



# THE RUSHEY WAY

*"Pupils are proud to attend this exceptional school."*

*Ofsted Report 2022*

**FAMILY  
HANDBOOK**

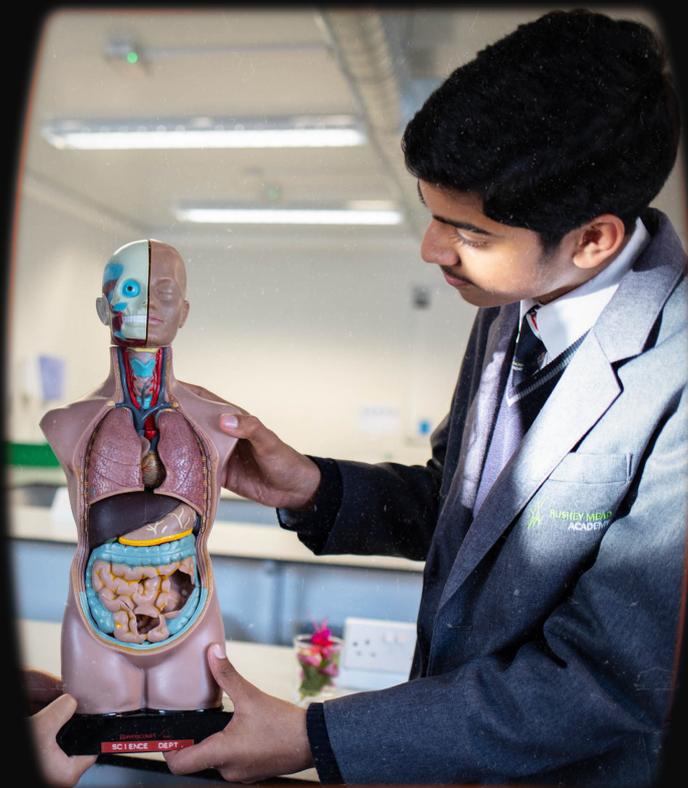


**RUSHEY MEAD  
ACADEMY**



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# WELCOME TO THE SCHOOL

It is an absolute privilege to write to you as Principal of Rushey Mead Academy. I am so pleased and proud to welcome you, and your children, to our wonderful school.

Rushey Mead is not only one of the very best schools in Leicester, but in the entire country. It is a magical place to learn. Once a Rushey student, always a Rushey student. Even when your children leave us at the end of Year 11, they, and you, will still be part of our 'Rushey family', and will always be welcomed back with open arms. In fact, many of our teachers were also Rushey students!

At Rushey, we live our values every day. This means that we incorporate the Rushey 1-2-3 into everything that we do. The Rushey 1-2-3 consists of the following:

1. Be kind
2. Work hard
3. Develop your whole self.

We expect all members of our school community to be kind at all times. This means that we think of others before we think of ourselves. We say 'Good morning, Sir' or "Good morning, Miss" when we see adults in school; we hold open doors for our peers and adults; we help members of the wider community; we notice when someone is feeling down, and we do something to help make them feel better. Being kind is an intrinsic part of what we do at Rushey.

We also expect all our students to work hard. Being successful does not happen without hard work. Everyone must give 100% effort in all subjects, all the time. And this reaps rich rewards: children will learn wonderful knowledge from expert teachers; they will make fantastic progress; and they will be rewarded for their efforts. At Rushey we continually celebrate the success of our students because we know that success only comes with hard work.

Finally, we expect all Rushey students to develop their whole selves. This means that, as well as developing academically, we also expect students to develop personally and emotionally. For example, committing to attend one of our many after-school clubs; raising money for one of the charities we support; joining our School Choir; or playing for one of our sports teams.

There are many, many ways to develop your whole self at Rushey. This is vital because, although achieving academic success is important, we are not defined by this. We are defined by who we are as people: we develop our whole selves.

I am so excited to meet you, and I cannot wait to see your children being kind, working hard, and developing their whole selves at Rushey Mead Academy.

With very best wishes,

Mrs Barwell  
Principal of Rushey Mead Academy

# OUR VISION AND VALUES

## Rushey 1 2 3

Our Rushey 1-2-3 expectations are Be Kind, Work Hard, Develop your Whole Self and this provides a framework for personal conduct and development for students. From the moment a student arrives at Rushey Mead Academy, we ask them to live these expectations, so that they permeate all that we do:

1. **Be kind** – We aim to develop respectful, tolerant students who are kind to everyone, including themselves.
2. **Work hard** - We promote resilience, grit and determination as qualities to be admired and rewarded at school, as they will be in life. We expect our students to respond to feedback, improve and not give up. Our students will learn that success needs hard work and effort.
3. **Develop your whole self** – We want students to achieve more than just academic excellence. We encourage all students to develop themselves through our extra-curricular provision, so that they leave Rushey Mead Academy as well-rounded citizens who are equipped with the skills they need for life. We want them to develop their leadership skills, sporting talent, musical and dramatic ability. We expect them to raise money for charity and challenge themselves to try something new and unfamiliar. All of these experiences aim to develop a whole range of skills, which will help them to find rewarding jobs and to thrive more generally in later life.



# Rushey SMART

From their first day, Rushey students are taught to be Rushey SMART

At Rushey Mead Academy, we want our students to be successful both socially, as well as academically, so they leave us as polite well-mannered British citizens and contribute positively to society. We also understand that they will be in a competitive employment market, and being socially SMART and displaying good manners is essential.

