

UPDATE AUGUST 2017

**UPCOMING  
DATES**

**DEVELOPMENTS**

**COMPETITION RESULTS**

# WELCOME



Welcome to Quest's second newsletter,

With only a couple of weeks before the pupils start at Quest I thought it would be useful to update you on recent developments as well as provide you with reminders about the start of term.

I would also like to take this opportunity to invite you to attend part of **Quest's Vision and Values Day on Friday September 1<sup>st</sup> between 12.00pm – 1.00pm.** The event will take place at: Cawston Community Centre, 1 Scholars Drive, Cawston, Rugby, CV22 7GU.

Please let Toni-Anne: [Toni-Anne.Howard@macintyreacademies.org](mailto:Toni-Anne.Howard@macintyreacademies.org) know if you are able to attend.

Finally, I am aware that some parents/carers have not yet visited Quest and that due to the alterations made over the holidays the building will look different from when families visited Quest back in July. I would therefore like to invite you to another informal open event. During the event you will be able to have a tour, meet other families again as well as ask any questions you may have. **The event will take part on Thursday 7<sup>th</sup> September between 5pm and 6.30pm.**

If transportation to either event is problematic please let Toni- Anne know.

I look forward to meeting with you all in the near future!

Kind regards

Nicola

## Quest Contact details

Quest Academy, St David's Way, Bermuda Park,  
Nuneaton CV10 7SD  
E: [quest.office@macintyreacademies.org](mailto:quest.office@macintyreacademies.org)  
T: 01788593112



## Reporting pupil absence and lateness:

If your child is sick or will not be in school on time please ring reception on the above telephone number. You will also need to contact the taxi company to let them know.

## How to contact members of staff:

Please contact Reception if you would like to speak with a member of staff. You will either be transferred or reception will e-mail the member of staff to let them know that you have rung. Alternatively you can contact staff by e-mail. Some members of staff will have mobile telephones.

# MEETINGS

Whilst we will have an open door policy at Quest we cannot guarantee that staff will be available to meet with you if you come into school without having already organised a time to meet with them. If you would like to meet with a member of staff please contact reception to organise a convenient time to come in.

Once a week Jo Godding, Gareth Plant, Sarah Geddes, Anna Stelfox, Lee Martin and myself will be available for you to come in and meet with one of us on alternate Wednesdays between 3.30 and 4.30 and Fridays between 1:00 and 1.45. It would be helpful if you could let us know if you intend coming in but this is not compulsory.

## Communication

Pupils will have a diary in which you can communicate any messages. Their class teacher will check these each day.

Each week we will send home a weekly newsletter via e-mail.

You can also e-mail individual staff or phone reception.

## Quest Staff Team and contact details

Name	Role	Contact details
Nicola Wells	Principal SLT	<a href="mailto:nicola.wells@macintyreacademies.org">nicola.wells@macintyreacademies.org</a>  M:07932909734
Gareth Plant	Deputy Principal SLT	<a href="mailto:gareth.plant@macintyreacademies.org">gareth.plant@macintyreacademies.org</a>  M: TBC
Jo Godding	Operations Manager SLT	<a href="mailto:jo.godding@macintyreacademies.org">jo.godding@macintyreacademies.org</a>  M:07504001920
Laura-Jane Boshell	Office Manager	<a href="mailto:laura-jane.boshell@macintyreacademies.org">laura-jane.boshell@macintyreacademies.org</a>
Toni-Anne Howard	Administrator	<a href="mailto:Toni-Anne.Howard@macintyreacademies.org">Toni-Anne.Howard@macintyreacademies.org</a>
Ryan Alcock	Facilities Manager	<a href="mailto:ryan.alcock@macintyreacademies.org">ryan.alcock@macintyreacademies.org</a>
Alan Brabazon	Assistant Facilities Manager	<a href="mailto:alan.brabazon@macintyreacademies.org">alan.brabazon@macintyreacademies.org</a>
Kim Baggott	Teacher	<a href="mailto:kim.Baggott@macintyreacademies.org">kim.Baggott@macintyreacademies.org</a>
Christopher Edwards - Dewey	Teacher	<a href="mailto:christopher.edwards@macintyreacademies.org">christopher.edwards@macintyreacademies.org</a>
Katie Dyson	Teacher	<a href="mailto:katie.dyson@macintyreacademies.org">katie.dyson@macintyreacademies.org</a>

