

Welcome to

Sybil Andrews Academy



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We are really looking forward to welcoming your child to Sybil Andrews Academy this September.

This booklet is designed to help you and your child understand what to expect when they arrive. Moving up to secondary school is an exciting step, and we know it can feel a little daunting too.

Sybil Andrews is quite different from primary school, with many more pupils and teachers. However, your child won't meet everyone all at once, and they will quickly become familiar with the people they see regularly—especially their Form Tutor, who will support them each day.

If your child has any questions or worries during their first few weeks, please encourage them to speak to a member of staff. We are here to help and support them every step of the way.

If this booklet doesn't answer all your questions, please don't hesitate to get in touch—we're always happy to help.

HEAD TEACHERS WELCOME

Henry Stevenson



Welcome to Sybil Andrews Academy. Starting secondary school is an exciting milestone, and we are delighted that your child will be joining us for the next stage of their educational journey. We understand that the transition from primary to secondary school can bring a mixture of excitement, anticipation and perhaps a few nerves, both for pupils and their families. Please be assured that we are committed to making this move as smooth and positive as possible. Our dedicated staff work closely with pupils to help them settle quickly, build confidence, make new friendships and thrive academically and personally. Guided by our values of Courage, Responsibility and Kindness, we encourage every child to embrace new opportunities, challenge themselves and develop into happy, successful and well-rounded young people. We look forward to working in partnership with you and warmly welcome you to our school family.

School Values

Kindness

Kindness is at the heart of our school community. We expect everyone to treat others with respect, empathy and consideration, creating an environment where all pupils feel safe, valued and included. Through simple acts of kindness, our pupils build positive relationships and contribute to a culture where everyone can thrive.

Courage

At our school, courage means having the confidence to try new things, step outside your comfort zone and learn from mistakes. As pupils begin their secondary school journey, we encourage them to embrace new opportunities, ask questions and persevere when challenges arise. Courage helps our young people grow in resilience, independence and self-belief.

Responsibility

Responsibility is about taking ownership of our actions, choices and learning. We encourage pupils to be organised, prepared and committed to doing their best both in and out of the classroom. By acting responsibly, pupils develop the skills and habits that will help them succeed at school and beyond.

We are Kind - We are Courageous - We take Responsibility

Safeguarding

Safeguarding is our highest priority, and we are committed to ensuring every child feels safe, secure, and supported at all times.

Parents and carers are encouraged to contact the school at any time if they have concerns about their child's wellbeing or safety.

In school, pupils can speak to a range of trusted adults, including their Form Tutor, Head of Year, or Pastoral Officer.

We also have a dedicated Designated Safeguarding Lead (DSL) and safeguarding team who are specially trained to support pupils and respond to any concerns.

pupils are always encouraged to talk to any member of staff they feel comfortable with—everyone in the school community will listen and ensure the right support is put in place.

Together, we work closely with families to keep all pupils safe and well.

Personal development and pastoral care are at the heart of ensuring every child feels safe, supported, and able to thrive both academically and personally.

We believe that when pupils feel known and valued, they are better able to succeed in all areas of school life.

Tutor Groups

Each year group is organised into Tutor Groups, each supported by a dedicated Form Tutor. In most cases, your child will remain with the same Form Tutor throughout their time at Sybil Andrews, allowing strong relationships and a real sense of belonging to develop.

The Form Tutor is there to support your child's wellbeing and progress, taking an interest in both their school life and their interests beyond the classroom. They will see their Form Tutor each morning during registration, and the tutor may also teach them in a subject area.

Alongside this, each year group is guided by a Head of Year, who oversees the pastoral care of all pupils and works closely with the form tutors to ensure every child feels supported and understood. If your child ever feels unable to speak with their Form Tutor, they can also seek help from the Pastoral Support Assistants, who are always available to listen and help.

