 South Lincolnshire  
Academies Trust

# PARENT GUIDE

TO COWLEY ACADEMY

# WELCOME

Dear parent/carer

It is an absolute pleasure writing to you, as the Head of School, to welcome you to Cowley Academy. I am delighted that your child will be joining our school community from September.

This is an exciting yet anxious time for your family, as the transition to secondary school is an important milestone in your child's educational journey. We are here for your family throughout Term 6 and beyond, to ensure the transition is smooth. I am a firm believer in 'we are all in this together', and transparent communication between school, parents/carers and students is so important.

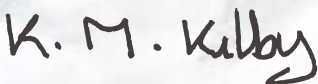
Here at Cowley Academy, our ambition is to support our students to **'Aspire, Challenge and Achieve'**. It will be my own personal aspiration to ensure our students challenge themselves academically and personally to achieve their full potential. Both academic and personal outcomes to me are just as important as each other. I will strive to prepare your child for the challenges and joys that come with a fulfilled and happy life, both here at Cowley Academy and beyond.

We are already in contact with primary schools and are currently arranging a visit to each school, to meet our new Year 7 students. Our welcome pack contains important information to ensure you and your child are fully prepared.

If you have any questions please contact our school via our website.

I look forward to working with you and your child over the next term and beyond.

Kindest regards



**Mrs Kath Kilby**  
Head of School  
Cowley Academy

# THE PASTORAL TEAM



**Mrs Jemma Curson**  
Chief Executive Officer



**Mrs Kath Kilby**  
Head of School  
and Designated Safeguarding Lead



**Mr Brett Sinclair**  
Deputy Chief Executive Officer  
and Trust Safeguarding Lead



**Miss Gemma Mace**  
Pastoral Year Lead (Year 7)



**Mr Ian Billinghamurst**  
Trust Education Director  
(Behaviour, Pastoral & Safeguarding)



**Miss Laura Bell**  
Safeguarding Manager



**Miss Grace Kindred**  
Safeguarding Support Officer

# UNIFORM

The way that students dress is important to create a smart, disciplined and purposeful academic environment, and as role models to promote the public image of Cowley Academy in the wider community.

Our school uniform policy meets the latest Department for Education (DfE) guidance, ensuring it remains fair, affordable and consistent for all students and parents.

The only compulsory items of clothing with school logo/branding are the school blazer, school tie and school trousers or skirts. By not having logos on jumpers or PE clothing, this helps keep costs down as well as allowing you to purchase high street clothing.

If families are experiencing particular financial difficulty, the school may be able to assist with the provision of uniform as necessary. Please contact the school for further details.

## School uniform

The school uniform consists of:

### SLAT logo/branded items

- Black blazer with Cowley Academy badge
- Year group tie
- Black trousers with SLAT Trust emblem OR Black skirt with SLAT Trust emblem

### Non SLAT logo/branded items

- Plain black V-neck jumper/pullover
- White shirt
- Black leather effect school shoes
- Socks (plain black) or tights (flesh coloured or black)

## Uniform policy

Please refer to the full uniform policy enclosed in your Transition Pack for more details about the main school uniform, PE kit and regulations around hairstyles, jewellery and make-up to maintain smart and professional standards.



## School tie

Each year group wears a different coloured tie to easily identify each year group. The school tie for new Year 7s starting in September 2026 will be **JADE** and black, which will remain with them throughout years 7 to 11.

# EQUIPMENT

To ensure all students are fully prepared at the start of term, we recommend they should bring a pencil case with four coloured pens (black/blue/purple/red), a pencil, highlighter, 15cm ruler and an eraser.

Additional items that we recommend students purchase, should include: a 30cm ruler, highlighter, pencil crayons (6 different colours), glue stick and a calculator (calculators will be available to purchase from the school in the first term).

Please note that students are not allowed to bring sharp objects to school, such as pencil sharpeners or scissors.