At Rushey Mead we expect everyone to do the following at all times:

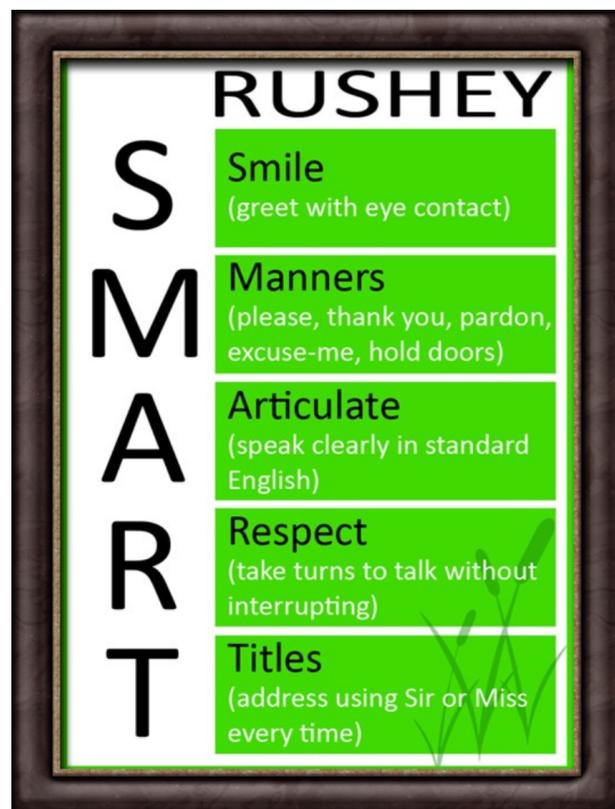
S – SMILE

M – MANNERS

A – ARTICULATE

R – RESPECT

T – TITLES



## Smile

At Rushey Mead Academy, we always smile and greet people with eye contact. We are polite and courteous at all times. When a teacher says hello, good morning or good afternoon to us in the corridor we reply with an upbeat, "Hello Miss!" or "Morning Sir!" and we look at them in the eyes and smile. We are professional.

## Manners

Rushey Mead Academy students and teachers show an "attitude of gratitude" every day and in every interaction they have. We are polite and respectful in all of our interactions and display good manners in all situations. Rushey Mead Academy is built upon teachers and pupils treating each other with respect. We are one team working together to achieve the same goal.

## Articulate

We speak in a polite calm manner and in full sentences; we make sure our hands are away from our faces as we speak, we articulate using Standard English and do not use slang. We never mumble. We project our voice, which means we speak clearly and loudly for the whole class to hear, we make confident eye contact with the person we are addressing. We write emails to adults using a professional tone and the correct spelling, punctuation and grammar.

## Respect

At Rushey Mead Academy we take turns to talk and show mutual respect when others are speaking. We do not interrupt and we wait until the other person finishes before putting forward our own opinion or thoughts.

## Titles (Sir or Miss)

Students always refer to staff as Sir or Miss. All teachers will treat all students with respect and be extremely polite. This is a partnership involving mutual respect between teachers and students.

1) BE KIND...

TO STAFF



# BEHAVIOUR

TO EACH OTHER



Our behaviour expectations are made very clear from the very first day so that our students know exactly what is expected from them at all times; the detailed behaviour policy can be found on our [website](#). Failure to meet our expectations will result in a 'Consequence' which you will be notified of by text message - if you have any questions about this please contact the class teacher in the first instance. Please refer to the RMA Anti-Bullying Policy on the Academy website [Click Here](#).

Our basic school expectations are:

BEHAVIOUR FOR SUCCESS			
✓		✗	
	<b>Wear correct school uniform</b>		<b>No mobile phones or earphones visible on site at all times</b>
	<b>You must have the correct equipment everyday</b> -2 Pens -1 pencil and 1 ruler -1 reading book		<b>Do not be late to lessons. If you are late, apologise and always present a note to explain</b>
	<b>Put your ID Badge on the table at tutor time, in cover lessons and when in C3, C4 and C5</b>		<b>No swearing or inappropriate language at anytime</b>
	<b>Stand behind your chair at the end of every lesson</b>		<b>No chewing gum anywhere on site</b>
	<b>Line up in single file outside of the classroom and wait for the teacher before entering quietly</b>	<b>Do not disrupt lessons</b> 	
	<b>Be polite and respectful at all times</b>		<b>No visiting the toilet or filling up water bottles during lesson time ever, unless you have a medical note</b>
	<b>Always follow the teachers instructions first time, every time</b>		<b>Do not drop litter</b> 

*"The behaviour of pupils is exemplary."*

Ofsted Report 2022



**RUSHEY MEAD**  
ACADEMY

# OFF AND AWAY

*All day*

Turn off your mobile phone and put it away during the school day.



-  Switch your smart watch to flight mode.
-  Put away headphones and earbuds.
-  If you need to speak to your family please go to student support.
-  Only use it when a teacher says you can.



## Mobile Phones and Electronic Devices

Students must not have their phone or mobile device visible anywhere on site, during the school day. Mobile devices should be "Off And Away All Day", and stored out of sight. If a mobile device goes off, it will be confiscated and parents/carers will need to come in to school to collect it. Headphones should not be visible.

