

Welcome to



Data Collection QR Code

Parents' Information Booklet

2026



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Important contact details

Staffordshire University Academy reception 01543 224700
Mr J Bate, Admissions and Attendance Officer 01543 224652
Any enquiries via email to info@suacademy.co.uk

Welcome

Welcome to Staffordshire University Academy. We are excited for your child to be joining Team SUA and look forward to working with you to make your child's journey here a successful one. We hope that the information in this booklet will be helpful in getting your child off to a good start.

If you wish to discuss any matter regarding your child please contact the academy on 01543 224700 or through the info@suacademy.co.uk email address.

Moving from primary to secondary school

Moving from primary to secondary education is a significant event in the life of a child.

Your child will face a variety of new experiences and develop new skills and abilities. This booklet is designed to provide you with the information to enable you to support your child to develop the confidence and independence to help make the transition from primary to secondary education a successful and enjoyable experience.

It is important to establish good habits and routines that will help develop the necessary skills that will stay with your child throughout the academy and often throughout their working lives.

What is different about secondary school?

- ✓ Children often have to travel further and usually make their own way independently to and from school.
- ✓ Instead of having one teacher, your child will be taught by up to fifteen teachers. Students have to get used to a whole range of adults with different roles within the academy. All staff use the rewards and behaviour for learning systems.
- ✓ Staffordshire University Academy is a new building for your child to get used to. Students will get used to moving around the academy from classroom to classroom between lessons whilst carrying their belongings with them. However, students may request their own locker to access before and after school and at break and lunch time.
- ✓ Your child will follow a timetable and have a planner to organise themselves accordingly, ensuring that self study is properly recorded within it.
- ✓ Students are responsible for ensuring that they have the correct books, equipment, PE kit, lunch money on their account etc.
- ✓ The teaching and learning styles in secondary school could vary from primary school. Your child will be expected to keep more detailed notes, develop their research skills and their independent thinking skills.
- ✓ Breaks and lunchtimes will be organised differently. There will be plenty of extra-curricular activities to get involved with and your child will be given greater independence in terms of getting back to lessons on time and getting their own lunches.

Staffordshire University Academy uniform

Below is a list of the academy uniform which can be obtained at Crested School Wear in Cannock.

Uniform expectations

- White shirt
- SUA blazer
- SUA tie
- SUA skirt
- Plain black trousers (with a button and zip)
- Tailored shorts (summer only)
- Smart black shoes or all black leather trainers—no coloured or white logos, lines, swooshes, laces etc
- Plain black round/V-neck jumper—no logos etc allowed
- Leggings only allowed to be worn under skirt

Staffordshire University Academy uniform



PE kit for boys

- ✓ Black polo shirt with red panels and academy logo
- ✓ Plain black shorts or plain black tracksuit bottoms; with or without the academy logo
- ✓ Black hoodie with academy logo
- ✓ Plain black socks

PE kit for girls

- ✓ Black polo shirt with red panels and academy logo
- ✓ Plain black shorts or tracksuit bottoms; with or without the academy logo, no cycling shorts
- ✓ Plain black hoodie
- ✓ Plain black socks
- ✓ Leggings with academy logo

The academy states that shin pads must be worn for contact sports

Plain and branded PE kit can be purchased from Crested School Wear in Cannock. Call: [01543 504866](tel:01543504866)



Pastoral system

Staffordshire University Academy has a strong pastoral system to support your child throughout their time at the academy.

Students are placed in a tutor group and will usually remain in this group throughout their time at the academy. Your form tutor will be your first point of contact.

Mr Bamford is the Head of Year 7. Each form tutor in Year 7 will also support by monitoring the social and academic progress of each student in their tutor group.

Student progress

For Year 7 there will be parent consultations. During a Parents' Evening you will discuss your child's progress, attainment and transition from primary to secondary school. The first of these is usually held within the first half term and is designed to inform you of how your child is settling in to life here at SUA.