Heads of Year

Year 7: Mr Gethin

Year 8: Mr Hope

Year 9: Miss Watson

Year 10: Mrs Gilligan

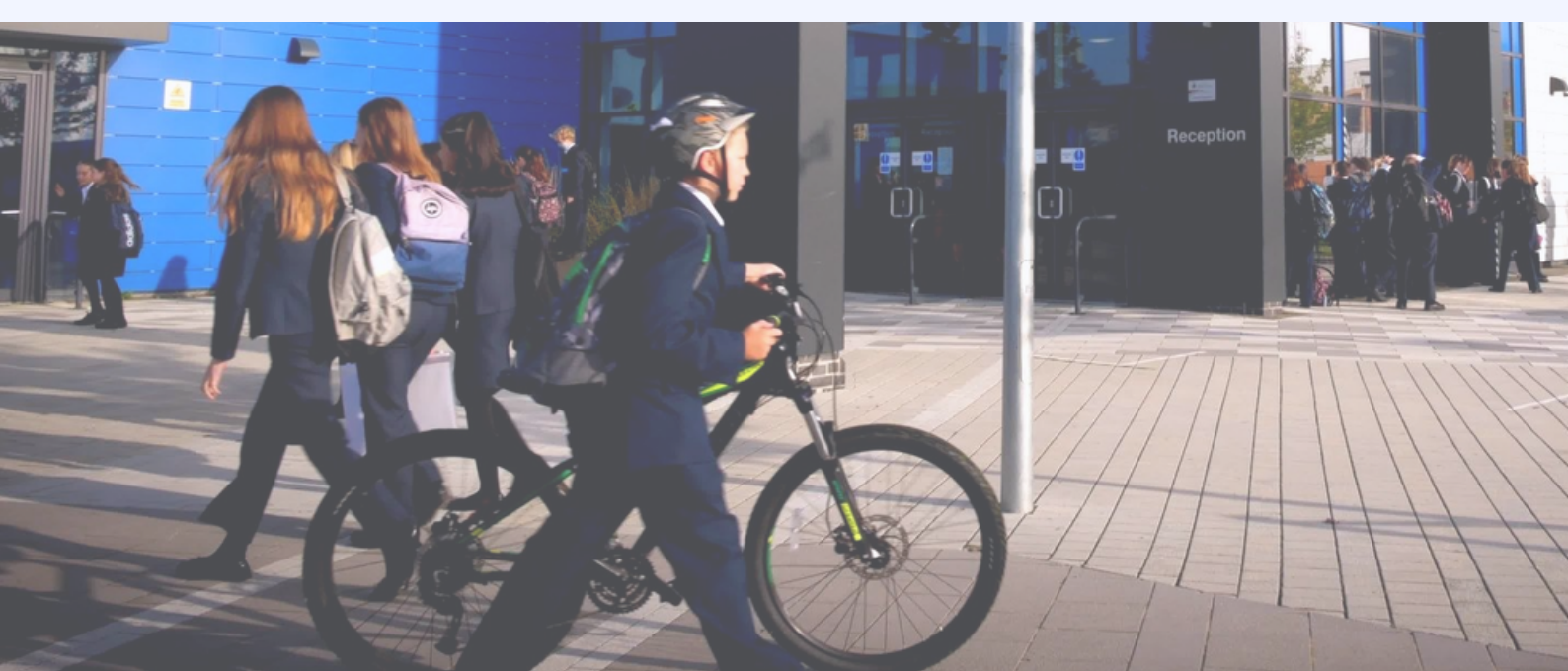
Year 11: Mrs Grandjean-McNally

How to contact Us

Please don't hesitate to get in touch if you have any queries or questions, or if you have information you want to share with us

Phone: 01284 413400

Email: saa@sybilandrewsacademy.co.uk



Travelling to Sybil Andrews

If your child walks to school

Pupils at Sybil Andrews Academy understands the importance of being courteous and considerate to others when using footpaths, as these are shared by members of the public. Their own safety, and that of others, is particularly important in areas where footpaths cross roads. Please encourage your child to use designated pedestrian crossings wherever possible.

If your child cycles to school

For your child's safety, we strongly recommend that they wear a cycling helmet. On arrival at school, pupils should dismount after the crossing and wheel their bicycles to the bike sheds, where bikes should be secured with a suitable lock.

If your child travels by bus

Pupils at Sybil Andrews Academy behave sensibly and respectfully while waiting for the bus and during the journey. Please ensure that your child is familiar with bus routes and times before the start of term in September. Any inappropriate behaviour on buses will be addressed by the school, and consequences may include removal of the privilege to use public or school transport.

If your child is dropped off by car

Parents and carers may drop pupils off in the school car park, following all signage and staff instructions to ensure the safety of everyone on site.