In an emergency, students will be allowed to use the academy telephone to phone home; parents can likewise phone school with a message, which will be passed on to their child.

1) BE KIND...

TO STAFF



# INCLUSION

TO EACH OTHER



## Diversity and inclusion

Once students start at Rushey Mead Academy they become part of the 'Rushey family'; we are tolerant of each other and we value each other's contributions. Students are taught about British Values to promote citizenship, tolerance, and diversity. There is a very strong emphasis on celebrating difference and diversity through the curriculum, assemblies and displays, which celebrate and enhance pupils' learning. All students have equal access to the life and work of the school and leaders achieve this through clear policies which are implemented consistently. Students are taught to respect every individual's rights, and everyone in the school community is expected to adhere to these values.

*"Bullying is not tolerated at this school."* Ofsted Report 2022

Neither physical nor verbal harassment of another member of the academy/community will be tolerated. All staff will take immediate action with any case of bullying. A school Anti-Bullying policy is in place and available to view on our website. Please refer to the RMA Anti-Bullying Policy on the Academy website. <https://www.rushey-tmet.uk/our-academy/policies/>

Students and parents can email [safe@rushey-tmet.uk](mailto:safe@rushey-tmet.uk) to flag any concerns or issues.

## Personal development

Rushey Mead Academy has a full and well established PSHE programme which is delivered to all students by their own tutors as part of the tutor/PSHE programme. It is also delivered by outside providers who have specialisms in required areas. We aim to develop students in becoming well-rounded and aware citizens who are equipped to cope with the challenges and changes in our modern society. Through engagement with a variety of topics, students are encouraged to question and discuss their beliefs and understanding of various issues that affect them and the rest of society. The curriculum aims to equip students with the knowledge, understanding, attitudes and practical skills to live healthy, safe, productive and fulfilled lives. Along with Stop the Clock activities and assemblies, as well as other curriculum subjects, the PSHE curriculum develops important understanding and appreciation of the British Values of democracy, rule of law, individual liberty and respect and tolerance. The students' spiritual, moral and ethical development is also addressed through assemblies, numerous extra-curricular activities, residential experiences and in other intangible ways which permeate the ethos of the school.

*"Leaders provide a huge range of opportunities for pupils to develop as responsible and active citizens."*

Ofsted Report 2022

*"Pupils with SEND access the same ambitious curriculum as everyone else."*

Ofsted Report 2022

1) BE KIND...



TO STAFF



TO YOURSELF

## Special Educational Needs and/or Disabilities (SEND)

Rushey Mead Academy is proud to be an inclusive school, valuing the individuality of all young people. We are committed to giving all our pupils every opportunity to achieve the highest of standards and students with special educational needs and/or disabilities access the same ambitious curriculum as their peers. We endeavour to build resilience and embrace challenge through an inclusive environment that is both flexible and responsive, ensuring all students with SEND have their needs met and achieve the best outcomes. We offer a broad and balanced curriculum and have high expectations of all our children, and the achievements, attitudes and well being of all our pupils matter and are celebrated.

For more information about our SEND provision please contact our SENCO, Miss S Takolia; further details can also be found on our website. [Click Here](#)

## Language Development

There is a diverse student population at Rushey Mead Academy, with more than 45 home languages spoken by our students. We believe it is very important that all students are taught in mainstream lessons following the full curriculum, working alongside their peers in all subjects, whatever their level of English proficiency.

When students come directly from overseas they are interviewed and assessed by the Language Development Team and their level of English proficiency, abilities and needs are shared with their teachers, in order for them to be supported as effectively as possible. This may take the form of individual mentoring from the Language Development Mentors, support in lessons and/or after-school intervention classes to improve their English. This gives students every opportunity to develop their English skills and become integrated into the school as quickly and as fully as possible.

For more information about our NTE provision please contact our Language and Literacy Senior Leader Mrs M Baldwin-Jones; further details can also be found on our website.

[Click Here](#)

*"The support provided to pupils who speak English as an additional language is exceptional."*

Ofsted Report 2022



# CURRICULUM

DON'T  
GIVE UP

## Key Stage 3 curriculum - Years 7, 8 & 9

The overarching goal of the curriculum at Rushey Mead Academy is **to give all students access to the best which has been thought, said, written and created in every field of human endeavour**. We cover a wide range of subjects and provide opportunities for academic, creative and sporting excellence. Emphasis is placed on acquiring, developing and applying core skills in reading, writing, communication and mathematics.

Subject	Year 7	Year 8	Year 9
English	4	4	4
Mathematics	3	3	3
Science	3	3	3
History (including some Citizenship)	2	2	2
Geography (including some Citizenship)	2	2	2
Religious Education	1	1	1
Languages (French or Gujarati)	3	3	2
Design Technology (including Food)	2	2	2
Computing	1	1	1
Art	1	1	1
Creative Arts (Drama and Music)	1	1	1
PSHE	Taught in tutor time	Taught in tutor time	1
Physical Education	2	2	2

On their first day, your child will be issued with a timetable of lessons for each week, covering all the National Curriculum subjects. Please help your child to get into good habits by each evening checking which lessons they have the following day so that they can pack their bag appropriately.

