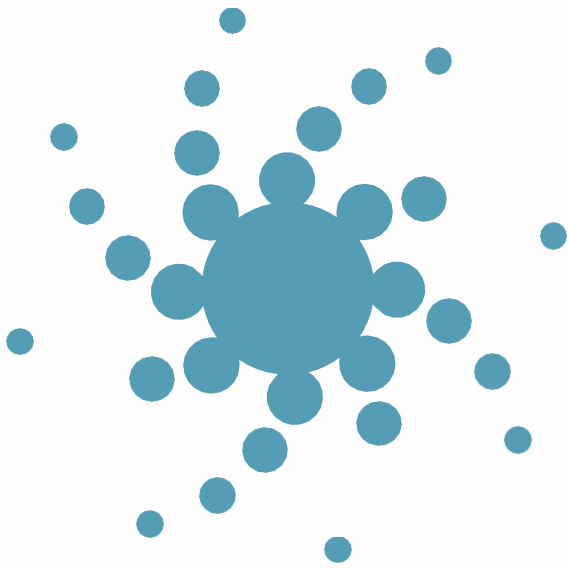




THINKING
SCHOOLS
ACADEMY TRUST



Working at:
The Portsmouth Academy
2022 – 2023



WELCOME MESSAGE FROM OUR PRINCIPAL

Welcome to The Portsmouth Academy!

I am pleased that you are joining, what I consider to be, the most innovative and exciting school in Portsmouth.

I first joined the Academy in 2000 as a maths teacher when it was the City of Portsmouth Girls' School. After falling in love with the profession and developing strong relationships whilst at the school, I moved onto a number of other schools in the local area gaining valuable experience along the way. I am now delighted and feel honoured to return to the school I hold so close to my heart, as Principal from September 2022.

You will be joining an Academy Trust that places students (and staff's) thinking at the centre of all we do. To-date the journey our school has travelled on as part of the trust, has been transformative in terms of our pedagogy and practice. We are extremely proud of our achievements around academic progress and success for our students. We are hopeful that our outgoing Year 11 students, our first mixed cohort, receive the grades they very much deserve in August in what can only be described as having had a challenging Key Stage 4 with the complications that Covid has brought us.

The school is rapidly expanding and will be one of the largest secondary schools in the city. This has brought significant investment and we are proud to have opened our new Creative Curriculum building in 2020. Being a massive advocate of IT, I am passionate about leading the school on the continuing journey of becoming a Microsoft Showcase School. In September 2022 we will have two year groups using one:one devices in lessons to help support their learning. We live in a digital age and must embrace new technologies, and with students in Years 7 & 8 using their own device in lessons, this opens up many more fantastic opportunities and innovative pedagogical techniques that many schools can only dream of. It is our aim that students leaving TPA are digitally literate, have future ready skills and a thirst for knowledge by having the digital classroom at their fingertips.

I hope that you are as excited to begin your journey here at The Portsmouth Academy as I am to be returning as Principal and welcoming you to our school. I very much look forward to working with you throughout your induction period and beyond.

Please feel free to drop in at any time or catch me in the corridor to let me know how you are settling in at TPA!



A handwritten signature in black ink that reads "Asheton Woodall". The signature is fluid and cursive.

Asheton
Woodall
Principal

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ETHOS AND VALUES

The Portsmouth Academy provides an education to our students not just to support their academic progress but to develop them to think deeply about their thinking, be their best self and to have the knowledge, tools and skills in order to shape their success. We are very proud of our school, which offers a wonderful education; full of opportunities for young people to aspire, achieve and be respectful.

We believe strongly in nurturing children throughout their time at The Portsmouth Academy to build positive habits, develop an awareness of their strengths and support them in developing areas they would like to improve. We work with them so that they are aspirational and ready for their next steps and, importantly, understand their role and place both within their local community and beyond. The thinking school approach to education is unique to this secondary school in this city and we believe that it genuinely transforms the life chances of our children, not just because of the excellent outcomes our students achieve but also as it teaches them the critical thinking skills they need to be resilient in an ever changing world.

In our school, we value the relationships between staff and students which enable every child to 'Aspire and Achieve and be Respectful'.

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**.

Aspire • Achieve • Respect



The Portsmouth Academy

TPA STAFF 'WHO'S WHO' 2022



Natalie Sheppard – SPD
Director of Education for
Portsmouth TSAT Schools

The Senior Leadership Team (SLT)



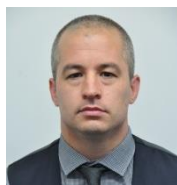
Assheton Woodall – WDL
Principal
Ex 22221



Lee Dolphin – DOL
Senior Vice Principal
Professional Growth & Assessment,
Timetabling, Staffing, Operations
Ext. 22225



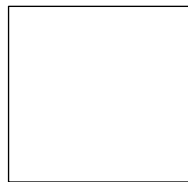
Andrew Hatherley – HTY
Vice Principal
Behaviour and Attitudes
Ext. 22224



Kev Burns – BUR
Vice Principal
Quality of Education
Ext. 22227



Ryan Lock – LOC
Assistant Principal
Being your Best Self
PE



James Batten - BAT
Assistant Principal
Digital Strategy



Chiara Fraser – FRA
Assistant Principal
Equality Diversity & Inclusion
English and Literacy



Kirsty French – FRE
Assistant Principal: KS3
Quality of Education
Geography
Ext. 22222

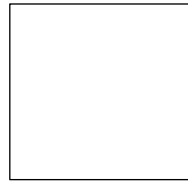


Chris Andrews – AND
Assistant Principal: KS4
Quality of Education
Mathematics
Ext. 22223

The Extended Leadership Team (ELT)



Adam de Caen – CAE
Associate Leader
Mathematics & Numeracy
Ext. 22235



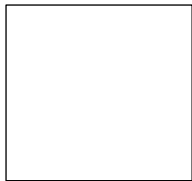
Hannah Coles – COL
Associate Leader, SENDCo
Inclusive Provision
Ext. 22211



Katy Gough – GGH
Associate Leader
Science, STEM & Computing
Ext. 22234



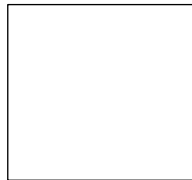
Vanessa Pszonak – PZK
Associate Leader
Early Career Development and Staff
Wellbeing French
Ext. 22245



Steve Stannard – STN
Associate Leader
Computer Science and Digital
Learning



Zoe Wilson - WLS
Associate Leader
Personal Development



Associate Leader
English & Literacy
Recruiting for January 2023
Start

The Middle Leadership Team (MLT)



