



# Parent/Carer Handbook

Taking you step-by-step through your child starting secondary school at The Cedars Academy.

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**THE CEDARS  
ACADEMY**  
Lionheart Educational Trust

# Welcome

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## ***A very warm welcome to The Cedars Academy***

A purposeful, ambitious and welcoming learning community in which students, staff and parents work together to ensure outstanding outcomes for our young people.

The Cedars Academy seeks to give students an outstanding educational experience. We are acutely aware that every young person gets 'one shot' at education and we must make it the very best for everyone. At The Cedars Academy the goal for our students is to gain rich and varied experiences that enable them to apply to the University or apprenticeship of their choice.

## **Our Vision and Values**

We believe you will be impressed by our high expectations, quality of teaching, vibrant learning environment and our motivated students.

## **Information**

In this handbook, you will also find lots of useful information and the answers to some frequently asked questions. If you have any questions that are not answered, please contact the school office on [schoolenquiries@thecedarsacademy.org.uk](mailto:schoolenquiries@thecedarsacademy.org.uk) and we will be happy to help!

We look forward to working in partnership with you and getting to know you and your child.

# Key information



## Times of the school day

- Start of the day: 8:35am
- Morning break: 10:45-11.05am
- Lunch break: 12:45pm-1:25pm
- End of day: 3:05pm

## Communication with parents

Through Parent Mail, Beehive, Newsletter

## Celebrating successes

We love celebrating the successes of our students through various communication channels, including our Facebook page (@CedarsAcad) and our website ([www.thecedarsacademy.org.uk](http://www.thecedarsacademy.org.uk)).

Has your child achieved something special, like winning a competition, completing a fundraising goal, or volunteering in the community? Please share your stories and photos with us at [schoolenquiries@thecedarsacademy.org.uk](mailto:schoolenquiries@thecedarsacademy.org.uk). We may feature them in our newsletter, on social media, or in the local press.

## Holidays

Whilst we discourage taking holiday or leave during term time, if you need to request a Leave of Absence for your child, please submit a written request to the Principal using the form available on our website. We understand that sometimes exceptional circumstances arise, and we will consider these requests carefully.

Please note that we may ask for appropriate evidence to support your request. To ensure your child is not at a disadvantage, we kindly ask that you avoid scheduling absences before or during examination periods, as this leave will not be approved.

# Food and drink

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We offer a wide selection of food for breakfast, break, and lunchtimes. Our range includes:

- **Breakfast:** Full English breakfast, hot croissants, pastries, toasties, and paninis.
- **Lunch and Break:** An extensive range of hot and cold food, street food and salad bar is always available.

We cater to various dietary needs, including halal, gluten-free, vegan, and dairy-free options.

Students can purchase food and drink with their ID cards, which can be topped up on Beehive (Find out more on page 7).

We also provide several spaces around our school site for students who wish to bring in a packed lunch.

# Pastoral support

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Our goal is to provide a nurturing environment where students can thrive and exceed their own expectations. Parents can rest assured that their child will be supported and encouraged to become the best they can be.

Each student has a dedicated Head of Year and pastoral team who work closely with students, parents, and staff to provide comprehensive support. They are always here to help.

Year teams have their own designated office, where students can seek support and are available throughout the day to assist with any questions or concerns students may have. They are always ready to offer guidance and advice.

Our Pastoral Team can be found in the Pastoral Hub.

# Uniform

Students in KS3 at The Cedars Academy wear a uniform. Our uniform can be purchased from Schoolwear Solutions (either at the shop in Oadby or ordered online).

## ***All students are to wear the following:***

- Blue Blazer with the cedars academy emblem.
- A white stiff collared school shirt
- School tie
- Black shoes or trainers. These should be plain black and must not have a coloured sole, a colourful or eye-catching logo or coloured laces
- Black/Grey Tailored school trousers/skirt or shorts
- Lanyard

## ***Optional Uniform***

- Jumper or cardigan. This must be plain grey or black and worn underneath the school blazer.

## ***PE Uniform:***

- Cedars Polo shirt
- Fleece (optional)
- Black tracksuit bottoms, leggings or sport shorts
- Any footwear suitable for pe
- Students will also need boots for the 3G pitch

## ***Note for P.E days***

- Pupils will wear P.E. Kit all day, so this should be comfortable and appropriate for classrooms, as well as sport.
- Blazer and lanyard must be worn as normal on arrival and to attend all other lessons.



***Scan to find out more information on the Uniform policy and stockist information.***



# Equipment Checklist

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All students are expected to have the following stationery in school every day:

- Pencil case
- 2 green pens
- 2 black pens (no blue pens)
- 2 pencils
- 30 cm clear plastic ruler
- Eraser
- Highlighter
- Protractor
- Sharpener
- Scientific calculator (we recommend a Casio FX85)

## Policies

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Policies are vitally important and help us to create quality standards for learning and safety, as well as for expectations and accountability. If you want to know more about the policies we have in place, please visit our website: [www.thecedarsacademy.org.uk](http://www.thecedarsacademy.org.uk)



***Beehive brings together essential applications, making it easy for parents and carers to access important information and updates about their child's education.***

Available in both a browser and a smartphone app, Beehive ensures seamless access. Parents/carers will receive a unique welcome email with instructions on how to access the portal, while students can log in using their school network credentials.

***Here's a round-up of what can be accessed via Beehive...***

## **NEWS**

See school news shared with both students and parents. This can include anything from clubs to competitions to reminders about school closures.



## **ASSIGNMENTS**

A full homework management system where staff can set class or group assignments and both students and parents can view details online, including due date and homework requirements.



## **TIMETABLES**

Daily timetable information showing subject, room and location information.



## **EVENTS**

The events module shows a planned schedule of after school events. Students can sign-up to extra-curricular activities and parents/carers will be informed of any changes to events automatically.



## **BEHAVIOUR**

Allows staff to instantly give reward and behaviour points. Parents can view their child's attendance and see reward and behaviour points given.



## **PAY & STORE**

Parents/carers have the ability to top-up their child's smart card with credit for use at break and/or lunchtime, and see a breakdown of spend per day. This module is also used to pay for products and trips.



## **CONSENT**

Parents/carers can set consent for use of images in the media and marketing materials, as well as how their child's data is used in school to celebrate achievements.



## **MAILOUT**

This system will also allow parents/carers to view letter archives. When documents are available to view in Beehive, you will receive an email notification via mailout.



***Scan to visit our website and download our Parent/Carer Beehive Guide for login details and further information***

# Frequently asked questions

Here are our answers, to what we find, are the most frequently asked questions.

## What happens if my child is ill and/or can't attend school?

Please contact the school at [attendance@thecedarsacademy.org.uk](mailto:attendance@thecedarsacademy.org.uk) or call **0116 2677107** and provide details of your child's absence. A call or email is required for every day of absence.

## What happens if my child is late?

If you know your child will be late due to unforeseen circumstances, then please call or email the school at [attendance@thecedarsacademy.org.uk](mailto:attendance@thecedarsacademy.org.uk), **0116 2677107** to explain the reasons for being late. Students who are late to school will be issued a detention and you will be notified via Beehive.

## What subjects will they study and how is homework set?

Year 7 Curriculum - All students will study:

English	History	Creative
Maths	Geography	Science
RE	French	PE
Computer Science	Music	

## Homework

To make sure it is easy to keep track of, all homework is logged on Beehive so that students and parents can support their child's learning.

## Does my child have to carry their PE kit with them each day?

Your child comes in PE kit, with their blazer and lanyard on top on PE lesson days.

## How do I contact my child's tutor?

Email address: - first name.last name @thecedarsacademy.org.uk