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2023

I am delighted to welcome to into our TAL family. We are a very special school and strive to offer you a World Class education and a large array of world class experiences. We are excited to get to know each and every one of you and to support you in your journey to reach higher, see further and shine brighter within our school and beyond.

I hope that you find this booklet useful as an initial taster of all things TAL, and I look forward to seeing you all in September.

# - Mrs Cafferky



Starting secondary school can be daunting and I am sure that many of you will be feeling a little nervous, this is only natural. Myself and my team of fantastic teachers and staff will make sure that you are well looked after and supported in making new friends, finding your way around the building, and navigating break and lunch time.

I am excited to meet each one of you and to see you in our academy, studying a full range of exciting subjects and taking part in our extensive co-curricular programme, Involve. On your first day you will also begin our Year 7 challenge, The Build, where you will complete a range of activities underpinned by our core values of Empathy, Honesty, Respect, and Responsibility. We have every faith that you will enjoy your time with us and grow into successful, happy young adults ready to 'Reach Higher, See Further, Shine Brighter' and take on the world.

# **Meet the Team**

# **Miss Kay**

#### Head of Year 7

A very warm welcome to the pages of this Trinity Academy Leeds Transition booklet. A resource designed to help you answer any questions you have about starting your academic journey with us in September. My name is Ms Kay and I will be your Head of Year during your time at Trinity Academy Leeds. I am exceptionally excited to welcome each and every one of you to our very special, academic community. In my role, I will support you to be the very best version of yourself and ensure that you are fulfilling our academy vision to; reach higher, see further and shine brighter. I look forward to welcoming you all to the academy in September!

# **Mrs Collins**

**Vice Principal** 

I am very much looking forward to meeting you on your first day and supporting you throughout your time at secondary school. My job is to ensure that you enjoy the very best possible educational experience and love learning with us. I can't wait to see you enjoying Science in our brand new labs, performing in our Drama Studio and playing sport on our huge 3G pitch; there are so many exciting opportunities ahead for you all. To make an excellent first impression, I am looking for polite, enthusiastic and hardworking new students. All I ask is that you try your very best each and every day and if you do, success and rewards will soon come your way. See you soon!

# **Meet the Team**

# **Mr Gouland**

**Assistant Principal** 

A warm welcome to all students starting at Trinity Academy Leeds. I am looking forward to meeting you all and helping you settle into our brand-new school. My job is to ensure our school remains a calm and safe place for students to learn each day. Alongside making sure all students meet our high expectations, I will also support students to achieve excellent attendance. At the very start of our journey together, I look for students who are showing Empathy, Honesty, Respect and Responsibility. These core values are what makes a fantastic student.

# WE CAN'T WAIT TO MEET YOU!

# **Mr Harrison**

Leader of Inclusion (SENDCo)

My job is to make sure there is nothing that stops you from learning while you are at school. You might need a special piece of equipment to help you learn, or you might need extra help to get organised, or you might just need a bit of extra help in lessons. It's my job to make sure you get that help and can achieve your best while you are at Trinity Academy Leeds.

# **Academy Vision**

At Trinity Academy Leeds we have one shared and united vision, to work together to be the best that we can be. Our school motto, '**Reach Higher**, **See Further, Shine Brighter**' encapsulates this. If you work hard, embrace new opportunities and experiences, and live out our core values, you will thrive within the academy, securing the brightest of futures.

As well as a school motto, we also have one shared and united mission, that all our students will leave us with the qualifications and mindset to achieve their aspirations and goals. We have high hopes of what you can achieve, and we will encourage you to aspire to University or a challenging alternative.

The academy ensures that all students enter a Level 3 qualification route or challenging alternative; possessing the knowledge, habits, values, and ambition to achieve their aspirations and goals.





# **TAL Induction Camp**

#### **Induction Camp for Year 7!**

At the start of the year, all Year 7 students will take part in the TAL Induction Camp. This event is designed to induct you fully into the TAL way, the systems, routines, and expectations of our academy. Each day will be underpinned by our core values of **Empathy, Honesty, Respect and Responsibility** and is designed to support your successful transition into high school. During TAL Camp, you will meet your Team Leader, have an opportunity to make new friends and understand your timetable and how to find your way around the school building. We will also give you key equipment and information on our expectations and answer any questions that you may have.



