



THINKING  
SCHOOLS  
ACADEMY TRUST



Working at:  
Goodwin Academy  
2022 – 2023



# WELCOME MESSAGE FROM OUR PRINCIPAL

---

Goodwin Academy is a vibrant and engaging key stage 3-5 mixed academy based in the heart of Deal.

Sponsored by the Thinking Schools Academy Trust (TSAT), Goodwin Academy is part of a family of schools across Kent, Medway and Portsmouth. There are currently 17 academies in the trust including secondary and primary schools. The Thinking Schools Academy Trust is a successful and rapidly growing trust, ranked as the highest performing academy trust in the country in 2018 at KS4. It has high expectations for all academies, setting ambitious targets for pupils learning and progress.

At Goodwin, we are committed to transforming the life chances of our students, ensuring that all are supported and encouraged to achieve their personal best. We deliver this through the BEST Agenda - 'Be Your Best' with BEST being an acronym for B = Brilliance, E = Enrichment, S = Society and T = Thinking.

We pride ourselves on our caring and compassionate ethos, which enables our students to grow in a supportive atmosphere conducive to their development. Where students need additional support, we will look to meet their needs through our highly effective pastoral system.

The school has a thriving extra-curricular programme with many opportunities for students to grow their talents. In the sporting arena, the school has a wide range of very successful teams and have regular student productions, dance shows and exhibitions.

Ultimately, we aspire for our students to develop their academic and life skills, so that they become confident, well-rounded and contented individuals and are equipped and ready to be successful for the world of work and the challenges of the 21st Century.

*Simon Smith*

Simon Smith  
Principal





## CONTENTS

Our Values

Staff Absence

Breakdown of the School Day

Designated Safeguarding Lead

Policies

Dress code

Term Dates

Fire Evacuation

Accessing your payslip and HR 'self-service' portal

Wellbeing

Resignation Dates

**Transforming Life Chances** by providing an educational framework that promotes the development of **effective habits** and **cognitive structures**. Challenging everyone to **aspire** to and **strive** for personal **excellence**. Enabling each individual to **realise their potential** and become the **master of their own destiny**.

# OUR VALUES

---

The vision for Goodwin Academy is based around 'Be Your Best', so that all students achieve the highest standards of which they are capable. This is also known as our BEST Agenda.

## Brilliance

At Goodwin Academy, you will be supported to be brilliant in everything you do.

Our ethos is to encourage our students to be their best self, striving for brilliance in all areas of their learning. Students at Goodwin develop an understanding that in order to achieve there has to be challenge. Overcoming these difficult times and building resilience is part of the journey towards any form of success, small or large. Brilliance is the reward of having the right habits of mind, which our students will develop through the Gateways to Success. We live in a society, which bombards our young people with images of superficial ideals. Rather than promoting the idea of quick wins we aim to instil the habit of resilience.

Winston Churchill said "success is not final; failure is not fatal. It is the courage to continue that counts."

Examples of Brilliant activities include:

- Commitment to academic studies
- 100% attendance and punctuality
- Representing the school
- Raising personal aspirations

## Enrichment

At Goodwin Academy, you will encounter a variety of educational opportunities outside of the classroom.

Learning does not only take place inside the classroom, instead we encourage our students to see each experience as a learning opportunity. At Goodwin, we want our students to engage and embrace the world around them. Cultural Capital is an important part of a well-rounded education, encouraging students to take themselves out of their comfort zone and see a world of opportunities. Transferable knowledge is key to being able to contextualise our learning; the wider our experiences, the more able learner we become due to our broader understanding. All of us have preferred interests and ideas, but unless we are provided with the opportunity to explore new experiences we will be unable to develop our knowledge limiting our pathways to success.

Examples of Enrichment activities include:

- Trips and visits
- Sporting activities and Duke of Edinburgh
- Performances and productions
- Work Experience

## Society

At Goodwin Academy, you will be encouraged to develop as a responsible, active and informed world citizen, demonstrating mutual respect, empathy and community spirit.

