

Harmonize Academy



Harmonize Academy



Harmonize Academy Home/School Handbook 2018-2019

"This is an outstanding school"
Ofsted March 2015



Autumn Term 2018

INSET Staff Training:	Monday 3rd September and Tuesday 4th September
SCHOOL OPENS:	Wednesday 5th September
Half term:	Monday 22nd October - Friday 26th October
School re-opens:	Monday 29th October
School finishes:	Thursday 20th December

Spring Term 2019

SCHOOL OPENS:	Monday 7th January
Half term:	Monday 18th February - Friday 22nd February
School re-opens:	Monday 25th February
School finishes:	Friday 5th April

Summer Term 2019

SCHOOL OPENS:	Monday 23rd April
May Day:	Monday 6th May—School closed
Half term:	Monday 27th May - Friday 31st May
School re-opens:	Monday 3rd June
School finishes:	Friday 19th July

Number if you cannot attend

Main Reception: 0151 203 1934 School Mobile: 07983 460815

Students who have not arrived by 9.00 am will receive a text home unless school has been informed of the reason in advance.

Leadership

Principal	MMC	Mrs Marie McConville
Vice-Principal	CP	Mr Carl Parkinson
Assistant Principal/SEND Co-ordinator	GT	Mr Gerard Tiernan
Assistant Principal/PE Teacher	LC	Mrs Liz Cunningham
Assistant Principal/PE Teacher	WR	Mr Wynn Ridge

Teaching Staff

English Teacher	HJ	Mrs Hollie Jones
English Teacher	SL	Ms Sam Lester
Maths Teacher	VB	Mrs Victoria Baker
Maths Teacher	OK	Mr Okaro Onowighose
Science Teacher	LB	Mrs Lisa Bektas
Science Teacher	MW	Ms Michaela Webb
PSHE Teacher	ZP	Ms Zoe Pasquet
PSHE Teacher/English Teacher	DV	Ms Denise Vaughan
Childcare Teacher/Science Teacher	LBR	Mrs Lesley Blair
Urban Arts: Music Technology Teacher	TL	Mr Tony Lawson
Urban Arts: Performing Arts Teacher	RS	Ms Rebecca Smith
Beauty Teacher	SS	Mrs Sam Sullivan
Design Technology Teacher	HC	Mrs Hollie Crewdson
Food Technology Teacher	AMT	Mrs Ann-Marie Tunstall
Psychology Teacher/Teaching Assistant	TK	Ms Tara Kinnin
Dance Teacher/Teaching Assistant	KB	Ms Kimberley Ball
PE Teacher/Teaching Assistant	NK	Mr Neal King
PE Teacher/Teaching Assistant	LMC	Mr Liam McNab

Teaching Assistants

Teaching Assistant	MB	Mrs Michelle Bentley
Teaching Assistant	SC	Ms Saffron Collister
Teaching Assistant	CE	Ms Chloe Elackman
Teaching Assistant	RE	Ms Rebecca Evans
Teaching Assistant	GL	Ms Gabrielle Lowery
Teaching Assistant	FM	Mr Francis Mulrooney
Teaching Assistant	TM	Ms Terri Meadows
Teaching Assistant	LS	Ms Lotte Schol

Support Staff

School Business Manager	CM	Mrs Catherine Martin
Education Welfare Officer	SCL	Mrs Sheelagh Cloonan
PA / School Administrator	HM	Ms Helena Mulhearn
Resource & ICT Technician	SE	Mr Samuel Elackman
Site Manager	MK	Mr Michael Kearns
Administration Assistant	AG	Ms Anna Grabowska
Catering Supervisor	DW	Ms Debbie Wright
Assistant Cook	LP	Ms Lisa Perry
Catering Assistant	DO	Ms Donna O'Neill
Receptionist	AC	Ms Ann Coker
Cleaning Staff	LG	Mrs Lynn Gandy
Cleaning Staff	AH	Mrs Ann Haycock

Information about the School

Harmonize Academy offers a different choice - something new.

Harmonize Academy is an Alternative Provision Free School that delivers a broad and balanced curriculum of core academic subjects of English, Maths and Science, as well as Performing Arts, Music Technology, Physical Education, Enterprise/Vocational Skills, PSHE and Personal Development to students aged 13-16.