# **The Academy Day**

Our school day starts at **8.00am sharp**, this is when the school gates will be shut, and all students should be in The Refectory ready for their morning meeting. Arriving after this time will incur a 'late' sanction. If you wish to be on school site earlier than this, **you are welcome to join our free Breakfast Club from 7.40am - 8.00am** where a selection of cereals and baked goods will be available.



You will attend **five lessons per day in a range of subjects** and will be given your timetable with classrooms and teachers on your first week with us. You will also be give a Build Team, Build Team Leader and Mantra! Year 7's school day is extended by one hour on Wednesdays where you will have the chance to take part in a wide range of co-curricular activities through our programme, Involve.

# Get involved in our extra-curricular clubs!

Several additional clubs will run throughout the school week, these are voluntary such as our Leeds Academy Of Performing Arts (LAPA) that runs every Monday after school.

# The Academy Day

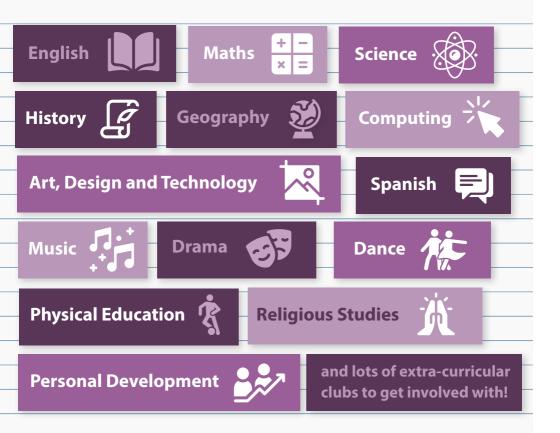
Take a look at our timetable to get a feel for what your days will be like at our academy. From Morning Recall sessions to our after school activity slot, TAL days will be packed with excellent learning. All students are expected to be on time to school and to lessons. Each day, all students must be in the The Refectory and be ready to learn with all the equipment they need by 8.00am. Our aim is to get you into excellent habits for your time in school and the workplace, therefore if you are late, you will receive a sanction.

Timings of the School Day		
Recall		
Period 1	8.30 - 9.30	
Break	9.30 - 9.50	
Period 2	9.50 - 10.50	
Tutor / Assembly	10.50 - 11.20	
Period 3	11.20 - 12.20	
Lunch	12.20 - 12.50	
Period 4	12.50 - 1.50	
Period 5	1.50 - 2.50	
Wednesday - Involve	2.50 - 3.50	

# **Subjects: Building Knowledge and Skills**

At secondary school you get to experience a wide range of subjects, taught by subject experts. At TAL we have made sure that you experience a broad and balanced curriculum so that you will build strong knowledge and skills to equip you for your chosen career and life after the academy.

All students in Year 7 will study the following subjects:



# **Expectations: Laying Strong Foundations**

At Trinity Academy Leeds we believe in the importance of setting the highest expectations for student behaviour to enable you to reach your potential and develop positive learning habits for life. From the first day at Trinity Academy Leeds, you will be expected to model our behaviour Absolutes 100% of the time.

ON TASK	ON TIME
✓ No answering back	
Embody core values	Fully equipped
Follow staff instructions: first time, every time	Perfect uniform STEPS
STAR You quickly get used to the acronyms, 'STAR and STEPS' that your teachers will insist upon in classrooms, assemblies, and meetings. At TAL, we want all our young people to be STAR learners to ensure that	
no time is wasted, and that learning time is protected.	Sir/Miss S
Stop, sit up straight and in silence Track the speaker or text Answer questions in full sentences Beady to learn (equipment out)	Thank youTExcuse meEPleasePSmile!S

# **Corridors and Social Times**

At TAL our high expectations extend to every inch of our academy, including how you conduct yourself when travelling to and from school. We want our students to be polite, calm, courteous and to always be positive role models for the academy. You will be expected to walk calmly and silently around the building and to behave respectfully at social times, looking after the school environment and wearing your uniform with pride.

# There is no magic to achievement. It's really about hard work, choices, and persistence.

#### - Michelle Obama

Any student failing to follow TAL expectations, first time, every time, will be subject to school sanctions that may result in same day Re-build session. TAL's Positive Behaviour policy is applied consistently by all staff to ensure that no moment of learning time is lost and that every student feels safe. Our complete system of sanctions and rewards will be explained in detail to you during the TAL Induction Camp and you will find a summary of this in your TAL Planner. Your Team Leader will support you with guidance and reminders during the first few weeks and beyond to help you develop your positive learning habits.



