Welcome to the

YEAR 6 INDUCTION EVENING

THURSDAY 2nd JULY 2026

Our Values

Compassion and Kindness

We expect everyone to support each other to be open, honest and treat others how we want to be treated.

Respect

We expect everyone to respect themselves, others, our school and our community.

Fairness and Belonging

We expect everyone to feel safe, happy and listened to.

Our School Day

	Key Stage 3 Year 7, 8 & 9
Registration	08:45-08:55
Period 1	08:55-09:55
Period 2	09:55-10:55
Break	10:55-11:15
Period 3	11:15-12:15
Period 4	12:15-13:15
Lunch	13:15-13:45
PCT	13:45-14:15
Period 5	14:15-15:15
After school	Clubs (NOT MONDAYS)

	Key Stage 4 Year 10 & 11
Registration	08:45-08:55
Period 1	08:55-09:55
Period 2	09:55-10:55
Break	10:55-11:15
Period 3	11:15-12:15
Period 4	12:15-13:15
PCT	13:15-13:45
Lunch	13:45-14:15
Period 5	14:15-15:15
After school	Clubs (NOT MONDAYS)

Uniform

- Following consultation with staff, students, parents and carers in February 2026, our uniform will be changing from September 2026.

- There will be a two-year transition period from September 2026 to September 2028 with all current students allowed to choose which version of the uniform to wear until all are required to wear the same style.

- All new students starting with us in September 2026 will wear the new uniform.

The school uniform consists of:

- Navy jumper with the school logo or a navy blazer with the school logo
- Plain dark grey or black trousers
- Pleated dark grey skirt (worn below the knee)
- Navy or white polo/shirt
- Grey, navy or black socks/tights
- Plain black footwear
- Lanyard (to be worn with card showing correctly)
- School tie with House cog - KS4 only (optional)

➢ Outdoor clothing such as coats, hoodies, hats, gloves, scarves etc. to be removed once inside the school building.

Choice of jumpers

Round neck Sweat

¼ Zip Sweat

Knitted V-neck Jumper

V-neck Sweat

Footwear

Must be **all** black.

This is always the case and includes when young people may have an injury.

We do not allow –

- Crocs
- Boots higher than the ankle
- High heels
- Steel toe caps
- Sliders

Acceptable footwear

Not acceptable footwear

PE Uniform

PE uniform

- Royal blue polo shirt or t-shirt
- Navy blue shorts OR navy-blue leggings OR navy-blue tracksuit bottoms
- Trainers (with non-marking soles)
- White PE socks OR royal blue football socks
- Navy blue hoodie (optional)
- Tracksuit top (optional)

- Students must bring their full PE kit to every lesson. If there are RARE occasions when Passmores PE kit cannot be worn, then plain navy or blue PE kit will be allowed. A note from the parent/carer must also be given to the relevant PE teacher. Failure to do so will result in sanctions.

PE Uniform

Optional Items

All items can be purchased without a logo.

Year 8-11 only

Our local suppliers are:

CREATE INDENTITEE LIMITED

Unit 17 & 18
St James Centre, East Road, Harlow, CM20 2SX
TEL: 01279 881333

Top Form, 90-91 The Stow, Harlow, CM20 3AP – supply skirts and general uniform

Standards

Jewellery should be kept to a **minimum**

for safety reasons -

- Earrings must be small studs or cuffs
- Rings must be small - sovereign type rings are not allowed
- Nose studs (not rings) are allowed - must be small and discreet

YES

NO

Skirts must be pleated and fall below the knee when standing upright and must not be rolled, tucked, altered, or worn in a manner that shortens the length.

YES

NO

- **Nails** should be no longer than the tips of the finger for health and safety. This is especially important for practical lessons.

- **Make up**, if worn, should be natural looking and minimal, this includes eye make up and eyelashes.

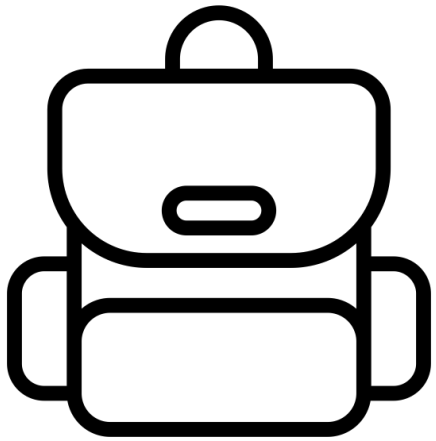
Standards

- **Eyelashes**, must be natural look. ‘Strip lashes’ and ‘Russian lashes’ are not acceptable.

