



The Academy  
at Shotton Hall



# YEAR 7 SURVIVAL GUIDE

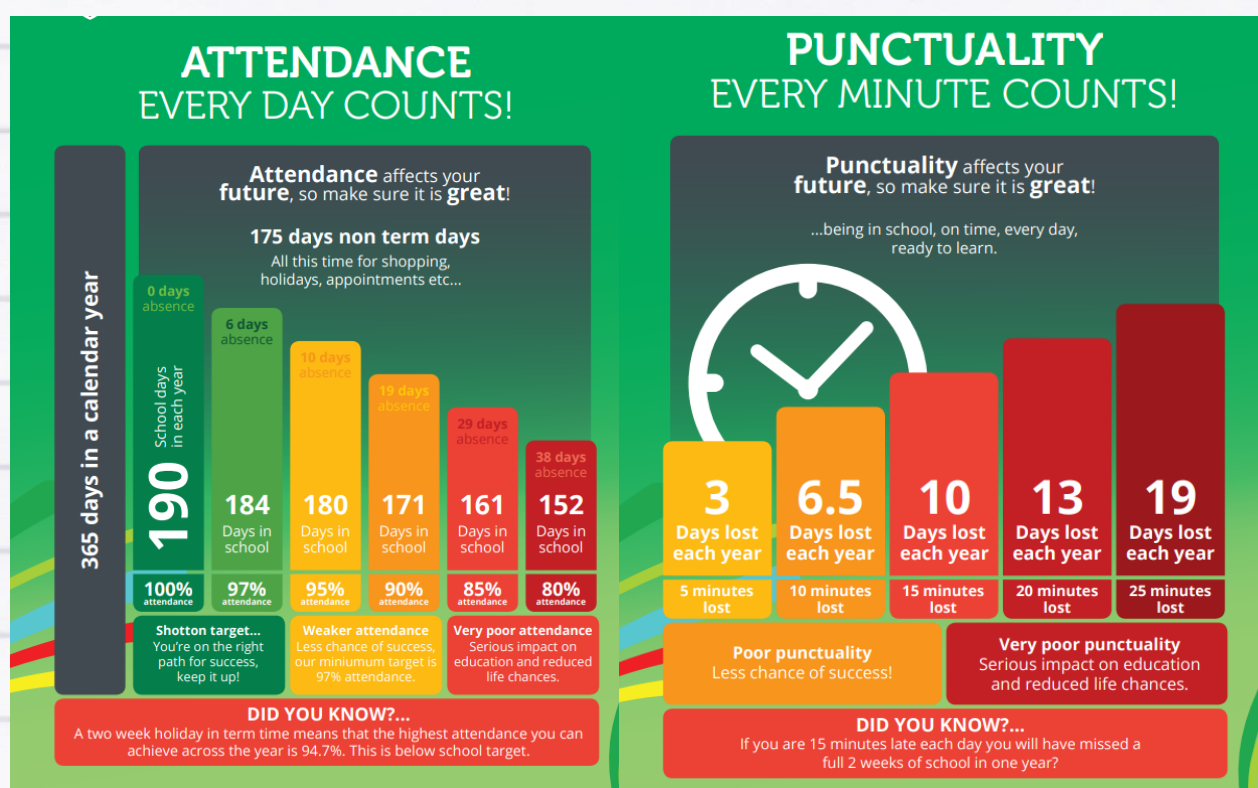


# Welcome

We have put together this A-Z 'survival guide' for parents of students in Year 7; hopefully this document will provide you with all the information you need to know for the upcoming year but if you have any questions, please feel free to contact us on 0191 518 0222 or email your child's Learning Manager at [jack.friberg@shottonhallacademy.co.uk](mailto:jack.friberg@shottonhallacademy.co.uk).

## Attendance

**100%** attendance for each student is our target. Any student with attendance below **90%** is classed as a persistent absentee and may be placed on an attendance action plan. This can be legally enforced.