Name	Role	Contact details
Ben Makins	Teacher	<a href="mailto:ben.makins@macintyreacademies.org">ben.makins@macintyreacademies.org</a>
David Wilson	Teacher	<a href="mailto:david.wilson@macintyreacademies.org">david.wilson@macintyreacademies.org</a>
Cathy Ward	HLTA	<a href="mailto:cathy.ward@macintyreacademies.org">cathy.ward@macintyreacademies.org</a>
Sarah Wright	HLTA	<a href="mailto:sarah.wright@macintyreacademies.org">sarah.wright@macintyreacademies.org</a>
Matthew Berry	HLTA	<a href="mailto:matthew.berry@macintyreacademies.org">matthew.berry@macintyreacademies.org</a>
Dawn Willden	HLTA	<a href="mailto:dawn.willden@macintyreacademies.org">dawn.willden@macintyreacademies.org</a>
Amy Wilkins	Speech and Language Therapist	<a href="mailto:amy.wilkins@macintyreacademies.org">amy.wilkins@macintyreacademies.org</a>
Priti Shah	Occupational Therapist	<a href="mailto:priti.shah@macintyreacademies.org">priti.shah@macintyreacademies.org</a>
Kate Austin	TA	<a href="mailto:kate.austin@macintyreacademies.org">kate.austin@macintyreacademies.org</a>
Rebecca Jennings	TA	<a href="mailto:rebecca.jennings@macintyreacademies.org">rebecca.jennings@macintyreacademies.org</a>
Claire Reilly	TA	<a href="mailto:claire.reilly@macintyreacademies.org">claire.reilly@macintyreacademies.org</a>
Amy Browne	TA	<a href="mailto:amy.browne@macintyreacademies.org">amy.browne@macintyreacademies.org</a>
Sarah Geddes	Family Footings Facilitator	<a href="mailto:sarah.geddes@macintyreacademies.org">sarah.geddes@macintyreacademies.org</a>
Lee Martin	Behaviour and Well-being Lead	M:07504001918 <a href="mailto:lee.martin@macintyreacademies.org">lee.martin@macintyreacademies.org</a>
Anna Stelfox	Safeguarding and Well-being lead	M: TBC <a href="mailto:anna.stelfox@macintyreacademies.org">anna.stelfox@macintyreacademies.org</a>
		M: TBC

## Staff Teams

**Y 5/6** – JK Rowling – Christopher Edwards Dewey, Kate Austin, Rebecca Jennings

**Y7**- Mahatma Ghandi- Ben Makins, Amy Browne

**Y8**- Alan Turing- Kim Baggott, Claire Reilly

**Y9**- William Shakespeare- Katie Dyson, Matthew Berry, Lauren Kaminiencki

**Y10** – Marie Curie- David Wilson, Dawn Willden, Sarah Wright

Our Trans-disciplinary team will also work with class teams throughout the working week and will support pupils in class as well as lead individual and group sessions.



# YOUR QUEST TEAM



Nicola Wells  
Quest Academy  
Principal



Gareth Plant  
Deputy Principal



Jo Godding  
Operations  
Manager



Chris Edwards-Dewey  
Year 5/6  
Teacher



David Wilson  
Year 10  
Teacher



Kim Baggott  
Specialist Science  
Lead, Year 8 Teacher



Katie Dyson  
Year 9  
Teacher



Ben Makins  
Year 7  
Teacher



Laura-Jane Boshall  
Office Manager &  
Exam Officer



Toni-Anne Howard  
Administrator



Sarah Geddes  
Family Footings  
Facilitator



Anna Stelfox  
Safeguarding &  
Wellbeing Lead



Lee Martin  
Behaviour &  
Wellbeing Lead



Amy Wilkins  
Speech &  
Language  
Therapist



Sarah Wright  
Higher Level  
Teaching Assistant



Amy Browne  
Teaching  
Assistant



Lauren Kamienecki  
Teaching  
Assistant



Kate Austin  
Teaching  
Assistant



Beccy Jennings  
Teaching  
Assistant



Cathy Ward  
Higher Level  
Teaching Assistant



Matthew Berry  
Higher Level  
Teaching Assistant



Dawn Willden  
Higher Level  
Teaching Assistant



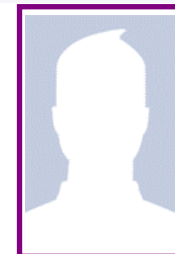
Ryan Alcock  
Facilities  
Manager



Priti Shah  
Occupational  
Therapist



Claire Reilly  
Teaching  
Assistant



Alan Brabazon  
Assistant Facilities  
Manager

# THE BUILDINGS...

## Temporary Site

The building works are on track to be completed on time. The building will be handed over by the contractors and the EFSA on the **1<sup>st</sup> September**. A deep clean will take place on the 4<sup>th</sup>.

