



**LYNN GROVE  
ACADEMY**

*Creative  
Education  
Trust*



PARENT  
HANDBOOK

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# Aims and Ethos

**As a community**, we defined our ethos with the following statement:

We are a community. We are Lynn Grove.

We are kind to each other and ourselves.

We put learning at the heart.

We embrace challenge.

We persevere.

At Lynn Grove, we are determined to put learning at the heart of everything we do so that education is an enriching experience. As adults in the community, we aim to model this to our pupils by continually reflecting on and improving our practice. We strive to develop creative thinkers who persevere, embrace challenge and who emerge from their school as well-rounded confident individuals ready for their next stage.

We aim to:

- Make sure that all our pupils discover what they are good at.
- Demonstrate that all people are equally valued.
- Celebrate the successes of all members of our community at every opportunity.
- Provide a moral and disciplinary framework which puts learning at its heart.
- Provide pupils with opportunities to become increasingly responsible for themselves and their learning.
- Support pupils to develop enquiring minds, the ability to question and argue rationally and to develop their practical skills.
- Make the school an integral part of our community.



- Prepare our pupils to take their place in an increasingly scientific and technological world to become active citizens.
- Ensure that we offer rich opportunities which contribute to every individual's personal development.

## Our College System:

We are hugely proud of our system of Colleges at Lynn Grove. We have 4 Colleges plus Senior Year, which is made up of our year 11 role models. Pupils at Lynn Grove chose to name the Colleges after constellations and we worked with artists at Norwich University of the Arts to design logos for Lyra, Leo, Pegasus and Orion. We ensure pupils at Lynn Grove receive excellent pastoral care and this is one of the many benefits of the College system. Each College has committed form tutors across every year group, a Pastoral Manager, Progress Leader and Assistant Principal. Colleges give us opportunities for healthy competition, collaboration and celebration of all pupils. We love that every member of staff in our Lynn Grove community is also part of a College, we proudly wear our College colours on our lanyards every day.

## Arbor

### Arbor

At Lynn Grove Academy we use an online system to track achievement and behaviour throughout the school day, this is called Arbor. One of the key benefits of using Arbor is that we can securely share your child's homework, achievement and behaviour reports (including detentions) with you through an online portal or app.

# Attendance

## Expectations

All pupils have an attendance target of 98%. We firmly believe that great attendance to school is a life skill and will allow your child to exceed, both in their academic studies and social relationships.

## Illness

If your child is too ill to attend school, you must call the school every morning your child is absent on 01493 661406 (option 1) before 9.00am to advise us of the reason for the absence. If your child is too ill to come to school for more than 1 day, you must inform us in the morning of every absence. If you do not notify us, you will receive an absence call and email. This is an automated service which will alert you that your child is not present in school and you should respond and inform us why your child is not present as soon as possible – this is to ensure your child's safety.

## Medical Appointments

When pupils leave the premises, they must report to Main Reception to be signed out by the staff. When they return to school, they must report back to Main Reception in order to sign in. Appointments should be made outside school hours. However, where an appointment during the school day is unavoidable, pupils should always report to school to register before leaving for their appointment. Please inform the school by sending the appointment letter/confirmation to [LGA-Attendance@lynngrove.org.uk](mailto:LGA-Attendance@lynngrove.org.uk).

## Lateness

Pupils should arrive at school no later than 8.28am in order for them to be on time for registration at 8.30am.

## Absence

Please do not take your child out of school for holidays as it is very disruptive to their education. If you cannot avoid taking your child out of school during term time you should obtain an absence form from the school's Main Reception or an electronic copy from <https://www.lynngroveacademy.org.uk/attendance>. This should be completed and returned prior to the planned absence. All holidays will be treated as unauthorised absence and recorded as 'G' on your child's attendance record unless granted special dispensation by the Principal.

## Contact

At Lynn Grove Academy we know that regular, open communication is very important to maintain excellent attendance. We will update you on a weekly basis on how your child's attendance was that week and signpost you to the rewards and incentives we have in school. This is usually via an email sent on Friday afternoon; if you require support with your child's absence or would like to pass on a message, please feel free to reply to this email and we will ensure it is sent to the appropriate person in school who can best support you/ your child.