Shahara Begum – BEG
Curriculum Lead Teacher
Religious Education
NEU Rep



Sarah Blackmore – BLA
Lead Practitioner
Science
Ext. 22249



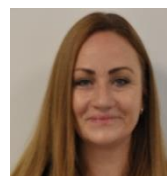
Sam Devoil – DEV
Lead Practitioner
English & Literacy



Alex Dower - DOW
Curriculum Lead Teacher
Geography



Sarah Fletcher – FLE
Curriculum Lead Teacher
Food & Nutrition



Vicky Francis – FRN
Curriculum Lead Teacher
Music



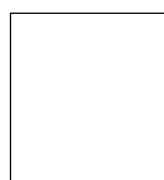
Sarah Gomez – GOM
Curriculum Lead Teacher
PE



Sam Hart – HAT
Head of Year 7
English



Daniella Masters – MAS
Personal Development Lead
Teacher
Religious Education



Laura Molloy – MOL
Head of Year 9
Science



Ros Parker – PKR
Teacher in Charge of Dance



Matt Parnell – PAR
Head of Year 11
Mathematics, Spanish



Hellen Piper – PIP
Head of Year 8
English



Beth Sanderson – SND
Curriculum Lead Teacher
Art & Design
Ext. 22241



Louise Scarcliffe – SCA
Curriculum Lead Teacher
MFL



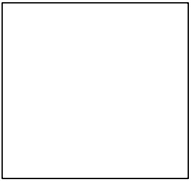
Holly Seymour - SEY
Curriculum Lead Teacher
Design and Technology



Matt Smith - SMM
Head of Year 10
English



Emma Williams - WIL
Curriculum Lead
History



Liz Parry - PRY
Lead Practitioner:
Mathematics



Cliff Young – YOU
Curriculum Lead Teacher
Drama

The KS3 Lead Teachers



Duncan Forster – FRS
KS3 Lead Teacher
English
NEU Rep



Mashuk James – MRA
KS3 Lead Teacher
Science



Deborah Traut - TRA
KS3 Lead Teacher
Mathematics

House Champions



Eilidh Currie – CUR
House Champion: Hypatia
PE



Fergus Davison – DAF
House Champion: Aristotle
Drama

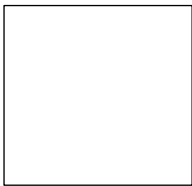


Rosie Kendall – KEN
House Champion: Socrates
Duke of Edinburgh Coordinator
History



Marcie Kimber – KIM
House Champion: Plato
Dance

The Teachers



Katie Avison – AVI
Art Teacher



Jane Backhouse – BCK
Geography and
Food & Nutrition Teacher



Abbie Ball – BAL
English Teacher



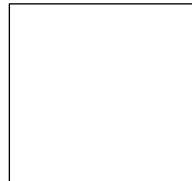
Mia Barnard – BAR
Science Teacher



Hajar Bellazrak – BEL
Science Teacher
Digital Learning Ambassador



Lily Bodkin – BOD
History Teacher



Hayley Callender – CAL
Music Teacher



Helen Cheek – CHH
English Teacher



Zack Cross – CRO
English Teacher



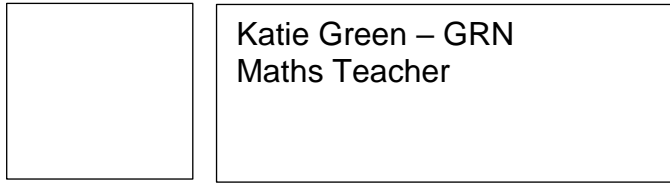
Callum Cutler – CUT
Music Teacher



Karen Davies – DAK
Mathematics Teacher



Adele Smith – SMA
English Teacher



Katie Green – GRN
Maths Teacher



Moudood Hassan – HAS
Science Teacher



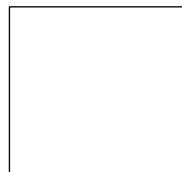
James Jarrett - JAR
History Teacher



Zoe Lawrence – LAW
Food & Nutrition Teacher



Irina Nikitina - NIK
Modern Foreign Languages
Teacher



Hannah Payne – PAN
Geography Teacher



Mike Richards – RCH
Mathematics Teacher



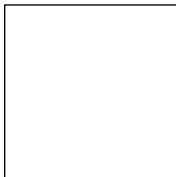
Lloyd Scott – SCO
Science Teacher



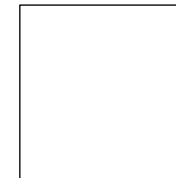
Naomi Scrace – SCR
RE Teacher



Jennifer Smith – SMH
Science Teacher
Ext 22249

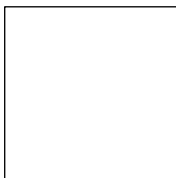


Jade Winstanley – WIN
Art Teacher

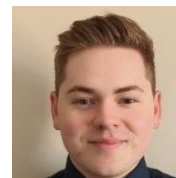


DT Teacher
Appointment in process

The Student Engagement Team



Tyrah Allen – ALL
Inclusion Centre Student
Engagement Worker



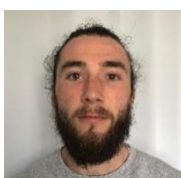
Mitchell Bailey - BAI
Student Engagement Worker



Micki Barber - BRB
Student Engagement Worker



Jordan Bee - BEE
Student Engagement Worker



Harvey Belcher - BLC
Student Engagement Worker



Sarah Bolton – BOL
Higher Level Teaching Assistant
Art and Design



Kayleigh Buckley – BUC
Student Engagement Worker



Lauryn Clark - CLA
Apprentice Student
Engagement Worker



Peter Henry - HEN
Inclusion Centre Student
Engagement Worker



Ellie Hooper - HOO
Student Engagement Worker



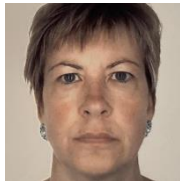
Amber Grey - GRA
Apprentice Student
Engagement Worker



Harry Houston - HOU
Student Engagement worker



Renata Lee - LEE
Student Engagement worker



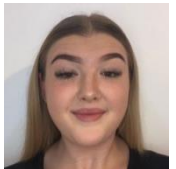
Janet McLeod - MCL
Student Engagement Worker



Matthew Palmer – PAL
Higher Level Teaching
Assistant
Music



Sylvie Richardson – RCD
Student Engagement and
Interventions Coordinator



Etta Seymour - SEM
Apprentice Student
Engagement Worker



Anna Wozniak – WOZ
Student Engagement Worker

The Cover Supervisors



Tracey Going – GOI
Lead Cover Supervisor
Staff Absence, Cover & Supply
Ext. 22219

