of The East Manchester Academy in September 2010, with our 'pioneer' pupils admitted on September 6th is an historic milestone in the provision of 'world class' learning for the community of East Manchester. The development of an induction process which quickly and smoothly enables pupils to make the most of the Academy's transformational learning is an important element.

Year 7 Organisation

a. Pastoral organisation of pupils

Year 7 will be divided into 8 pastoral groups. These will be subdivided into 16 groups to minimise tutor group numbers, maximising pastoral and academic mentoring. The groups will be mixed ability and determined by advice given through transition meetings with primary colleagues as well as pupil discussions.

b. Curriculum organisation

The Curriculum model is as follows:

The Key Stages have been defined as:

KS3: Years 7 & 8

KS4: Years 9, 10 & 11

KS5: Year 12 & 13

These represent broad guidelines only, as the Academy will adopt a policy of 'Stage not age' and one of personalised learning, so that pupils will progress when they are ready.

Sponsors and the Principal will make sure resources are deployed to maximise pupils' learning, effectively ensuring teaching group sizes are small and allowing greater personal contact with a minimal number of staff to ensure each child is known and cared for, with no child left behind.

Form staff will monitor pupils academically as well as pastorally. Every three weeks, individual pupil monitoring meetings will be undertaken to ensure every child is fulfilling potential.

Monitoring, Evaluation and Review

The Trust Board will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

Adopted by the TEMA On

Chair of Academies Trust Board

Principal

Review date

Appendix - Your FIRST DAY: Monday 6th September 2010

Staff will be outside all entrances to the Academy to make sure you are welcomed and know where to go.

You must be at the Academy **before 8.15am**.

Time	Activity	Location
7.45 – 8.15	Arrival of Year 7 Pupils	Dining Hall
8.15 - 9.20	Welcome Assembly Standards, expectations and responsibilities Allocation to Tutor groups	Lecture Theatre
9.20 -10.40	Tour of building - rota to be provided Tutor time Timetables Planners Administration tasks / Biometrics	Year 7 Homebase and Form Rooms
10.40- 10.55	Break	Dining Hall
10.55 -12.55	As above Aspirations PSHEE Activity with Form Tutor	Year 7 Homebase and Form Rooms
12.55 -1.30	Lunch	Dining Hall
1.30 – 3.15	Lessons	Homebase / Timetables areas
3.15 - 30	Assembly and gradual dismissal	Lecture Theatre

Most of Year 7 lessons will be in the **Year 7 Homebase**. Maths and Science will be on the second Floor. Technology, Music, Dance and Drama and the Dining Hall will be on the ground floor. PE is on the ground floor too.

THE EAST MANCHESTER ACADEMY DAY	
7.30	Strategic Leadership Team Meeting
7.30	Supervised Breakfast / Homework Club
8.15	Start of the day for Pupils
8.25 – 8.40	Registration & Guidance / Assemblies
8.40 – 10.40	Session 1 2hr
10.40 – 10.55	Break
10.55 – 12.55	Session 2 2hrs
12.55 – 1.30	Lunch
1.30—3.30	Session 3 1hr / 2hr
	Extended Learning ICT / 2 nd MFL / Careers / Literacy / Numeracy / Sport / Nurture
3.30—3.45	Break
3.45– 5.00	Extra curricular activities
5.00 – 7.00	Homestudy access for pupils within District Library
6.00 – 9.00	Community Access

NB. The Academy finishes at 2.30pm each Friday.

There are no extra curricular activities on the last Thursday of each month due to a full staff meeting.