If you would like to contact a member of the attendance team, please use our dedicated attendance mailbox:  
[LGA-Attendance@lynngroveacademy.org.uk](mailto:LGA-Attendance@lynngroveacademy.org.uk)

## Monitoring Absence

At Lynn Grove academy we monitor attendance closely and we will contact you if we are concerned about your child's attendance. If the academy considers the level of attendance to be of concern, we will request medical evidence in order to authorise further absences. Please note that if we are unable to obtain confirmation of ill health from you or your doctor, further absences will be recorded as unauthorised. Please see below a guide to what is accepted as medical evidence:

1. GP/Dental appointment card with date of appointment attended.
2. Medical Appointment letter.
3. Empty prescribed medication packet with dispensing label attached.
4. Copy of prescription.
5. White return page of prescription  
i.e. repeat prescription request.
6. Medical letter from GP or medical professional advising student is unfit to attend school.
7. Medical Certificate.
8. Compliment slip from a Nurse at student's medical practice confirming they are unfit to attend school.

In line with Department for Education (DfE) guidelines, all schools now have a responsibility to identify any pupil whose attendance falls below 90% as a 'persistent absentee' (PA), regardless of reason. If your child falls into the

category of persistent absentee you will be required to engage with support meetings until attendance improves.

### What the Law Says

The school operates the system of fixed penalty notices and fast track meetings to support regular school attendance. As a parent or carer you are legally responsible for ensuring that your child gets a full time education. Should you fail to ensure that your child attends school regularly, you will be guilty of an offence. Parents who are convicted of this offence may be fined up to £2,500 and/or sentenced to up to three months in prison. We will only use this in a last resort and will facilitate support in advance with you.

### At Lynn Grove Academy we:



## Behaviour

**The behaviour of pupils** at Lynn Grove is very good. High standards and clear expectations support the learning environment. As a community, we believe that we should treat others as we would wish to be treated, and this informs our approach to behaviour management. Our Behaviour Policy is designed not only to ensure the safety of all members of our community, but to support the development of excellent academic and interpersonal skills that will prepare our pupils for adulthood. The Behaviour Policy can be found on the school's website. You will have access to Arbor which is an online system used by the school to track your child's achievement and behaviour. This system enables you to see all of your child's behaviour records and you will have access to the detention manager which shows details of any detentions your child has been issued with and when they will be expected to attend.

## Calendar

**Details of term dates**, staff development days and the exam timetable can be found on the school's website.

## Change of Address or other details

**Parents should** use the Parent Portal on Arbor to make any changes to your address, telephone numbers and personal details so that the school's records can be kept up to date. This is extremely important if emergency contact needs to be made. If you experience difficulties with Arbor please contact the school office on enquiries@lynngroveacademy.org.uk.

# Child Protection / Safeguarding

**Child Protection** and Safeguarding are of utmost importance to all staff at Lynn Grove. All adults who work or volunteer with our pupils must undertake a Disclosure and Barring Service (DBS) check which is completed before they start working with our pupils. Our Child Protection Policy, which is consistent with the guidelines issued by the DfE can be found on our website. We have four members of staff who are our Designated Safeguarding Leads and all staff receive regular training for safeguarding.

## Charges for school activities

**A contribution/charge** may be made for some activities to cover the costs incurred. These include:

- peripatetic music tuition
- cookery and craft activities where ingredients and materials are required
- transport for school visits
- board and lodging on school trips
- personal copies of text books and revision guides (if required)
- entry for examinations for which the pupil has not been prepared for by the school or the pupil has to re-sit
- educational visits

Payment for educational trips and activities should be paid for by Arbor Pay. We do not accept cash, or cheques. If you have any difficulty in paying the required costs, please discuss the matter with your child's Progress Leader.

## Communication

**The school office** is open throughout the year between 8.00am and 4.00pm Monday to Friday.

Phone: **01493 661406**

Email: **[enquiries@lynnngroveacademy.org.uk](mailto:enquiries@lynnngroveacademy.org.uk)**

Website: **[www.lynnngroveacademy.org.uk](http://www.lynnngroveacademy.org.uk)**

We are always looking at ways to improve our communication with our parents and we send emails and text messages to inform you of important dates and to remind you about parents' consultation evenings, forthcoming trip details, etc.

