Warwick Academy

Y7-11 General Information Booklet

2026-2027

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 (jmcclure@warwick.bm)	236-1917
Finance Office:	Mrs. Mary Hazlewood (mhazlewood@warwick.bm)	239-9453
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 is responsible for the leadership and direction of the Secondary School. We strongly believe in maintaining an open-door policy and encouraging effective communication.

Principal	Mr. David Horan	239-9452
Head of Secondary	Mrs. Rebeka Matthews Sousa	239-9468
Deputy Head of Secondary (Curriculum)	Mrs. Sara Jackson	239-9471
Deputy Head of Secondary (Pastoral)	Ms. Rachael Sully	239-9458
Head of Key Stage 3	Mrs. Bismillah Richardson	239-9502
Head of Key Stage 4	Mr. Simon Jones	239-1917
Head of Sixth Form	Miss Sarah Bowers	239-9470
Director Sixth Form Studies	Mrs. Stefanie Sinclair	236-1917 Ex 138
Deputy Head: Co-Curricular	Mrs. Jill Finnigan	236-1917 Ex 513

STRUCTURE OF THE SECONDARY DEPARTMENT

The Secondary School is divided into Key Stages, each overseen by a member of the Secondary Management Team.

<table>
<tr><td rowspan="3">Key Stage 3</td><td>Y7</td><td rowspan="3">Head of Key Stage: Mrs. Bismillah Richardson

Heads of Year:
Y7: Mrs. Joanna Jackson
Y8: Mrs. Jennifer Goodwin
Y9: Mr. Tim Sousa</td></tr>
<tr><td>Y8</td></tr>
<tr><td>Y9</td></tr>
<tr><td rowspan="2">Key Stage 4</td><td>Y10</td><td rowspan="2">Head of Key Stage: Mr. Simon Jones
Y10: Mr. Dan Roberts
Y11: Ms. Ellie Bartlett</td></tr>
<tr><td>Y11</td></tr>
<tr><td rowspan="2">Sixth Form</td><td>Y12</td><td rowspan="2">Head of Sixth Form: Miss Sarah Bowers
Assistant: Mr. Jack Higson</td></tr>
<tr><td>Y13</td></tr>
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PASTORAL STRUCTURE

The pastoral system underpins the school and is based around Year groups. Each Year group is divided into four homerooms, each led by a Homeroom Tutor.

Homeroom Tutors provide ongoing support through daily interactions, organisational guidance, advice, and communication. They are the first point of contact for students and parents. Tutors are supported by the Head of Key Stage, Assistant Head of Key Stage, and Heads of Year.

The school operates a positive behaviour system using house points and demerits. We encourage students to learn from mistakes while maintaining open communication with parents. Further details are available in the Positive Behaviour Policy on our website.

COMMUNICATION

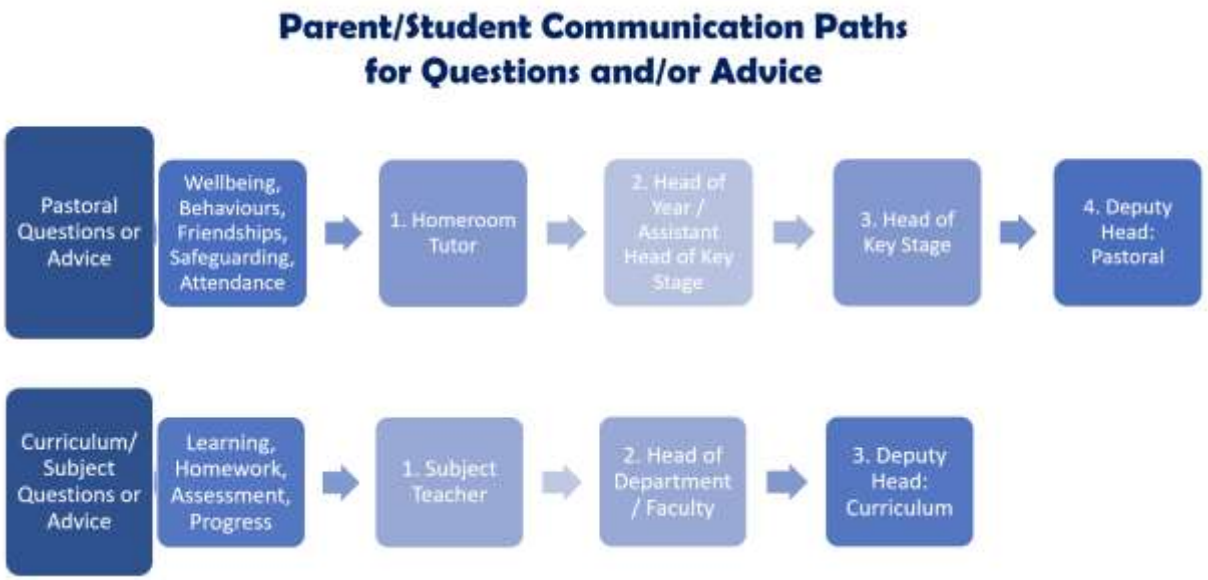
For pastoral concerns, please contact the Homeroom Tutor in the first instance. More serious concerns should be directed to the Head of KS, Assistant Head of KS, or Head of Y.

For academic queries, please contact the relevant subject teacher or Head of Department. Email is the preferred method of communication via our website: https://warwick.bm/secondary/faculty

Please allow up to 24-48 hours for a response.

A weekly newsletter is sent each Friday, summarising school activities and highlighting upcoming events. To share student news, please contact Mrs Deborah Hassell (dhassell@warwick.bm). Secondary reminders are also sent each Monday.

