



## USEFUL INFORMATION

**Medical Appointments/Students Leaving the Academy** – if your child needs to leave the Academy for an appointment, please call 01202 528554 or email [admin@thebourneacademy.com](mailto:admin@thebourneacademy.com). Please advise us of your child's name, date of the appointment, the time your child needs to leave the Academy, if they are being collected and by whom, or if they are walking home/to their appointment. Please also put a note in your child's Planner on the day of their appointment informing their teacher your child needs to exit their lesson to come to Reception. Your child will be responsible for remembering their appointment. Please be aware evidence will be required for medical appointments. If your child needs to leave the Academy for any other reason, this will need to be authorised by your child's Head of House.

**First Aid Procedures** – our First Aiders are emergency trained only and cannot provide advice on medication or give a medical diagnosis. Students are not allowed out of lessons unless it is considered an emergency and only if a Teacher has given their permission. Students are welcome to visit First Aid during break and lunchtimes for any ailments. If your child is unwell, they will be assessed by a First Aider and contact will be made to the parent/carer by a member of staff if they are deemed to be too unwell to remain in the Academy. Students who use their mobile phones to contact home if they are feeling unwell will receive a sanction on their First Impressions Card.

**Head of Year Contact Information** – if you need to contact your child's Head of Year, please find their contact details below. Our Head of Year will contact you back as soon as they are able to however, please allow up to 48 hours to receive a response unless it is an emergency.

<b>Head of Year 7</b>	<b>Mr Daniel Edwards</b>	<a href="mailto:daniel.edwards@thebourneacademy.com">daniel.edwards@thebourneacademy.com</a>
<b>Head of Year 8</b>	<b>Tracy White</b>	<a href="mailto:tracy.white@thebourneacademy.com">tracy.white@thebourneacademy.com</a>
<b>Head of Year 9</b>	<b>Emily Hitchins</b>	<a href="mailto:emily.hitchins@thebourneacademy.com">emily.hitchins@thebourneacademy.com</a>
<b>Head of Year 10</b>	<b>Martha Tavinor</b>	<a href="mailto:martha.tavinor@thebourneacademy.com">martha.tavinor@thebourneacademy.com</a>
<b>Head of Year 11</b>	<b>Tom Peacock</b>	<a href="mailto:tom.peacock@thebourneacademy.com">tom.peacock@thebourneacademy.com</a>
<b>Head of 6<sup>th</sup> Form</b>	<b>Dean Taafe</b>	<a href="mailto:dean.taafe@thebourneacademy.com">dean.taafe@thebourneacademy.com</a>

**Attendance/Lateness** – if you need to report your child being absent/a reason for a late arrival, please call our Attendance Officer directly on 01202 636996 or 01202 528554, select Option 1 and leave a message. You can also email: [attendance@thebourneacademy.com](mailto:attendance@thebourneacademy.com). Please note for illness, you will need to call the Academy daily.

**SCOPAY/Biometric/Finance Queries & Issues** – for payment or finance queries, please contact our Finance Department directly by emailing: [finance@thebourneacademy.com](mailto:finance@thebourneacademy.com) or calling 01202 528554 ext. 575 and they will respond as soon as they are able to.

**School Hours** – a reminder our gates open at 8:30am Monday to Friday, Year 7 students enter via the Academy front gates. The Academy Day finishes for Year 7 students at 4pm on a Monday, 3pm on a Tuesday and Friday, 3.30pm on a Thursday, and 1:35pm on Wednesdays.

**Visitors by Appointment Only** – if you wish to speak to or see a Head of Year, Teacher or a member of our Senior Leadership Team, please do not arrive at the Academy without having made an appointment in advance. If you arrive at the Academy without an appointment, it is likely you will be turned away.

**ACE Clubs** - run Tuesday to Friday for approximately an hour. ACE Clubs are on a 'drop-in basis,' (unless stated invite only.) Please keep an eye on our website for up-to-date information.