## Key Stage 4 curriculum - Years 10 & 11

Subject	Year 10 and 11
English	4
Mathematics	4
Science (6 for triple scientists)	5
PSHE	Taught in tutor time
Physical Education	2
Religious Education (1 for triple scientists)	2
Option 1	2.5
Option 2	2.5

Further information about the curriculum and a list of the curriculum leaders can be found on the school website. [Click Here](#)

*“Leaders have designed an ambitious curriculum.”*



## Homework

Homework is set online via Satchel One. This MUST be checked daily. Students will be shown how to use Satchel One in their computing lesson.



Parents will also receive a PIN number to see what homework their child has been set. A general overview for all homework set by the school can also be seen by all parents.

You can see faculty guidelines about how much homework is set on the school website:

[Click Here](#)

Please note, these are regularly looked at and updated by faculty leaders. Failure to hand in homework will trigger the use of the consequence system.

## Termly Tracking and Attitude to Learning (A2L)

We regularly assess students' progress in lessons, both summatively and formatively, and three times a year parents receive a termly tracking report for all subjects, which shows a student's attitude to learning, their target grade and a predicted grade for each subject.

Students are given an attitude to learning grade A-D for their classwork and homework:

A - Outstanding

B - Good

C - Inconsistent

D - Poor

Their target grade (9-1) is set using a combination of KS2 data and Midyis tests, which is regularly reviewed, and their predicted grade is based on assessments in lessons as well as on homework tasks completed and on their attitude to learning. These predictions are the grade teachers think the student is likely to achieve in their GCSE exam in Year 11 if they continue working at the level they are currently.

The predicted grades are colour coded, and these indicate the progress your child is making in relation to their target grade:

Each termly tracking report also contains advice and guidance on how to support your child so they can reach their potential.

Exceptional Progress	Good Progress
Some Progress	Concerns About Progress

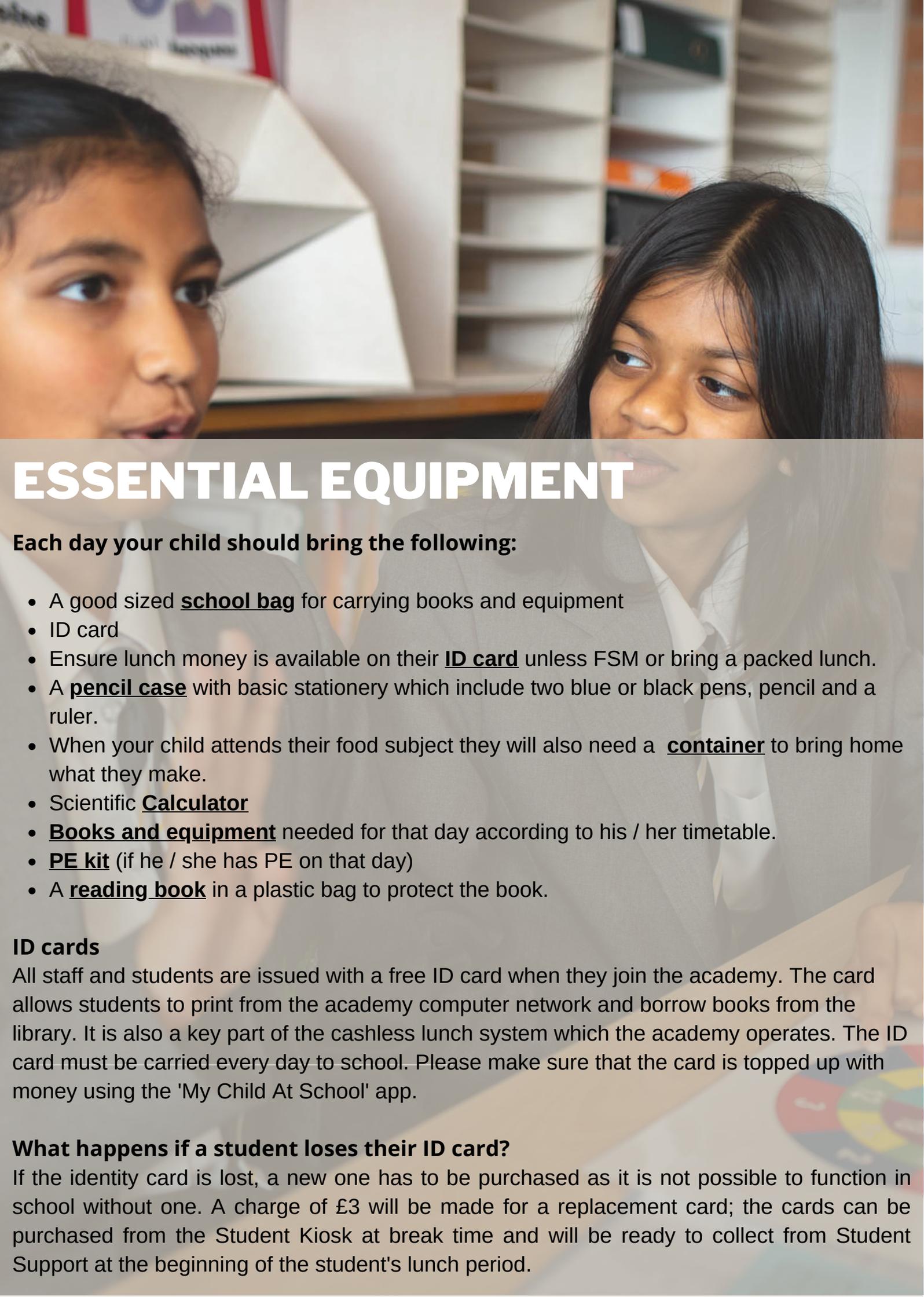


*“Pupils display an enthusiasm for learning.”*

*Ofsted Report 2022*

## **Learning to learn**

Across school we use academic research to ensure our students are equipped with the knowledge they need to become lifelong learners. We teach students about the science of learning, the importance of retrieval practice and spaced learning, and students receive tailored advice on how to learn in each subject and also in assemblies, tutor time and via Study Skills videos.