We live in a global community; therefore, it is essential that our students understand their role and responsibilities that come with living in a democratic society. Students at Goodwin are active not only in the immediate community of Deal, but also working with national and international agencies to support those who are less fortunate than ourselves. Society can be likened to a watch mechanism, made up of different cogs and levers that enable the watch to tell the time effectively. Each and every one of us is a cog, if society is to work for us then we need to ensure that we know and understand what our role is in order to be effective citizens. At Goodwin, we believe to become effective individuals in society, it is essential that each of our students aspire to be the best citizen and develop the fundamental values that are key in British society today.

Examples of Society activities include:

- Charity events
- Student leadership
- Community outreach
- Political engagement

## Thinking

At Goodwin Academy, you will join a global community of thinkers.

A “Thinking School” is an educational community in which all members share a common commitment to providing careful thought to everything that takes place. This involves both students and staff learning how to think reflectively, critically and creatively, and employing these skills and techniques in the co-construction of a meaningful curriculum and associated activities. Students are supported to think for themselves through the development of a thorough understanding of thinking tools that are used to aid and monitor their own progress. Research from the University of Exeter highlights that students who attend a “Thinking School” on average achieve one GCSE grade higher in comparison to pupils starting at the same point at a non “Thinking school”.

The “Thinking School” approach arms learners with skills that better prepare them for the ever-changing world we live in. Students achieve this through developing their confidence to map out their ideas independently and reflect upon these processes. As students become more confident, their motivation improves, enabling vibrant and collaborative learning environments. With the fear of failure removed, students develop their confidence through improved communication and the ability to utilise learnt coping strategies.

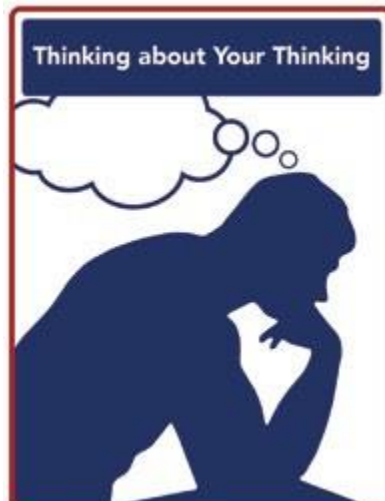
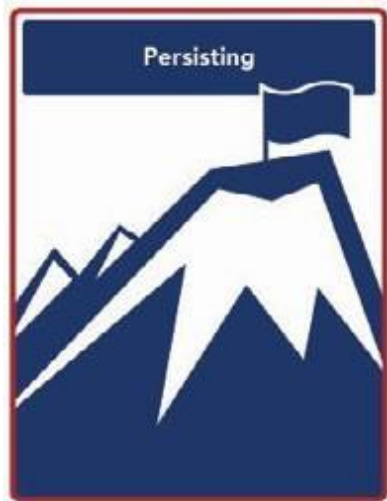
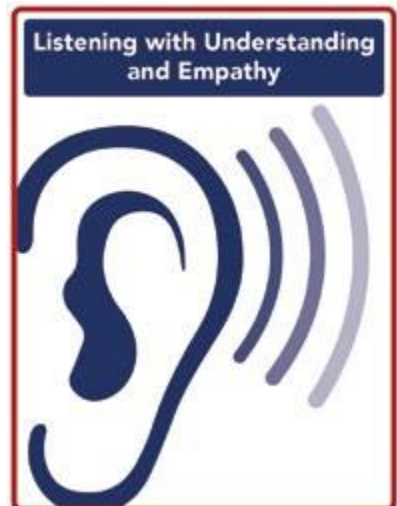
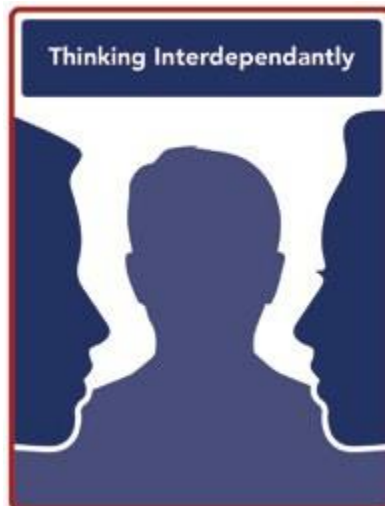
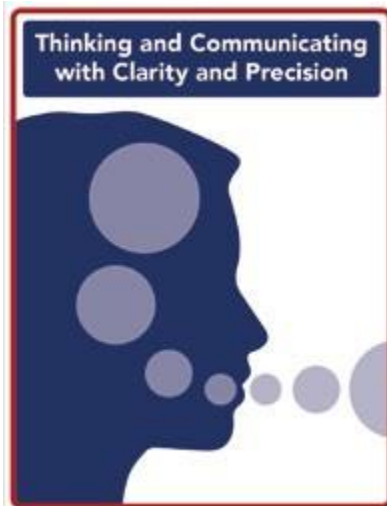
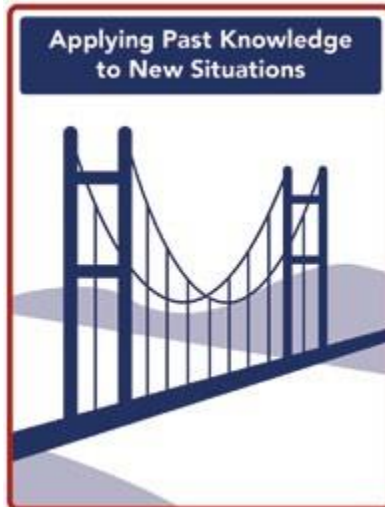
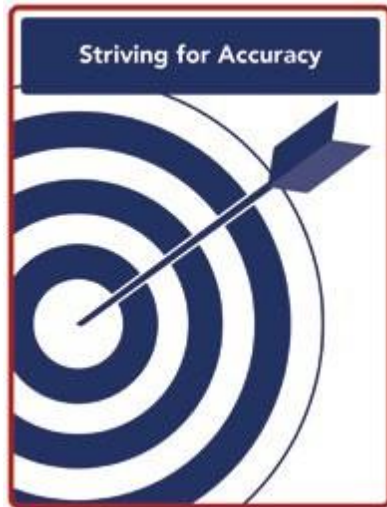
Examples of Thinking activities include:

- Thinking Maps - to visualise thinking
- CORT Tools - to focus thinking
- De Bono’s Thinking Hats - to organise thinking
- Thinking Keys - to engage and motivate thinking
- Questioning - to encourage thinking
- Goodwin Gateways - to develop thinking dispositions



# GOODWIN GATEWAYS

---



# REPORTING STAFF ABSENCE

---

## 1. Absence Requests

- Personal Absence – Green Forms are available in the staff room in the marked up pigeon hole and outside the PA to the Principal's Office. Please ensure that your Line Manager has signed your Green Form before handing it to Kay Targett.

## 2. Sickness Absence

- A reminder of the numbers to ring in the case of absence:
- Either text/ring the absence school mobile – 07545 645702 – please notify Kay Targett before 7.15 a.m. on each day of absence.
- Email Kay Targett on each day of absence to [K.Targett@tsatrust.org.uk](mailto:K.Targett@tsatrust.org.uk)
- The school telephone number is 03333 602210 and Kay's extension number is 26219.
- Please note it will not be possible to photocopy work for cover lessons, this should be sent to the Head of Faculty/Subject and completed within the department if needed for the cover lesson. Please ensure the work is suitable for delivery by a Cover Teacher.
- For planned absence, please provide work already copied and ready for the cover teacher.
- Self-Certificate/ Return to Work Form - Please note that following a period of sickness absence, regardless of length, a Return to Work form must be completed by you and your Line Manager and returned to Danielle Bowden.

# BREAKDOWN OF THE SCHOOL DAY

---

<b>Registration</b>	08:30-08:50am
<b>Period 1</b>	08:50-09:50am
<b>Period 2</b>	09:50-10:50am
<b>Break</b>	10:50-11:10am
<b>Period 3</b>	11:10-12:10pm
<b>Period 4</b>	12:10-13:10pm
<b>Lunch</b>	13:10-13:45pm
<b>Period 5</b>	13:45-14:45pm
<b>Students Dismissed</b>	14:45pm



# DESIGNATED SAFEGUARDING LEAD

---

The designated Safeguarding Lead is responsible for ensuring all safeguarding protocols and procedures are followed for all instances that occur in the Academy.



