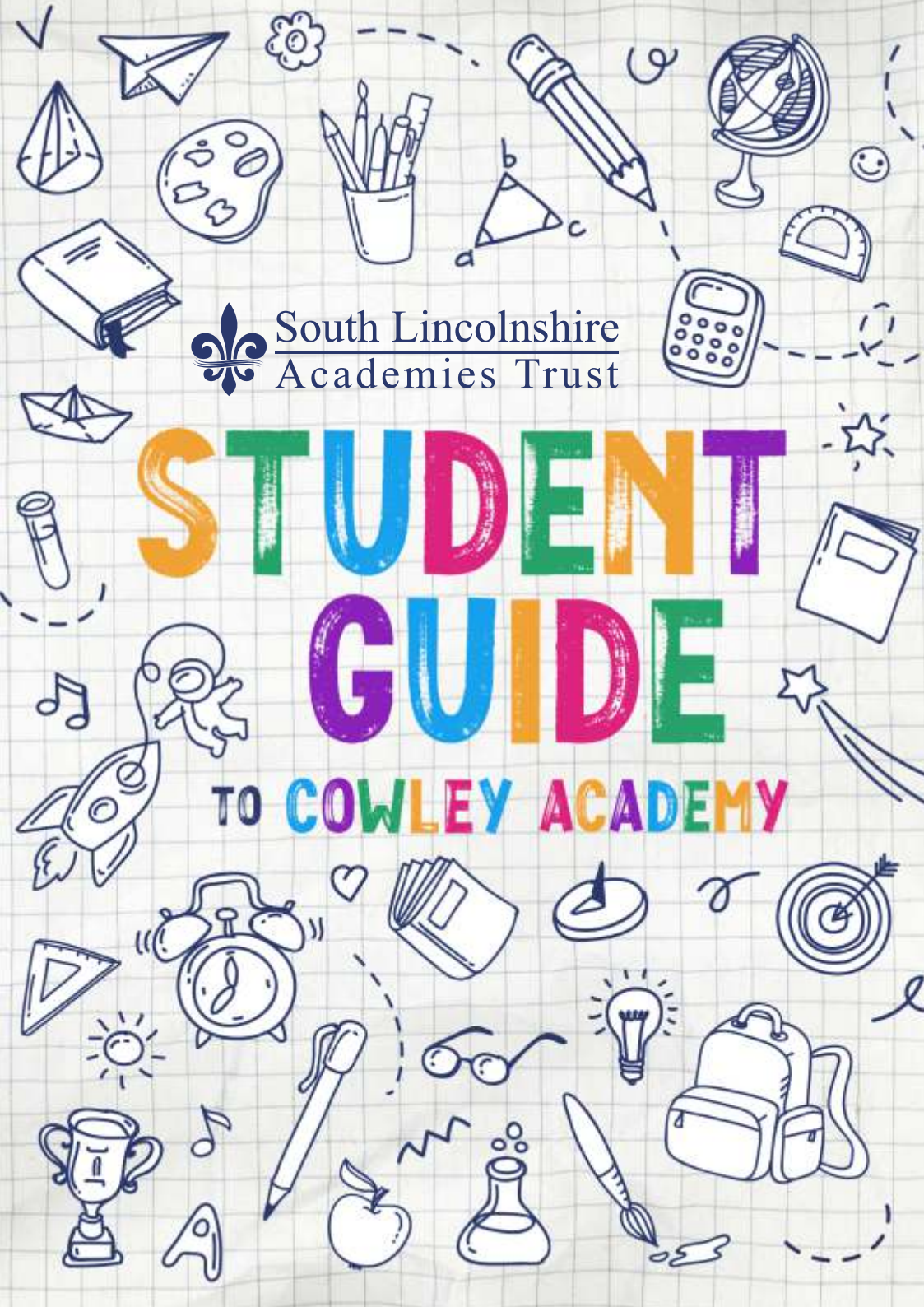




South Lincolnshire
Academies Trust

STUDENT GUIDE

TO COWLEY ACADEMY



HELLO



I'm Miss Mace and I'll be your Pastoral Year Lead when you start at Cowley Academy in September.

I'm really looking forward to getting to know you and I'll be here to ensure your transition to our school goes smoothly.

This guide is packed full of useful information and top tips to make sure your start with us is easier.



In the box, there is a brilliant free 'War Horse' book (as well as sweets from me 😊). Before you start in September, please read this book and keep it safe as you will need it for your English lessons.

Also, to help us get to know you, please complete the enclosed 'Year 6 Bridging Project' and remember to bring this in on your first day or by Friday 11th September 2026 at the latest.

Enjoy your summer holidays!



YOUR DAILY ROUTINE

Wow... the school is so big! Will I get lost?

On your first day, you will get a map of the school so there is no need to worry! Other students in your group will be going to the same place so you can walk together. Otherwise you can ask a teacher or another student for help.



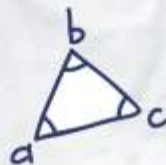
Also, on your first day (Thursday 3rd September 2026) only the Year 7, 10 and 11 students will start school to make it easier for you to find your way around. All students then return on your second day on Friday 4th September 2026.

What should I do if I get lost?

Don't panic! The teachers will understand (and expect) you might get lost several times, especially in your first week. Staff will be available to take you from lesson to lesson on your first day.



TOP TIP: Have your map out and open with your timetable when walking to your next lesson.



Where can I go during break and lunchtime?

At morning break and lunchtime you can go to the Year 7 yard or the canteen (every Year has their very own designated yard). You are not allowed off the school site. You can also go to the Library and there are many lunchtime clubs to choose from. Packed lunches cannot be eaten in the canteen or library and should be eaten on the school yards.