The Sybil Andrews Academy Day

Our school day

Arrival time 08:30

Line Up & Tutor Time 08:35

Period 1 08:55-10:00

Period 2 10:00-11:00

Break 11:00-11:20

Period 3 11:20-12:20

Period 4 12:20-13:25

Lunch 13:25-14:05

Period 5 14:05-15:05

Tutor 15:05-15:10

End of school 15:10

Clubs 15:10-15:40



Sybil Andrews Pupils are welcomed to school. They begin the day on line ups. Notices are given out. Phones are collected and stored securely until the end of the day



Timetable

Pupils will be given a copy of their timetable when they arrive at Sybil Andrews.

We operate a two week timetable - Week 1 and Week 2. They will start on Week 1.

The Academy Day

What happens at the end of Tutor Time?

At the end of Tutor Time, the bell will sound and the Form Tutor will ask pupils to pack away their belongings and prepare to move to their next lesson. Each pupil should follow their timetable, which shows the subject and room for their next class. If a child is unsure where to go, members of staff and other pupils will be available in the corridors to help guide them.

What happens at break?

During break time, pupils are encouraged to refill their water bottles using the water dispensers and to visit the toilets, as they are not usually permitted to leave lessons once they have started. Pupils who are feeling hungry may purchase snacks from the canteen or the outside serving hatch

What happens at lunchtime?

To help pupils settle into secondary school routines, Year 7 pupils will have an earlier lunch for the first two weeks.

Year 7 and Year 8 have a designated eating space in the main hall, whilst Year 9, Year 10 and Year 11 use the canteen.

Pupils may either purchase a hot meal from the canteen or bring a packed lunch from home. Packed lunches should be eaten in the main hall. For health and safety reasons, all food must be eaten while seated at a table in the canteen or hall. Pupils may also eat outside if seated at a picnic bench, but food should not be eaten elsewhere inside the school buildings.

Once pupils have finished eating, they may choose to spend their time playing on the hard-court area or the astro surface, or socialising on the playground or field. Trainers must be worn when using the astro turf.

Pupils are not permitted to enter classrooms during lunchtime unless they are supervised by a member of staff.

If pupils wish to have water with them for Period 5, they should ensure their water bottle is filled before their next lesson begins.



Uniform Expectations 2026/2027



At Sybil Andrews Academy, full school uniform is compulsory, as advised by new government guidance.

Previously, many items could be purchased online through our school website. However, we have now reduced the number of branded items required so that families have the flexibility to buy these products from alternative retailers, ensuring value for money. We have also removed non-essential items from the list.

Equipment for Lessons

Sybil Andrews Academy pupils know that being organised and having all the equipment they need for lessons is important

- 2 Black Pens
- Pencil
- Purple Pen
- Ruler
- Rubber
- Highlighter
- Casio fx-85GTCW+ Scientific Calculator
- Pencil Case
- Year 7,8,9 have iPad and charger

Your child will need a large, sturdy bag to carry their equipment, books and folders, which should be kept in good condition.

The bag should also be large enough to hold a PE kit, coat and any other items they may need during the school day.

Please note that pupils will not need to bring their PE kit on the first day of term.

Lost Property

If your child loses an item, they should first check carefully themselves and then visit reception to see if it has been handed in.

We strongly recommend that all personal belongings are clearly labelled, as this greatly improves the chances of lost items being returned.



Keeping hydrated is important. We encourage pupils to bring a re-usable water bottle to school each day.



Break and Lunch Time

If your child is bringing a packed lunch

Pupils should bring their food and drink in a suitable, secure container. If a clear plastic water bottle is brought into school, it can be refilled at the water dispensers and may be used during lessons throughout the day.

If your child is having school dinners

Parents will be asked to activate a ParentPay account online. Full details will be sent home during the first week of term.

pupils will be registered on the ParentPay system and will use a fingerprint scan to access their account when purchasing food and drinks in school. This fingerprint is unique to each pupil and is used purely for identification purposes.

The daily spending limit is £6.00, although this can be increased or decreased by contacting the Finance Office at the front office. Parents will be able to monitor their child's account online, including adding funds and viewing all transactions.



Free School Meals

If you are struggling financially and would like to find out if you are entitled to free school meals you can now only apply online.

Please click here [Apply for free schools meals](#) to submit an application.

Attendance Matters



What happens if my child is late?

Pupils are expected to arrive at school before 8.30am, so they are ready at their line-ups for 8.35am.

Any pupil who arrives after this time will register at reception.

Occasionally, a pupil may arrive late for reasons beyond their control. Where possible, a letter from home explaining the reason for the lateness should be provided.