## Assessments

Assessments for Year 7 students will take place termly on the following dates:

- Autumn term - week commencing 3rd November 2025
- Spring term - week commencing 2nd February 2026
- Summer term - week commencing 5<sup>th</sup> May 2026

# Behaviour

---

To ensure effective teaching and learning takes place positive behaviour in all aspects of Academy life is essential. The academy seeks to create a caring and learning environment by:

- Promoting self-esteem, self-discipline and respect for authority with relationships based on mutual respect
- Promoting excellent discipline and behaviour
- Providing a safe environment free from disruption, aggression and bullying which protects the wellbeing of all in the school community
- Encouraging a positive relationship with parents and carers to ensure a collaborative approach supports the implementation of the school's policies and procedures.

The Academy wishes to emphasise to all parents and students that failure to conform to the high standards expected by all, may result in exclusions. For example, if a student:

- Threatens, harasses or is involved in sexual misconduct towards any member of the school community
- Swears at, or is personally insolent to a member of staff
- Makes an unprovoked physical or verbal assault on another student
- Is involved in bullying of another student
- Is involved in activities which are prejudicial to the health and safety of members of the school community
- Uses ICT, digital devices or social media in a way that would be construed as harassment and/ or bullying of members of the school community or invasion of their privacy
- Uses audio or visual recordings of members of the school community in a way which could be construed as harassment, bullying or an invasion of their privacy
- Is involved with illegal drugs or alcohol during the school day
- Brings a weapon into school
- Makes false allegations against a member of staff
- Assaults a member of staff.

# Counselling and pastoral care

---

The Academy is committed to providing a supportive environment with high academic standards, which will enable students to flourish socially, emotionally and academically. We recognise that our students are growing up in a complex society and that they may at times require additional support to meet these challenges. The Academy has its own counsellors who offer support and advice to students, families and staff. We encourage families to contact Learning Managers to request counselling referrals as needed.

While most cases will require parental consent prior to the referral, there is the opportunity for older students to self-refer if they feel they would benefit.



## Day structure

Each student starts the day in sept followed by five lessons broken up by a morning break and lunch as follows:

Period	Timing for students
Pre school	8.20am – 8.30am
Sept	8.30am – 8.50am
Period 1	8.50am – 9.50am
Period 2	9.50am – 10.50am
Break	10.50am – 11.10am
Period 3	11.10am – 12.10pm
Lunch	12.10pm-12.50pm
Period 4	12.50pm – 1.50pm
Period 5	1.50pm – 2.50pm

## Detentions

Detentions will be set and recorded on INSIGHT, parents will also be emailed the night before. Detentions must be served and are not optional, failure to attend detentions will lead to an escalation in sanctions.

## Emails

Emails are a key way of communicating between staff, students and parents both within and outside of school. Therefore, email etiquette is really important. Students are encouraged to start emails with a salutation - perhaps a simple 'Hello' or 'Hi Sir', or, if being formal, 'Dear Miss ....'. We ask them to remember to use formal English and don't use slang or text speak. When they have finished their email, they should sign off with a Thank you/Thanks/Yours sincerely/Regards.

## Equipment

It is compulsory for students to carry a pencil case with the following equipment: 2 pens, 2 pencils, eraser, ruler, 2 highlighters and a scientific calculator -such as a Casio FX-85GT Plus. In addition to this, students will need a bag large enough to carry an A4 size file/exercise book. Equipment checks will be carried out by sept tutors, Learning Managers and the Senior Leadership Team and sanctions will be issued for missing stationery. The LRC has a stationery shop where equipment can be purchased if broken or missing.

# E-Safety

At Shotton Hall we take the safety of our students very seriously including their online life, which an increasing number of our students are accessing on a regular basis. Here are a few hints and tips to help you keep them safe online.

1. Have conversations about e-safety often
2. Take an interest in what they are accessing online and explore it together
3. Know who your child is talking to online – we strongly recommend they do not “add” people they do not know to friends’ lists on social media
4. Set rules and agree boundaries about frequency, content and their posts on social media
5. Make sure content is age appropriate
6. Use parental controls to filter, restrict, monitor or report content
7. Check they know how to use privacy settings and reporting tools for any issues that may arise
8. Encourage respect for others – stamp out cyber bullying

If you have any concerns about online abuse or the way someone has been contacting your child online please contact CEOP.