We want our students to be polite, calm and courteous and to always be positive role models for the academy.

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Empower Careers Pathway is a key part of life at Trinity Academy Leeds; embodying our mantra to 'Reach Higher, See Further, Shine Brighter'. At TAL, starting in the first term of Year 7, students are supported to develop their knowledge, skills and expertise to refine and work towards their aspirations. Our timetabled Empower Careers Afternoons, taking place over the course of the academy year, drive this initiative. **With careers and valuable life**experiences at the forefront, every student in the academy will visit five local destinations to learn the secrets behind our city and to interact with industry professionals through exciting and enriching opportunities. All experiences are interactive, forward-thinking, informative and engaging, with students placed front and centre at all times.

### Starting in the first term of Year 7!

# Every student will visit three destinations to interact with industry professionals.

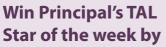
Through Empower Careers Pathways, students challenge stereotypes through exposure to diverse and challenging opportunities, and develop their reflective skills in order to help them to plan for their future, while gaining an understanding of the world of work and the actions they need to take to achieve their goals. Strong partnerships have been formed with local employers, businesses and careers service providers to allow Trinity Academy Leeds to provide a robust, innovative and comprehensive careers programme through our Empower Careers Pathway.

# Rewards

At TAL we love nothing better than rewarding excellent effort, exemplary behaviour and participation. We do this regularly in lessons, corridors, assemblies and social times, we are always on the lookout for shining stars! **Our rewards are called Achievement Points that will be awarded throughout the school day and logged on the computer system.** The more points that you achieve, the more awards and prizes you will win; these will be handed out at the end of every half term. You can win Bronze, Silver, Gold and Platinum award badges, receive certificates and phone calls home and even be invited to reward trips or receive fantastic prizes. Every week you stand a chance to win, 'Principal's TAL Star of the Week' and other esteemed titles.

# **Achievement Points**





trying your best, following the TAL code of conduct, and living out our core values!



# **The Refectory**

The Refectory is located on the ground floor in the centre of the academy. This will be the first place that you meet every day for Breakfast Club and equipment checks. The Refectory will also be where you spend your Break and Community Lunch times if you with to purchase food. You must finish all your food before you use the outside courtyard or MUGA.

# Break is 9.30am – 9.50am

A range of hot and cold healthy snacks and drinks will be available for you to purchase.

# Community Lunch is 12.20pm -12.50pm

You will be able to choose from a range of hot and cold meals, including meal deals, sandwiches, wraps, pasta pots and salads. A full choice of cold drinks, desserts and fruit will also be available.



# We try to include a special treat on Fridays!

We call our lunchtime **Community Lunch** as at TAL we all (students and staff) eat lunch together as one big community. This strengthens relationships and keeps The Refectory a calm and welcoming environment for all.

# **The Refectory**

At all times TAL students are expected to behave in a calm and respectful manner in the refectory and queue sensibly to purchase food. At TAL you will use your **ID card to purchase your food electronically** from our tills, this will automatically deduct money from your account. Parents/carers will be emailed full information about how to set up and top up your account including full details about **eligibility for free school meals.** You are welcome to **bring a healthy packed lunch** should you prefer and we recommend that you bring a refillable water bottle (**water only**) to keep you hydrated throughout the day.

Information about our Parent App (MCAS) where you can top up Dinner Money Accounts coming soon!



Please note that the academy does not allow and will confiscate/sanction the following items in accordance with its promotion of healthy eating:

Energy or fizzy drinks, chewing/bubble gum, family or multi packs of sweets, biscuits, and crisps.

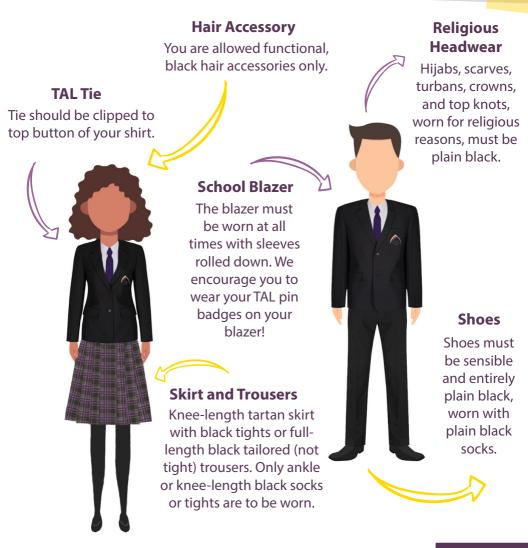


Education is the most powerful weapon which you can use to change the world.