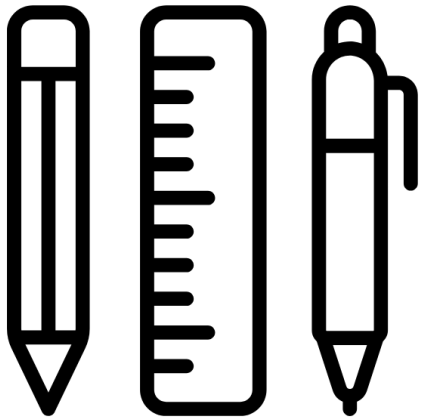
YES

NO

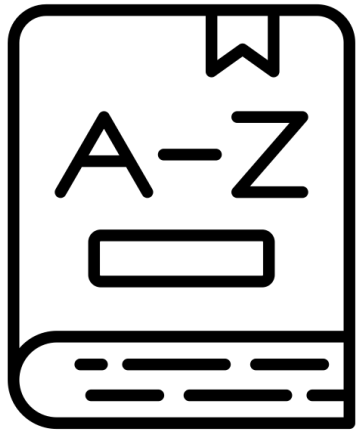
Equipment



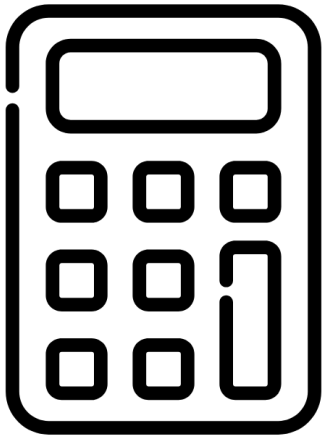
Appropriate bag



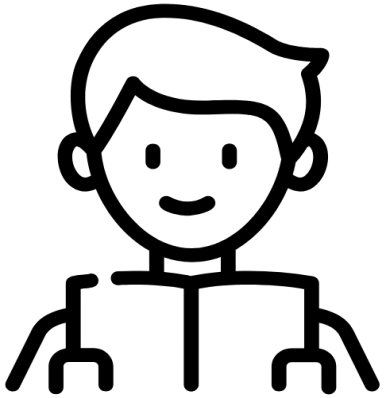
Stationery



Dictionary



Scientific calculator



Reading Book

Lanyard

Yondr pouch

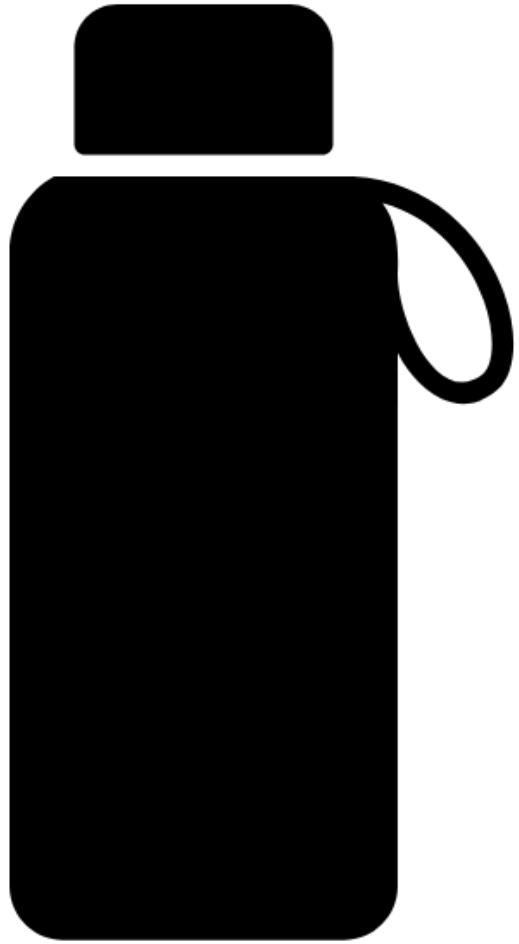
NOT PERMITTED

Pencil sharpeners

Maths compass

Plastic Free

- To pursue our goal of being as environmentally friendly as possible, we have removed all bottled drinks from sale.
- We have chilled water fountains and machines that dispense fruit juice.
- All year 7 students will receive a free re-usable water bottle.