You can achieve up to 8 GCSEs and GCSE equivalent qualifications with us. You will be given an induction to assess if this school is right for you. We will talk to you about what you need and what you want to learn.

Careers and Progression advice is available for all students and a Review Day is held each July for parents/carers to meet with teachers to discuss their child's school report and progress.

Lessons include:

- English, Maths, Science, Physical Education, Design Technology, Psychology, Beauty, Childcare, Dance, Food Technology, Music Technology, Performing

Arts, PSHE including SRE and Mental Health Awareness, Personal Development, Photography, Speaking and Listening, Reading Programme, Enterprise / Vocational Studies,

- Enrichment Activities including sports such as free-running, golf and horse-riding, music, band workshops, singing, film and photography, catering, hair and beauty; as well as cultural and motivational trips to museums, galleries, theatres and city attractions; and inspirational speakers.
- Each lesson usually lasts for 1 hour.
- A healthy breakfast and lunch will be provided.

The school day:

School opens at 8.30 am. The learning day runs from 9.00 am – 14.45 pm

08.30 am - 09.00 am BREAKFAST
09.00 am - 10.00 am Period 1
10.00 am - 11.00 am Period 2
11.00 am - 11.20 am BREAK
11.20 am - 12.20 pm Period 3
12.20 pm - 13.20 pm Period 4
13.20 pm - 13.45 pm LUNCH
13.45 pm - 14.45 pm Period 5 Enrichment Activities

Our Values

Principles

Harmonize has developed seven guiding principles which underpin all aspects of the Academy's work as we strive to achieve our vision.

- 1. High value:** We offer an environment where young people feel valued and in turn value themselves, others, their community and the wider world.
- 2. More time for learning:** We operate an extended day curriculum where our students can learn in various ways and through exciting activities and projects. This recognises the challenges faced by our students in the evenings and at weekends, often resulting in frequent regressions from progress made during the week.
- 3. Broad career focused curriculum:** We offer our students a 'Performing Arts' centred curriculum with strong links to the arts and entertainment industry. The curriculum provides our students with opportunities to explore careers in three

particular industries for which our region is renowned: Arts and Entertainment, Football and Equestrianism.

- 4. World view:** We will provide our students with opportunities to engage with and appreciate young people in poorer nations.
- 5. Learning in the community:** Our students enjoy learning in an environment that values the community and increases their empathy for other vulnerable groups. This helps them to understand the importance of making a positive contribution to the community and society as a whole.
- 6. Strong ethos:** Our students will learn in a happy environment where four key words operate – Trust, Respect, Compassion, and Forgiveness.
- 7. Flexibility to progress:** We offer our students the flexibility to return to mainstream provision or complete their compulsory education with us.

Tell Us How We Are Doing – We Want to Get it Right!

Your feedback on how we are performing against our values is essential to ensure the on-going development of our standards.

A hard copy of our Safeguarding Policy is available to view in school and can be posted out to you free of charge on request. This is also available to download from our website: www.harmonizeacademy.org

What should you do if you think you are being harmed or abused?

If you think you are being harmed or abused by another student, member of staff or visitor, you should report this as soon as possible to a trusted member of staff.

SAFEGUARDING TEAM

Tell someone you trust about what is happening:

Find out from your teacher, teaching assistant or other trusted staff member who is responsible for protecting students. You can also call **T 0151 203 1934** and ask to speak to one of the **Safeguarding Team:**

Designated Safeguarding Lead - Mr Carl Parkinson
Designated Safeguarding Deputy - Mr Gerard Tiernan
Safeguarding Officers - Mrs Liz Cunningham, Mr Wynn Ridge, Mrs Sheelagh Cloonan

You can also contact:
Childline T 0800 1111 www.childline.org.uk

NSPCC T 020 7825 2500
NSPCC Free phone 24 hour helpline T 0808 800 5000
Samaritans T 08457 909090
Careline T 0151 233 3700 or
LocalAreaSafeguardingBoardT01512254928/4929/4956
Local Social Services (including out of office hours contact) T 0151 220 2661

N.B. In an emergency, the Samaritans will hold the Social Services Duty Officer's contact number.