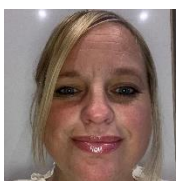


Amy Harding – HAR
Cover Supervisor

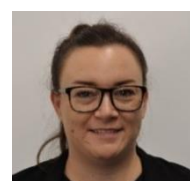


Joshua Kirby - KIR
Cover Supervisor

The Pastoral Team



Clare Blake - BLK
Attendance Improvement
Coordinator
Ext.22653



Amy Byrne – BYR
Deputy Head of Year 9
Ext. 22238



Mark Denman – DEM
Deputy Head of Year 8
Ext. 22236



Hannah Fenner – FNR
Deputy Designated
Safeguarding Lead
Ext. 22212
Leaving on 9th September 2022



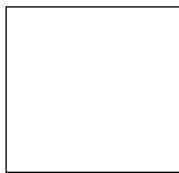
Amie Friend - FRI
Welfare Lead
Ext. 22699



Mark Martin – MRT
Deputy Head of Year 10
Ext.22239



Vilandr  Bothma-Lubbe - BOT
Deputy Designated
Safeguarding Lead
Ext. 22212



Luke Needham – NEE
Attendance Improvement
Coordinator
Ext. 22216



Jake O'Mara - OMA
Pastoral Team Support
Officer



Lily Osborne-Crown – OSB
Deputy Head of Year 7
Ext. 22654



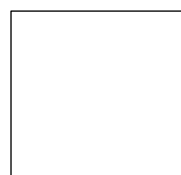
Clare Rhodes – RHO
Designated Safeguarding
Lead
Ext.22213



Kelly Rowe
Deputy Designated
Safeguarding Lead
Ext. 22210



Graham Snookes – SNO
Deputy Head of Year 11
Ext. 22238

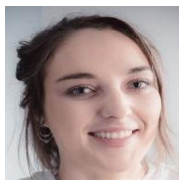


Pastoral Team Support
Officer
Appointment in process

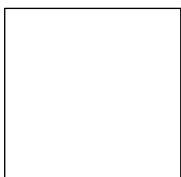
Inclusive Provision



Rebecca Andrews – ANW
Student Engagement
Receptionist & Admin
Ext. 22651



Olivia Fox - FOX
Reading Champion



Carey Knight - KNI
Inclusion Centre Teacher



Sandra Newsham – NEW
Learning Mentor



Chris Notman – NOT
Learning Mentor
1:1 / Anger Management



Penny Sherborne – SHE
Inclusive Provision Manager
Ext. 22652



Lisa Stanley – STA
Learning Mentor



Chantelle Usher – USH
Learning Mentor

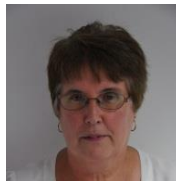


Jennifer Wood – WOD
Inclusivity and Equity Lead

The Technician Team



Tania Anderson - ANS
Lead Technician
Creative Design
Ext. 22666



Elaine Bover – BOV
Technician
Creative Design



Anutosh Das – DAS
Technician
Science
Ext. 22668



Dawn Dunsford – DUN
Technician
Creative Design



Elise Longden – LDN
Technician
Science
Ext. 22668



Sam Steger-Lewis – SGL
Lead Technician
Science
Ext. 22668

The Administration Team



Lucy Burton – BTN
Data Officer
Data, Reports, SIMS
Ext. 22218



Sue Green – GRE
Evening Receptionist
Adult Education
Ext. 22203



Anna Guest – GST
Student Progress Manager
Examinations Officer, Data,
Reports
Ext. 22222



Katie Jones – JON
Receptionist
General Admin
Ext. 22202



Kelsey Ma – KMA
Communications and Finance
Administrator
Bulletin, PlusPay, Social Media &
Website



Kelly Meale – MEA
Admissions and Attendance
Manager
Pupil support, Attendance
Ext. 22215



Matilda Palmer - PLM
 HR Administrator
 HR, General Admin
 Ext.22655



Mahbuba Rahman – RAH
 Careers and Student
 Enrichment Lead
 Ext. 22204



Helen Stewart – STW
 Administrator
 Reprographics, General Admin
 Ext. 22207



Denise Sweeney – SWE
 Receptionist
 General Admin
 Ext. 22201



Sue Wood – WOO
 Executive PA
 Admin Manager, HR
 Ext. 22209

The Facilities Team



Steve Bull – BUL
 Premises Assistant
 Ext. 10059



Dave Farry – FAR
 Premises Assistant
 Ext. 10059

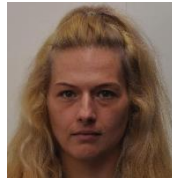


Leslie Latham
 Mobile Facilities Manager
 Ext. 10059

Lunchtime Supervisors



Courtney Audin - AUD
 Lunchtime Supervisor



Adrienn Kovacs - KOV
 Lunchtime Supervisor



Carol Sharp – SHP
 Lunchtime Supervisor
 And Cleaner



Sheila Sawyer – SAW
 Lunchtime Supervisor

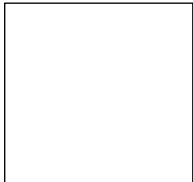
Associated TSAT Staff



Carl Albrecht
 First Line IT Customer
 Support Engineer
 Ext. 10032



Karla Barnes
 Apprentice Digital IT
 Technician
 Ext. 10040



Antonio Brito
IT Implementation Manager
for Portsmouth Hub



Stefanos Beligiannis
First Line IT Customer Support
Engineer
Ext. 10037



Arif Choudhury
First Line IT Customer
Support Engineer
Ext. 10035



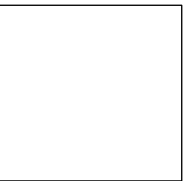
Darren Fox
Regional Facilities Manager for
Portsmouth Hub



Steve Griffiths
IT Service Delivery Manager for
Portsmouth Hub
Ext. 1003



June Leigh
Lettings Coordinator and
TSAT Exec Admin
Ext. 22681



Richard Aird
Mobile Facilities Officer



Dawn Trimby
Executive Business Manager

REPORTING STAFF ABSENCE

Procedure for staff reporting absence \ Lateness

- You must call the Absence line on 0333 360 2202 by 7:15am on each day of absence. If you know your expected date of return, please give this information
- If you leave during the working day you must request this from the Principal and your line manager and leave a message for the Lead Cover Supervisor on ext. 350. (If you hold more than one position, please ensure you inform both of your line managers.)
- If you are late, you must call the absence line with an expected time of arrival.
- Curriculum Leaders are responsible for setting cover but if you have this available, please email it to your head of department and coverwork@theportsmouthacademy.org.uk
- If absence exceeds 7 calendar days, you must forward a Doctor's Medical Certificate to the Lead Cover Supervisor and the HR Manager

The Absence Management policy can be found at www.tsatrust.org.uk/about/policies

THE SCHOOL DAY

Note: There is a 2 week timetable.

The structure for the school day is being reviewed. However, the 2021-22 school day is shown below. This will only change if the school goes back to a single break and lunch time.

