

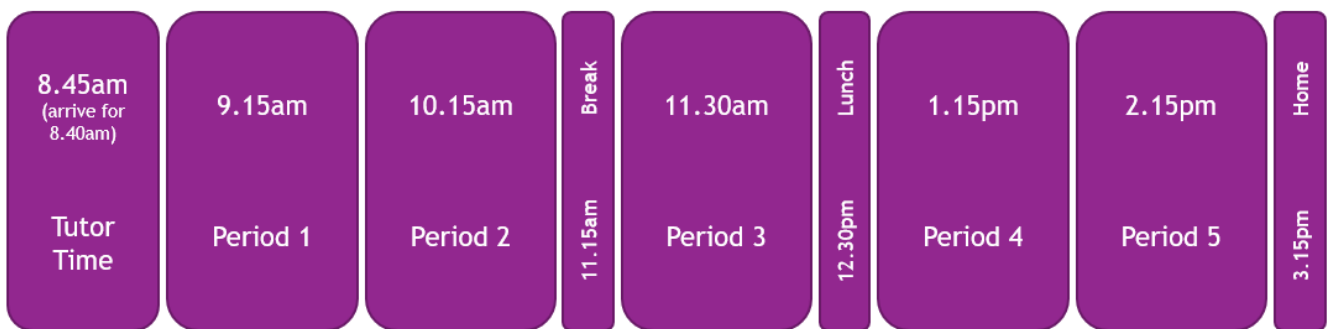


# NOTTINGHAM GIRLS' ACADEMY

## Starting NGA: What you need to know

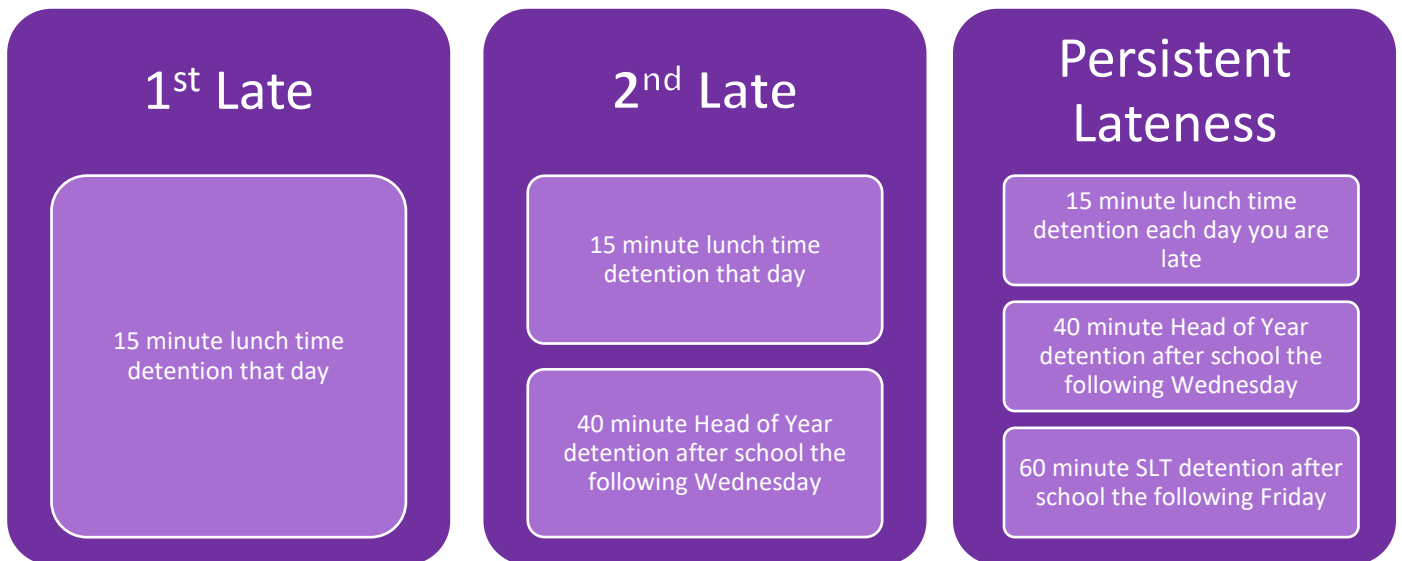
It's really common for new pupils to have some worries about starting secondary school – so we've put together some infographics covering the most common worries to help you understand what to expect and hopefully ease some of that nervousness.

### Timings of the School Day



### What happens if you're late?

- ▶ All pupils should be in school for 8.40am so that they can be registered by their tutor at 8.45am.
- ▶ If you arrive after 8.45am, you will be given a late mark. For every late mark, you will have a 15 minute lunch time detention on that day.
- ▶ If you are late twice or more in the same week, your detentions will escalate as explained below:



## What happens if you have Incorrect uniform?

- ▶ All pupils are expected to be in correct Academy uniform every day.
- ▶ If you have incorrect uniform (for example wearing trainers, your skirt is too short, you've forgotten your tie) we will try and fix the problem at school by lending you a spare for the day.
- ▶ If we don't have spares or they don't fit, you will be isolated with your tutor until you can go home to correct the issue or a parent can drop off the correct uniform.
- ▶ Make sure you read the uniform expectations on the school website so that you know what is and is not allowed in September.

## What happens if you get lost?

Watch the virtual tour on the website!	Ask another pupil – they're very friendly!	Every door has a number – follow the numbers along until you find the right one
Ask a member of staff – they would be happy to help or show you!	Read your timetable carefully so you know which classrooms you will be in	You won't get in trouble for getting lost! Finding your way around is new for everybody and it's totally normal to feel a bit confused at first!

## What happens if you get a detention?

- ▶ Lots of new pupils get really worried about detentions at secondary school!
- ▶ Detentions are only used if you break the rules in one way or another – so as long as you always try your best and follow the school rules, there is no need for you to worry.
- ▶ If, for some reason, you do get a detention, what will happen depends on *why* you got the detention. Generally, the process looks like this for subject detentions:

### Class Teacher Detention

- Usually during a social time for 10 minutes
- You will have a restorative conversation with your teacher to discuss the issue and move forward
- If you attend this detention, it will not escalate further

### Head of Department Detention

- If you do not attend your 10 minute detention with your class teacher, it may be escalated to a Head of Department Detention
- This is often at lunch time or after school for a longer period of time
- If you resolve the issue with your class teacher and attend your 10 minute Class Teacher detention, there is no need for it to get to this.