Whilst the majority of alterations will have been completed and equipment will have been delivered before Quest opens some of the equipment may not be installed. It is highly unlikely that the soft play area will be installed before pupils start. The food technology room will also not be completed until **14<sup>th</sup> September**.

The outdoor equipment is being fitted on **4<sup>th</sup> September** and will be ready to use by pupils when they come into school on **Friday 8<sup>th</sup> September**. All computers, whiteboards and the 3D classroom will be ready to use on their first day.

## New building

Many of you will be aware that outline planning was granted on the **8<sup>th</sup> August**. There is now a 6 week judicial period where the application must be signed off by the Secretary of State, before the detailed application can be submitted.

# PAYMENTS

Quest will be using ParentPay, which is an online secure payment service for parents, used by lots of schools across the country. Once the school is open in September you will receive an activation letter with a code and details of how to use the system.

There may be some occasions, for example, a sponsored event, where pupils may have to bring money into school. Where at all possible we will endeavour to use ParentPay.

I am also pleased to inform that we will offer, through ParentPay, a service where by parents/carers can save for uniform, trips and events.

Following transition visits by Sarah Geddes and Susan Camps some families have asked about the balances on their lunch accounts at Discovery Academy. Parents will need to contact Discovery Academy directly to organise any outstanding balance with them.



# MEALS, SNACKS & DRINKS

Pupils will be able to have healthy snacks during both break times in the canteen. Pupils will be encouraged to drink water throughout the day and can bring their own clear drinks bottle to fill up using the school's water coolers. Hot lunches will be served in the canteen and payment for these will need to be made in advance via ParentPay unless your child is eligible for free school meals. If you have not paid for a meal in advance your child will need to bring in a packed lunch from home. If your child does not want a hot lunch they may bring in a packed lunch every day.

Fizzy drinks and sweets **are not allowed** in school. On special occasions Quest may buy sweets/ ice-cream for the pupils.

If your child qualifies for free school meals please apply via the online application form using the link below.

[www.warwickshire.gov.uk/freeschoolmeals](http://www.warwickshire.gov.uk/freeschoolmeals)

We have already provided families with the three week dinner menu. If there is a day where your child does not like anything then they will need to bring in a packed lunch.

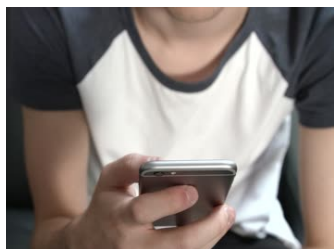
## Friday 8<sup>th</sup> September

As our catering contract does not start until **Monday 11<sup>th</sup> September** Quest will provide a picnic lunch for all pupils. If your child would prefer to bring their own packed lunch please let Toni-Anne know.



NB: Photos are illustrative only

# ELECTRONIC DEVICES, IPADS & PHONES



Pupils may use their own devices to and from school if they wish to. Once pupils are in school they will be requested to place their devices in their lockable classroom locker.

At break times pupils who wish to use an iPad or laptop can use the school's devices.

Should a pupil need to contact you during the day pupils will be able to make a supervised phone call from reception.

The school will not take responsibility for any damage or loss of any electronic devices brought into school.

# SCHOOL UNIFORM

## Compulsory:

- Quest shirt
- Black trousers/skirt
- Quest Jumper or blazer
- Black shoes /plain black trainers (no logos)
- Quest PE shirt
- Quest PE shorts or plain black

## Non-Compulsory:

- PE hooded sweatshirt

Pupils may wear a basic wrist watch (not a smart watch) and a single stud in each ear.

Pupils will not be allowed to take part in any type of physical activity wearing jewellery (includes earrings). Pupils will need to remove all jewellery themselves before undertaking physical activity. School will not be responsible for any loss or damage to jewellery worn in school. If you child wishes to shower after PE please ensure that they bring a towel.

Uniform will be delivered to you on Tuesday 12<sup>th</sup> September.