Week A is on odd weeks and Week B is on even weeks. Breakfast Club takes place at 8:00am

| | |
|----------------|---|
| 8:40am | Warning Bell |
| 8:45-9:00am | Tutor Time/Assembly |
| 9:00-10:00am | Period One |
| 10:00-11:20am | Break (20 mins) and Period Two (KS3) / Period Two and Break (KS4) |
| 11:20-12:20pm | Period Three |
| 12:20-2:00pm | Lunch (40 mins) and Period Four (KS3) / Period Four and Lunch (KS4) |
| 2:00pm-3:00pm | Period Five |
| 3:00pm onwards | Enrichment Activities and Period Six (for Year 11) |

| | AM Reg 840-900 | P1 900-1000 | P2 + B 1000-1120 | | P3 1120-1220 | P4 + L 1220-1400 | | P5 1400-1500 |
|----|-------------------|----------------|---------------------|----|-----------------|---------------------|----|-----------------|
| 7 | REG | P1 | B | P2 | P3 | L | P4 | P5 |
| 8 | REG | P1 | B | P2 | P3 | L | P4 | P5 |
| 9 | REG | P1 | B | P2 | P3 | L | P4 | P5 |
| 10 | REG | P1 | P2 | B | P3 | P4 | L | P5 |
| 11 | REG | P1 | P2 | B | P3 | P4 | L | P5 |

SAFEGUARDING

Designated Safeguarding Lead: Clare Rhodes
Deputy DSL: Kelly Rowe
Deputy DSL: Vilandre Bothma-Lubbe

All safeguarding staff can be contacted on the main school number for any concerns regarding the Safeguarding of children attending the Academy.

If you wish to report a Safeguarding concern directly to Children's Services please call: Multi Agency Safeguarding Hub (MASH) on 023 9268 8793

Out of hours: 0300 555 1373

SAFEGUARDING

Basic guidelines for dealing with disclosures

1. Remember that the child's welfare and interests must be the paramount consideration at all times
2. Listen carefully and actively to the child. At this stage there is no necessity to ask questions. Let the child guide the pace.
3. Do not show shock at what you are hearing. This may discourage the child from continuing their disclosure as they will feel that the adult receiving the information is unable to cope with what they are hearing and may be thinking badly of the child.
4. Do not investigate. If you need to clarify what is being said and whether the child is at risk, ask open questions (TED (Tell, Explain Describe), what, when, who, how, where, do you want to tell me anything else? etc.) but only to the point of clarification being achieved. Avoid the question 'why?' as this can imply guilt / responsibility on the child.
5. Stay calm and reassure the child that they have done the right thing in talking to you.
6. Never promise to keep a secret or confidentiality. You have a duty to ensure the information is passed on to the DSL or Deputy DSL. Lee Lucas has a safeguarding responsibility for the whole Trust. If a child requests confidentiality, use a 'prepared' response, such as 'I'm really concerned about what you have told me and I have a responsibility to help ensure that you are safe. To help make sure you are safe, I have to tell someone (name person) who will know how to help us to do this'. Make sure the child understands what will happen next with their information.
7. Record factually what the child has told you or what you have observed as soon as possible. Ensure records include the date, time, place of disclosure, behaviour and words used by the child. Failure to accurately record information or writing down your 'interpretation' of the child's account may lead to inadmissible evidence.
8. If you have seen bruising or an injury, use a body map to record details. Again ensure that the map is dated and attached to information relating to the child's comments about the injury.
9. Tell your designated child protection officer (DSL/DDSL) as soon as possible but do not ask the child to repeat what they have told you to another staff member. This is stressful for the child. The more times a child is asked to tell their story the greater the chance of the facts becoming lost and any subsequent investigation being compromised.
10. If you have immediate concerns for the child's safety and no one is contactable at school, phone the police yourself - do not send the child home to a dangerous environment under any circumstances.
11. Do not gossip to other staff about what you have heard. The information should remain confidential to those who 'need to know'.
12. Maintain contact with the child. They have trusted you enough to 'tell', will need to know that they are not rejected as a result and may need continued support.
13. Ensure that you have support for yourself in managing the information you have received. The Trust provides a free confidential counselling service (0800 1116387). NOTE: Disclosures relating to allegations against colleagues and members of staff should be treated in the same way. This information must be passed immediately to the principal or DSL who will contact the LADO and ensure the appropriate procedures are followed.

Basic guidelines for dealing with disclosures When a child discloses abuse:

1. Stay calm and listen
2. Go slowly
3. Reassure them that they have not done anything wrong
4. Be supportive
5. Gather essential facts
6. Tell what will happen next
7. Report to DSL or Deputy DSL
8. Make notes

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.

STAFF INFORMATION

As professionals, teachers are expected to be ready to work with their students from 8:30am, until the end of the school day.

BULLETIN

A school bulletin listing the activities and actions for the following week is emailed out every week. Staff should read this prior to the Monday morning briefing to ensure they are supporting the school and their colleagues fully.

LESSON PREPARATION

We expect lessons to be planned and prepared well for every lesson you teach. You are required to have created all seating plans on Class Charts and class data should be kept up to date in the Electronic Mark Books. Please refer to your Thinking, Teaching and Learning Companion for further information on planning.

MARKING

The marking policy can be accessed on the website and in your TTL Companion. Key points are that staff mark in green pen, use a What Went Well/Even Better If (WWW/EBI) system and feedback should be timely and appropriate. Students respond to teacher feedback in red pen.

Digital feedback using the WWW/EBI format will be integrated into at least the teaching of Year 7 and 8 who will use one-to-one devices as part of their daily learning.

REFRESHMENTS

The staff room on the ground floor provides a range of appliances for making tea, coffee or hot snacks. There are many mugs that can be used however you may wish to bring in your own. Please make sure that you wash your cups up and they are not left unclean in the staff areas. There is a second staff room in the Aspire building on the first floor with some kitchen facilities (sink, kettle, microwave, fridge).

LUNCH

This can be purchased in the Dining Area or Thinking Café - hot/cold food is available during break and lunchtimes. A fingerprint recognition system is used within the canteen. This can be set up by Kelsey Ma, whose office can be found in the English corridor.

MEETINGS

Please refer to the school calendar for scheduled meetings and CPD sessions. Please email Kelsey Ma to request access to online school calendar.

BRIEFINGS

Each week briefing time is set aside for Tutor briefings, Quality of Education discussions and specific meetings about individual pupils when necessary

PARKING

Hopefully you have already found the car park but if the gate is closed, your staff badge will give you access.

BREAK DUTIES

Please see the duty rota board by reception provided by Lee Dolphin. Please arrive promptly to your duty area and be vigilant around student behaviour. High Visibility jackets need to be worn when on duty and are available from Sue Wood.