If you need to contact the school to speak with a member of our pastoral team, you should telephone the school and speak to or leave a message for the Progress Leader of your child's College. If your enquiry is about a curriculum matter, it will be passed on to the Head of Department of that particular subject.

Our website is a useful source of information where you will find the latest updates and information on any school activity/event.





## Concerns & Complaints

**Please contact** us promptly if you have any concerns. If your concern is about a pastoral matter, please contact the Progress Leader in the first instance, if your concern is about an academic issue, please contact the relevant Head of Department (their email addresses can be found on the school website). We take all concerns seriously and deal with them promptly. If your concerns are not resolved by the Progress Leader or Head of Department, please contact the Principal's PA, Kelly Woods.

## Curriculum

**Our curriculum is broad**, balanced and responsive to individual needs and interests. Please look at the appropriate pages of our website for full details of the curriculum offer for each year group. All pupils study Physical Education. Sex and Relationship Education forms part of the statutory curriculum at Lynn Grove. Parents do have the right to withdraw their child from elements of Sex Education and Religious Education; however, we would ask them to discuss this first with the Vice Principal: Curriculum.

### **Our LGA Lesson:**

All lessons at Lynn Grove are underpinned by a set of clear routines which help pupils to maximise their learning. New pupils at Lynn Grove are taught how to do each routine well and we place real emphasis on getting them right. We know that consistency and predictability mean more brain space for learning, and we put learning at the heart. Our LGA routines include First and Final Five, our consistent call for attention, the use of mini whiteboards to answer questions and being Ready to Learn.

## Confiscation

**Any items brought in** to school which are specifically prohibited in Lynn Grove's school rules, will be confiscated by any member of staff if they are seen to be in use during the school day.

## GDPR (Data Protection)

**Lynn Grove** has a Data Protection Policy compliant with the General Data Protection Regulations (GDPR). The policy is available to parents on request.

## Examinations

**All pupils** in every year group take formal examinations twice a year. Year 11 pupils do an additional round of mock exams prior to the main public examinations in May/June.

## Extra-curricular opportunities

**The school offers** a wide range of clubs and activities that take place before and after school as well as in the school holidays. Pupils can pursue their interests in Art, Music, Dance, Drama, Sport to name but a few. Peripatetic music lessons are available through the school. There is a Chess Club based in the Library. Every morning we run a free Breakfast Club at 7.45am for pupils who like to arrive early at school.

Individual departments run an extensive range of educationally enriching visits to both local and national attractions. The school has its own mini-buses for small group trips and sporting fixtures. Information about visits will be sent to parents via email.



## First Aid/Medication

**We have** several first aid trained staff and also employ a full time qualified First Aider who is on duty throughout the school day. She is available to administer first aid where necessary and support the needs of pupils with medical conditions. The administration of medication to children is the responsibility of parents. The school's First Aider is the nominated representative who has accepted responsibility to administer medication on a voluntary basis. Prescribed medication is defined as 'any medication requiring a medical or dental practitioner's prescription' (examples may include asthma inhalers, antibiotics, etc.). Should your child require prescribed medication, please complete a MED1 form (available from the school) and return it to the school office with the medication which should be delivered to the school, ensuring the container (the chemist's original container) is clearly labelled with the contents, the child's name and the dosage and any other instructions. The medication will be kept in a secure file in the school's First Aid office. Non-prescription medication, such as paracetamol, should also be in named containers with dosage instructions and a form MED1 should be completed as with prescribed medicines. Under no circumstance should pupils have their own supplies of medication with them. If your child becomes unwell or needs emergency medical treatment during the school day you will be contacted by phone to arrange for your child to be collected. The first aider will arrange a risk assessment for all pupils who have injuries which do not prevent attendance on their return to school. It is essential that you let the first aider know that your child is returning to school after an injury so that she can make sure appropriate arrangements are in place.