**PLEASE REMEMBER THAT EVERY FRIDAY IS A  
NON-UNIFORM DAY**

## Transport

Please ensure that you have completed the transport form and returned it to Warwickshire. If you have any concerns about transport please ring them on 01926412929. Option 3 specialist transport.

If your child is ill once they get to school you may be asked to collect your child. If transport is a problem we will be able to bring your child home using the school minibus. An adult must be at home to supervise your child.

On Fridays taxis will pick up pupils at 1.30 pm. If your child is staying until 3.30 then you will need to either:

- Organise the taxi to pick up your child at a different time
- Pick your child up from Quest.

It may also be possible for Quest to bring your child home by minibus but this would depend on where you live.



# Attendance

As you are probably aware from correspondence from your child's previous school there is a strong correlation between pupils' attainment and attendance at school. The DfE recently published another report on their findings. Headlines include:



73% of pupils who have over 95% attendance achieve five or more GCSEs at grades A\*-C.

Only 3% of pupils whose attendance is 50% achieve 5 or more GCSEs at grades A\*-C.

At Quest we have set pupils an attendance target of 95%.

Below is an example of how many days a pupil will miss linked to 98%, 95% 90% and 80% attendance.

Percentage attendance	Number of days missed of school
98%	4 ( Just under a week)
95%	10 ( 2 weeks)
90%	19 ( 3.8 weeks)
80%	38 ( 7.6 weeks)

If your child's attendance dips below 95% we will work with you to ensure that we support your child to attend school, or if appropriate, help them to catch up on missed work.

# Transfer of information

When pupils transfer from one school to another their electronic records and paper files are securely transferred. This means that we are fully up to date, for example, with reports from specialist staff and are able to continue to use suggested strategies.



# Consequences

Where appropriate pupils will receive individualised consequences for their behaviour. For example, natural consequences of not completing work in lessons may include:

- Completing work at alternative times to the rest of the class;
- Needing to complete their work before starting a choice activity.

Natural consequences of demonstrating unacceptable attitudes to peers may include:

- Providing specific 1-1 supervision of the pupil at break and/ or lunchtime rather than our more general supervision ratio at these times.

Extreme, chosen or deliberately repeated behaviours will require the pupil to work with/ be supervised by a senior or pastoral leader and a subsequent meeting with parents /carers. Below is an example of behaviours and likely consequences.

Staff will record all behaviour incidents onto the school's electronic system so that we can, for example, identify patterns, inform risk assessments, and monitor improvements/ declines in behaviours.

## Levels of Behaviour Consequence Chart

Levels of Behaviour	Examples	Possible consequences
<b>Level 1</b>	Inappropriate language Not completing work Not following instructions Disrespectful behaviour Invasion of personal space	Reminder about expectations No point awarded for understanding others “ Catch up sessions” “Putting it right” session with the relevant member of staff
<b>Level 2</b>	Persistent swearing Bullying Spitting Low level property damage e.g. own property, items of low value	Scales of justice Restorative justice Parents/carers invited into school. PBSP put in place or Updated Bespoke interventions Zones of regulation monitoring card
<b>Level 3</b>	Violence towards a member of staff or pupil Leaving the school site without permission Persistent bullying Racism Significant property damage e.g. another pupils, items of high value	Self -Reflection time Exclusion Parents/carers invited into school. External stakeholder meeting

## Pets & Animals in School

“Some pupils have asked if they can bring their pets into school. Currently I feel that this would not be appropriate. However, it is my intention for Quest to have our own pets. We are hoping to have a tortoise as our first pet.”



# THE SCHOOL DAY

## Monday- Thursday

Period	Subject/skills	Start time	End time
Registration	Registration Tutor/ PSHCE assembly time	9:00	9: 15
Period 1	Personalised Learning Programme	9.15	9.45
Period 2	Core Subjects	9.45	10.30
Break	Break /snack	10.30	10.45
Period 3	Core Subjects	10.45	11.30
Period 4	Core Subjects	11.30	12.15
Lunch	Lunch	12.15	12.45
Period 5	Physical /creative	12.45	1:30
Period 6	Physical/creative subjects	1:30	2.15
Registration	Registration / break	2.15	2.30
Period 7	Topic work	2.30	3.25
Form Time	Form time /reflection time	3.25	3.:30

## Friday

(Please note lunchtime on a Friday has been moved to 12.30)

