

Warwick Academy



Y7-11 General Information Booklet

2023-2024

General Information

CONTACT DETAILS

Physical Address:

117 Middle Road
Warwick
PG01
Bermuda

Telephone:

236-1917

Email:

info@warwick.bm

Website:

www.warwick.bm

VLE:

warwick.fireflycloud.net

Additional Contacts:

Main Office:	Mrs. Jessica McClure (jmcclore@warwick.bm)	236-1917
Finance Office:	Mrs. Mary Hazlewood (mhazlewood@warwick.bm)	239-9453
Development Office:	Mrs. Jane Vickers (jvickers@warwick.bm)	239-9465
Data Manager:	Ms. Sue Fitzsimmons (sfitzsimmons@warwick.bm)	239-9456

Social Media:

Facebook: Warwick Academy
Instagram: Warwick_Academy
Twitter: @warwickacademy

SECONDARY MANAGEMENT TEAM

The secondary management team are responsible for the leadership and direction of the Secondary School. We are strong believers in keeping an open door and encouraging effective communication.

Principal	Mr. David Horan	239-9452
Head of Secondary	Mr. Mark Thorpe	239-9484
Deputy Head of Secondary (Curriculum)	Ms. Rebeka Matthews Sousa	239-9468
Deputy Head of Secondary (Pastoral)	Ms. Rachael Sully	239-9458
Head of Key Stage 3	Ms. Amanda Ingham	239-9502
Head of Key Stage 4	Ms. Rachael Sully	239-9458
Head of Sixth Form	Mr. Ralph Woods	239-9470
Director Sixth Form Studies	Ms. Sara Jackson	239-9471
Deputy Head: Co-Curricular	Ms. Jill Finnigan	236-1917

STRUCTURE OF THE SECONDARY DEPARTMENT

The Secondary school is split into different sections or Key Stages with a member of the Secondary Management Team having responsibility for each one.

Y7	Key Stage 3	Ms. Amanda Ingham (Y7)
Y8		Assistants: Mr. Jack Higson (Y8) & Mr. Brandon Campbell (Y9)
Y9		
Y10	Key Stage 4	Ms. Rachael Sully
Y11		Assistants: Ms. Bismillah Richardson (Y10) & Mr. Simon Jones (Y11)
Y12	Sixth Form	Mr. Ralph Woods
Y13		Assistant: Ms. S. Grace

COMMUNICATION

For pastoral concerns, please contact the Homeroom Tutor in the first instance. The Head of Key Stage/Assistant Head of Key Stage would be the point of contact for more serious concerns. If you have a query about a subject, then please reach out to the relevant subject teacher or Head of Department. It is easiest to contact teachers through email and our school website (<https://warwick.bm/secondary/faculty>) but please allow 24 hours for a response.

You will receive a newsletter from the school each Friday reporting on the activities of the week that have taken place that week and highlighting important dates and events in the week/s ahead. If you have any student news to share with us, please email Mrs. Deborah Hassell (dhassell@warwick.bm). We will also send out Secondary reminders every Monday.

One of the main ways we will communicate with you is through our virtual learning environment. **Firefly** will be the main portal for communication; in particular for the homework staff set students, notices, the school calendar, Department resources, policy documents and links to school-wide resources.

PASTORAL STRUCTURE

The pastoral structure underpins the school and is based around the Year group. Each Year group is divided into four Homerooms and each is allocated a Homeroom Tutor. The aim of the Homeroom Tutor is to provide continual care and to support students by way of regular notices/duties, organisational support, advice and direction. In essence they are the first port of call. The Homeroom Tutor is supported by the Head of Key Stage / Assistant Head of Key Stage and together they make the team that will be responsible for student care whilst at school.

The school implements a positive behaviour system which involves merits and demerits. We believe that students should have an opportunity to respond positively to mistakes and at the same time for us to keep the lines of communication open with parents. More can be found in our Positive Behaviour Policy on our website.

THE SCHOOL DAY

In Secondary, students follow a Monday to Friday schedule with 8 forty-minute lessons per day. Each day begins with a registration period or assembly followed by lessons which are a mixture of singles (40 minutes) and doubles (80 minutes). The exception to this is a Thursday which has 7 forty-minute lessons followed by enrichment for Y7 to 9 and activities for Y10-13. Students in Y7 to 9 will also have an activity afternoon on a Tuesday after lunch.