There will be additional subject requirements for French where students will need to purchase an Oxford French-English easy learning dictionary.

Students will also need a comfortable bag with strong straps (such as a rucksack rather than a fashion bag) to carry their equipment, books and PE kit.

# SMARTPHONES

As your child prepares to join secondary school, we want to reassure you that **they do not need a smartphone/mobile phone** for any part of school life.

All homework, online platforms and school-based apps can be easily accessed from a **tablet, laptop or home computer**, and students are fully supported to use these tools effectively.

While some families may still choose to give their child a phone, this is entirely optional. Our school day is focused on learning, wellbeing and positive relationships, and a smartphone/mobile phone is not required for participation in lessons or homework.

If you have any questions about digital access or support, please let us know - we're here to help.

The school website has useful tips and links for parents/carers and young people to stay safe online - please visit **[www.cowleyacademy.org.uk/e-safety](http://www.cowleyacademy.org.uk/e-safety)** to access this support. You can also further information on **[www.smartphonefreechildhood.org](http://www.smartphonefreechildhood.org)** for more tips and support.

# THE FIRST DAY OF SCHOOL

The first day of term for Year 7 students will be on **Thursday 3rd September 2026**.

Please ensure that your child comes to school in the correct uniform and that it is clearly labelled with their name. Please try to discourage your child from wearing a jumper underneath their blazer if the weather is warm. Students will not need to bring their PE kit on the first day of term, but they should bring their school bag.

On the first day, Year 7 students will meet their Year Lead and key staff at the start of the school day at 8.35am. On subsequent days, students should go to their yard when they arrive in school and go to registration when the bell is rung.

The first part of the day will be spent in tutor groups, looking at timetables and other settling in tasks. The students will spend the rest of the day in their lessons, meeting their teachers and finding out about each other.

The school canteen will be open at break and lunchtime serving a selection of hot and cold food, from sandwiches to fully cooked meals. Students will be issued with a cashless card during registration which they can use to pay for items at the canteen (please remember to load this card using the Upay online payment system).

The **lunch on the first day will be free of charge** while we are arranging for the cards to be distributed. Students who wish to bring a packed lunch will be able to eat this on the Year 7 yard.

## The normal school day

The school day is organised with four lessons in the morning and one in the afternoon. This is to improve the learning of our students by maximising the amount of morning learning time.

8.35am	On school site
8.40am - 8.50am	Morning registration
8.50am - 9.50am	<b>Period 1</b>
9.50am - 10.50am	<b>Period 2</b>
10.50am - 11.10am	Break
11.10am - 12.10pm	<b>Period 3</b>
12.10pm - 1.10pm	<b>Period 4</b>
1.10pm - 1.50pm	Lunch
1.50pm - 2.50pm	<b>Period 5</b>
2.50pm - 3.15pm	Registration and assemblies
3.15pm onwards	End of school (and after-school clubs)

# SUBJECTS AND TIMETABLES

Unlike primary school, students at Cowley Academy have many different teachers, and will move to different classrooms throughout the day. They will have a copy of their timetable and will need to spend time each evening preparing their bag and books for the following day.

In all years, we integrate PSHE (Personal, Social, Health and Education) lessons and a careers programme into the weekly timetable.

## Key Stage 3 (Years 7 - 9)

At Key Stage 3, students will have a timetable made up of the following subjects:

- **English**
- **Mathematics**
- **Science**
- **French**
- **Geography**
- **History**
- **RE**
- **ICT/Computing**
- **Art & Design**
- **Drama**
- **Music**
- **PE**
- **PSHE**

Students will be in mixed ability groups for Term 1. At the end of September, teacher assessments will be used to set students and your child will receive a new timetable which will last for the rest of Year 7. There will be Year 7 Online Parents Evenings in Term 2 with your child's Form Tutor and in Term 6 with your child's Subject Teachers.