Attitude to learning reports are issued throughout the year and these clearly show how your child is progressing in each subject. The academy produces progress reports for your information as we are aware that the communication between home and the academy is critical for sharing student progress information.

Rewards

The academy seeks every opportunity to celebrate success with our students. Personal success can come in many different forms. Students are awarded points for demonstrating high standards in areas such as:

Classwork	Attendance	Punctuality
Uniform	Effort	Behaviour
Progress	Homework	Equipment
Kindness	Manners	Teamwork

Students are awarded points in lessons and around the academy.

Rewards points and prizes have been selected following consultations with the Academy Student Council.

At various points throughout the academic year, we will be running rewards trips to venues such as Alton Towers, West Midlands Safari Park and other venues identified through student consultation. All reward points are logged through Class Charts, details of which are on the letter enclosed later in the pack.

How SUA reward students for attendance

Students are displayed and praised in assemblies for 100% attendance.

Reward points are given by the tutors to reflect improvement, or maintenance, of good attendance.

There are termly rewards events for students to work towards to maintain and improve their attendance. At the end of each term, a prize draw is held to award prizes to students in each year group who have 100% attendance via rewards assemblies.



Behaviour for Learning

Great importance is attached to high standards of discipline and behaviour. Students are encouraged to show respect, cooperation, concentration, self-control and achievement and be responsible for the consequences of their actions.

- A student will be given a verbal warning about their behaviour
- If a student continues to make poor choices then a 10 minute detention will be set, same day
- If a third poor choice is made a 20 minute detention is issued and the student will be relocated
- If persistent poor choices are made this will lead to them being removed from circulation, with their head of year or in the reflection room.

The academy operates a no notice system of detentions, these are served on the same day of issue, usually at break or lunch time. However the academy reserves the right to issue these to be sat at the end of the academy day at 3.20pm Monday—Wednesday and 2.30pm Thursday—Friday. Please monitor this through Classcharts.

Our behaviour system is based on our RESPECT code.





Illness at the academy

In the case of injury or illness, your child should inform a member of staff who may refer them to a first aider. The academy will make arrangements for your child to be looked after and every effort will be made to inform you of the situation.

Please inform the academy of any care plan relating to a long term illness or allergy your child suffers from. Any medications that need to be brought into the academy should be handed in to reception. If your child has asthma please ensure that first aid are informed for further guidance.

Photographs and publicity

Photographs of students are used for a variety of publications including the academy prospectus, newsletters and also for the academy website. Full contact details of students are not published.

If you do not wish for your child's photo to be used, please opt out via the form included in your SUAT Data Collection Form.

Academy meals and lunchtime arrangements

Meals are prepared on the academy premises and are served in the canteen. A 'Meal Deal' is available on a daily basis - this includes a well balanced meal and a small drink and dessert.

Whether your child is having a meal in the canteen or bringing sandwiches, food should only be eaten in the designated areas. If your child is entitled to free school meals, please read the leaflet enclosed and apply online through the following link www.staffordshire.gov.uk/freeschoolmeals

If you or your child would like any support with this application, please feel free to contact the academy.

The academy promotes a cashless catering system. Your child will be shown how to load the machines with money to ensure there is enough in their account for their meals which are provided by Edwards and Ward Catering. You can also credit their account via ParentPay. Details for this will be provided on your child's first day.

PE lessons

All students are expected to take part in PE lessons at the academy. If your child is unable to take part in a particular sports lesson for medical reasons, the academy requires a note to be written to the PE teacher that has been signed by yourself. They will still be expected to bring their PE kit to the academy. If your child is expected to be exempt from participating in PE for an extended period of time, a doctor's note or a phone call of explanation is required.

There are a wide variety of enrichment activities taking place throughout the year both before and after school within the PE department. Make sure that your child collects a copy of the timetable in September. Also make sure that any articles of clothing or PE kit brought into or worn in the academy by your child are clearly marked with their name.

Attendance

If your child is going to be absent or has a medical appointment please contact the academy on 01543 224700 before 8.30am to inform us of the reason for absence. Reception is open from 8.00am.