# Home-School Agreement

**You will have all seen** and agreed to the home-school agreement as this was part of the admissions form that was sent to you. The home-school agreement is as follows:

The School will:

- Provide a safe and healthy environment.
- Offer a broad and balanced curriculum that is inclusive and will meet the individual needs of your child.
- Encourage your child to enjoy learning and to realise the highest standards of achievement.
- Keep you regularly informed about general school matters and about your child's progress.
- Provide opportunities for your child to make a positive contribution in the school and to the wider community.
- Encourage your child to participate in a range of extra-curricular activities.
- Work with you to solve any problems which could be a barrier to your child's progress at the school.
- Support your child to develop the skills to stay safe in the real and virtual world.
- Help prepare your child for adulthood having the confidence to be a confident and effective citizen.

I, the parent or guardian will:

- Ensure that my child goes to school regularly, on time, in uniform and properly equipped.
- Help my child with practical organisation by reminding them to bring the correct equipment and naming their property.
- Keep the school informed of any concerns or problems which might affect my child's progress or behaviour.
- Support the school's policies and guidelines for behaviour, including any sanctions imposed.
- Support my child in homework and other opportunities for home learning to ensure their progress and meet their targets.
- Attend parents' evenings and discussions

about my child in order to work with the school to ensure his/her progress.

- Support my child to develop the skills to stay safe in the real and virtual world.
- Support educational visits that are organised to enhance the curriculum.

I, the Pupil will:

- Embrace the school ethos: be polite and kind, listen and follow instructions and take responsibility.
- Be prepared to learn, let others learn and respect the rights and property of others.
- Be active in keeping the whole school site and wider community clean and tidy.
- Attend school every day I possibly can and be punctual to all my lessons.
- Wear my school uniform smartly and with pride.
- Bring all the equipment I need every day.
- Do my classwork and homework as well as I can.
- Show respect to everybody within the school site and in our community.
- Treat everyone in the real and virtual world with respect and courtesy.
- Take responsibility for my progress.
- Respond to feedback from my teachers so I make good progress.

## Homework

**Homework will be set** every day and according to the year groups homework timetable. A copy of the timetable for each year group is posted on the school website. We will plan homework to help our pupils to consolidate their learning or prepare for new learning. Homework gives our pupils the opportunity to share their learning with their parents and carers and helps them become self-disciplined in time management and personal organisation. Teachers will post details of homework set on Arbor for pupils and parents and we ask parents to monitor and support their children with their homework.

# Internet & Computer Use

*The school upholds the CET Online Safety Policy and all pupils will be expected to adhere to the Pupils' Acceptable Use Policy.*

**Pupils will be given** an E-safety Acceptable Use Policy to ensure:

- that young people are responsible users and stay safe while using the internet and other communication technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and guardians are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

Your child will sign the Acceptable Use Policy electronically each time they access the school computers. A copy of the full policy can be found on our website.

Your child will be given a username and password which is unique and confidential.

There are a number of departments that have initiated the use of online forums to encourage valuable discussions among pupils and pupils are expected to use these forums responsibly.

The school screens web content using an industry standard web filtering system. This prevents access to any site deemed inappropriate. Any pupils found to access banned sites will have their rights to use the internet in school suspended.

# Leadership & Pupil Voice

**We provide all pupils** with an extensive range of opportunities to develop their leadership skills and shape the future of their school. Pupils can volunteer, or may be selected, for a variety of roles including: prefects, peer mentors, charity leaders, sports leaders, librarians, music leaders and maths mentors. Through these roles our pupils can develop leadership competencies that will help them prepare to be successful young adults.

# Library

**Our large modern** Library is at the heart of the school. We house an extensive selection of books, computers and other media both on the ground floor and on the mezzanine level above. Pupils benefit from internet access as well as black and white and colour printing to enhance the presentation of their work.

The Library is open each school day from 8.00am until 4.30pm. Break, lunch and afterschool are very popular times in the Library, with pupils reading (books, newspapers or magazines), researching, revising or completing coursework and homework at any one of 48 PCs available. A range of after school activities are held in the Library.

Pupils are taught how to use the Library in their first few weeks of joining the school. On their first visit, pupils will be registered to the Library using an 'Identikit' finger recognition system, which avoids the need for a library card. Each pupil is allowed to borrow up to three books for up to three weeks and renew until they finish them.

Please encourage your child to read as often as possible and remind them to return/renew books to avoid any penalties.

All Year 7, 8 and 9 pupils are registered on the 'Accelerated Reader' programme, you can find out more at [www.renlearn.co.uk](http://www.renlearn.co.uk).