Valuables

We accept no responsibility for lost items.

Mobile phones are brought in at the users own risk.

All clothing should be named.

Any payments for trips etc. must be made via Arbor.

Rewards & sanctions

Rewards

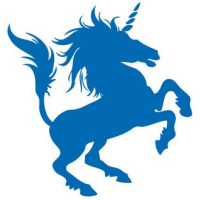
‘All Star Champion Tickets’ for maintaining high standards around the school as well as…

- Passmores Points
- Classwork
- Extra-curricular involvement
- Positive Attitude to Learning
- Homework
- House competitions
- Attendance
- Having a position of responsibility
- Being kind and helpful

Sanctions

Can be accumulated for a range of inappropriate or inconsistent behaviour as well as…

- Not being on time to school & class
- Not handing in homework
- Not meeting expectations
- Social time issues



Extra curricular & leadership opportunities

Extra Curricular Opportunities

Clubs offered in the 2025-26 school year

Department	Club	Day	Time	Room
Music	Steel Pans - Student Group 1	Monday	3.30pm-4.30pm	L19
Music	Steel Pans - Student Group 2	Monday	4.30pm-5.30pm	L19
Music	Steel Pans - Adult Group	Monday	5.30pm-6.30pm	L19
Music	Soul Band	Thursday	3.20pm-4pm	L19
Music	Piano Club & Music Technology	Thursday	3.20pm-4pm	L110
Music	Passmores Music School Tuition	Tuesday	3.30pm-9.00pm	Music Dept
Music	African Drumming	Wednesday	3.20pm-3.50pm	L10
Music	Glee Vocal Club	Wednesday	3.20pm-4.00pm	L19
Geography	Geography Film Club	Thursday	3.20pm-4.15pm	U004
Science	Gardening Club	Tuesday	3.20pm - 4.15pm	L006 / Science garden
Inclusion	SEN homework club	Tuesday-Thursday	3.15 - 4.00pm	Access CentreSEND lead
English	Book Club	Thursday	3:15 - 4pm	English Dept
Drama	Year 7 & 8 Drama club.	Thursday	3.30 - 4.30	L107/Hall
Drama	Excellence Club - Years 9,10 & 11	Wedneday	3.30 - 4.30	L107/Hall
Art	KS4 Art and Design GCSE Club	Thursday	3:15 - 4.15	L105/104
English	Creative Writing Club	Thursday	3.15pm - 4pm	U107
French	French Homework Club	Wednesday	3.15 - 4pm	Y101
English	Year 11 Homework Support	Tuesday A	1:45pm -2:15pm	English corridor
English	KS4 Drop-in support	Friday B	3:20pm-4:20pm	U103
	Youth Club	Monday	3.30pm-5.00pm	Heart Space
All Staff	Study Club	Tues-Fri	3.15-4.15	G105/2

Clubs offered in the 2025-26 school year

PE EXTRACURRICULAR TIMETABLE 2025			
	BREAK	**STAFF**	**AFTERSCHOOL 3:30PM – 4:15PM**
MONDAY	BASKETBALL/NETBALL SHOOTING (SPORTS HALL)	BREAK 1 –MGD BREAK 2 – AMN	
TUESDAY	BASKETBALL/NETBALL SHOOTING (SPORTS HALL)	BREAK 1 – GCI BREAK 2 – JWB	FITNESS (GYM) FUTSAL GIRLS NETBALL (ALL YEARS)
WEDNESDAY	BASKETBALL/NETBALL SHOOTING (SPORTS HALL)	BREAK 1 – RTR BREAK 2 – JKG	FITNESS (GYM) BOYS FOOTBALL (ALL YEARS) DANCE
THURSDAY	BASKETBALL/NETBALL SHOOTING (SPORTS HALL)	BREAK 1 –ARY BREAK 2 – BBS	FITNESS (GYM) GIRLS FOOTBALL (ALL YEARS) RUGBY (ALL YEARS)
FRIDAY			BTEC COURSEWORK CATCH UP & PE DETENTIONS

Student Leadership Opportunities

Head Student & Deputy Head Student
Prefects - Environment
Prefects - Charity
Prefects - Rewards
Prefects - Community
Prefects - Curriculum
School Council
Mental Health Ambassadors
Student Leadership Team
StuPeds Team
Sports Reps
Primary Mentoring
Inclusion Mentors
House Captain
Vice House Captain
House Panel
Form Reps
FOPS Passmores Crew
LGTB+ PRIDE Group