# Expectations

The Academy has high expectations for students in terms of attitude, effort, conduct, presentation and learning. A range of sanctions can and will be used if needed. This includes detentions after school. Detentions will be scheduled on INSIGHT by the teacher; it is the responsibility of parents and students to be aware of this and plan accordingly.

# Grades

Upon arrival at the Academy in September, students will be allocated a baseline grade for each subject based on their Key Stage 2 information. Targets are set accordingly each year and for their GCSEs.

Students in Key Stage 3 are expected to achieve grades between 1- 4 with two sub levels of progress expected each year. In Key Stage 4 we would expect students to show continued improvement towards their GCSE target grades.

## Shotton Hall grades

New GCSE outcomes																		
1					2			3			4			5	6	7	8	9
1e	1d	1c	1b	1a	2c	2b	2a	3c	3b	3a	4c	4b	4a					

## Homework

---

Homework as a vital part of learning. A rough guide is that students will receive one piece of homework for every three hours of each subject. Homework can be monitored through INSIGHT.

## Knowledge Organisers

---

Students will be given Knowledge Organisers for most subjects at the start of each term. These will contain the key information that units will cover and would be suitable to help students revise at home in preparation for assessments. Knowledge Organisers may cover key vocabulary, concepts and ideas related to the work carried out in lessons. Knowledge Organisers can be found on the students' POD homepage.

## INSIGHT

---

All parents and students will be allocated login details and a password for INSIGHT. This site allows access student timetables, attendance, data, reports, homework details and more. You can access the site here [tasc.shottonhallacademy.co.uk/INSIGHT/](https://tasc.shottonhallacademy.co.uk/INSIGHT/). Please contact [insight.help@shottonhallacademy.co.uk](mailto:insight.help@shottonhallacademy.co.uk) if you experience difficulties.

## Meal times

---

All students will remain on school premises at lunchtime and are able to bring in a packed lunch. Alternatively, a school meal can be purchased for £2.80 for a packed lunch meal deal or for the main meal which is a main dinner with dessert or a bottle of water. The school also runs a free breakfast club from 8am and other refreshments and snacks are available at break time.

## Medication

---

At The Academy at Shotton Hall we are committed to supporting students with their medical needs. Our medication policy is in place so that staff and parents are aware of the guidelines we will be working to in connection with administering medication in school. We ask parents to sign a consent form for the administration of medication to take place. Parents must come into school to collect any unused medication at the end of every half term or term.

Students may not carry any medication in school apart from an inhaler or Epipen. Further information is available on our website.

---



## Merits

---

Staff award students MERIT points for: good behaviour, exceptional work and representing the Academy. These merits will be used to determine rewards week pathways and can be spent throughout the year on a variety of reward prizes in the LRC.

## Mobile phones and smart watches

---

Mobile phones and smart watches **are banned** from being used in school by students. Misuse of mobile phones/ smart watches in school will result in phones being confiscated and stored securely in general office until parents are able to collect. Students can use a school office phone to contact home if necessary.

## Office 365

---

Every student at the Academy also has an Office 365 account. This account allows you to access your school Outlook account (your email and calendar), your OneDrive folder and our online virtual learning environment Student POD. As a member of Shotton Hall Academy you get the complete Microsoft Office suite for free to download onto your home computer (see website for details). It is recommended that you download and install office 365 email and the following apps onto your personal devices (mobile phone and tablet); OneDrive, Word, Excel, SharePoint, OneNote, Powerpoint.

To log on visit [www.shottonhallacademy.co.uk](http://www.shottonhallacademy.co.uk) and click the Office 365 link or go to [portal.microsoftonline.com](http://portal.microsoftonline.com) and use your school email and password to log in. The electronic calendar for the year is built into POD.