# ESSENTIAL EQUIPMENT

**Each day your child should bring the following:**

- A good sized **school bag** for carrying books and equipment
- ID card
- Ensure lunch money is available on their **ID card** unless FSM or bring a packed lunch.
- A **pencil case** with basic stationery which include two blue or black pens, pencil and a ruler.
- When your child attends their food subject they will also need a **container** to bring home what they make.
- Scientific **Calculator**
- **Books and equipment** needed for that day according to his / her timetable.
- **PE kit** (if he / she has PE on that day)
- A **reading book** in a plastic bag to protect the book.

## **ID cards**

All staff and students are issued with a free ID card when they join the academy. The card allows students to print from the academy computer network and borrow books from the library. It is also a key part of the cashless lunch system which the academy operates. The ID card must be carried every day to school. Please make sure that the card is topped up with money using the 'My Child At School' app.

## **What happens if a student loses their ID card?**

If the identity card is lost, a new one has to be purchased as it is not possible to function in school without one. A charge of £3 will be made for a replacement card; the cards can be purchased from the Student Kiosk at break time and will be ready to collect from Student Support at the beginning of the student's lunch period.

# THE SCHOOL DAY

The main restaurant opens for breakfast at 8.00am for those students who would like to purchase food before school starts.

**Students should be on site by 8.20am.**

The school day commences at 8.30am with registration in tutor groups or in assembly. Lessons commence for all students at 8.55am. Throughout the day students have five one hour lessons, a 20-minute break and a 45-minute lunch break. All students are on site throughout lunch. The last lesson finishes at 3.00pm after which there are an array of free after school enrichment opportunities. Students can stay on site until 4.00pm.

<b>8:27am</b>	<b>First bell: students make their way to registration</b>
<b>8:30am</b>	<b>Registration and Tutor period</b>
<b>8:55am</b>	<b>Lesson 1</b>
<b>9:55am</b>	<b>Lesson 2</b>
<b>9:55- 10:15am</b>	<b>Break 1 (Early break)</b>
<b>10:55am- 11:15am</b>	<b>Break 2 (Late break)</b>
<b>11:15am</b>	<b>Lesson 3</b>
<b>12:15pm-2:00pm</b>	<b>Lunch: a 45 minute lunch will be taken in this period and Lesson 4</b>
<b>12:15pm-1:00pm</b>	<b>Early Lunch (Bell at 12.55 pm)</b>
<b>12:45pm- 1:30pm</b>	<b>Middle Lunch (Bell at 1.25 pm)</b>
<b>1:15pm-2:00pm</b>	<b>Late Lunch (Bell at 1.55 pm)</b>
<b>2:00pm</b>	<b>Lesson 5</b>
<b>3:00pm</b>	<b>End of school</b>

\*NB Students will be told which break and lunch they are on each day.

# AFTER-SCHOOL CLUBS

3) DEVELOP YOUR  
WHOLE SELF

LEADERSHIP



SPORTS  
AND THE  
ARTS



CHARITY

Rushey Mead students have a wealth of clubs and extra-curricular opportunities to choose from. These activities are not only fun but also a great way to develop friendships with others. Many clubs help students to develop leadership skills, indeed some are run by students for students.

Clubs and activities are offered at lunchtime and after school. Details of these are regularly updated on the school website and in the newsletters. [Click Here](#)

*“Pupils benefit from a vast range of opportunities that develop their character and nurture their talents and interests.”*

*Ofsted Report 2022*



## Music lessons and learning a musical instrument

In music lessons students have the opportunity to learn about different musical traditions and instruments. In practical lessons they have the opportunity to play keyboard, percussion instruments and guitar. There are various after school clubs for students to take part in. If you would like your son/daughter to have lessons to learn to play an instrument please contact Mr Peach: [speach@rushey-tmet.uk](mailto:speach@rushey-tmet.uk)

## Reading

Reading is extremely important at Rushey Mead and all students are expected to have a book with them every day. We have an excellent library filled with high-quality fiction and non-fiction books, magazines and DVDs, and this spacious room also has computers available for research, printing and homework. Students are allowed to borrow three books at a time for up to three weeks. Everything the library offers is free and it is open for students before school from 8.00am Monday, Tuesday, Thursday and Friday; during breaks and lunches; after school until 4.00pm Monday-Thursday, 3.30pm Friday. Students can best look after their books by keeping them in a plastic carrier bag within their school bag.

# RUSHEY REWARDS AND HOUSES

Our reward system is based on the Rushey 1-2-3. Students are rewarded for being kind, working hard and developing their whole self. Students are rewarded for their acts of kindness and as they accumulate Rushey 1 Rewards they achieve bronze, silver and gold certificates. Rushey 2 Rewards are obtained for working hard during lessons and are subject specific with Bronze, Silver and Gold certificates for each subject, and badges to be worn on students' blazers when they reach the gold standard.