What should I do if my child has a dentist or doctor's appointment?

If it has not been possible to arrange a medical or dental appointment outside of school hours, pupils must bring a letter from home confirming the time and location of the appointment.

Before leaving the Sybil Andrews site, pupils must report to pupil Services to sign out. Upon returning to school, they must go to the Main Office to sign back in.

What should I do if my child is ill?

If a pupil is unwell and unable to attend school, parents or carers must contact the school as early as possible on each day of absence, either by telephone or email. The message should include the pupil's name, form, the dates of absence, and the reason for the absence.

If a pupil feels unwell during lessons, they should inform their class teacher. If they become unwell during lunchtime, they should report directly to reception.



Homework at Sybil Andrews

Some pupils may not have had regular homework before starting at Sybil Andrews. Please be reassured that pupils are not expected to work all evening! Homework is carefully planned, and pupils will usually be set no more than one hour of homework per night. pupils use certain main systems to support their learning:

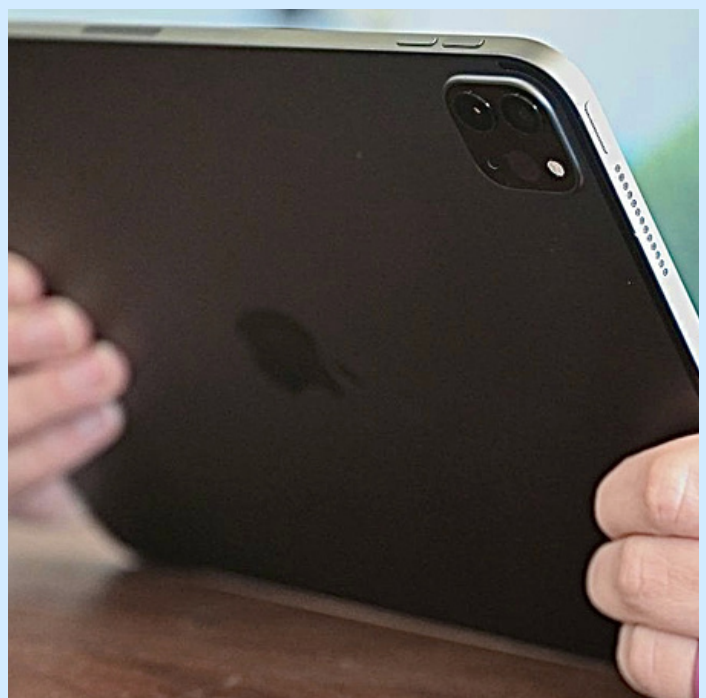
- A school email account
- Showbie
- Arbor

A step-by-step “How to” guide for Arbor will be available soon on the Sybil Andrews Academy Website

All homework is set by teachers on Arbor, allowing both parents and pupils to keep track of tasks, deadlines, and expectations. Teachers provide clear guidance and support to ensure pupils understand what is required.

If a pupil is unsure about a piece of homework or feels they need additional support, they are encouraged to speak to their Form Tutor or subject teacher as soon as possible.

Pupils will be set up on Arbor during the first couple of weeks of term.





Reading Matters

The Importance of Reading

Reading is central to your child's success across all subjects. It builds vocabulary, confidence, and understanding, helping pupils access lessons and perform well in exams. A wide vocabulary also develops cultural capital—the knowledge and language children need to thrive in school and beyond.

In lessons, pupils develop reading through structured tasks and explicit vocabulary teaching, helping them understand and use new language with confidence.

Our School Library

Our newly built library is a welcoming space open at lunchtime for reading, study, and quiet time. All pupils will receive an induction, helping them explore books and develop independence as readers.

Tutor Time Reading Programme

Pupils take part in regular structured reading during Tutor Time, alongside focused vocabulary learning. This helps build fluency, comprehension, and confidence over time.

How You Can Help at Home

Support vocabulary: Talk about new words your child comes across. Ask what they think they mean and help them use these words in conversation.

Encourage fluent (prosodic) reading: This means reading aloud with expression, not just word by word. Listening to your child read can help them develop pace, tone, and confidence.

Ask simple comprehension questions: For example, “What has happened so far?”, “Why did that character do that?”, or “What do you think will happen next?”

Make time to read: Provide a quiet space and encourage regular reading.

Model reading: Let your child see you reading and enjoying books.

By working together, we can help your child continue to grow into a confident and successful reader.