Monday/Tuesday/Wednesday/Friday		Thursday	
AM REG	8:20-8:45	AM REG	8:20-8:30
1	8:45-9:25	1	8:30-9:10
2	9:25-10:10	2	9:10-9:50
3	10:10-10:50	3	9:50-10:30
Recess	10:50-11:10	Recess	10:30-10:50
4	11:10-11:50	4	10:50-11:30
5	11:50-12:35	5	11:30-12:10
6	12:35-1:15	6	12:10-12:50
Lunch	1:15-2:00	Lunch	12:50-1:30
PM Reg	2:00-2:07	PM Reg	1:30-1:37
7	2:10-2:50	7	1:40-2:20
8	2:50-3:30	Activities/ Enrichment	2:20-3:30

TIMETABLES

You will receive a copy of the timetable by email before the start of term. If you have any questions pertaining to your timetable/schedule please contact **Ms. Rebeka Matthews Sousa** (rsousa@warwick.bm) who will be able to assist either by answering your query or by directing you to the appropriate Head of Department.

READING (Y7-9)

Reading is an integral part of our curriculum with an expectation that students in Key Stage 3 (Y7-9) read for 20 minutes per day. We use Star Reader and Accelerated Reader programs to monitor the progress students are making towards their termly reading goals. All Key Stage 3 students should have a reading book in school, at the very least it will be needed for any Reading lessons or for registrations.

HOMEWORK

At Warwick Academy we believe learning at home is an essential part of good education. Homework not only reinforces classroom learning, it also helps students to develop skills and attitudes they need for successful lifelong learning. It promotes independent learning skills, including the habits of inquiry and investigation. Homework will only be assigned when it enhances the learning that takes place in the classroom.

Across Y7 -11 we make use of **homework schedules** to distribute homework evenly and do our best to avoid overload. A copy of each year group homework timetable can be found in the year group on Firefly. All homework set by staff is posted in Firefly. Students are expected to check Firefly daily and parents are encouraged to check at least once a week. Please direct any homework questions directly to the subject teacher, Head of Department or Ms. Rebeka Matthews Sousa as the person in charge of the Curriculum. Homework diaries are issued and students are encouraged to use them to assist with their organisation. We will contact you when a piece of homework has not been submitted on time.

PARENT-TEACHER-STUDENT CONFERENCES/SCHEDULE OF REPORTING

Students are continually assessed throughout the year and reporting to parents takes place at both the Parent Teacher Student Conferences (PTSC) and by written report. There is a Parent-teacher conference scheduled for both Term 1 and Term 2. Effort levels are reported at the end of the first half-term to indicate how students have settled into a subject. Attainment levels and effort grades in each subject are reported at the end of Term 1, Term 2 and Term 3. Students are expected to attend conferences.

ARRIVAL AT SCHOOL

Parents who drive their children to school are requested to drop off and pick up on the school property using the Morgan Road entrance. On entering the school the flow of traffic is to the left of the roundabout to drop off/pick up and to the right of the roundabout if only to exit.

Should you need to park or wait in your car we request that cars park in the marked parking bays only. The Basketball Court is only used for overflow parking after school hours for special events.

Students can be dropped off from 8.00am onwards. Please do not drop off or pick up students in front of the school on Middle Road or in bus lay-bys. This is dangerous at peak times. We ask that students arrive at school 5 minutes before registration at 8.20am so they are able to organize themselves for the day. Students who arrive after 8.25am will need to enter the school via the main office.

DISMISSAL

At 3.30pm, Y7-11 students can be picked up from the car park beside the pool on Morgan's Road. Students should only be on campus after 4pm if they are in a co-curricular activity. After school prep is available each day for those students who need a quiet space to do homework.

Students travelling west use the bus stop opposite the main entrance and students travelling east use the bus stop next to the Primary parking lot. Staff members man the crossing from 8am each morning to facilitate safe movement and are on hand at each of the bus stops at the end of the day from 3.30pm to 3.45pm. We ask that students using the eastern bus stop line up behind the bus stop accessing it from the parking lot, with Secondary students on the right and Primary students on the left (ensuring they comply with physical distancing). Students should not be picked up in bus stops.

UNIFORM

We expect students to be neatly and appropriately dressed whether in formal uniform, PE kit or sports clothes. Please refer to our Uniform Policy on our website for full details. Warwick Academy specific items such as the tie, blazer badge, PE shorts & shirt, House shirt and hat can be purchased from the School Shop. Tracksuits are ordered twice a year and Sixth Form uniform items are ordered at the start of each year. It is school policy that only WA tracksuits can be worn. In addition, we have a parent-run Second Hand clothing store which opens monthly in term time in the PPMH (main hall) and is well stocked.

Students are expected to wear their summer or winter uniform to school each day with the exception of their activity days. Students in Y7 to 9 should wear their PE kit to school on a Tuesday and students in Y10 to 13 should wear their PE kit to school on a Thursday.

The School Shop will be open 8.00am-9.00am on Mondays, Wednesdays & Fridays and they can be contacted using: schoolshop@warwick.bm

In addition, the School Shop has an online shop accessed via the school website www.warwick.bm .