Social Services Emergency Duty Team for looked after children under 18 in the service for use evenings and weekends. **T 0151 220 2661**

Merseyside Police T 101 www.listentomystory.co.uk if you feel you are at risk of child exploitation.

Also see <https://tacklechildabuse.campaign.gov.uk/>

Parents/Carers: If you feel your child/young person is at risk of child sexual exploitation you can get help from:

Parents Against CSE T 0113 240 5226

For information and support about young people's mental well-being please contact a member of the Pastoral Team.

These ground rules are intended to help ensure that your time with us will be beneficial and enjoyable. Any difficulties which may arise will be handled with care and sensitivity. You should expect to be treated fairly and in an adult way. The environment you are entering is an Academy of professional practice and therefore your behaviour should reflect this.

I will

- Participate in all lessons, arrive on time and attend every day
- Be focused and follow instructions
- Support others by not bullying to help build trust and report any bullying, vandalism or racism to a member of staff
- Respect the room, equipment and other parts of the building
- Take responsibility for my own behaviour
- Respect the No Touch rule and keep my hands and feet to myself
- Help support others who may be having a difficult day

- Take support from staff if I am feeling angry or upset
- Respect the No Swearing at Any Time rule and respect others at all times
- Hand in mobiles, iPods etc to staff at the start of the day
- Listen to others – One speaker
- Only eat food and drinks during breaks and clean up afterwards
- Not smoke in the building
- Not bring or use alcohol or drugs on the premises (I understand that if a member of staff suspects that I have taken drugs or alcohol I will be sent home)
- Not leave the premises without permission
- Obey Health and Safety Rules, act sensibly in ways that do not endanger myself or others
- Come prepared for sessions with appropriate equipment, clothing etc.

Aim to achieve, be an active and valuable member of the School and enjoy my time at Harmonize Academy!

Policies and Procedures

Our policies are available to view on our premises. Copies can be sent or given to parents/carers of students and prospective students free of charge on request from:

Harmonize Academy, 7 Phillimore Road, Liverpool, L6 6DL · T 0151 203 1934

The following policies are available on our website www.harmonizeacademy.org

- Accessibility Plan
- Admissions Policy
- Admissions Complaints Policy
- Anti-Bullying Policy
- Appeals Policy: Assessment & Examination Results for Parents, Guardians and Carers
- Assessment, Recording and Reporting
- Attendance Policy
- Communication with Parents Policy
- Complaints Policy for Parents, Guardians or Carers
- Crisis and Disaster Management Policy
- Curriculum Policy
- Curriculum Policy Statement
- Data Protection Policy and GDPR
- Drugs Policy
- Education of Looked After Children Policy
- English as an Additional Language (EAL) Policy
- Equality Policies
- E-Safety and Student ICT Agreement
- Exclusions Policy
- First Aid
- Gifted and Talented Policy
- Health & Safety Policy
- Home/Harmonize Agreement
- Homework Policy
- Management of Medication Policy
- Minibus and Home-School Travel Policy
- Outside Visits and Trips Policy
- Promoting Good Behaviour Policy
- PSHE Policy
- Safeguarding Policy
- Sex and Relationship Education Policy
- Special Educational Needs (SEND) Policy
- Teaching and Learning Policy
- Visitors to Harmonize Academy Policy

Complaints

Harmonize Academy is committed to the provision of a high quality education for all our students. In order to continually improve our services, we need to know when we do not meet your expectations. By listening and responding to the views of our students, parents/carers, whatever those views might be ensures that we achieve the highest standards across the school.

Why make a complaint?

If you have cause for complaint about any aspect of your education for example:-

- misleading information in the prospectus or any advertising materials;
- the way you have been taught;
- the way you have been assessed;
- the learning support available to you;
- the facilities available to you;
- sexual, racial, religion/belief, homophobic or disability harassment or bullying.

Parents/carers can be assured that all complaints and expressions of concern, whether raised informally or formally, will be treated seriously and confidentially.

See our **Complaints Policy** for details about how to make a complaint.

No formal complaints have been registered since 1st September 2017.