Attendance is monitored very closely at the academy and we have enclosed a leaflet in your pack to provide you with further information. A request for leave of absence, if there are extenuating circumstances, must be made to our attendance officer.

Punctuality

All students are expected to be present on time for morning tutor in their classroom at 8:30am. Any student that arrives late to the academy will receive sanctions for persistent lateness, this is logged through class charts.

Anti-bullying

Bullying is rare but if it occurs it is taken very seriously at the academy. There are a number of procedures which are followed if bullying is reported. A copy of the policy can be found on the academy website.

If you or your child have any concerns about bullying please contact your child's form tutor or the pastoral team at the academy.

Mobile phones

Your child is allowed to bring a mobile phone into the academy, however they must be put into flight mode and secured in their **Hush Pouch**. These are then placed in their school bag they are **not to be used or seen at all** during the academy day. Any use of mobile phones will result in confiscation until the end of the academy day or until a **parent can come and collect it**. Care of mobile phones is the duty of the individual student and the academy takes no responsibility for any loss or damage.

Energy drinks

Please note that energy drinks are **not allowed** at the academy and any that are brought onto the academy site will be confiscated and will **not be returned**. We would encourage you to provide your child with water or juice to drink throughout the day.

Bikes and scooters

Bikes and scooters are allowed to be brought to the academy. All bikes and scooters should be locked in the bike shed and are the students' responsibility. Students are required to bring their own locking device, to secure their belongings. E-scooters are illegal to use on public land and are

The Student Support Team

The Student Support Team supports students who require additional help for a variety of reasons– these could be social, emotional or academic. We work in accordance with the guidelines and requirements set out in the Code of Practice 2014; supporting staff to ensure all students have access to learning within lessons. This may take the form of additional scaffolding or sensory strategies.

Any student whose name is placed upon the Additional Needs Register, either for cognition and learning; communication and interaction; social, emotional and mental health or physical and sensory needs, will work with a student support officer to produce a student passport. This supports both students and staff to identify strategies that enable progress and learning to take place.

Parental/carer engagement is highly valued and an important part of provision for students.

Additional meet and greet, homework club and break-time provisions are also available on a daily basis to support students with routines, peer groups and social development.

If you have any questions or queries, please contact the academy on 01543 224700 or email info@suacademy.co.uk

Equipment

Students are expected to bring the following:-

- ✓ PE kit (see uniform list)
- ✓ Pens (red & black), pencils, eraser and a ruler
- ✓ Calculator
- ✓ Reading book (these can be accessed from the academy library)
- ✓ Planner (will be provided in September)
- ✓ Water bottle
- ✓ Bag

Lockers

We have a number of lockers around the academy that are available free of charge to Year 7 students. Replacement keys can be purchased for £2.00

Extra-curricular activities

There are a wide range of extra-curricular activities available at the academy for all students and further details of these will be provided to you during the academic year.

Educational visits

There are many educational visits and residential trips planned each academic year for a range of year groups.

Information about these will be shared with you as and when they are organised.

Class Charts

At Staffordshire University Academy we use Class Charts which is an online system that teachers use to track achievement and behaviour throughout the academy day. We believe in working closely with you and one of the key benefits of using Class Charts is that we are able to securely share your child's achievement and behaviour report with you, keeping you up to date in real-time.

Each child has a unique access code which we will issue you once your child starts with us in September. We encourage you all to download this app in advance.

Once you have been issued with a code you will need to create an account and enter the code here: <https://www.classcharts.com/parent/login>

Links to mobile phone apps are also available to you from this page.

If you have more than one child in the academy, then you can enter additional codes once you have created an account and you are logged in.

Please do get in touch via our email address info@suacademy.co.uk if you have any questions.



Digital Technologies

The following pages contain copies of the academy policies for the safe use of technologies for all students. These are the Student Acceptable Use Agreement and the Parent/Carer Acceptable Use Agreement. Please sign the relevant parts of the data collection form within your pack that acknowledge these policies have been read.