CLASS ALERTS

Most problems with discipline can be handled by the class teacher within the lesson using the appropriate

systems we have in place. If however an incident occurs that you require support with, then the Class Alert facility may be used. The 'Class Alert' facility can be found by logging into ClassCharts and selecting 'negative' when you highlight the student. If you have had to use the Class Alert button, then please log the details of the incident on ClassCharts as you would for any other incident of poor behaviour. After a student has been removed from lesson, they are placed immediately in Internal Exclusion until 4:00pm. There is an expectation that the class teacher who triggered the alert needs to have a restorative conversation at the end of the day with this student.

MISSING STUDENTS / CLASS MOVES

If students are marked as present in the previous lesson, but are not in your lesson, please fill in an 'AWOL' form via Class Alerts. This will allow staff to be aware of missing students and to locate them. If the student later arrives to your lesson, please complete a 'Reverse AWOL' stating that they have returned.

If a pupil arrives at your lesson who was marked absent on their previous lesson, again please send an AWOL to alert staff.

If you are moving your class to another room, please can you also fill in the AWOL as this allows us to find you in case of any emergencies, etc.

SCHOOL SITE OPENING TIMES

The school site is open from 7:00am to 6:00pm Monday to Friday, from 8:00am to 2:30pm on Saturdays and from 7:30am to 2:30pm on Sundays. If staff would like to come in at the weekend to work onsite, please raise a helpdesk alert for facilities (helpdesk@thinking-facilities.com) so that they are aware. All staff are issued with access codes and keys upon starting.

UNION REPRESENTATION

For your safety and peace of mind, it would be advisable to be part of a teaching union. More information about the unions that are currently represented in our school can be found in the staffroom.

IT SERVICES

As a member of staff at The Portsmouth Academy, you will have full access to our IT systems and services. This includes network access, printing, filtered wireless, remote access and much more

Key Information:

Username

Please contact PA to Senior Leadership Team

Email

Your email address will be your username@tsatrust.org.uk. In order to access your emails, click on the Microsoft Outlook icon located on your desktop or start menu. You can also view your emails at home by browsing to <https://mail.theportsmouthacademy.org.uk/>

Printing

We use a Follow-Me print system around the Academy. This enables you to print a document to a queue and release it from any print station around the site. In order to print:

1. Select 'File - Print' within the application you wish to use.
2. Ensure either Mono-FollowMe or Colour-FollowMe are available in the drop down menu. If they are missing, you can add the printers by clicking the drop down arrow and selecting 'Add Printer'. Click 'Find Now' and then right click on the printer name and select 'Connect'
3. A pop-up box will appear from PaperCut asking you what department you wish to bill your printing to. You are allocated a department depending on your timetable in SIMS. Please make sure you select the appropriate billing code. The print cost will appear in the pop-up box
4. Walk up to a printer and either use your staff card or manually type your details in to release the job.

User Area

You are allocated a 10GB personal user area where you can save your documents. This is backed up every night. User Areas are mapped to the letter H:\ when logged onto a networked computer.

Shared Areas

All members of staff have access to a public staff and student drive in order to share documents. You will only be able to save into the folders you teach.

SIMS Access

In order to access SIMS, double click the icon on your desktop. This will automatically log you in.

Wireless Access

In order to connect to our wireless network, please select 'TSAT-WL', although this should connect automatically. The user credentials you need to supply are the same credentials used to log onto a computer.

Room Booking System

Staff have the ability to book classes into IT rooms. In order to access the room booking system, browse to <https://tpa.roombookingsystem.co.uk/> You can log into the system using your network credentials.

IT Issues

If you have any IT related issues, please email helpdesk@thinking-technology.com

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 maybe worn.
5. Flip flops or Roman sandals may not be worn
6. 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.
7. No extreme hair styles are acceptable (for example, shaved designs)
8. Jewellery should be discreet with visible piercings restricted to ears. Single nose studs may be worn for reasons of culture or religious observance only.
9. On formal occasions (such as parents evening), all staff attending should dress in a professional manner befitting the event.
10. When 'short-sleeve' order is announced, jackets and ties do not need to be work outside classrooms and offices.
11. Where a member of staff believes they are not able to adhere to all aspects of the dress code, the Principal will consider the reasons for this and will be able to make the decision to waive part of the dress code in special circumstances.

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 & INSET DAYS

| Event | Dates |
|--------------------|--|
| Autumn Term Begins | 1 st September 2022 |
| Inset Day 1 | 1 st September 2022 |
| Y7 & Y11 ONLY | 2 nd September 2022 |
| Inset Day 2 | 21 st October 2022 |
| Half Term | 24 th October - 28 th October 2022 |
| Inset Day 3 | 28 th November 2022 |
| Autumn Term Ends | 16 th December 2022 |
| Spring Term Begins | 3 rd January 2023 |
| Inset Day 4 | 3 rd January 2023 |
| Half Term | 13 th February - 17 February 2023 |
| Inset Day 5 | 20 th February 2023 |
| Spring Term Ends | 31 st March 2023 |
| Summer Term Begins | 17 th April 2023 |
| Half Term | 29 th May - 02 June 2023 |
| Summer Term Ends | 21 st July 2023 |

FIRE EVACUATION PLAN

On hearing the alarm:

- Leave bags books etc.
- Line up single file
- Last pupil out to shut the door (do not lock)
- Walk quickly. Do not run.
- Exit in silence following the member of staff leading the class, and take the nearest exit possible
- If you have a second adult available, they should supervise the students from the back of the line
- Lead the class out of the building to the assembly point.
- Use the nearest exit route to leave the building.
- Use an alternative route if needed (smoke / congestion).
- If using stairs, the top floor should use the right hand side of the stairs and the first floor should use left hand side of stairs

At Assembly Point:

- Assemble on the field in Year Groups (Y7&8 by MUGA, Y9-11 on the far side of field).
- Line up alphabetically by tutor group **in silence**.
- Senior staff (Fire leaders) are attached to each Key Stage and will give you a paper copy of the register with AM/PM marks allocated.
- Indicate on the paper copy those students who are present and those who are absent.
- Hand the paper registers back to a senior member of staff.
- The senior member of staff must report the missing pupils & staff to the duty SLT