Harassment and Bullying

- Sometimes people reject those they see as ‘different’ and treat them unfairly and with disrespect.
- At Harmonize Academy we will not tolerate bullying and we are prepared to take disciplinary action.
- If you are bullied or witness someone being bullied, talk to your teacher or a trusted member of staff.

The Pastoral Team

Mr Carl Parkinson, Vice-Principal

Mr Gerard Tiernan, Assistant Principal / SENDCo

Mrs Liz Cunningham and Mr Wynn Ridge, Assistant Principals

Equality and Diversity

- We celebrate the diversity of people who learn and work at Harmonize Academy.
- We are opposed to any harassment or discrimination arising from race/ethnicity, gender, sexuality, age, disability, religion, faith and class.
- We will challenge any inappropriate behaviour or attitudes and will take positive action to promote good race relations and prevent any gender or disability inequality.

**The Equal Opportunities Rep is Mr Gerard Tiernan,
Assistant Principal / SENDCo T 0151 203 1934**

Health & Safety

- To avoid accidents please do not run whilst in the building.
- Any spillages should be cleared up. If this is not possible, please report this immediately to your teacher or a member of staff or Reception.
- Any damage or faulty equipment within the building, outside of the classroom should be reported to your teacher or a member of staff.

The Health & Safety Officer is Mr Michael Kearns, Site Manager T 0151 203 1934

Fire Procedure

- Fire drills will be carried out on a regular basis.
- Please follow staff instructions when a fire alarm sounds.
- There are fire notices situated throughout the building which show your escape route.
- In the event of an emergency, all students and staff should evacuate the building immediately and assemble in the school playground.
- A register will be taken by the teacher to ensure that all students are accounted for.
- Do not leave the assembly point until a teacher has noted your presence on the register.

Fire Marshalls should go to the designated assembly points.

Promoting Good Behaviour

CHOICE	REWARDS
Following instructions	
Completing work	Each of the choices in the previous column can be rewarded individually or as a group or class.
Keeping out of trouble	
Improvement in attitude	
Improvement in learning	
Friendship skills	
Sharing	
Team work skills	The reason for each reward must be clearly stated to the learner
Leadership skills	
Being on-time	
Being tidy	
Telling about trouble	Possible rewards include: <ul style="list-style-type: none"> • Certificate • Home contact (letter, phone call) • Voucher for good behaviour • Reward based activity
Positive body language	
Good communication skills	
Helping others	
Calm behaviour	
Being honest	
Resolving conflicts maturely	

There is a House system to monitor attendance, progress and behaviour.

Each student is assigned a mentor. Students are allocated to one of 6 Houses:

Lancaster · Martin Luther King
Mother Teresa · Nelson Mandela
Florence Nightingale · William Wilberforce

Vouchers are awarded each week for excellent attendance of 100% and outstanding behaviour.

Certificates are awarded for termly achievement and progress. All certificates are based on objective measures taken from each student's academic work, one for each subject based on behaviour and work, attendance and punctuality.