## Key Stage 4 (Years 10 - 11)

At Key Stage 4, all students study and take GCSE examinations in the subjects of English, Mathematics and Science.

During Year 9, students will then be able to choose from a range of GCSE and BTEC subjects to study in Year 10, which will include Art & Design, Business Studies, Geography, Health & Social Care, History, ICT, Languages, Music, Performing Arts, Religious Studies, Sport Science plus others. In order to ensure your child gets a rounded curriculum, one hour of PE is included in the timetable for all students.

Students are placed on a tailored programme of study depending on their expected achievements and some students are given the option of studying towards GCSEs in separate Sciences, ICT and Languages. A small number of students follow an alternative pathway containing a combination of BTEC and GCSE subjects and these can be specifically customised to suit your child's learning needs.

# CASHLESS CATERING

On the first day of school, Year 7 students will be provided with a free lunch in the canteen (you can send a packed lunch if preferred).

Our canteen is managed in-house to offer quality and affordable meals, which are freshly made in our kitchen every day. Our main meal menu changes every day on a regular cycle and there is a choice of healthy eating options available. The canteen is open for breakfast, morning break and lunchtimes.

We operate a cashless catering facility where payment in the canteen is taken by a swipe card, which will be issued to students on their first day with instructions of how to register so you can top-up online. Parents will be able to set a daily spend limit, which you can change at your discretion.



**Upay** is a sophisticated online payment system and cashless account management portal. Online payments are immediately available to spend and detailed statements are available for parents at the touch of a button.

# SHOW MY HOMEWORK

**Satchel One** (also referred to as Show My Homework) is an online system the school uses for timetables, homework, deadlines, submission status, behaviour management and calendar notices. This system is invaluable in helping us to communicate with students and parents, giving everyone greater visibility into the homework we set. All homework set by our teachers will be displayed online using Show My Homework.




The benefits of the system for students are:

- See all of your homework at the click of a button
- A personalised experience to help you stay organised
- All homework details are accessible 24/7, long after the school bell rings
- Smartphone app available from the googleplay or Apple app store
- Automatic due date reminders when using the mobile app
- Translation into 50+ languages

Students can access the website by clicking the Show My Homework icon at the top of the school website, then entering their unique student PIN number. Details of how students log on will be sent in the first week of term and parents log on details are sent after this.

**PARENTMAIL**

 ParentMail

We use **Iris ParentMail** for communicating to parents as well as using this for trips and other payments. It is essential that all parents register when you receive the email registration. The ParentMail online payment service, allows you to pay for school items quickly and easily on your smartphone, tablet or computer.

- If you have an account with the school already, new students will automatically be added. There is no need to register again.
- If you have an existing ParentMail account with another school, you will receive an email to register with us and link the accounts (click 'I already have a ParentMail PMX Account' and sign in using your existing details).
- ParentMail shows siblings in one login even if they are at different schools (if you use the same email address). Use 'Connections' to navigate between them.
- Each parent/carer account must have a separate email address (if you share an email address you will need to share one account).
- You will receive email alerts for new products relevant to your child and automatic email reminders for instalments for trips.
- You can pay by credit/debit card and PayPal.
- There is an Android or Apple smartphone App (downloadable from the App Store).

If you have any problems with Parentmail, email **finance@cowleyacademy.org.uk**



# ENRICHMENT

Our extra-curricular and enrichment programme is designed to be inclusive for all and not only develop academic skills, but improve self-confidence, life-skills and leadership experiences, as well as being enjoyable.

## Sport

The PE department run a wide range of lunchtime and after-school sessions as well as sports clubs, inter-school and house competitions. The sports available change during the winter and summer months and include: athletics, cricket, dance, football, hockey, netball, rounders, rugby, table tennis and trampolining.

## Drama and music

We showcase a variety of productions and events for students to be involved with. These events are fully inclusive and everyone can get involved, whether that is performing on stage in a leading role, playing in a band or being part of the production team.