## Safeguarding Team



**Mrs A Wild**  
Senior Designated  
Safeguarding Lead



**Miss C Fraser**  
Deputy Designated  
Safeguarding Lead



**Mr S Smith**  
Trained Officer



**Miss R Moon**  
Trained Officer



**Mrs D Bradford**  
Trained Officer



**Mrs R Wright**  
Trained Officer

## Safeguarding Supporting Team

Mr N Barnes	Trained Officer/ Online Safety Officer
Miss G Gray	Trained Officer
Miss Z Cureton	Trained Officer
Miss C Wilkin	Trained Officer
Mr A Murphy	Trained Officer
Miss D Lowther	Trained Officer
Miss L Hirst	Trained Officer
Miss B Morgan	Trained Officer
Miss J Wiles	Trained Officer
Mrs K Silk	Trained Officer
Mr J Sharman	Trained Officer

# POLICIES

---

All of our policies can be found online at <https://www.tsatrust.org.uk/about/policies/>.

Various policies are reviewed and updated on an annual basis and you will be expected to familiarise yourself with these policies throughout each academic year.

Prior to or upon joining the Trust you are required to familiarise yourself with the following key policies:

- Code of Conduct
- Keeping Children Safe in Education (DfE guidance)
- Information Security Policy
- ICT Acceptable Usage Policy
- Please familiarise yourself with the schools GDPR practices

Should you require any information or have further questions regarding our policies, please contact your Office Manager/PA directly or contact a member of the HR Team on **0333 360 2050** or by email at [hr@tsatrust.org.uk](mailto:hr@tsatrust.org.uk).

# DRESS CODE

---

All clothing should be of a type that promotes dignity and professionalism and is not provocative, or could be construed as such. All clothes should be clean and presentable and consistent with presenting a professional public image. All members of staff are expected to act as role models for our students and have due regard to compromising child protection or safeguarding.

## **Information for all staff:**

1. Clothing must be professional attire and not casual wear.
2. Shirt, tie, trousers, jacket and smart shoes (except for PE staff and designated support staff) are appropriate.
3. Skirt or trouser suits are acceptable, as well as smart dresses, skirts/trousers and jackets.
4. Any cropped trousers must be formal and tailored. Shirts, blouses, knitwear and other smart tops may be worn.
5. Flip flops or Roman sandals may not be worn.
6. In a Primary school setting, the Headteacher may exercise their discretion with regards to a formal dress code, particularly in EYS setting.
7. For Secondary schools, sleeveless or strappy tops worn without a covering jacket are not acceptable. Jackets should be worn at all times outside of classrooms unless 'short-sleeve' order has been announced.
8. No extreme hair styles are acceptable (for example, shaved designs)
9. Jewellery should be discreet with visible piercings restricted to ears. Single nose studs may be worn for reasons of culture or religious observance only.
10. On formal occasions (such as parents evening), all staff attending should dress in a professional manner befitting the event.
11. When 'short-sleeve' order is announced, jackets and ties do not need to be worn outside classrooms and offices.
12. Where a member of staff believes they are not able to adhere to all aspects of the dress code, the Headteacher will consider the reasons for this and will be able to make the decision to waive part of the dress code in special circumstances.

## **As an indication, the following is a list of unacceptable dress:**

Torn clothing

Clothing with inappropriate writing, logos or visible designs.

Jeans, thin/casual leggings or combat trousers (note: thick/smart leggings with suitable long top is permissible)

Shorts

Flip flops

Bare shoulders

## **The Wearing of Uniform**

Where uniforms are required in support functions such as Technicians, Facilities, Canteen/Catering Department - uniforms will be provided by the Academy and should be worn at all times. Staff should note that it may be a criminal offence not to wear safety dress in certain situations (headwear in kitchens, hard hats in construction areas, etc.) Failure to wear the correct safety dress can amount to gross misconduct, which could lead to dismissal.

For teachers in departments where a uniform is required such as the PE Faculty, uniforms will be provided and should be worn for lessons as required. Track suits provided may be worn at other times including assemblies, covering of other subject lessons, lunch/breaks and non-teaching administration time, with the exception of formal events such as parent's evenings.

## **Name Badges & lanyards**

All staff when working shall wear a name badge attached to their lanyard, worn in such a way to prevent it being obscured from students and visitors view.