Firefly is our main communication platform and virtual learning environment. It provides access to homework, notices, the school calendar, departmental resources, policies, and other materials.



THE SCHOOL DAY

Students follow a Monday–Friday timetable with eight 40-minute lessons per day. Each day begins with registration or assembly, followed by a mix of single (40-minute) and double (80-minute) lessons.

Times of Day

Lesson	Times
AM REG	8.20-8.55
1	8.55-9.35
2	9.35-10.15
3	10.15-10.55
RECESS	10.55-11.15
4	11.15-11.55
5	11.55-12.35
6	12.35-1.15
LUNCH EAT	1.15-1.35
LUNCH PLAY	1.35-2.00
PM REG	2.00-2.10
7	2.10-2.50
8	2.50-3.30

Tuesday Lesson 7 & 8: KS3 (Y7,8,9) Activities
Thursday Lesson 7 & 8: Senior School (Y10,11,12,13) Activities
Friday Lesson 8: KS3 (Y7,8,9) Enrichment

TIMETABLES

Timetables will be emailed before the start of term. Queries should be directed to Mrs Sara Jackson (sjackson@warwick.bm), who will either assist or refer you to the appropriate Head of Department.

CALENDAR

The academic calendar, including term dates and holidays, is available on the school website. Here is a link to our Academic Calendar.

READING (Y7-9)

Reading is an integral part of the KS3 curriculum. Students are expected to read for at least 20 minutes each day and should bring a reading book to school for use during lessons or homeroom time.

HOMEWORK

We believe that homework is an essential part of learning. It reinforces classroom knowledge and helps develop independence, inquiry, and organisation.

Homework is set to enhance classroom learning and is carefully scheduled across Y7–11 to avoid overload. Homework timetables are available on Firefly.

Students must check Firefly daily; parents are encouraged to monitor weekly. Queries should be directed to the subject teacher, Head of Department, or Mrs Sara Jackson.

Homework diaries are provided to support organisation. Parents will be contacted if work is not submitted on time.

LEARNING ENRICHMENT

We offer both in-class (push-in) and limited withdrawal (pull-out) support through Individualised Learning Plans (ILPs).

Contacts:

- Y10–13: Ms Karolyn Lack (klack@warwick.bm)
- Y7–9: Mrs Kerry McPhail-Dill (kmcphail-dill@warwick.bm)

PARENT-TEACHER-STUDENT CONFERENCES/SCHEDULE OF REPORTING

Students are assessed continuously throughout the year.

- Parent–Teacher–Student Conferences (PTSCs) take place in Terms 1 and 2
- Effort grades are reported mid-term
- Attainment and effort grades are reported at the end of each term

Students are expected to attend all conferences.

ARRIVAL AT SCHOOL

- Students should arrive at school by **8.15am**. This allows them time to organise and prepare for the day during am registration.
- Students may arrive from 8:00 am. Please do not stop on Middle Road or in bus lay-bys.
- Drop off and pick up is at the Morgan Road entrance only**. No drop offs or pick ups at the front of school, unless for an appointment during the school day.**

DISMISSAL

- The school day finishes at **3.30pm**. Morgan Road gates open at 3:15 pm.
- Please no parking on Morgan Road at any time.
- Follow traffic flow: left for drop-off/pick-up, right to exit
- For pick up: Park only in marked bays or follow directions for parking on the basketball court if waiting
- Students should remain on campus after 4:00 pm only if attending co-curricular activities or supervised prep.

Bus arrangements:

- Westbound: opposite main entrance
- Eastbound: near Primary parking lot
- Staff supervise crossings and bus stops. Students must not be collected from bus stops.

ATTENDANCE & MEDICAL

Absences should be reported to Mrs Jessica McClure:

- Phone: 236-1917
- Email: jmcclure@warwick.bm

Students arriving late must sign in at the Main Office.

Leave during term time is granted only in exceptional circumstances and must be approved by the Head of Secondary.

Students should catch up on missed work promptly using Firefly.

Students may only leave campus with prior parental notification.

All medical information and medication should be submitted to Mrs McClure.

CO-CURRICULARS

Activity afternoons:

- Y7–9: Tuesday
- Y10–13: Thursday

Students engage in sport, fitness, and team-building activities.

Contact: Mr Mark Thorne (mthorne@warwick.bm)

Students must wear the official PE kit unless otherwise specified.

An enrichment programme for Y7–9 takes place on Fridays (2:50–3:30 pm), offering non-sport activities.

Additional co-curricular opportunities are coordinated by Mrs Jill Finnigan (jfinnigan@warwick.bm).

CELL PHONES

Phones are not permitted during the school day (arrival until 3:45 pm).

Students who need to use a phone during the day must do so under supervision in the Main Office.

Sixth Form students may use phones in Barber Hall.

The school is not responsible for lost devices.

BRICK2CLICK

We are a Microsoft Office 365 school and support Windows laptops only. Apple devices are not supported.

Parents are encouraged to purchase devices through the school.

Students must:

- Bring fully charged devices daily
- Label all equipment
- Use devices only when instructed

Contact: Mr Mark Hamilton (mhamilton@warwick.bm)

OFFICE HOURS

Main Office hours:

- Term time: 8:00 am–4:30 pm
- Holidays: 8:30 am–2:30 pm

A no-drop-off policy applies unless for medical reasons.

LOST PROPERTY

Lost property is located:

- Outside the Main Office
- Outside the Sports Hall

Unclaimed items are disposed of at the end of term. Please label all belongings.

SCHOOL POLICIES

Policies are available on the school website and Firefly. For further information, please contact your child's Homeroom Tutor or Head of Key Stage. Here is a link to our School Policies.

Key policies include:

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