## Lost Property

**All uniform, PE Kit and equipment** should be clearly marked with your child's name.

The Reception and Housekeeping staff make every attempt to reunite possessions with their owner if they are named, but it is the responsibility of each pupil to respect and take care of his or her property. Should your child need to look for any items they have misplaced they must see our Housekeeper at the Lost Property room during break, lunchtime or after school.

It is not the responsibility of the school to replace/reimburse any pupil for property that has been lost, damaged, stolen or misplaced.



## Meals

**Our Dining Room** is a pleasant, bright and airy environment where pupils and staff can purchase home cooked food at break and lunchtime. We encourage healthy eating and our caterers aim to source good quality, locally produced ingredients. We run a cashless catering system using a digital fingerprint (biometric) system. You can upload money on to the cashless system and also review the menu choices available on the school website.

### Free School Meals (FSM)

The school will receive additional funding to be spent on your child if you are eligible for Free School Meals or has been in the last 6 years. This funding is called the Pupil Premium. Please apply for Free School Meals if you are eligible even if you do not wish to have the free school meal.

In order to process Free School Meal entitlement for your child promptly and accurately, please ensure that you have completed the Free School Meals and Pupil Premium Application Form for all of your children (from Reception age upwards). Your child will be entitled to Free School Meals if you receive one of the following:

- Income Support.
- Income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999.
- The guaranteed element of State Pension Credit.
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190).
- Working Tax Credit run-on after work ends.
- Universal Credit.

If you would like your child to register for this entitlement, please complete a form available from the School Office and return it, along with the relevant evidence to either the School, or send it to Free School Meals, Norfolk County Council, County Hall, Norwich, NR1 2DL, alternatively you can apply online at [www.norfolk.gov.uk/neo](http://www.norfolk.gov.uk/neo).

## Parents' Consultation Evenings

### There are Parent Consultation

Evenings throughout the year. In response to parental feedback, we will hold parents' evenings face to face in the academic year 24-25. (For matters of particular concern, please contact your child's College Leader without delay rather than wait until Parents' Evening).

In addition to Parent Consultation Evenings, we also invite parents to information evenings and celebration events throughout the year. Please see the calendar on the website.

## Pastoral Care

**First class pastoral care** is the foundation for excellent personal development. Form Tutors monitor individual pupils' progress and well-being closely. They also offer support to our young people when they are facing challenges.

As a school we are committed to ensuring that all members of our school community are safe, valued and respected. We will therefore investigate any reports of bullying (all forms) as per the school's Anti-Bullying Policy.

Pastoral care is not just there for when things go wrong. In form groups pupils celebrate success, focus on achievement and emphasise all that is positive in our community.

We also have excellent support. Each College has a teaching Progress Leader, a non-teaching Pastoral Manager who is able to respond to daily incidents, a Youth Worker who is able to support between school and home and a School Counsellor who is able to offer therapeutic support.



## Policies

**We are** legally required to publish key policies. These can be found on our website. Other policies are available on request.

## Reports

**We report to** parents twice a year. Reports give details about our pupils' progress along with an indication of their behaviour for learning and homework completion.



## Rewards

**We believe that** we all respond more to praise than criticism. The school pays as much attention to a system of 'rewards' as it does to the existing system of sanctions.

We have a College system that fosters a sense of community and belonging. We are also able to offer opportunities for many different competitions across the school year so that pupils can be celebrated for whatever talents they have. This system encourages teamwork, cooperation, and perseverance in all members of the academy community. Staff and pupils alike share a sense of collective pride and responsibility for their College.

Many of the awards we give are of an informal nature, such as praise, written comments, raffle tickets, queue jump passes, and post cards home, etc. Formal rewards include:

- Our College Points reward good work, good effort and taking responsibility, as well as effort and excellence in College events and embodying our ethos around the school
- Termly celebration assemblies where certificates and prizes are awarded.
- Rewards Events for pupils who have made a positive contribution.
- Formal Prize Giving evening for academic achievement and endeavouring to achieve.
- Our rewards lounge is a pupil-led initiative where, when pupils have shown excellence in their learning and attendance the previous week, they have the opportunity to sit and relax, enjoy some food, and drink with their friends and play games.