Pastoral Curriculum Time

Pastoral Curriculum Time (PCT)

- Tutor Groups Year 7-9, Year 10, Year 11
- Daily equipment and uniform checks
- Thought For The Week (TFTW)
- In The News (ITN)
- ‘Mind Matters’
- ‘Time to Talk’
- Passmores Passports
- Assemblies
- House Challenges

Homework

Homework

1. We use Satchel One for homework
2. Student login using their Office 365 account which they receive when they start
3. Parent's/Carer's will get their own login
4. On the website or app you can:
   - View all homework tasks.
   - Track due dates.
   - See estimated completion time.
   - Get submission details.

Attendance

Attendance

97%

Minimum Expected

Attendance and Attainment

- There is a strong link between attendance and attainment.

- It is clear and backed by research that those students with high levels of attendance are far more likely to reach their potential.

- The message regarding attendance is simple:

17 school days missed leads to ½ a GCSE level dropped on average.

Attendance and Wellbeing

- Being in school helps in developing positive peer relationships and being part of a community
- This can support better mental health and well-being
- We must prepare our young people for successful transition to adulthood

Attendance

- Any student marked absent for registration will trigger an automatic phone call home unless you have contacted the school on each day of your child's absence

- The school needs a minimum of two emergency contacts, preferably three. (Family members must be over 18)

Attendance

- If a student is going to be absent or late a parent/carer will need to:
- Report the absence via the Arbor app (preferred option)

or

- Email attendance@passmoresacademy.com

or

- Call the absence line on 01279 770877

- Your message should include:
  - ✓your child's name
  - ✓form group
  - ✓reason for absence
  - ✓the expected date of their return to school

Attendance – Medical Appointments

- Please try to avoid booking medical appointments during the school day, however, should this be unavoidable, please email confirmation of the appointment to attendance@passmoresacademy.com

- Students will need to be collected for the medical appointment and must sign out/in at student services.

Attendance – Holidays

- Term time holidays are not permitted.
- Leave of absence forms are available on the school website and from student services.
- Leave of absence forms must be completed four weeks ahead of planned leave so that any exceptional circumstances can be taken into consideration and processed.
- Unauthorised leave of absences, could result in parents/carers receiving a penalty notice from the Local Authority.

Personal electronic devices

Personal electronic devices include, but are not limited to the following items:

- Mobile phones
- Smart devices such as watches *
- Handheld entertainment systems, e.g. games consoles, mp3 players
- Portable internet devices, e.g. tablets, iPads

- Students are not permitted to use any of these devices during the school day.

Yondr Pouches

Yondr pouches

- Educational research identifies a clear correlation between a young person's development and their use of electronic devices. Excessive screen time and unregulated use of such devices by children and adolescents can lead to potential negative impacts on physical and mental health, like sedentary behaviour, disrupted sleep, cyberbullying, and increased stress and anxiety. In addition, there is strong evidence that uncontrolled use during school hours could lead to distractions, hampering the learning process and academic performance.
- Since April 2025, all Passmores students have been required to place their mobile phone and other devices (e.g. smart watches and headphones) into a Yondr pouch.

Yondr pouches

- Every student is assigned a personal Yondr Pouch. It is each student's responsibility to bring their Pouch with them to school every day and keep it in good working condition. Damaged or broken Yondr Pouches will need to be replaced at a cost of £15 to the parent/carer.

- Between the hours of 08:00 and 15:15, personal electronic devices (Mobile phone, Smart watches etc) will always be switched off and stored in their personal Yondr pouch. Pouches must be kept either in students' lockers or in their bags until 15:15 or until the student has left the premises.

Yondr pouches

- At the start of the day

1) Students will open their pouch at a centrally located unlocking station

When entering the building:

2) Turn their phone off

3) Place their phone (and if applicable other devices) inside the Pouch and secure it in front of a member of staff

4) Store it in their bag for the day

Yondr pouches

- At the end of the day

Students will:

1) Open their Pouch
2) Remove their phone
3) Close their Pouch (important to stop the pin bending in the bag)
4) Keep in their school bag overnight.