## Ofsted

---

Please log into parent view to give Ofsted your opinion on how you feel your child is doing at school. We would also appreciate you get in touch with school should you have any concerns prior to raising them through the parent view to allow us the opportunity to resolve them. <https://parentview.ofsted.gov.uk/>

## Parents' evenings

---

The Year 7 parents' evening will be on:

Tutor meeting – 2nd October 2025

Subject teachers – 25<sup>th</sup> June 2026

## PE Kit Policy

---

School anticipates the vast majority to be able to be physically active during PE lessons by participating in meaningful activity. Wearing the correct PE kit is vital to achieve this. We acknowledge that there are occasions that due to injury or illness students may not be able

to participate physically however they can participate in the lesson as a coach, referee or assist evaluating student performance. Therefore, all students must be appropriately dressed to participate in these learning activities safely.

### **PE kit expectations**

Students are required to bring PE kit to all lessons even if ill or injured unless it is unreasonable to do so (e.g. broken leg).

Staff will endeavour to provide clean kit for students who do not bring their own and are physically able to change.

### **Procedure for students who are ill/ injured**

Students are required to bring a note explaining the reasons for non-participation.

Students will get changed into their PE kit.

If students do not have their own kit they will be asked to wear school kit and their own shoes (as they are not participating this will not be an issue).

Students will be instructed to act in a non-physical role e.g. referee.

If students refuse to change sanctions will be imposed.

### **Procedure for students who forgot kit**

Students who arrive at PE without the correct PE kit are expected to wear a school kit that has been laundered.

---



## Presentation & expectations of work

Please feel free to regularly check your child's exercise book and quality of homework. You know your child better than anyone so please let us know if you are unhappy with the standard of work they are producing.

**WORK CODES**  
Positioned in the top left hand corner  
**HW** - Homework  
**CW** - Classwork  
**A** - Assessment  
**PL** - Planning  
**N** - Notes

**THE TITLE**  
Positioned in the middle  
Use capital letters  
Underlined

**THE DATE**  
Positioned in the top right hand corner  
Number, month, year  
Comma to separate date and month from year  
Underlined

**NUMBERS**  
Add numbers in the margin if required

Leave 2 line spaces before writing

Leave 1 line space before writing title

Leave 1 line space between paragraphs

HW		29 January, 2020
	Evaluating Macbeth's Character	
	Subtitle (if needed)	
1.	Your writing needs to start at the <b>left-hand side</b> of the page, right next to the margin. You need to use the <b>whole</b> of the line in your exercise book before you begin on a new line.	
	If you need to break for a new paragraph, make it visible by leaving a line <b>space</b> . This will make your work neater which will help your teacher (and your peers) to read and understand your writing.	
	Your handwriting should <b>always</b> be your very best and in either <b>blue</b> or black pen.	
	Drawings and diagrams should always be in pencil, using a ruler. There should be <b>no</b> graffiti on pages.	
	Clearly mark if you are <i>peer assessing</i> or <i>self assessing</i> . Remember when giving <b>WWW</b> and <b>EBI</b> comments to be <b>kind, helpful</b> and <b>specific</b> .	

## Reading

Reading is the single most important activity that helps students succeed in school. We have a library within school (LRC), that students can borrow books from. We also recommend that all students enrol in Durham online library services ([libraryonline.durham.gov.uk](http://libraryonline.durham.gov.uk)). Reading for pleasure should be part of all students' daily routine.

# Reports

Full, end of year reports will be emailed to parents on 15<sup>th</sup> June 2026

Interim reports outlining achievement and progress will be issued in November and March.

## RSHE (Relationships, Sex and Health Education) – Y7



To embrace the challenges of creating a happy and successful adult, pupils need knowledge that will enable them to make informed decisions about their wellbeing, health, and relationships and to build their self-efficacy. Pupils can also put this knowledge into practice as they develop the capacity to make sound decisions when facing risks, challenges, and complex situations. As part of the 2020 statutory RSHE guidance students will have the opportunity to explore a variety of key topics within P4L, PE, Science, ICT and Food Technology. This will include:

P4L	PE	Food Technology	Science	ICT/ Computer Science
British Values Rules and Laws Equality Act and Protected Characteristics Prejudice and discrimination: disability, homophobia and racism Stereotypes Changing adolescent body – Puberty and menstruation Tooth decay Personal hygiene First aid: bleeding Friendship Bullying Cyberbullying Online Safety Consent and boundaries Family and Parenting	The relationship between health and fitness and the role that exercise plays in both. The component of fitness and benefits of sport. Physical, emotional, and social health, fitness, and wellbeing	Understanding the key principles of nutrition and health lifestyle. To be able to link the correct cookery methods to maintain both nutritional content and a balanced diet Food safety and personal hygiene relating to food storage and preparation	Genes Male Reproductive System Female Reproductive System Adolescence Menstrual Cycle Gametes Fertilisation Development of the Foetus Variation Dentistry – Mouth Hygiene	Searching the internet Trustworthiness and bias in information Online Safety Cyberbullying Digital footprint Keyboard warriors Digital permeance Grooming and media manipulation

You can also gain further information with regards to the key content which is covered during Sept time and assemblies on the school website:

<http://www.shottonhallacademy.co.uk/curriculum/subjects/relationships-and-sex-education-rse>

We would welcome your feedback on our RSHE provision. If you would like to get in touch, please email:

[Rachel.peele@shottonhallacademy.co.uk](mailto:Rachel.peele@shottonhallacademy.co.uk)

## School clubs

---

We offer an extensive variety of extra-curricular activities during the school day and after school. Full details of individual clubs, days and times are available on the school website.

## Social media at Shotton Hall

---

The Academy regularly posts stories and information on our social media pages. Please follow us at: Facebook /shottonhallacademy Twitter @shottonhall Instagram @shacademy

## Social media – students and parents

---

- We expect all parents and students be respectful to the Academy and current or previous staff and or students when making any statement or comment on social media, acknowledging that they are personally responsible for all communications which are published on the internet.
- Parents and students should not use social media to:
  - defame or disparage the Academy or current or previous staff or students
  - harass or unlawfully discriminate against current or previous staff or students
  - make false or misleading statements about the Academy or current /previous staff or students
  - impersonate the Academy or current or previous staff or students
  - make any comments or postings which have the potential to bring the Academy into disrepute or damage our reputation
- Parents and students must agree to immediately remove any content from social media which the Academy considers, in its sole discretion, to be inappropriate and unacceptable

Failure to do so could result appropriate action being taken by the Academy.

## Student POD



The Academy at Shotton Hall has a virtual learning environment called Student POD. Student POD has all the information about the subjects you study including knowledge organisers, topic resources and helpful tools and information for revision. This is where all online textbooks for your children are stored. You log onto Student POD by logging on to your Office 365 account and clicking the SharePoint app. To help navigation follow this site.

---



## Text messaging

The Academy will use a text message service to contact parents with updates and reminders for any unauthorised absences. Please ensure you inform the school if you change your number.

## Timetable

We run on a two week timetable (A and B) made up of 25 lessons each week. In Year 7 **most** student's timetable consists of the following lessons, although some students receive extra support in Maths and English.

Subject	Number of hours	Subject	Number of hours
English	8	PE	3
Maths	8	P4L	2
Science	9	Performing Arts	3
French	4	Computer Studies	2
Geography	3	Technology	2
History	4	Art	2

## Tutor Team & Learning Manager

**Y7 Learning manager – Jack Friberg** - jack.friberg@shottonhallacademy.co.uk

<b>S1</b>	Miss Dawson stephanie.dawson@shottonhallacademy.co.uk	<b>P1</b>	Mr Collins peter.collins@shottonhallacademy.co.uk
<b>S2</b>	Mrs Cunningham rebecca.cunningham@shottonhallacademy.co.uk	<b>P2</b>	Miss Richardson bethany.richardson@shottonhallacademy.co.uk
<b>S3</b>	Miss Fearon abbie.fearon@shottonhallacademy.co.uk		
<b>E1</b>	Mr Harrison william.harrison@shottonhallacademy.co.uk	<b>T1</b>	Miss Peel zoe.peel@shottonhallacademy.co.uk
<b>E2</b>	Miss Ferguson megan.ferguson@shottonhallacademy.co.uk	<b>T2</b>	Miss Gaze lisa.gaze@shottonhallacademy.co.uk
<b>E3</b>	Mr Brack owen.brack@shottonhallacademy.co.uk	<b>T3</b>	Mrs Love ailsa.love@shottonhallacademy.co.uk

## EMAILING STAFF

If you have any queries please email the main school - [enquiries@shottonhallacademy.co.uk](mailto:enquiries@shottonhallacademy.co.uk) adding in the name of your child's tutor or learning manager in the subject box. Alternatively, please phone us on 0191 518 0222 (*bearing in mind teachers will be in class during school hours*).