Student ICT Acceptable Use Agreement Academy Agreement

Digital technologies have become integral to the lives of children and young people, both within the academy and outside. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use
- that Staffordshire University Academy systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk

Staffordshire University Academy will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

Acceptable Use Agreement

I understand that I must use Staffordshire University Academy ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it
- I will be aware of "stranger danger" when I am communicating online (**stranger danger** is the danger presented to children and adults by strangers. The phrase *stranger danger* is intended to sum up the danger associated with adults whom adults or children do not know).
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details and other such information)
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online

I understand that everyone has equal rights to use technology as a resource and:

- I understand that Staffordshire University Academy systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- I will not use links or download files which I am unsure of their content

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions
- I will not take or distribute images of anyone without their consent
- I will not use another person's login or access their user information and documents

I recognise that the academy has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of Staffordshire University Academy:

- I will not use my own personal devices in school. I understand that bringing in devices that are not permitted such as mobile phones or unapproved storage devices that could compromise academy security will be confiscated until end of day.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials
- I will immediately report any damage or faults involving equipment or software, however this may have happened
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes). I understand that I can escalate my concern to the schools IT team before taking any action.
- I will not install or attempt to install or store programmes of any type on any academy device, nor will I try to alter computer settings
- I will only use social media sites with permission and at the times that are allowed

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me

I understand that I am responsible for my actions, both in and out of the school:

- I understand that Staffordshire University Academy also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of the academy and where they involve my membership of the Staffordshire University Academy community (examples would be cyber-bullying, use of images or personal information)
- I understand that if I fail to comply with this Acceptable Use Agreement, I will be subject to disciplinary action. This may include loss of access to Staffordshire University Academy network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police
- Please complete the Acceptable Use Agreement by digitally signing via the QR code below. If you do not sign and return this agreement, access will not be granted to Staffordshire University Academy systems and devices.

I have read and understand the above and agree to follow these guidelines when:

- I use the Academy's systems and devices (both in and out of school)
- I use my own devices in the school (when allowed) e.g. mobile phones, cameras etc.
- I use my own equipment out of the school in a way that is related to me being a member of the Academy e.g. communicating with other members of the Academy, accessing Academy emails, website etc.



Parent / Carer ICT Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within the academy and outside. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- that Staffordshire University Academy 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 carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their online behaviour
- the Staffordshire University Academy will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users. A copy of the Student ICT Acceptable Use Agreement is enclosed with your pack, so that parents / carers will be aware of Staffordshire University Academy expectations of the young people in their care
- Parents are requested to sign the permission form to show their support of the SUA in this important aspect of it's work

Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Students and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the trust or individual academy website and occasionally in the public media.

Staffordshire University Academy will comply with the Data Protection Act and request parents / carers permission before taking images of members of the Staffordshire University Academy. We will also ensure that when images are published that the young people cannot be identified by the use of their names and prior consent is given as per our consent forms and DP policy.

In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other student in the digital / video images.

Those with parental responsibility should sign the designated consent form if they agree to the academy taking photos / images of students for official academy purposes (in accordance with Staffordshire University Academy Use of Images Policy). Photos will not be taken / published where students do not consent to this as their own personal data

Digital Technologies

I understand that the Acceptable Use Agreement applies to my child's use of school devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns. This may include if online behaviour poses a threat or causes harm to another child, could have repercussions for the orderly running of the school, if a child is identifiable as a member of the school, or if the behaviour could adversely affect the reputation of the setting.

I understand that the Academy will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. ICT system use will be monitored by staff members, when Academy systems and technology are used inside or outside of school, for safeguarding and cyber security purposes. I understand that the Academy cannot ultimately be held responsible for the nature and content of materials accessed online or where learners are using personal mobile or smart technologies.

I understand that the Academy will implement systems to ensure that my child can access an online environment safely and securely, and that there are measures that parents and learners should take to ensure that they remain safe online in accordance with this agreement.