## Extra-curricular sessions

During lunchtime and after-school there are many subject related clubs and activities for students to participate in. These include subject interventions, revision and homework sessions plus clubs and performances for art, drama and music.

## House system

All students belong to a House where there will be House competitions, charity and community events plus other opportunities for students to earn their House points. Please note that siblings may be in different Houses.

# LIBRARY

All students at Cowley Academy are automatically members of the Library and it does not cost anything to join. Students will be able to borrow books straight away and do not need a membership card (all we want to know is the students name).

The Library is an active learning environment and can be used at morning break and lunchtime for homework. The Accelerated Reader programme is also run from the Library and is an integral part of the English curriculum.

# REWARDING STUDENTS

Good behaviour, hard work, a willingness to help others and going above and beyond are commonplace at Cowley Academy. We are therefore proud to promote a culture of positive behaviour and believe that rewards can be more effective than punishment in motivating students.

As you will see on our website and social media, we acknowledge, reward and praise good attendance and progress within subjects in a variety of ways.

We offer rewards for attendance every term, gift vouchers in termly prize draws, letters or phonecalls home to parents, reward postcards, subject or house awards as well as giving students the opportunity for various roles of responsibility in the school.

We have a popular ASPIRE passport scheme with Bronze, Silver and Gold categories to reward students. These are packed full of challenges for students to complete over the academic year in order to receive recognition and rewards.

# CODE OF CONDUCT

All students at Cowley Academy are expected to:

1. Arrive at lessons:
  - a. On time
  - b. Smartly dressed in the correct uniform
  - c. With the necessary equipment
  - d. Ready to learn
2. Remove outdoor clothing/coats before entering school buildings.
3. Show respect for property and surroundings.
4. Remember that eating in the classroom is prohibited and chewing gum is banned.
5. Concentrate on their own work and allow others to do the same, be willing to listen to other students opinions without interruptions.
6. Follow the one-way system in a considerate manner, report anything that is deemed unacceptable.
7. Leave the school site promptly and in an orderly manner.
8. Be proud to represent the school.

# ATTENDANCE

**Each and every morning** of a student's absence, you must report their absence by ParentMail or email **attendance@cowleyacademy.org.uk**. Remember to state the student's name, form, year group and the nature of their absence.

If no message is received and a student is not present in registration, you will receive a text to alert you to your child's absence.

In line with our Attendance Policy, no medical appointments are authorised without copies of the appointment letter/slip being handed to the school office. The office staff are happy to copy these for you.

Families are not permitted to take holidays in term-time, due to the disruption in learning that they inevitably cause. Fixed penalty fines will be issued for all unauthorised holidays in line with government and local authority regulations. In this pack you will find details of term times for the academic year.

# FIRST POINTS OF CONTACT

If there is a problem you feel the school can assist with, your first point of contact should be Miss Gemma Mace, Pastoral Year Lead (Year 7), the Form Tutor or the Head of House. Call **01775 820254** or email **transition@cowleyacademy.org.uk** before September or email **year7@cowleyacademy.org.uk** from September.

For any Special Educational Needs (SEN) issues, you should contact Mrs Dawne Pearson, Trust SENCo or Miss Jade McCarthy, SEND Manager. Call **01775 820254** or email **sen@cowleyacademy.org.uk**

To support student care, we have a pastoral team led by Mr Ian Billingham, Director of Behaviour, Pastoral and Safeguarding who are always willing to assist. We take student behaviour and bullying very seriously and all incidents are dealt with swiftly and efficiently. You can also email **worried@cowleyacademy.org.uk** and someone from the safeguarding team will help you.

# UPDATING STUDENT DETAILS

It is vital that you keep the school informed of any updates to telephone numbers, addresses or any other details affecting your child. A change of details form can be collected from reception or you can email **enquiries@cowleyacademy.org.uk** with any change of details.