Any staff wearing uniform, name badges and lanyards should be mindful of their behaviour when travelling to and from work, and when leaving the site during the working day (E.g. when having a break). Staff are representing the school and Trust and must therefore behave in a way to ensure the reputation is upheld at all times.

## **Head Dress**

Hats/caps are not permitted inside (except where necessary on health and safety grounds).

Head dress in line with the beliefs and traditions of various religions and sects are allowed except any head covering that covers a substantial part of the persons face. Anything that does cover a substantial part of the face is allowed in staff communal areas, where staff are not expected to communicate with students.

## **Footwear**

Footwear must be appropriate to ensure a safe environment for staff and clients. No trainers should be worn, except where staff are involved in sporting activities. Shoes should have a back strap as a minimum and be of smart appearance. Heels should be moderate height avoiding the risk of trips/falls.

## **Hair/Nails**

Hair should portray a professional image. Nails should be clean and of reasonable length. False nails are prohibited in departments involved with catering, science, practical work or food preparation.

## **Tattoos**

Wherever possible, tattoos must be covered at all times.

The above is designed to provide guidance, but cannot cover all situations. Failure to uphold and/or adhere to appropriate standards of dress may result in formal action being taken. Please seek clarification as required from your line manager should you be unsure with regards to the dress code policy.

## **Smoking**

Smoking, vaping and e-cigarettes are not permitted on site at any of our schools and staff are reminded to not smoke on or near the school premises. Please refer to your school specific guidance on the designated smoking area.