**Nelson Mandela** 

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It is one of our TAL Absolutes that all our students take pride in themselves and their appearance and follow our uniform expectations. A visual guide to our uniform expectations can be found below, a more detailed guide will be included in the Parent/Carer Handbook that will be emailed to all families.



We cannot wait to see you in September looking smart in your new uniform. The correct uniform should be worn at all times within, and on the way to and from, the academy. If you arrive in incorrect uniform, you will be given a sanction and will be expected to borrow an item of clothing so that your learning is not disrupted.

We ask that you do not wear an outside coat unless the weather is poor and that this is removed as soon as you enter the academy. You will also have the option to buy a fine knit grey jumper with the school logo as an extra layer.

# **Check out the TAL Uniform**

# We're looking forward to seeing you looking smart in your new uniform!



At TAL we will have excellent sports areas complete with our own allweather 3G pitch. A TAL branded long-sleeved top and TAL branded tracksuit bottoms are also available to purchase from The School Uniform Shop. We want our pupils looking smart and feeling ready to get active. It's important to us that students wear the correct P.E. uniform at all times. You will be able to purchase all our uniform from **The School Uniform Shop, Harehills Lane, Leeds, LS9 6AP**.



At Trinity Academy Leeds we will not only have brand new sporting facilities and equipment, we will also have a 3G pitch for you to play a range of sports on. Please take a look at the images below so that you can purchase the right footwear for your P.E lessons. We're excited to see you taking part in your lessons, Involve clubs and perhaps representing TAL in fixtures and competitions.



# **Essential Equipment**

Being fully equipped is another one of our TAL Absolutes and there are several items that we expect you to bring into school every single day. \*You will be given your own TAL equipment bag. You will need to bring a separate bag/rucksack containing your P.E kit on the days that you have P.E, co-curricular and Dance. (This will not be on your first day at the academy). It will also be useful for you to have an English and Spanish dictionary at home.

# **\*TAL Equipment bag!** We are delighted to be able to supply a free, branded bag to each of our students as a compulsory part of school uniform. For your first day at the academy, you should bring the following inside this bag: \*A pencil case containing two A challenging reading book that can be brought from home or borrowed black pens, two purple pens, eraser, ruler and pencil sharpener. from the academy library. \*The Build Booklet. \*A Recall Folder containing Knowledge Organisers for each of your subjects. \*Your TAL Student Planner.

A TAL branded messenger bag is also available to purchase from MCAS. Missing equipment can be purchased via MCAS and will be delivered to you by our ReBuild team.

\*These items will be given to you at your Family Transition Meeting in September

# **Home Learning**

At the beginning of each year, you will be given a TAL planner. This will contain your timetable, space to record your home learning and a notes section for reminders. Your planner needs to be signed weekly by your Team Leader and Parent/Carer who will sign off your daily home learning and keep track of your progress. You need to take good care of your planner, if defaced or lost, this will result in a sanction and you will be expected to pay for the cost of a replacement. At TAL home learning is set daily and termly.

#### Daily home learning consists of three strands:

# **Reading:**

You should complete at least 30 minutes of reading each night from your challenging reading book. This can be your own, or one from the school library. You should keep a note of this in your planner.

# Maths:

You will be set daily homework from the online programme, Sparx Maths, the number of tasks may vary but should take, in total, approximately 30 minutes. You will be given a username and password to record in your planner.

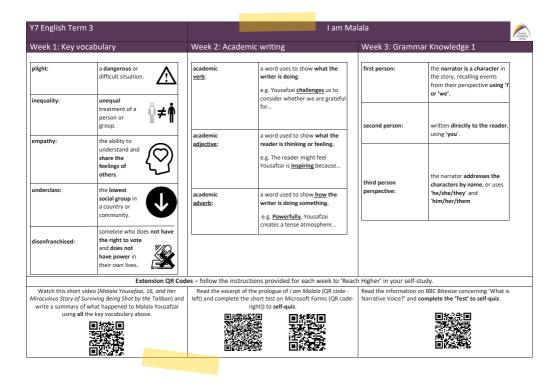
#### 3

# **Recall:**

You will be given a Recall Folder which will contain the Term's Knowledge Organisers (an A4 sheet with all the key facts that you need to learn) in every subject, numbered by page and sections. Every morning during Morning Recall you will be set part of this folder to learn for your daily home learning using the 'look, cover, think, write, check' technique. We will go through exactly how to do this during TAL Induction Camp.