# School Day

**The school day begins** with form time commencing at 8.30am. The school is open to pupils from 8.00am for those who wish to use the Library or 7.45am for those who wish to have breakfast:

## MONDAY, TUESDAY, THURSDAY, FRIDAY

<b>08:30 - 08:55</b>	Form Time
<b>08:55 - 10:00</b>	Period 1
<b>10:00 - 11:00</b>	Period 2
<b>11:00 - 11:20</b>	Break
<b>11:20 - 12:20</b>	Period 3
<b>12:20 - 13:20</b>	Period 4
<b>13:20 - 14:00</b>	Lunch
<b>14:00 - 15:00</b>	Period 5

## WEDNESDAY

<b>08:30 - 08:55</b>	Form Time
<b>08:55 - 10:00</b>	Period 1
<b>10:00 - 11:00</b>	Period 2
<b>11:00 - 11:20</b>	Break
<b>11:20 - 12:20</b>	Period 3
<b>12:20 - 13:00</b>	Lunch
<b>13:00 - 14:00</b>	Period 4

**NB: The School Reception closes at 4.00pm.**

Please note that the back gate opens at 7.45am and will be locked between 8.30am and 3.00pm and re-locked at 6.00pm. Entrance/exit to the school during the school day will be through the main gate on Lynn Grove.



## School Closure

**In the event of** the school being unable to open or forced to close due to unforeseen circumstances such as severe weather, information will be available on the school website [www.lynngroveacademy.org.uk](http://www.lynngroveacademy.org.uk) and on the Norfolk County Council website [www.norfolk.gov.uk](http://www.norfolk.gov.uk)



# School Rules

1. Polite behaviour and consideration for others is expected at all times. Obvious signs of this are that pupils should address their peers and members of staff respectfully. Pupils are expected to conduct themselves so that they respect each other's personal space and do not cause injury to others, damage to property or harm themselves.
2. Pupils coming into school at any time other than the normal registration times must sign in using the log kept at Student Reception.
3. Pupils must not bring any motorised vehicle to school.
4. All personal possessions should be clearly marked with the owner's name.
5. Every pupil must wear smart school uniform in school and when travelling to and from school and on school trips, unless given permission to do otherwise.
6. Hair must be well groomed and long hair tied back during practical lessons including PE. Hair restraints should be functional and not ornamental. Hair colour should be natural, no mixes or clumps of colour or shaved stripes/tram lines.
7. All pupils should wear black school shoes, not trainers or boots. Plain, low-heeled black leather or leather type shoes (not trainers, canvas, or plimsolls) that can be polished. If boots are worn from home, pupils must change into shoes at school. Shoes should be black soled, not open-toed, or backless; no fashion ankle straps and no coloured laces. Slip-ons or mules are not acceptable for health and safety reasons.
8. Wide fashion belts are not permitted.
9. Skirts must "sit" on the knee and must not be lycra or tube.
10. Only minimal, naturally coloured (skin tone) make-up is allowed, including natural-looking eyelashes.
11. Neutral nail varnish can be worn but strictly no coloured varnish.
12. In the interest of personal safety, jewellery must be kept to an absolute minimum. The following are acceptable:
  - A small plain ring
  - Small stud earrings where ears are pierced (maximum one per ear lobe and not on any other part of the ear): strictly no hoops, stretchers, expanders, or those of the 'dangling' variety.
  - Nose studs - only a clear retainer is permittedThe following are unacceptable:
  - Bracelets, arm bands and bangles are not allowed.
  - Other piercings in any other part of the body, arm, face, tongue, nose, lip, or eyebrow
13. The use of personal mobile phones is not allowed between 8:26am and 3:00pm for any purposes. Mobile music systems and other electronic devices are not allowed at any time. If this rule is broken, the item will be confiscated and returned to the pupil at the end of the day.
14. Eating and/or drinking is only allowed in the designated eating areas for break and lunchtime. Eating is not allowed in the corridors.
15. Pupils must not smoke or vape on the school premises or on the way to and from school. Cigarettes, e-cigarettes and lighters or matches are prohibited items and must not be brought into school.
16. Chewing of gum is forbidden at all times.
17. Prohibited items must not be brought into school. They will be confiscated and disposed of. Prohibited items include dangerous, illegal and offensive items, high energy and high sugar drinks.
18. The school operates a 'stay on site' policy for Health and Safety reasons. All pupils must remain on the school premises until the end of the school day. Any pupil wishing to leave, other than for medical reasons, must first obtain permission from a Vice or Assistant Principal or their Progress Leader and then 'sign out' at Student Reception.