Period	Subject/skills	Start time	End time
Celebration Assembly	Celebration Assembly /registration	9:00	9: 15
Period 1	Core subjects	9.15	10:00
Period 2	Core subjects	10:00	10.45
Break	Break /snack	10.45	11.00
Period 3	Enrichment	11.00	11.45
Period 4	Enrichment	11.45	12.30
Lunch	Lunch	12.30	1.00
Period 5	Reflection	1.00	1.30
End of Day	Staff planning/training Optional after school club	1.30	3.30

## SCRIPTS

During the first two weeks of term staff will be supporting pupils with their learning through our learning script **“Ready to Learn”**

### READY TO LEARN

The aim of this target is to teach learners how to listen and sit appropriately so that they can learn.

### FACTS

- Over 70% of information is conveyed non-verbally.
- NOT using eye-contact reduces exposure to non-verbal information.
- Pupils need to sit appropriately so that they are in the correct position for writing /typing.

### SUGGESTED SCRIPTS TO USE

- I would like to see you looking to listen as this shows me you are listening and it will help you to understand.
- You need to be ready to learn.
- This means that you have your back against the chair, your feet flat on the floor.
- You will also be looking at the speaker.

### HINTS & TIPS

Pupils might need to be cued in individually by using their name

Pupils should be reminded that NOT looking at the speaker could be considered to be rude.



## SUMMER CHALLENGE BOOKLETS

Pupils should bring in their completed Summer Challenge booklets on **Wednesday 14<sup>th</sup> September**. Please ensure that your child has completed the compulsory task about their class name. The reason why this is so important is that I would like to create a Quest Inspirational quote book and want to make sure every child has a quote published in our book.

### HOMEWORK

Once the pupils have settled in they will receive a booklet of half-termly activities to complete. These booklets will be similar to the one we sent out in the summer but will be linked to the curriculum content they are studying. Please let your child's class teacher know if you experience any problems asking your child to complete the compulsory task.



# FIRST DAY BACK



**Friday 8<sup>th</sup> September 9.00am - 3.00pm at Quest**

As pupils will be taking part in a range of team building activities they will need to wear appropriate clothing and trainers.

As our catering contract does not start until **Monday 11<sup>th</sup> September** Quest will provide all pupils with a picnic lunch. If your child would prefer to bring their own packed lunch please let Toni- Anne know.

Your child will receive their individual timetables on **Friday 8<sup>th</sup> September**.

## KEY DATES IN SEPTEMBER

Date	Venue	Who	Event	Clothing & Lunch Arrangements	Start time	Finish time
Friday 1 <sup>st</sup> September	Cawston Community Centre	Families	Vision and Values	N/A	12pm	1pm
Thursday 7 <sup>th</sup> September	Quest	Families	Open Event and Tour	Light refreshments will be served	5pm	6.30pm
Friday 8 <sup>th</sup> September	Quest	Pupils Y5- 10	Team Building Activities	Non –uniform/trainers Picnic lunch	9am	3:00pm
Monday 11 <sup>th</sup> September	At home	Y5-10	Summer work books	N/A	N/A	N/A
Tuesday 12 <sup>th</sup> September	At home	Pupils and Parents/ Carers	Home visits	N/A	TBC	TBC
Wednesday 13 <sup>th</sup> September	Quest	Y5-10	All about me	School uniform Hot lunch/packed lunch	9am	3.30pm
Thursday 14 <sup>th</sup> September	Quest	Y5-10	All about me	School uniform Hot lunch/packed lunch	9am	3.30pm
Friday 15 <sup>th</sup> September	Quest	Y5-10	All about me	Non- school uniform day Hot lunch/packed lunch	9am	1.30pm Unless staying for a club.
Friday 15 <sup>th</sup> September	Quest	Parents/Carers	Drop in event	N/A	1.15pm	2.00pm
Tuesday 19 <sup>th</sup> September	Quest	Parents/Carers	Drop in Event	N/A	3.30pm	4.30pm
Friday 29 <sup>th</sup> September	Quest	Parents/Carers	Macmillan Coffee Morning	Light refreshments	10.30am	11.30am
Friday 29 <sup>th</sup> September	Quest	Parents/Carers	Drop in event	N/A	11.30am	12.30pm

## POLICIES

You can access our policies through our website. If you would like a paper copy of any of the policies please let us know.

