



Parent and Carers' Guide

2023-24

Updated June 2024



Our Vision: To create a highly aspirational STEM specialist school that will allow our students to go beyond what they thought possible and lead fulfilled lives.

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Welcome to NUASt

We aim to work in partnership with students, parents and carers to ensure that we can provide the best care and education for each young person at NUASt.

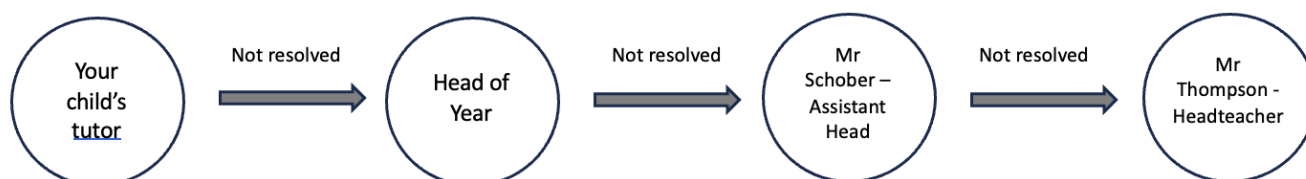


The purpose of this guide is to give you as a parent or carer the information that you need to work in partnership with us during your child's time at NUASt. In addition, our website contains lots of useful information, including all relevant policies. www.nuast.org

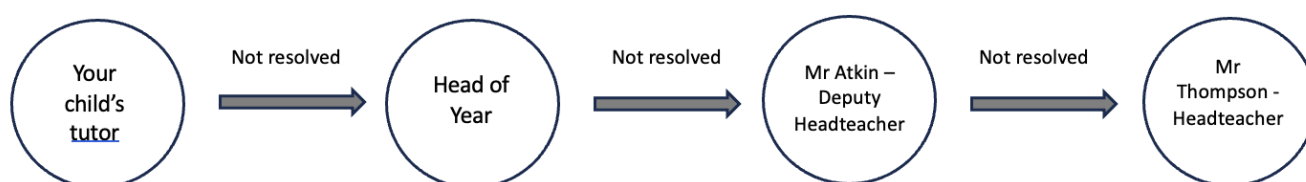
Communication

At NUASt we have a number of key staff who will be available to support your child with their learning and welfare during their time here. It is really important that you know how to contact these key staff. We will always aim to respond to you within 24 hours, but if there is a serious issue which needs urgent attention, please contact reception on 0115 8592040 with details of your concern. Please see below who to contact should you have any concerns.

For any **pastoral** concerns, please speak to:



For any **academic** concerns, please speak to:



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Key Contacts



Form Tutors

All students meet their form tutor each day when they arrive at school. The tutor will be the first port of call for parents and carers as they will be able to support you with most common issues. Your child's tutor is named on their timetable and you can view their timetable on the MCAS app.

Heads of Year

Heads of Year oversee the progress of all students in their year group and are supported by the tutor team, classroom teachers, Pastoral Support Officers and the Senior Leadership Team. If you have a concern which cannot be addressed by the tutor please contact your child's Head of Year who will direct your enquiry to the best person.

Pastoral Support Officers (PSOs)

We have a team of Pastoral Support Officers who are non teaching members of staff. PSOs have regular communication with parents and carers and offer a wide range of support to students. Our PSOs work across all year groups however they have a focus on specific year groups (as shown in contacts list).

School Leader – Inclusion (SENCO)

Mr Cox leads the inclusion team which includes the Heads of Year, PSOs and Classroom Learning Assistants/Learning Support Assistants. Mr Cox oversees this team to make sure that all students get the support and interventions they need so that they are able to participate in everything we offer and can learn effectively. Mr Cox can be contacted by email scox@nuast.org

Classroom Learning Assistants/Learning Support Assistants

We have a team of staff who specifically support students with additional needs (SEND) both in class and through 1:1 or small group sessions. We have expanded this team to develop provision to provide key workers to all students on the SEND register. We have excellent support for students with medical needs and those who require examination access arrangements, contact details for these staff are overleaf.

Safeguarding Leads

Should you have any concerns regarding safeguarding, you can contact one of our Designated Safeguarding Leads in a number of ways; via the school office, email directly to them directly at safeguarding@nuast.org or log your concerns on our website in the safeguarding section. Concerns raised via the website "Student Wellbeing" section will go directly to the most appropriate staff.