# Uniform

---

## EVERYDAY

- Plain white school shirt buttoned to the neck with school tie
  - Plain black formal straight cut trousers - no jeans/ jean style with obvious back pockets, leggings canvas or stretchy style
  - Plain black, formal straight cut shorts- just above the knee. No jeans, cargo style, leggings, stretchy or tracksuit style. PE shorts, in all styles are not allowed
  - Compulsory twin pleated knee length skirt only available from Emblematic (existing skirts also allowed)
  - Blazer with school badge and **BLUE** strip purchased from [Emblematic.co.uk/schools/shothall](http://Emblematic.co.uk/schools/shothall)
  - Plain black leather or leather-style shoes or boots (without heels), no trainers or plimsolls
  - Belts should be black and discreet
- NB - Please exercise caution when purchasing school uniform from high street shops as they may not be to The Academy standards. If you are unsure, please contact school to clarify prior to removing tags.

## PE KIT

- Red and black school PE top - purchased from [Emblematic.co.uk/schools/shothall](http://Emblematic.co.uk/schools/shothall)
- Black shorts/tracksuit bottoms or leggings - can be purchased anywhere
- Trainers must be worn in PE lessons
- It is advisable that students wear football boots for sports such as football and rugby
- Optional, for colder months, a black jumper/black tracksuit top to wear over the top of PE t-shirt. Black jumpers can be purchased from [Emblematic.co.uk/schools/shothall](http://Emblematic.co.uk/schools/shothall)
- A black base layer can be worn under PE t-shirts during colder months.

## GENERAL APPEARANCE

- Hair should be a natural colour (one colour only)
- Students may wear one small single metal stud in each earlobe - no other piercings allowed
- No necklaces, bracelets or rings
- No false, gel or acrylic nails and no bright colour nail varnish
- No false eyelashes or eyelash extensions
- Subtle make-up.

## UNIFORM MONITORING

Any student that does not follow the guidance above will be placed on a uniform monitoring programme, until the situation is remedied.

# Valuables

---

Students are responsible for their own possessions and should only bring into school what is essential. Digital equipment such as ipads, games consoles, earphone and music players are NOT allowed into school.

It is not permitted to bring expensive items (including IT equipment) or large sums of money into school. Any loss or damage of expensive item which are brought in against school expectations is the responsibility of the parent and not the school.

## Year 7 vital hints and tips

---

- Buy an alarm clock. School starts at 8.20am
- Work out your route to school, whether you're walking or taking public transport. Practise until you're confident and time yourself
- Always eat some breakfast. It's a long time until lunch. Breakfast club in school starts at 8am
- If you need a bus pass make sure you apply for it in plenty of time; it may take a couple of weeks to come through, so don't leave it until the end of the holidays
- Buy a big, strong bag. And bring it **everyday**
- Don't call it 'playtime' – it's 'break' now
- Make sure your online account is topped up each week for lunches
- Find out where the toilets are – you need to use them during social times unless its for a medical reason.
- When you are given your timetable, make at least three copies: one for your bag, one for your pocket and a spare for home
- Think about colour coding your timetable to match the corridors. It will make it easier to find your way around in those early days
- Make sure that you always have at least a pen, pencil and ruler and a copy of your timetable
- Use a document wallet or a folder to keep homework sheets in
- Go through your timetable and pack your bag the night before – there's never time in the morning to find your PE kit
- Never be afraid to ask for help if you're not sure where to go
- At lesson changeover, stick with someone who knows where they're going
- Relax and try to enjoy it – in no time at all, it'll seem like you've been here forever. This time next year, you'll possibly be a Buddy showing the new intake around the school
- There will be social events during the year, watch out for these.