## CELEBRATION ASSEMBLIES

We will hold celebration assemblies for families throughout the year. Our first family celebration assembly will take place at **Quest at 9.45-10.30 on Friday 22<sup>nd</sup> December.**

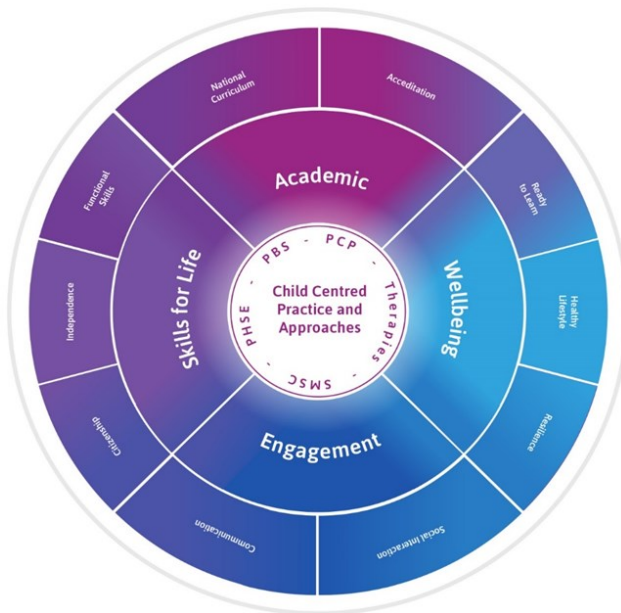
## PARENT FORUM

As you are aware from our first Newsletter I am keen for families to be involved in the life of the school. We will hold Parent Forum meetings at the end of each half term. Below are the dates and times of the meetings during the Autumn Term.

- **Friday October 3<sup>rd</sup> 1.00pm-2.00pm**
- **Friday December 22<sup>nd</sup> 10.30pm-12.00pm**

## **ASSESSMENT, REPORTING AND PARENT'S AFTERNOONS**

Between September and November staff will be carrying out baseline assessments across the four curriculum areas which make up Quest's holistic curriculum: Academic, Engagement, Life skills and Well-being.



Pupils' results will then be entered onto our bespoke assessment system Odyssey. Once the information has been collated pupils will be set individual age related attainment and progress targets.

On October 20<sup>th</sup> we will hold an information event about our assessment system as well as show you how to use Odyssey using your own electronic devices. The event will take place at Quest on **Friday October 20<sup>th</sup> between 1:00pm and 1.45pm.**

# PARENT'S AFTERNOONS

- November 16<sup>th</sup> KS4 Parent's Afternoon 4:00-6:00
- November 30<sup>th</sup> KS2 Parent's Afternoon 4.00- 6:00
- December 14<sup>th</sup> KS3 Parent's Afternoon 4:00-6:00

We will send you more detailed information about these events nearer the time.

## TERM DATES 2017- 18

- Friday 8th September 2017 - Friday 22nd December 2017
- Half Term – Monday 23rd October - Friday 27th October 2017
- Term starts Monday 8th January 2018 - Thursday 29th March 2018
- Half Term - Monday 19th February - Friday 23rd February 2018
- Monday 16th April 2018 - Friday 20th July 2018
- Half Term – Monday 28th May - Friday 1st June 2018
- Term starts Monday 4th June - Friday 20<sup>th</sup> July 2018

## INSET DAYS (no school)

- Friday 24th November 2017
- Monday 27th November 2017
- Tuesday 28th November 2017
- March 29th & 30th 2018



## Postcards

We would love to hear from pupils about a day out or a holiday they have been on. It is not too late to send postcards to us at:

*Quest Academy  
St David's Way,  
Bermuda Park,  
Nuneaton  
CV10 7SD.*

## Flags

As you are aware pupils had the opportunity to design our school flag and mugs. The flags are currently being made and should be ready to fly in September.



## Banners

Once the school is open we will be holding a photograph competition. These will then be made into banners and will be displayed outside alongside the flags.

### A lovely surprise from syncreon



Syncreon is a logistics company based all over the world, locally they have sites at Coleshill, Haydock, Hinckley, Lutterworth, Minworth and Wolverhampton.

As part of their Enablement Community Outreach Programme they have very kindly donated a bag full of goodies, including a beach ball, crayons/pencils and a water bottle for each pupil. A representative from the company shall meet Nicola on Friday 8th September to deliver the bags.