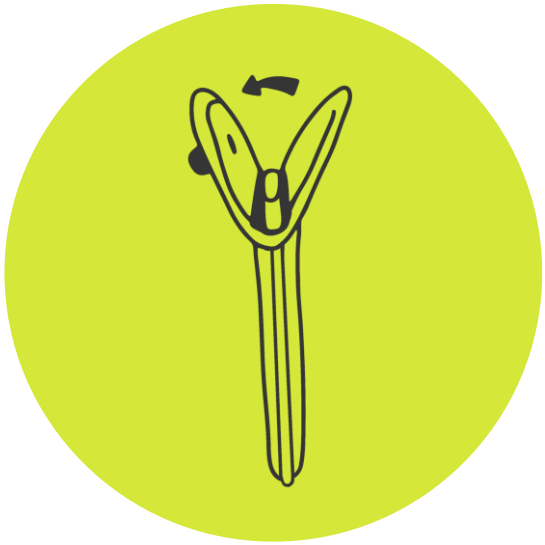
YONDR

POUCH

Turn off phone.
Place inside under staff supervision.

LOCK

Push the lock button and take the phone to class.



UNLOCK

Tap green ring to magnet and press button to unlock.

Yondr pouches - violations

Phone seen during school

- If a student is found in possession of a phone outside a Yondr pouch, the phone will be confiscated, and a same day 60 Minute after school detention will be issued in the first instance.
- A second instance will result in a phone call from a senior leader and a same day 90 Minute after school detention will be issued.
- A third instance will result in a parental meeting and the student being required to hand their device in a length of time to be agreed upon by the Principal or Vice Principals.

Yondr pouches - violations

Forgotten Pouch

- If a student forgets their Pouch, their phone will be collected, and the office will notify home.
- The phone will be returned to the student at dismissal.
- Students will receive a -1 behaviour point for not having their pouch, 3 of these will trigger a 30 minute after school detention.
- If a student consistently forgets their Pouch, it is considered Lost.

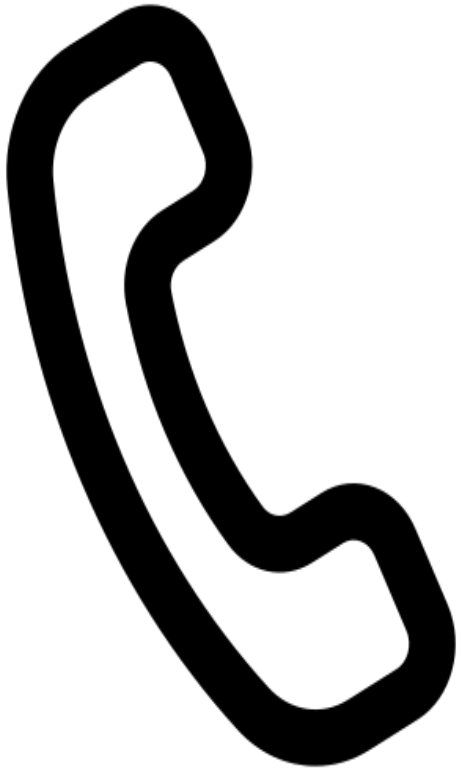
Communication

How do I contact my young person?

All communication should be going through the student services team.

Parent/carer calls the school reception, and a message will be delivered to the student.

If your young person needs to use the phone, there is one available at student services. This is for emergencies only.



First Point of Contact

As form tutor, I am your first point of contact for anything related to your young person.

Please do not **just** contact for any issues, we love to celebrate our young people and their achievements outside of the school so help us celebrate the good as well as offer support.

How we will communicate with you

- Arbor
- Principal's Newsletter at the end of every week
- Parent mail
- Instagram - @passmores_academy
- Youtube - @PassmoresAc
- X - @PassmoresAc

Summer School

Summer School 2026

- Doors will open at 8:30am
- Registration 8:45am
- End of the day 3:15pm
- Students need to wear comfortable sportswear with trainers – this is important as they will be taking part in sporting activities most days.
- Students must bring a water bottle.
- We encourage students to bring a school bag with a pencil case and basic equipment – no pencil sharpeners.
- We will sell food such as burgers, chicken nuggets, hot dogs, chips and ice lollies every day. Each item will be £1.
- Alternatively, to this students can bring their own packed lunch.
- Thursday will be a sports day – sun cream, hats and water bottles are essential.
- Friday – will be a half day - parents and carers will be invited in at 12:30pm to see some of the work produced and students will get the chance to give their parents/carers a guided tour of the school. Dismissal – 1pm.

improving upon our best

Thank you