# Special Educational Needs

## The Special Educational Needs

(SEND) department works closely with those young people and their families who experience additional challenges at school. Our SEND department is led by a SENDCO (Special Educational Needs Co-ordinator) supported by a team of experienced and well qualified Learning Support Assistants. The SEND policy and local offer information is available on the school website.



## Stationery / Equipment

**It is essential that** all pupils have the correct equipment in school every day. Pupils must bring to school each day:

- a pencil case containing pens (black and green), pencils, eraser, pencil sharpener, highlighters, glue stick and maths instruments.
- 30cm ruler
- a scientific calculator
- PE Kit, cooking ingredients, etc. on the days required.

## Travelling to School

**We encourage pupils** to walk or cycle to school and request that cyclists wear an appropriate helmet. All bikes brought to school should be roadworthy. To keep the bikes safe, the school cycle park is locked during the day, however pupils must individually lock their bikes.

Please note that as Lynn Grove is a very narrow road it quickly becomes congested and there is no safe parking. We therefore request that parents avoid bringing or collecting their children by car.





# Uniform

**We place great emphasis** on our school uniform because we believe that dressing smartly builds and supports self-confidence and self-esteem while displaying a positive attitude to school and learning. Our uniform is comfortable, practical, and smart and we expect all our pupils to wear it with pride and decorum on the premises and on their way to and from school.

Harrisons Schoolwear on Southtown Road, Great Yarmouth stock our school uniform.

- Navy blazer with logo (only available from Harrisons Schoolwear).
- Navy skirt (only available from Harrisons) which must sit on the knee.
- Plain navy trousers (no cords, jeans, canvas, or leggings) of an appropriate straight fit. Girls can also wear navy trousers.
- Belts, if worn with trousers, should be plain black. No wide, coloured, or ornate fashion belts should be worn.
- White shirt/blouse with a functioning top button that must be tucked into skirt or trousers.
- 'V' neck navy school jumper or cardigan with logo (only available from Harrisons). This is an optional item of uniform worn underneath the blazer jumper however, the school maintains a comfortable temperature throughout the year and most of our pupils are warm enough without one.
- Plain, low-heeled black leather or leather type shoes (not trainers, canvas, or plimsolls) that can be polished. If boots are worn from home, pupils must change into shoes at school. Shoes should be black soled, not open-toed, or backless; no fashion ankle straps and no coloured laces. Slip-ons or mules are not acceptable for health and safety reasons.
- Plain black or flesh colour tights.
- School tie in College colours (available from Harrisons)
- Outdoor coat to be worn over blazer. No hoodies allowed.
- Black, grey, or white ankle socks only (boys and girls).

## PE Kit

- Black/white rugby shirt (only available from Harrisons Schoolwear).
- Black shorts or skorts.
- White polo shirt (with optional logo from Harrisons Schoolwear Shop).
- Long black or white socks.
- Indoor sports trainers (non-marking).
- Studded boots.
- Shin pads.
- Gum shield.
- Plain black track top or plain black fleece (optional).

## Please note:

- Hair must be well groomed and long hair tied back during practical lessons including PE. Hair restraints should be functional and not ornamental. Hair colour should be natural, no mixes or clumps of colour or shaved stripes/tram lines.
- Only minimal, naturally coloured (skin tone) make-up is allowed, including natural-looking eyelashes.
- Neutral nail varnish can be worn but strictly no coloured varnish.
- In the interest of personal safety, jewellery must be kept to an absolute minimum. The following are acceptable:
  - A small plain ring
  - Small stud earrings where ears are pierced (maximum one per ear lobe and not on any other part of the ear): strictly no hoops, stretchers, expanders, or those of the 'dangling' variety.
  - Nose studs – only a clear retainer is permitted.

The following are unacceptable:

- Bracelets, arm bands and bangles are not allowed.
- Other piercings in any other part of the body, arm, face, tongue, nose, lip or eyebrow.





**LYNN GROVE  
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