I understand that my son's / daughter's activity on the ICT systems will be monitored for safeguarding and cyber security reasons, and that the Academy will contact me if they have concerns about any possible breaches of the Acceptable Use Agreement.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the Academy if I have concerns over my child's online safety.

I will encourage my child to use technology in accordance with Acceptable Use Agreements and the Online Safety Policy.

As the parent / carer of the learner/s named in this agreement, I agree to support my child to use digital technology safely and take appropriate care over Academy owned devices and technology.

I and my child, are aware of the importance of safe online behaviour and will not deliberately upload or share any content that could upset, threaten the safety of or offend any member of the Academy or Trust community or content that could adversely affect the reputation of the Academy or Trust.

I will inform the Academy if I have concerns over my child's or other members of the Academy community's safety online. I understand my role and responsibility in supporting online safety approaches and safeguarding my child online.



Use of Biometric Systems

The academy uses biometric systems for the recognition of individual children in the following ways:

- Academy Library
- Cashless Catering

Biometric technologies have certain advantages over other automatic identification systems as students do not need to remember to bring anything with them (to the canteen or library) so nothing can be lost, such as a swipe card.

Staffordshire University Academy has carried out a privacy impact assessment and is confident that the use of such technologies is effective and justified in a school context.

No complete images of fingerprints / palms are stored and the original image cannot be reconstructed from the data. That is, it is not possible for example, to recreate a student's fingerprint or even the image of a fingerprint from what is in effect a string of numbers.

The use of Biometric data will be subject to prior consent given as per our consent forms and DP policy.

Home-Academy Agreement – academy copy

Our academy offers opportunities for lifelong learning in a mutually supportive environment which fosters and values a strong sense of community. We are forward thinking in providing a broad, balanced and aspirational curriculum, raising confidence, self-esteem and expectations through the recognition of the achievement of all. We pride ourselves on establishing long-lasting partnerships with our families and ask all parents to sign the Home-Academy Agreement to show their support for positive academy-home working as well as recognising the expectations from all stakeholders to ensure our students receive the best possible education and opportunities at our academy.

Parents / Carers

I/We will do our best to ensure that my/our child:

- Attends the academy daily and is on time
- Wears the appropriate academy uniform
- Brings the necessary equipment for their academy work
- Does not use a mobile phone in the academy including taking photos and making recordings
- Represents the academy positively in the community
- Follows our RESPECT code of conduct and SMART routines

And that I/We will:

- Support the academy behaviour policy
- Monitor behaviour and communication via Class Charts
- Inform the academy of any concerns or problems that may have an adverse effect on behaviour
- Report any absence by telephone to the Attendance Officer or email to info@suacademy.co.uk
- Ensure that contact details are up-to-date and let reception know if details change
- Avoid taking family holidays during term time
- Make every effort to attend Parents' Evenings and discussions about my/our child's progress
- Encourage participation in extracurricular activities at the academy

The Staff and Governors

We will:

- Provide a quality learning environment
- Provide a balanced curriculum which meets your child's individual needs
- Inspire students to confidently engage in educated conversations
- Care for your child's safety and happiness
- Provide opportunities for academic and social progression and support
- Provide regular assessment and reports on progress
- Keep you informed about your child's progress by providing an annual report and a Parents' Evening each year
- Communicate rewards and sanctions via Class Charts
- Provide a rewards system to acknowledge attendance, effort and quality of work
- Provide extracurricular support for students
- Provide an open, welcoming environment at all times and welcome your involvement in the life of the academy

Student

I will do my best to:

- Attend daily and be punctual at all times
- Have the correct equipment and uniform every day
- Not use a mobile phone in the academy and keep it in my locker
- Be ready to learn by following the RESPECT code of conduct and SMART routines
- Be polite and helpful to others, acting thoughtfully and compassionately
- Take advantage of all opportunities offered to me by the academy, both within and outside of lessons
- Show respect for all members of the academy and all property within the academy
- Uphold the good reputation of the academy whilst out in the local community