LEARNING ENRICHMENT

We offer push-in and limited pull-out Learning Enrichment across the Secondary School and support students through a school focused Individualised Learning Plan (ILP). Ms. Karolyn Lack for Year 10-13 (klack@warwick.bm) and Mrs. Kerry McPhail-Dill (kmcphail-dill@warwick.bm) for Year 7-9 can be contacted for more information

ATTENDANCE & MEDICAL

Daily absences should be reported as soon as possible to Mrs. Jessica McClure in the Main Office by calling the main school number 236-1917 or via email: jmccclure@warwick.bm. Students entering the school premises after 8.25am must report to the main office to register.

Leave of absence is only granted during term time for national representation and special family circumstances with leave requested directed to the Head of Key Stage. We would encourage parents that students miss as little school time as possible to eliminate the negative impact of missing class. We therefore hope that all Warwick Academy families will endeavour to arrange their family vacations during the official school holidays. Students are encouraged to catch up after any absence as quickly as possible and monitor Firefly whilst they are away. Full details pertaining to attendance can be found in our Attendance Policy in Firefly.

Students will not be permitted to leave the premises without a written note/email/call from their parent/guardian. We ask that notification of students attending appointments should be given to the Main Office the day before the appointment.

Any pertinent medical information should be sent to Mrs. Jessica McClure who is also the person responsible for storing and distributing any medication.

CALENDAR

The Academic Year calendar with term dates and holidays is published on our website. Details of school events are published and updated weekly on Firefly.

CO-CURRICULARS

The school week includes an Activity Afternoon which for Years 7-9 is on a Tuesday and for Years 10-13 on a Thursday. The aim of this is to ensure that all students are involved in an aerobic activity, to provide students and staff the opportunity to get to know each other outside of the classroom, to schedule as many matches as possible during that time to reduce the impact on lessons and to improve our sports teams at the school. Activity choices take place at the end of each term in preparation for the next term. Activity Afternoon and sport related questions can be directed to Mr. Mark Thorne (mthorne@warwick.bm), our Head of PE.

Students are expected to wear the blue PE shorts and shirt for the Activity Afternoon unless there is a specific uniform required, and the official school tracksuit is the only one permitted.

This year, we are also introducing an enrichment period for students in Y7 to 9 on a Thursday from 2.20pm to 3.30pm. This is an opportunity for students to get involved in a non-sporting co-curricular activity.

In addition to Activity Afternoons, we offer a wide range of co-curriculars. Our Deputy-Head in charge of co-curricular Mrs. Jill Finnigan (jfinnigan@warwick.bm) will be in touch to give you an update on what will be available this year.

CELL PHONES

Cell phone usage is not permitted during the school day from arrival at school until 3.45pm. Outside of these times, a student needs to make use of his/her cell phone they can do so under supervision in the Main Office. Should you need to contact your child in the event of an emergency, please contact the school office. Sixth Form students are able to use their cell phones in Barber Hall.

Students will be allowed to bring phones onto campus as we recognise that students may need them whilst travelling to and from school. However, the school cannot be held responsible if they are lost.

BRICK2CLICK

We are very excited about how our FireFly/Teams/Office 365 integration is going to support student learning this year. We know that technology will play a large part in the success of our students' academic development and believe that they need to be able move freely between home and school with the confidence that their work is always easily accessible.

Although we will continue to have ICT suites around school for Computing lessons, there is an expectation that every student will have a laptop that can be used to enhance learning in the classroom. Students should ensure laptops, cases and chargers are named as well as making sure they are fully charged before they bring them to school each day. Students are only allowed to use their laptops when directed by a teacher and they must abide by the Acceptable Use of Computers policy. Questions about devices and our Brick2Click approach should be directed to Mr. Mark Hamilton (mhamilton@warwick.bm).

OFFICE HOURS

The Main Office will be open at the following times: Term Time: 8.00am-4.30pm/School Holidays: 8.30am-2.30pm.

Please note that we observe a 'no drop off' policy in the Main Office unless of course there is a medical need.

LOST PROPERTY

Lost property should be claimed either from the box outside the Main Office or the box outside the Sports Hall. Property not claimed at the end of term will be disposed of and parents are encouraged to label items clearly.

SCHOOL POLICIES

Further information can be found in our policies which are stored on the school website and Firefly.

Please refer to the following policies if further detail is required on any of the above items or do ask your son's /daughter's Homeroom Tutor or Head of Key Stage/ Assistant Head of Key Stage.

1. Positive Behaviour Policy
2. Curriculum Policy
3. Uniform Policy
4. Attendance Policy
5. Assessment (Homework) Policy
6. Anti-Bullying Policy
7. Academic Honesty Policy
8. Internet Usage & Mobile Devices Policy
9. Honours Policy
10. Bursary & Scholarship Policy
11. Community Service Policy