# TERM DATES & STAFF DEVELOPMENT DAYS

---

## **Term 1:**

Monday 5th September - Thursday 20th October 2022

Staff Training Days 1 & 2 - Thursday 1st & Friday 2nd September 2022

Staff Training Day 3 - Friday 21<sup>st</sup> October 2022

Autumn Break: Friday 21st October - Friday 28th October 2022

## **Term 2:**

Monday 31st October - Friday 16th December 2022

Christmas Break: Monday 19th December - Monday 2nd January 2023

## **Term 3:**

Staff Training Day 4 - Tuesday 3<sup>rd</sup> January 2023

Wednesday 4<sup>th</sup> January - Friday 10th February 2023

February Break: Monday 13th February - 17th February 2023

## **Term 4:**

Monday 20th February - Friday 31st March 2023

Spring Break: Monday 3rd April - Friday 14th April 2023

Good Friday: Friday 7th April 2023

Easter Monday: Monday 10th April 2023

## **Term 5:**

Monday 17th April - Friday 26th May 2023

Early May Bank Holiday: Monday 1st May 2023

May Break: Monday 29th May - Friday 2nd June 2023

## **Term 6:**

Monday 5th June - Friday 21st July 2023

# ACCESSING PAYSLEIPS AND HR “SELF-SERVICE” PORTAL

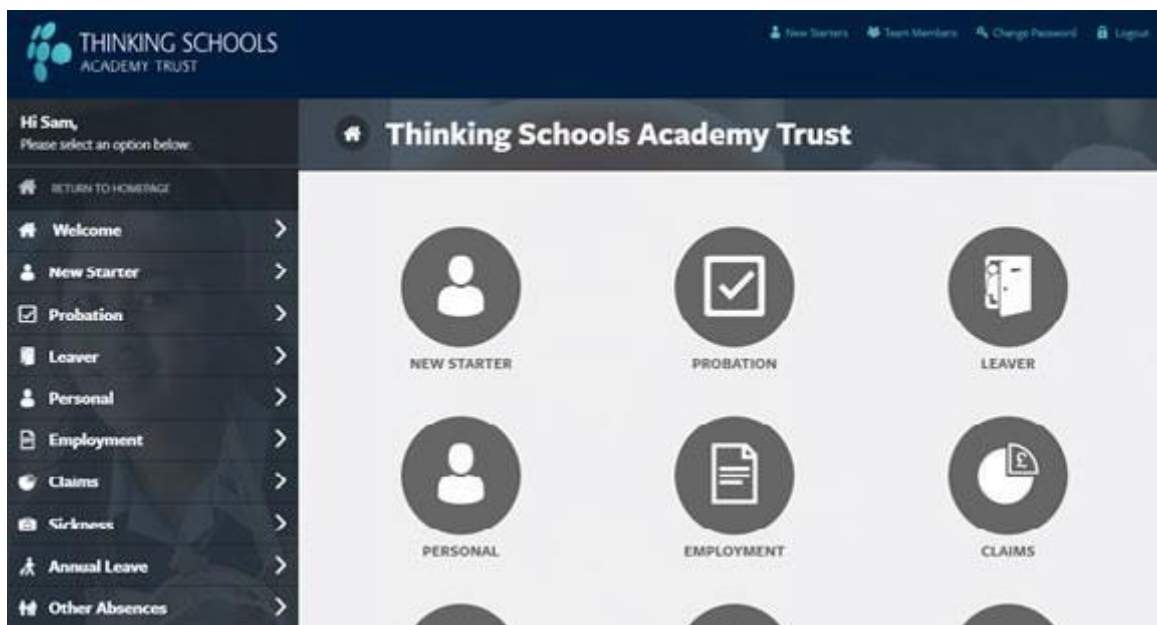
---

Upon joining our Trust, you will be sent login details to access your HR self-service portal. This system will allow you to access your employment details and address all of your employee lifecycle needs in one place.

You will regularly use this system to:

- View/print payslips and P60s
- Request annual leave
- Update personal details (e.g. address)
- Update bank details
- View key contact details (e.g. pension scheme providers)
- Access key HR policies and documents

The link to the website is <https://tsatrust.selfservice.global/>. The system can be accessed from your own personal device, as well as devices on Academy networks.



When you log in for the first time, you will need to change your password using the link at the top right of the home page.

If you have any queries on the HR Portal, please contact the HR team at [hr@tsatrust.org.uk](mailto:hr@tsatrust.org.uk) or **03333 602050**.



# WELLBEING

---

The Trust is committed to supporting the physical and psychological health of all staff. It is important that we look after ourselves as well as each other in the workplace.

Over the year the Trust will launch various wellbeing initiatives which we take part in as a school.

Each term we will focus on one of the Six Ways to Wellbeing which will be notified by the Trust. Each school has a Wellbeing Ambassador who will support in driving the wellbeing initiatives each term.

If you would like to be a Wellbeing Ambassador please contact HR via [hr@tsatrust.org.uk](mailto:hr@tsatrust.org.uk).

As a Wellbeing Ambassador you can actively encourage and promote good mental health within your school by encouraging your colleagues and the rest of the school community to take part.

## Employee Assistance Programme (EAP), Workplace Wellness

The Trust provides a free confidential counselling service administered by workplace wellness.

**WorkplaceWellness™**  
Life is a rollercoaster.  
We're here to make the ride smoother



# RESIGNATION DATES

---

The resignation dates and notice periods for teachers in schools within England and Wales are set out in the terms and conditions for teachers, commonly known as the 'Burgundy Book'.

The Burgundy Book refers to three notional terms:

Spring term	1 January to 30 April
Summer term	1 May to 31 August
Autumn term	1 September to 31 December

## HEADTEACHERS

For headteachers to leave their post at the end of either the autumn or spring term they must give a minimum of 3 months' notice. If a headteacher resigns at the end of the summer term a minimum of 4 months' notice must be given.

Term	Date by which notice must be submitted	Leaving date
Autumn	30 September	31 December
Spring	31 January	30 April*
Summer	30 April	31 August

## ALL OTHER TEACHING STAFF

In the autumn and spring terms, the minimum notice required is 2 months'. For resignation to take effect at the end of the summer term, a minimum of 3 months' notice is required.

Term	Date by which notice must be submitted	Leaving date
Autumn	30 October	31 December
Spring	28/29 February	30 April*
Summer	31 May	31 August

*\*Please note, irrespective of when Easter falls, the leaving date for the spring term will always be 30 April. If however, they are moving to a new school, or another educational establishment, the leaving date will be the date before they take up employment at their new school or educational establishment where this falls before 1 May.*



Goodwin Academy, Hamilton Road,  
Deal CT14 9BD

**T:** 0333 360 2210

**E:** [admin@goodwinacademy.org.uk](mailto:admin@goodwinacademy.org.uk)

[www.goodwinacademy.org.uk](http://www.goodwinacademy.org.uk)

Registered company number: 7359755

TRANSFORMING LIFE CHANCES