# **Home Learning**

You will be tested half termly through our big quiz, Masters of Recall. See an example of a Knowledge Organiser below:



# **Shine Projects:**

In addition to your standard daily homework, you will be expected to complete an **independent Shine Project twice a year.** You should spend around 1 hour on your Shine Project each week. Projects are assessed through a student exhibition at the end of each term which your family and teachers will be invited to.

# Involve

As well as an exciting range of subjects, we are also keen to offer every student at TAL the opportunity to take part in one co-curricular option each week through our MAT wide programme, Involve. We have an extended day every Wednesday where qualified teaching staff and partners from across the city will give you the option to choose from lots of exciting clubs and co-curricular opportunities.

# Involve club options might include:

Futsal, STEM club, Photography, Book Club, Rowing, Catering and Fashion Design. We will be asking you about your interests soon!



# **Leeds Academy of Performing Arts**

# Join our LAPA CLUB!

Being a students of TAL means that you have a unique opportunity to be part of Leeds Academy of Performing Arts (LAPA) every Monday from 2.50pm – 4.50pm. This co-curricular experience is designed ot develop young people with a love and interest in Musical Theatre and the Performing Arts. Thhis two-hour session is delivered by performance experts and I free of charge. It covers a range of disciplines including voice, acting and dance and will result in showcases with invited audiences.

In addition to our LAPA provision there will be a range of additional opportunities through the Arts, this includes music tuition, workshops with industry professionals and theatre/studio visits.





In addition to our LAPA provision we hope to offer you a range of additional opportunities through the Arts, this includes music tuition, workshops with industry professionals and theatre/studio visits. We are also passionate about sports and offer a range of sports including Rugby, Basketball, Football, Table Tennis and Climbing. Many of our clubs take place after school and at weekends. We end the year with a Sports Award Evening, hosted by celebrity sports personalities.

# **The Build**

Every student in Year 7 takes part in Level 1 of **The Build** and is challenged with key achievements that are underpinned by our MAT core values of Empathy, Honesty, Respect and Responsibility. When you complete one of these activities, you will need to provide evidence to your Team Leader who will use a 'Build' stamp in your Build Booklet to confirm that it has been met. You will receive a score at the end of the year and take part in an award ceremony recognising your successful completion of the first level of The Build!

Trinity

# **STEPS TO GET STAMPED**



REACH HIGHER, SEE FURTHER, SHINE BRIGHTER

tor to give you a TAL stamp!

<sup>mas</sup> at least 96%

at least 96%

of Year 7 96%

number of

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term

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Welcome to Level 1 of The Build! Each year at Trinity Academy Leeds (TAL), yo year at minity Academy Leeds TALL, you will be challenged to complete a level o the TAL Big Build! You have 40 differen the TAL BIG build fou have an american steps to complete during Year 7 that wi help you grow stronger in body and min Every student will receive a score at end of the year and rewards will be giv to all who successfully complete Level Complete 35-40 steps to win gold, 30 steps for silver and 25-30 steps for broi We will celebrate your achieven at the end of the year with a specia ceremony before starting Level 2. Th challenges below are designed to he adopt positive learning habits and li the TAL core values of Empathy, Ho Respect and Responsibility.



Each time you complete a step, to ask your Form Tutor to ste booklet to show that you have in the your and the show that you have our form Tutor! Twice a yel your som Tutor! Twice a yel your progress and to review your next steps.

# THE BUILD

Trinity Academy Leeds Building the brightest of futures

REACH HIGHER, SEE FURTHER, SHINE BRIGHTER!

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RESPONS

Form team: Architect name:

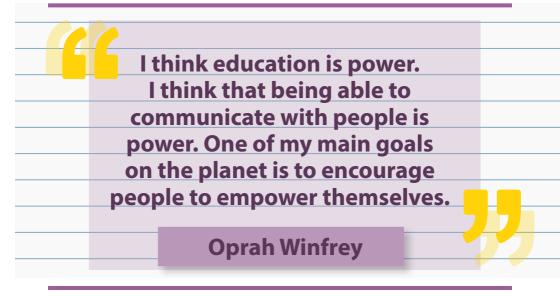


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# Enrichment

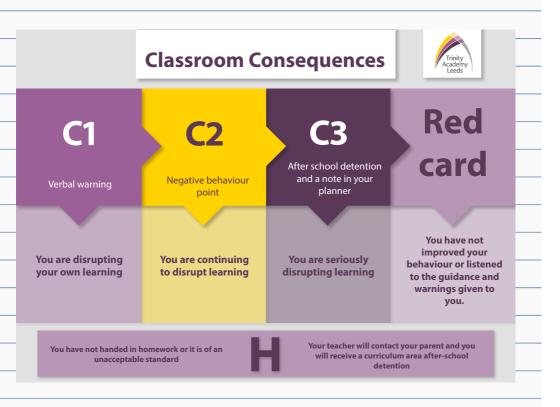


During the year, there are a wide variety of trips and visits available to all Year 7 students, some of these will involve visits to the theatre, performances, sporting fixtures and University trips. You will also be invited to attend careers events and workshops and listen to motivational speakers and role models in various professions.



# **Classroom Consequences**

Our behaviour system is really clear and is designed to ensure that you are supported in adopting positive learning habits from the very moment that you join us. At TAL we are passionate about your education and we will not accept any interruptions to learning. If you follow our behaviour system in and around the academy then you are unlikely to ever receive a sanction. TAL students should be on time, on task and act out our core values at all times.



# **Rewarding You**



We make sure that we reward all students who show excellent effort, behaviour and attitude by awarding Achievement Points which lead to special awards, including academy badges that you can wear on your school blazer with pride.

# **Additional Information**

### **Lost Property**

Please ensure that your uniform/equipment is named; secondary school is a much larger setting and things can go missing very easily if not. All lost property should be handed in at reception. If a student looses any item they should ask at the reception if it has been found. Named items are returned to students via Team Leader. Items that are not named are placed in lost property. These are held until the end of term.

# **Phones and Technology**

Mobile phones are not allowed in the academy and are only permitted if switched off and placed in bags out of sight. If students need to contact home, they can ask Reception to make the call. Any student found using a mobile phone or smartwatch during the day will have the item confiscated. It will not be returned until the end of term or until a parent comes into school to collect it. The student will also receive a suitable sanction. The academy accepts no responsibility for the safety or security of the above equipment.

#### **Transport**

We encourage all students, where possible, to walk to school. We have a secure bike shed for safe storage of bikes/scooters.





We will set the highest of standards and expectations for all our students and we ask that you work hard, be kind and represent our academy positively. You will be given a lot of support, not only by your teachers, but by our Re-build Team and wider staff. Please check out our website for further information about wellbeing and how to keep yourself safe. Please keep in touch by checking school emails regularly and taking part in our TAL Challenges that will continue to run over the next few months.

# Bullying

# Zero Tolerance on Bullying!

At Trinity Academy Leeds we expect all members of our school community to live out our core values of Empathy, Honesty, Respect and Responsibility at all times. Unkindness in any form will be challenged; we have a zero tolerance policy on bullying and sanctions will be issued to students who do not follow this. We have a very supportive team of teachers and staff who will look after your wellbeing, including your Team Leader, Head of Year, Student Liaison Officer and the school SENDCO. We are here to ensure that you achieve brilliant grades but that you are also happy and settled at school. Please do not hesitate to speak to us about anything that is worrying you.

# **Additional Information**



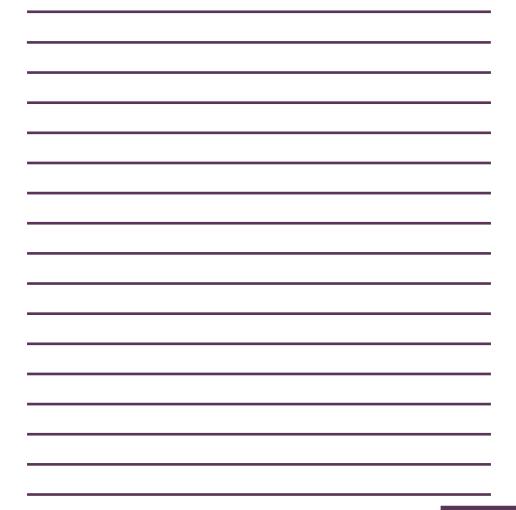
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# **Transition Booklet: Jotter**

Space to keep notes!

# Spare pages for notes!

We know there is a lot of information to take in before joining secondary school and so we wanted to provide an area for you to keep track of everything you need to sort before the big day. Please use this space to make notes, keep track of what you need and more!



# **Transition Booklet: Jotter**

# **Transition Booklet: Jotter**

Please email us with any questions!