How do I carry all my books and equipment for the day?

You will need a comfortable bag with strong straps. It is a good idea to spend time each evening preparing your bag and books for the following day.



TOP TIP: A 'fashion' bag isn't always the best choice!



TIMEKEEPING AND EQUIPMENT

What should I do if I am late for school?

A member of staff always meets you on the school gate. If you are late, you will need to sign in at the school reception.



TOP TIP: Plan your route to school and practice this in the holidays. Always leave enough time to get to school by 8.30am! If a friend is running late - then see them at school so you are not both late!



Late for a lesson?

Go to the lesson, knock on the door, enter quietly and say "Sorry I am late" and give the reason why.

What equipment do I need?

When you start in September 2026, we recommend you should bring a pencil case, four coloured pens (black/blue/purple/red), a pencil, highlighter, 15cm ruler and an eraser. You can purchase your own calculator 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.



TOP TIP: Pack your school bag the night before school including your PE kit if you need it.

Is homework too much?

Talk to the teacher who set the homework or your form tutor. You could also tell your parents who may support you with time-management at home.

TRANSPORT

What happens if I miss my bus to school?



You need to get to school as soon as possible. This may mean an adult will need to bring you or if this is not possible you will need to get the next bus. You must also contact the school and let them know you are on the way. Our school number is **01775 820254**.



I will be going home on the bus. Where do I catch it?

Buses will come to the side of the school. You should wait for these in the allocated area and staff will send you over to catch your bus when it arrives.



TOP TIP: Buses leave at 3.20pm so you MUST be in your designated area by 3.15pm at the latest so you hear your bus call.

I'm coming to school on my bike. Where do I leave it?

There are bike sheds on site but you MUST lock your bike.



My parent/carer is collecting me at the end of the school day. Where do I meet them?

They can meet you outside the main gates at the front of school. They should not park in the school car park as they will not be able to leave the car park due to the buses entering the school.

PERSONAL



I'm having problems with another student, what do I do?

At times you will fall out with friends - that is very normal. If it is causing you any concerns you can speak to your Form Tutor and Pastoral Year Lead or any other member of staff. They will listen to your worries, suggest solutions and support you.



I want to make friends with people in another tutor group?

Joining extra-curricular clubs is a great way to meet new people. There are lots of clubs to choose from during lunchtime and after-school. The clubs range from lots of different sporting activities, to drama and art clubs. In your lessons you will learn names of people and probably walk to your next class together so you could chat on the way.



TOP TIP: Remember that you should never share your details with people you do not wish to contact you and ALWAYS let an adult know where you are going and who you are meeting!

I want to be with my best friends in my lessons?

We try to make sure that you are in a form group with at least one person you know from your primary school. Starting a new school is a fantastic opportunity to make new friends!



I have an appointment during the school day, what do I do?

If you need to see a doctor, dentist or have a hospital appointment, firstly, try and arrange this out of school hours. Otherwise, you must bring in a copy of the appointment card to the school reception so that the school has a record of the appointment. You will not be able to leave the school premises unless an adult arrives at the school reception to collect you.



TOP TIP: You must sign out at the school reception before you leave the school site.

I feel unwell whilst I am in school?

You should try and stay in your lesson, but if you feel too poorly we have a Medical Room that you can go to where a trained First Aider will be available.



I have a minor illness so I don't want to go to school.

Unfortunately, we all get a little ill during the first few months of a new school year, such as a headache, sore throat, cough or blister. However, it is not acceptable to have time off school for 'smaller' illnesses. Even though you may not feel 100% you need to take some Calpol or other pain killers before you come to school. When in school, drink lots of water throughout the day.



TOP TIP: Avoid having time off school as this will lower your GCSE success, even in Year 7!

Do I need to bring a phone to school?

In our schools, mobile phones must not be seen or heard during the school day. This helps everyone to feel safe, focused and ready to learn.

If you bring a phone to school, it should be switched off and kept out of sight at all times. If you were found to be using your phone during the school day, the device will be removed and your parents will be asked to come to collect the item.

We would like to reassure you that you do not NEED a smartphone to start secondary school, and many students choose not to bring a phone at all. If you do bring one, it is your responsibility to look after it.



TOP TIP: School is a place for learning, making friends and enjoying new experiences – not for using phones.

UNIFORM



Great - a new uniform! Can I wear what I want?

You need to wear the uniform that is shown on the list your parent/carer has been given. All students **MUST** wear their blazer during the school day, unless told otherwise by a member of staff. Outdoor jackets are not allowed to be worn indoors.

Is there anything I am not allowed to wear?

You shouldn't wear anything that is not on the uniform list. Only a single small stud or small sleeper may be worn in each ear lobe and no other piercings. You are not allowed to wear make-up, nail varnish, gel or acrylic nails or false eyelashes (inc lash extensions).



TOP TIP: Read the uniform list carefully. If you get it wrong you could spend the day in the Student Referral Unit (SRU). Jewellery will have to be removed and spare uniform will be issued (there are plimsolls issued to replace incorrect footwear).

I'm having a new haircut for school. What am I allowed?

We do not allow you to dye your hair any colour besides natural colours only. Styles should be non-extreme (such as a grade 1) and no shapes or lines should be shaved into the style. If in doubt - ask before you get your hair cut!



TOP TIP: If you are asking "Will I be allowed this style?" then the answer is probably no!

For PE, can I wear my own sports gear?

Afraid not! You have to buy the correct PE kit as on the school uniform policy. If you wear incorrect kit, this means a detention could be issued and a loan of a spare PE kit.



TOP TIP: Get organised early! Pack your school bag with the PE kit the night before school.