The Principal's award is given for exceptional work that deserves special recognition and to any student who receives a gold certificate in each subject.

All students are assigned to a tutor group that they remain with for five years, and everyone is assigned to one of our six Houses. There are House competitions throughout the year in seven areas: Rushey Rewards, Attendance, Sport, Quizzes, Behaviour, Charity and Reading, as well as charity events, non-uniform days, and leadership opportunities such as becoming a House Captain. There is an annual House Celebration at the end of the year to reveal the winners of the overall House Trophy. For more information [Click Here](#)

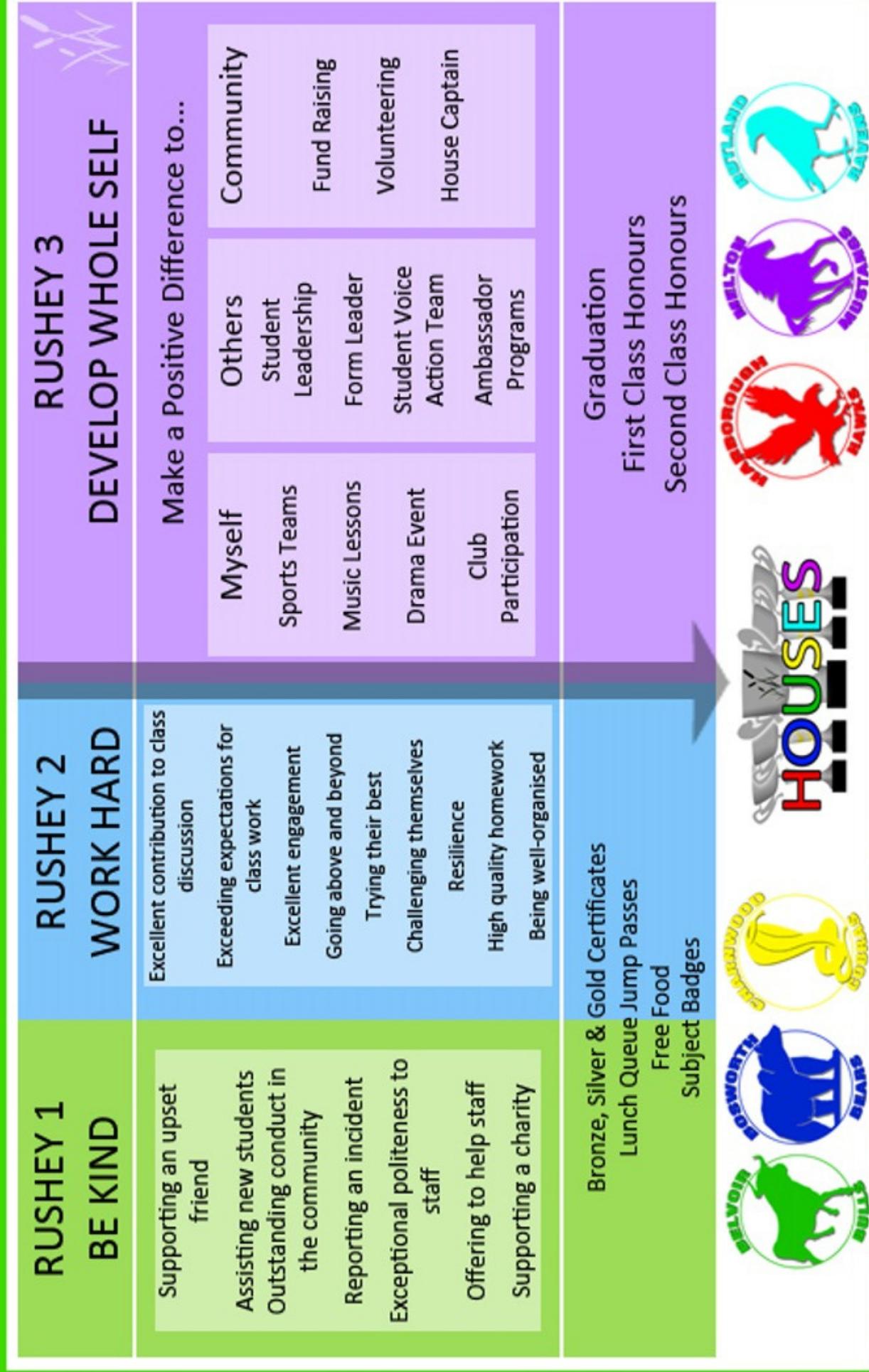
*“Pupils' focus and determination to improve themselves are remarkable.”*

*Ofsted Report 2022*



# The Rushey Way is to Make a Positive Difference

## RUSHEY SMART



Smile (greet with eye contact)

Manners (please, thank you, talk without interrupting)

pardon, excuse-me, hold doors)

Articulate (speak clearly in standard English)

Respect (take turns to



We encourage all students to develop themselves through our extra-curricular provision, so that they leave Rushey Mead Academy as well-rounded citizens who are equipped with the skills they need for life. The Rushey 3 passport ensures that all students will be rewarded for their non-academic achievements so that, as a school, we celebrate their successes beyond results.