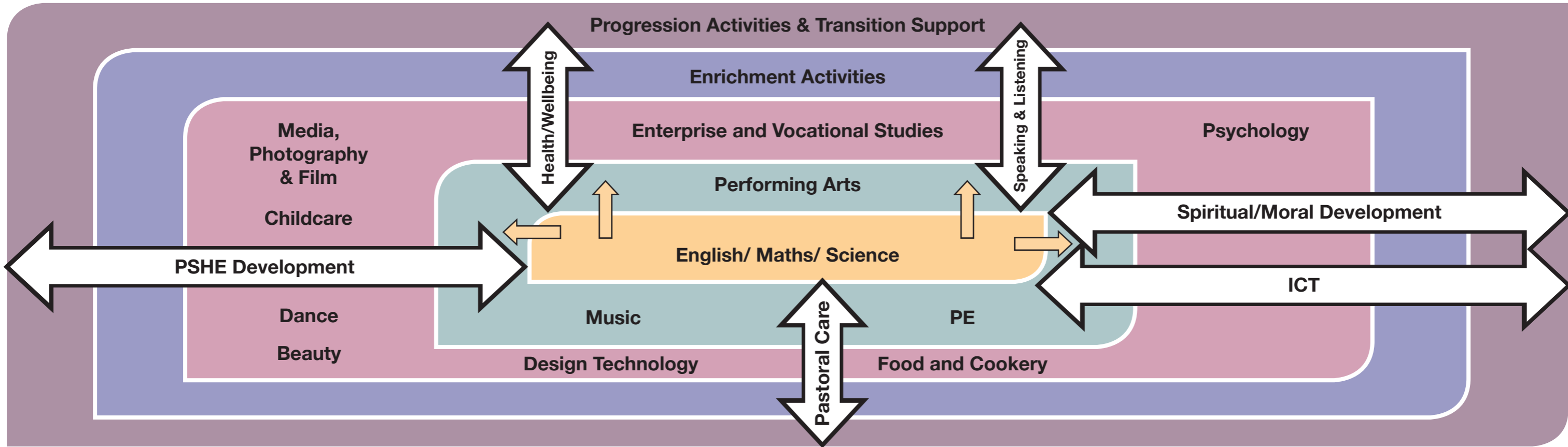
Behaviour Levels

Level	DESCRIPTION
1	<ul style="list-style-type: none"> • No incidents in the classroom • No incidents at other times • A successful learner • Self-motivated
2	<ul style="list-style-type: none"> • Classroom disruption • Incidents between class • No risk to others • Settles when told
3	<ul style="list-style-type: none"> • Refusing to work • Refusing to co-operate • Constant disturbance in class • Verbal abuse to people on site • Significant safety risk from careless, reckless or aggressive behaviour

Response Hierarchy

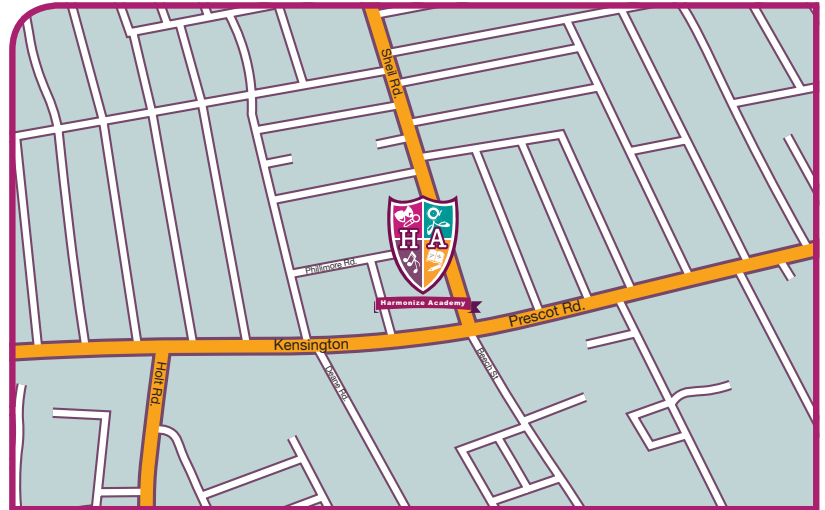
Managed in classroom Level 1	<ul style="list-style-type: none"> • Praise and rewards for positive behaviour • Certificates • Telephone call home / Postcards • Acknowledgement of academic learning and progress
Managed in classroom Level 2	<ul style="list-style-type: none"> • A look, point, signal, joke, any other strategy • Positive behaviour strategies-see staff training manual • First reminder • Final reminder • Behaviour recorded on SIMS
Elevated to Senior Leadership Team Level 3	<ul style="list-style-type: none"> • First incident—sent out of session for discussion with SLT • Incident Report to be completed by member of staff • Decision made by SLT on appropriate consequence

Curriculum Model



Directions

Harmonize Academy



Harmonize Academy, 7 Phillimore Road, Liverpool L6 6DL

Harmonize Academy is located off Sheil Road near to the junction with Prescott Road.

The school's main entrance and visitor car park are accessible via Phillimore Road.

For more details visit: www.harmonizeacademy.org

To plan your travel visit www.merseytravel.gov.uk

By Bus: 26 & 27 Sheil Road circulars.

8, 9, 10, 10A, 10B to Prescott Road, Kensington at the junction with Sheil Road.