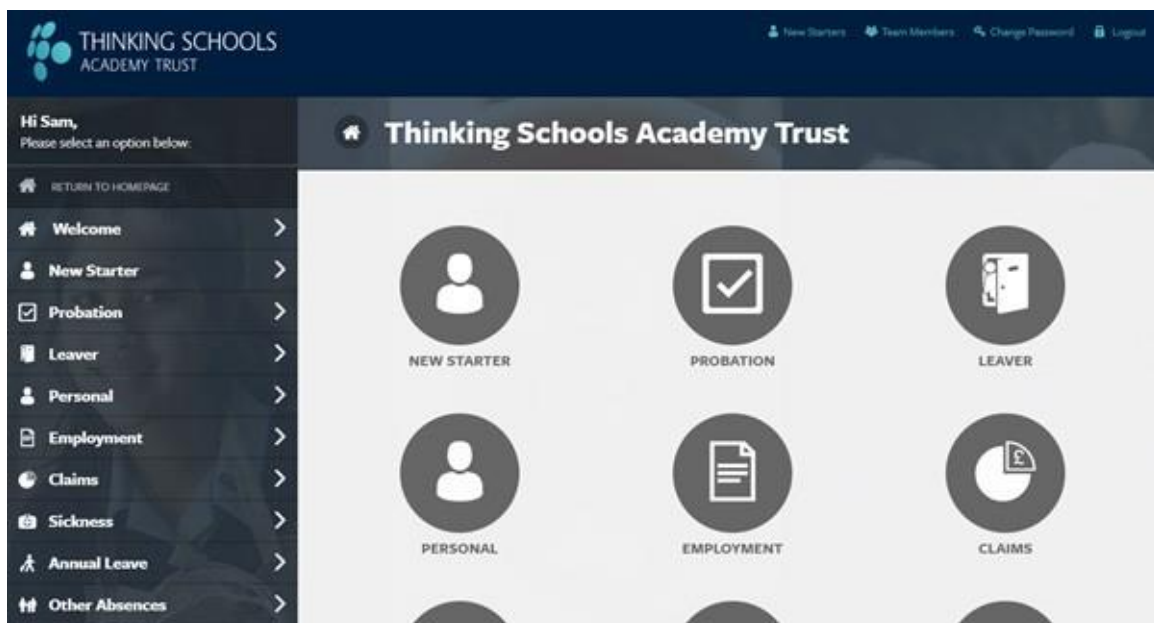
ACCESSING PAYSLIPS AND HR “SELF-SERVICE” PORTAL

Upon joining the 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 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.

Wellbeing is a high priority at The Portsmouth Academy and we place great importance on time spent together as a team. This may come in the form of team building activities, or in collaboration through professional development.

We look closely at the guidance and research around workplace wellbeing and have a member of the Extended Leadership Team (Vanessa Pszonak) who is dedicated to ensuring that strategies and policies take workload and wellbeing into account.

The Portsmouth Academy won the inaugural 'Teach Portsmouth' Award for Wellbeing in 2018 which we are all very proud of.

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.

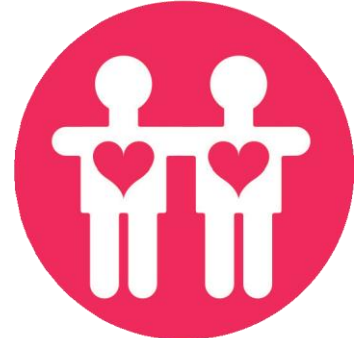
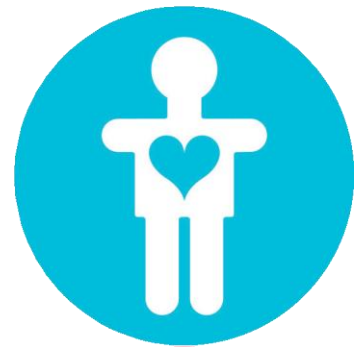
If you would like to be a Wellbeing Ambassador please contact HR via hr@tsatrust.org.uk.

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.

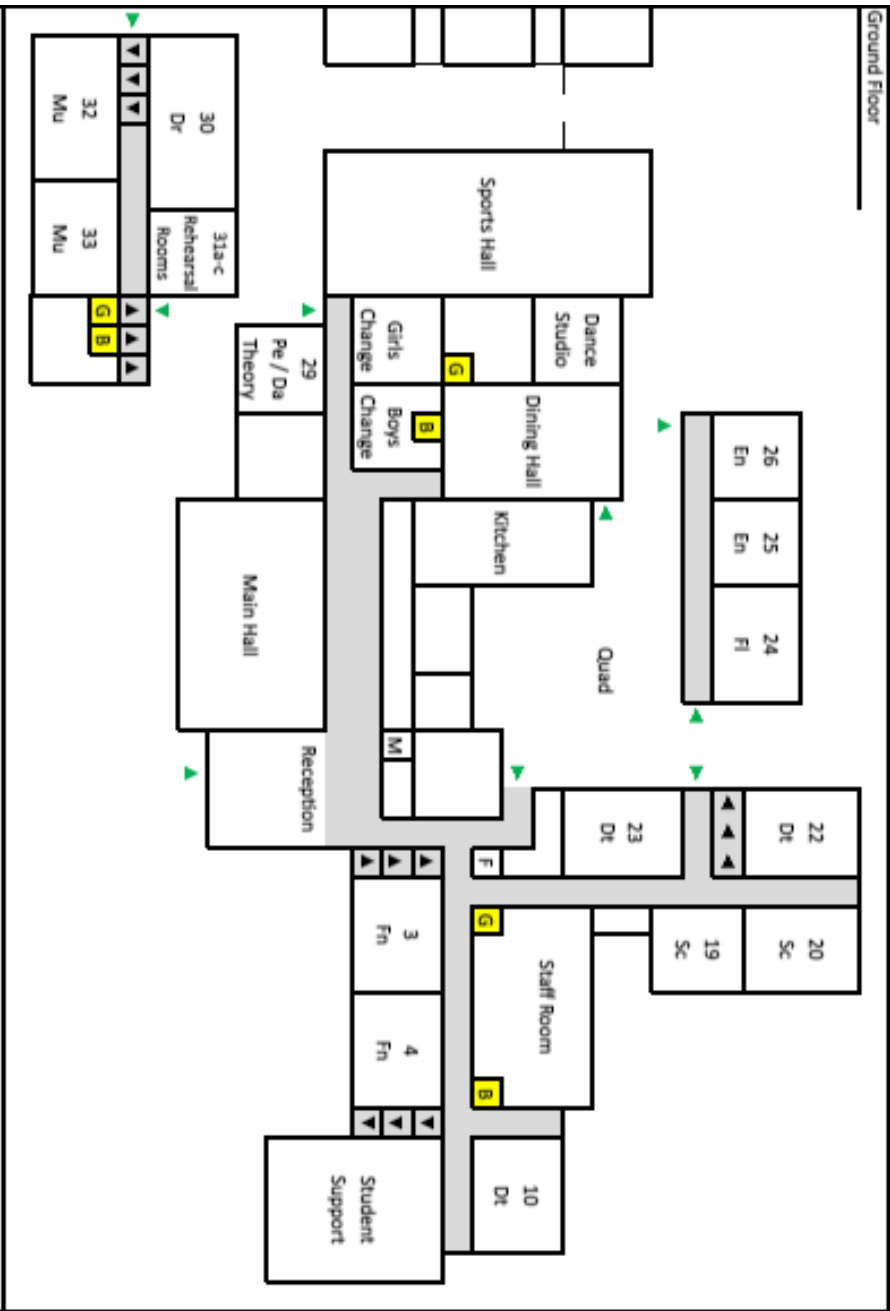
Employee Assistance Programme (EAP), Workplace Wellness