3) DEVELOP YOUR WHOLE SELF



# THE RUSHEY PASSPORT

Rushey 3 Rewards are given when students take up the opportunities to develop their whole selves. Each time a student is involved in anything outside of the classroom, they will record this on their Rushey Passport and will accumulate points towards a Rushey Graduation Ceremony. The opportunities range from:

- helping out at school evening events;
- being on the student council;
- attending a club each week;
- helping to organise a charity event;
- taking part in a school assembly or school production;

and many more, all of which are listed in the passport.

The more things students do in school and outside of lessons, the more points they will accumulate. The higher the number of points, the higher the level of graduation. This gives all of our students the chance to graduate with Rushey First Class Honours in our graduation ceremony at the end of the year.



# SCHOOL MEALS

All students are required to stay on site at lunchtime. They can purchase a hot meal or sandwiches from the restaurant or sandwiches from the Sports Café or Hot Pasta from our Pasta Shack or your son/daughter can bring in a packed lunch. The menu can be found [here](#).

## **Payment for School Lunches**

If your child pays for their lunch, they need to bring in money to top up their card regularly or preferably use the 'My Child At School' (MCAS) online payment system which means you can top the card up for them from home. £2.35 is a sufficient amount for a balanced and healthy school meal.

If your child is entitled to free school meals, the card is automatically credited with the correct amount each day, this amount will not show on the top up machines only on the restaurant tills. (Note that the free school meals allowance cannot be carried over into the next day). If they use up their allowance at breakfast or break time, you will need to provide additional funds for lunchtime.

## **Free school meals**

Your child might be eligible for free school meals if you access:

- Income Support
- Income-based Jobseeker's Allowance or Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on
- Universal Credit, provided you have an annual net earned income not exceeding £7,400 (£616.67 per month)



## **How do I register?**

You only need to register once at the school.

To register, please:

Please register either online at Leicester City Council or contact the Family Support Workers at school who will be happy to help.

## **More information**

If you have any questions or specific concerns, please contact the Family Support Workers



RUSHEY MEAD  
ACADEMY

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# SCHOOL UNIFORM

Our uniform encourages students to wear clothes appropriate for school. We believe that having a uniform unites students in the Rushey Way, affirming our values and Code of Conduct.

1. Everyone will wear the grey blazer with a white shirt and school tie. Either grey trousers or grey skirt supplied by Uniform Direct only must be worn AT ALL TIMES. The original shape of the trouser must not be altered (15cm leg width).
2. Plain white shirts, buttoned to the neck and either short or long sleeved only. Shirts must be tucked in.
3. Skirts must not be rolled over or worn above the knee.
4. Ties will be tied correctly; tie length must meet the waistband of the skirt or trousers.
5. A plain jacket, overcoat or shawl may be worn over the top of the blazer. Only jumpers from Uniform Direct can be worn under the blazer. No hoodies, denim or sports logo tops are permitted at any time. No jackets, overcoats or shawls inside the classroom.
6. Jewellery must be discreet, only nose and ear piercings are permitted, they should be small with only stud earrings.
7. Headscarves/turbans/topis/durag's must only be plain grey or black.
8. Hair accessories must only be white, grey or black (they can be patterned)
9. False nails, acrylic nails and gel nails are not permitted in school.
10. No excessive makeup is permitted.
11. Black, grey or flesh-coloured tights may be worn, leggings to the ankle may be worn under the skirt. Socks must be black or grey only and to ankle.
12. Footwear will be flat, plain, black and clean with no coloured laces, stitching, logos or patterns. Heels must not be higher than 3cm.
13. Students must have their ID badges with them at all times.
14. Blazers may be removed at break and lunchtimes and in lessons during warm weather; after playing outside blazers and ties should be put back on and shirts tucked in.



## PE Kit

What is the PE kit for boys?	What is the PE kit for girls?
Long sleeve black/red reversible top (compulsory)	Black polo shirt with logo
Short sleeve black & red polo (optional but recommended for summer activities)	Black shorts with logo OR plain black jogging bottoms
Black sports	Black/Grey socks
Black tracksuit top (advisable for winter activities)	Tracksuit top with logo (advisable for winter activities)
Plain black joggers (advisable for winter activities – no logos or stripes)	Trainers for outdoor PE
Plain black football socks	Clean trainers/plimsolls for indoor PE
Clean trainers/plimsolls for indoor PE	
Outdoor trainers	
Football boots	
Shin Pads	

## Buying school uniform

Please note you will be able to purchase uniform directly from our supplier, Uniform Direct, 54-56 Humberstone Gate, Leicester, LE1 3PJ. Uniform will not be available to purchase from Rushey Mead Academy directly. You will be able to buy uniform directly from Uniform Direct anytime during their opening hours.

## Second-hand uniform

We welcome all second-hand/used uniforms. If there is any spare uniform which is surplus to requirement please send it in with your child or alternatively drop-off to reception. We would very much appreciate washed and cleaned uniform as we do not have laundry facilities on site.

# TEAM AROUND THE YEAR GROUP

Students are well supported in school by a wide team of staff in each year group. In each team there is a Head of Year, Assistant Head of Year, Behaviour Mentor, Pupil Premium Champion, Lead Teaching Assistant and Senior Leader. Each has a clearly defined role so students know who to go to when they have a question or a concern.



## Contacting us

If you wish to discuss any issue relating to your child's progress or wellbeing at school, please phone the school and ask for student support who will be able to help you with your enquiry in the first instance.

To help us get in touch with you quickly and efficiently, please let us have all your contact details on the online enrolment form. If your contact details change over the year, please let us know in writing by asking your son/ daughter to bring in a note with the new details or updating the school via the MCAS app.

School address: Rushey Mead Academy, Melton Road, Leicester, LE4 7AN

Telephone: 0116 266 3730

Email address: [info@rushey-tmet.uk](mailto:info@rushey-tmet.uk)

Website: [www.rushey-tmet.uk](http://www.rushey-tmet.uk)

Follow us on Twitter and Facebook:

Rushey Mead Academy Twitter @RusheyMeadAcad <https://twitter.com/RusheyMeadAcad>

Facebook @RusheyMeadTMET <https://www.facebook.com/RusheyMeadTMET>

YouTube [tinyurl.com/RMAYOUTUBE](http://tinyurl.com/RMAYOUTUBE)

Instagram @RusheyMeadAcad

## Who to contact when

If you have questions about any of the topics in the table below, or would like to speak to a member of staff, please email [reception@rushey-tmet.uk](mailto:reception@rushey-tmet.uk)

Put the subject and the name of the relevant member of staff (from the list below) in the subject line. We will forward your email to the relevant member of staff.

Remember: check our website first, much of the information you need is posted there.

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
Class activities/lessons/homework	Your child's subject teacher
Payments	Student Support/Faculty Assistants/My Child at School App
School trips	Student Support/Faculty Assistants/ My Child at School App
Uniform/lost and found	Student Support
Attendance and absence requests	If you need to report your child's absence, call: 0116 266 3730 Option 1  If you want to request approval for term-time absence, contact Student Support
Bullying and behavior	Student Support/Year Team
School events/the school calendar	Reception/Student support
Special educational needs	Mrs S Takolia / Ms. Z Karim
Before and after-school clubs	Reception / Student Support
The governing board	Sally Cox
Catering/meals	Student Support/Year Team
General enquiries	<a href="mailto:info@rushey-tmet.uk">info@rushey-tmet.uk</a>
Student Support	<a href="mailto:studentsupport@rushey-tmet.uk">studentsupport@rushey-tmet.uk</a>

## Term dates

The school term dates can be found on the website. [Click Here](#)

*"Staff go 'above and beyond' to provide an outstanding education for students."*

# ILLNESS AND ABSENCE

If your child is ill, please remember to contact school on **0116 2663730** (select 1 for Student Support) by 9.00am so we are aware of where they are and why. When you call please be specific about the reason rather than simply notifying us that the child is unwell. This will help us provide support on your child's return.

Parents should also try to schedule medical and dental appointments outside of school time, as work missed in lessons is difficult to catch up with. We encourage parents to schedule appointments after 2.00pm, where possible, as only one lesson will be missed.

If your child is not in school and we have not been given a reason, an automatic text message will be sent to you to alert you to the absence via the 'My Child At School' (MCAS) app. This is a two way communication system as parents can use it in much the same way as a text message works.

Downloading the app is straightforward from the App Store on your phone. Your telephone number and email address must match those the school hold for you.

## Please note:

From September 1st 2013, changes to the law relating to school attendance came into force. The reference in law to Headteachers being able (at their discretion) to agree up to 10 days of leave of absence has been removed.

**This means that holidays in term time will not be granted and will be fined.**

If there is ever an exceptional reason why your child needs a leave of absence then parents/carers will have to complete an "exceptional student leave" form, explaining the necessity for that request, including any necessary evidence. This can be requested from student support and found on our website. [Click Here](#)



Once you have the app on your phone you will see a small red number every time a message is sent.

In addition to this, by using the MCAS app, we regularly keep parents informed of progress test results in all core subjects as well as in a range of other subjects too. Behaviour points and rewards are updated daily along with your child's attendance.

## Pupil Premium

One of our Rushey Mead guiding principles is our commitment to social justice, social mobility and developing the whole child. As such, our intention is that every student has access to high-quality provision, achieving highly both academically and non-academically, regardless of prior attainment, need or background. We ensure that disadvantaged students increase their cultural capital through enrichment activities and have numerous Pupil Premium music scholarship groups

More information on our Pupil Premium plan can be found on our website. [Click Here](#)

## GDPR

The General Data Protection Regulation (GDPR) applies to personal data. Within our Academy we process data on pupils, parents, staff and academy Councillors. We follow the six data protection principles which can be found on our website. [Click Here](#)

## Academy Council / Governance

The Rushey Mead Academy Council is made up of volunteers (known as academy councillors) who commit their time to work alongside the leadership team of the school to play an important part in raising school standards. They have regular meetings in order to meet these functions and other responsibilities. The academy councillors also visit the school to ensure they understand what is happening and to monitor and evaluate the impact of actions.

Academy councillors can be contacted through the school. Any parent or staff councillor vacancies are advertised through the school communication systems and if necessary a ballot takes place to elect the new councillor.

For more information about the Academy Council please see our website. [Click Here](#)

## Complaints

The Mead Educational Trust (TMET), its schools, Teaching School and SCITT are committed to maintaining strong and productive partnerships with parents/carers, pupils and other members of the community. We are open to feedback and comments about our work, both positive and negative, as these provide us with valuable information about our effectiveness and how we can better meet our aims. If you have concerns or wish to make a complaint please see details on our website. [Click Here](#)

# MAP OF SCHOOL