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

The contact number is: 0800 1116 387

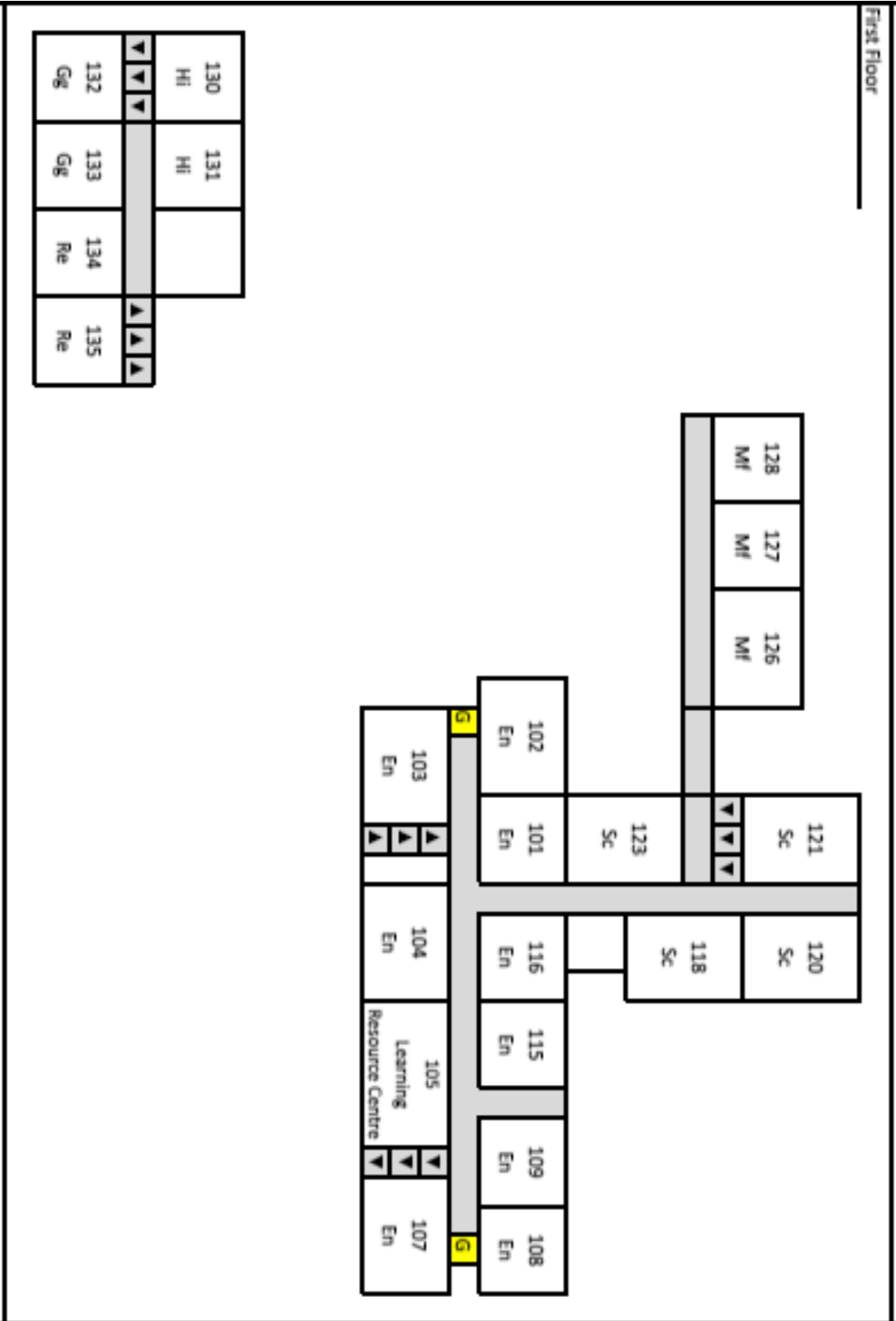


GROUND FLOOR PLAN

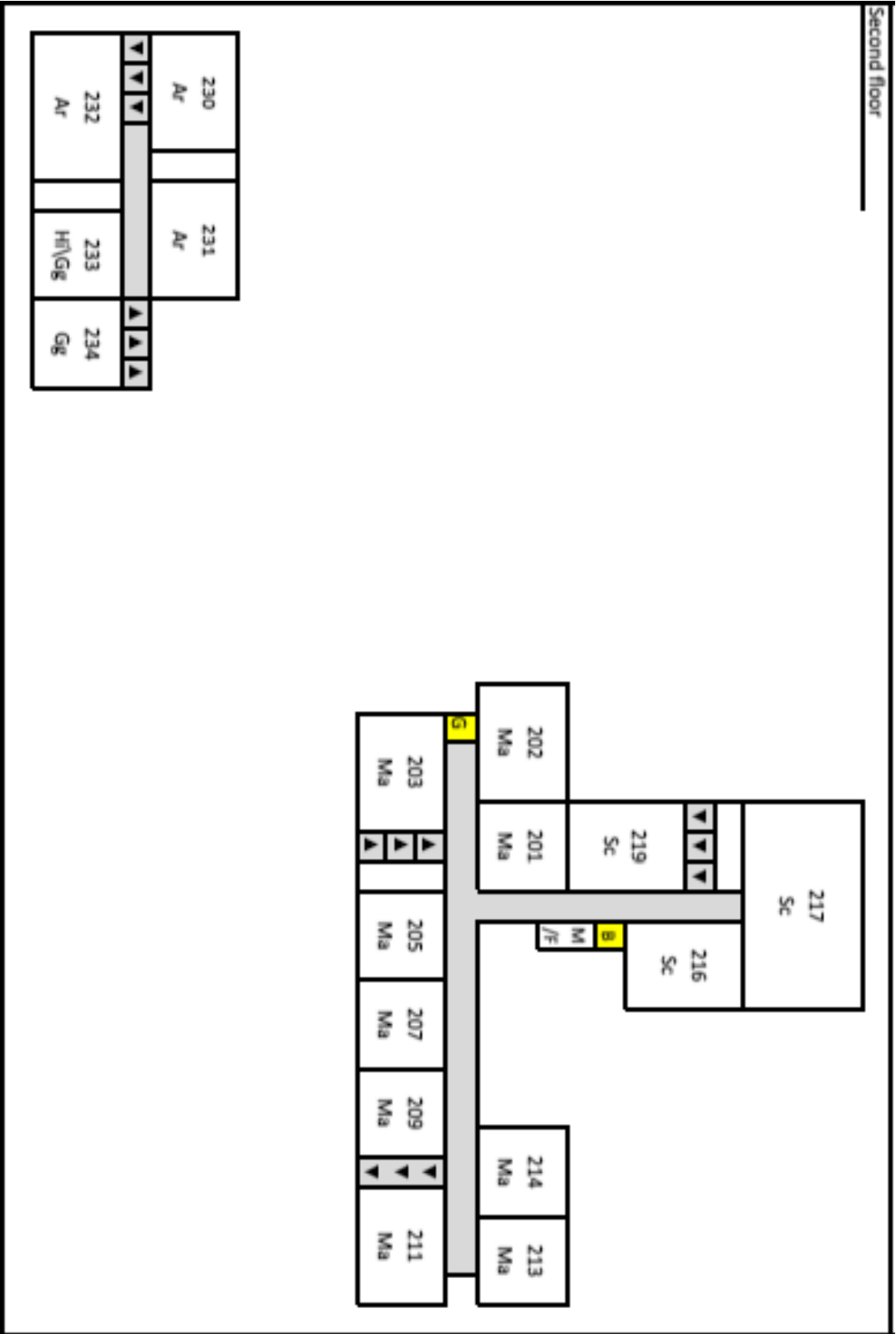


- ▲▲▲ Up stairs
- ▼▼▼ Down stairs
- ▲▲▲ G Girls toilets
- ▲▲▲ B Boys toilets
- ▶ Building entrance / exit
- Ar Art
- Da Dance
- Dr Drama
- Dt Design & Technology
- En English
- Fn Food & Nutrition Studies
- Gg Geography
- Hi History
- Ma Maths
- Mf Modern Foreign Languages
- Mu Music
- Pe Physical Education
- Re Religious Education
- Sc Science

FIRST FLOOR PLAN

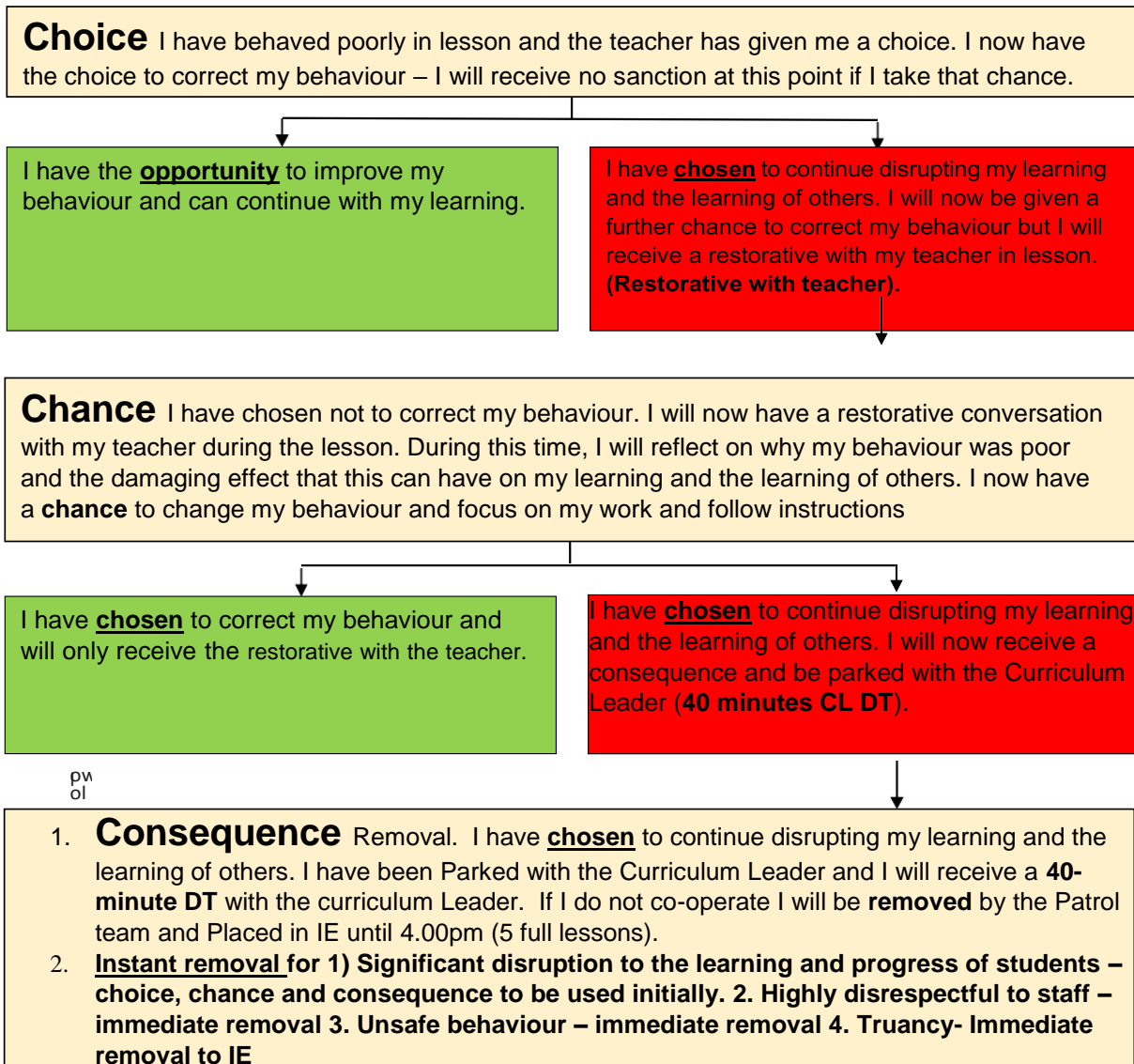


SECOND FLOOR PLAN



Sanctions and Rewards

A 'Choice, Chance, Consequence' system was introduced in 2021 and will continue to be the system that we will embed in addressing poor behaviour choices of our young people. The flowchart of the system is included below for your reference. Further information can be found in the behaviour policy on our website. ClassCharts is used to record all incidents of poor behaviour.



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Sanctions and Rewards

Students are rewarded through habit points, a number of which revolve around the habits of excellence.



Students are awarded as follows for accruing habit points:

- 10 = positive postcard from tutor
- 25 = positive postcard from Head of Year
- 50 = Bronze star from Head of Year
- 100 = Silver star from Vice Principal
- 150 = Gold star from Principal
- 200 = Platinum star from Principal



The
Portsmouth Academy

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Registered company number: 7359755

TRANSFORMING LIFE CHANCES