Designated Safeguarding Lead	Miss N Ali Miss R Mahmood	nali@nuast.org rmahmood@nuast.org
Deputy Head Teacher/Senior DSL	Mr C Atkin	catkin@nuast.org

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Key Contacts continued



Role	Member of Staff	Email Address
Head of Year 7	Mr D Swann	dswann@nuast.org
Head of Year 8	Mr Brown	mbrown@nuast.org
Head of Year 9	Mr Bradd-Kerr	jbradd-kerr@nuast.org
Head of Year 10	Miss Firth	sfirth@nuast.org
Head of Year 11	Mrs Watson	cwatson@nuast.org
Head of Year 12	Mrs Jones	kjones@nuast.org
Head of Year 13	Mrs Bassett	kbassett@nuast.org
Pastoral Support Officer	Miss Ward	hward@nuast.org
Pastoral Support Officer	Miss Mathiyarasan	smathiyarasan@nuast.org
Pastoral Support Officer	Mrs J Burton	jburton@nuast.org
Pastoral Support Officer (Y12-13)	Mrs Akhtar	pakhtar@nuast.org
School Leader Inclusion (inc SENCO)	Mr Cox	scox@nuast.org
Learning Support Assistant – Medical Needs	Mrs Watson	zwatson@nuast.org
Learning Support Assistant – Access Arrangements and Testing	Mrs Krupa	tkrupa@nuast.org
Attendance Manager	Mrs Narendrakumar	anarendrakumar@nuast.org
Pastoral Administrator	Mrs Sajjad	ksajjad@nuast.org
Post 16 Reception	Mrs Karim	zkarim@nuast.org
Head Teacher	Mr Thompson	dthompson@nuast.org
Deputy Head Teacher – Quality of Education	Mr Atkin	catkin@nuast.org
Assistant Head Teacher – Achievement	Mrs Morgan	kmorgan@nuast.org
Assistant Head Teacher Pastoral	Mrs S Ryce	sryce@nuast.org
Assistant Head Teacher – Post 16	Mrs Farrington	cfarrington@nuast.org

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My Child at School (app)

My Child At School (MCAS) and the Bromcom Student Portal

Communication from school will be sent via MCAS. It is essential that every parent/carer has this app so that you receive information that is being sent out. Information regarding attendance, behaviour (including detentions) and rewards is all available on MCAS. The school ID is 11559, other details will be sent to you when your child joins us. If you are unclear of how to login, please contact us asap on enquiries@nuast.org. Students must also download the Bromcom Student App so they can access their timetables, notices and information about their behaviour and attendance.



Parents and carers guide on how to access the app:

- Download MCAS(My Child At School) Parent App from play store or App Store.
- Go to the App – enter a 5-digit PIN (preferably something you will remember)
- Click on username and password
- Select 'redeem invitation code' at the bottom of the page.
- Now enter the following details provided.
 - School ID – 11559
 - Username – Provided by school. This usually comes as an automatic invite via email.
 - Invitation code – Provided by school. This usually comes as an automatic invite via email.
 - At the prompt, enter your email address and set up a new password which will give you access to your child's details.



Parent Mail

Dinner money can be topped up and certain items can be bought using parent mail. Login details will be issued. If you need support with this, contact finance@nuast.org



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Attendance



At NUAST we expect students to attend everyday. Should your child be too unwell to attend, you must contact the school and report the reason for absence. It is important that work missed during absence is caught up and homework set during the absence is still completed so that the affect on learning is reduced.

Excellent attendance is rewarded. Tutor groups with excellent attendance receive additional rewards and recognition.

In line with national guidance, holidays during term time are not authorised and unauthorised absence will be referred to the Local Authority.

If you require support with your child's attendance, please contact our pastoral team. To report absence, please email anarendrakumar@nuast.org for students in Year 7-11 and Mrs Karim zkarim@nuast.org for students in Year 12 and 13.

Students who attend more, achieve more.....

The impact of good attendance			
Attendance	100%	95%	90%
% of students who achieve 5 x 5+ GCSEs (inc Eng/Maths)	78.7%	55%	39%

DAYS OFF COST GOOD GRADES



**RESEARCH SUGGESTS THAT FOR EVERY 17 DAYS
MISSED FROM SCHOOL, YOUR GCSE RESULTS WILL
GO DOWN ONE GRADE!**

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Bullying, Discrimination and wellbeing support

Bullying and discrimination are taken extremely seriously at NUASt. In order for us to deal with incidents, we must know about them. There are a number of ways for students, parents and carers to report concerns, this can be to any member of staff (usually tutor/HOY or PSO) or by using our online reporting system. Anyone can access this referral form via our website and we urge parents and carers and students to report any concerns they have either about themselves or anyone else so that we can offer support quickly. Reports made on the website go directly to the Head of Year and safeguarding team.

After bullying has been dealt with, we check with students that issues have stopped however, it is important that in the rare cases where issues continue that they are re-reported.

How we deal with bullying and discrimination at NUASt

 Report	 Investigate	 Resolve	 Review
If you are being bullied, or see bullying happening you must either tell a member of staff straight away, report it via bullying@nuast.org or log it via the website in the Student Wellbeing section.	The pastoral team will complete a full investigation which will include statements from: THE VICTIM THE PERPETRATOR WITNESSES	The resolution will involve a restorative conversation between both parties, an appropriate sanction and it will be recorded on CPOMS	All victims of bullying will be seen by the pastoral team the following half term to ensure that issues have continued to be resolved. Students are actively encouraged to report ongoing issues so interventions/sanctions can be escalated.

What is bullying?

Bullying is a behaviour by an individual or group, repeated over time, that intentionally hurts another individual, either physically or emotionally. Bullying can take many forms – for instance, cyber bullying via text messages, social media or gaming, which can include the use of images and videos.

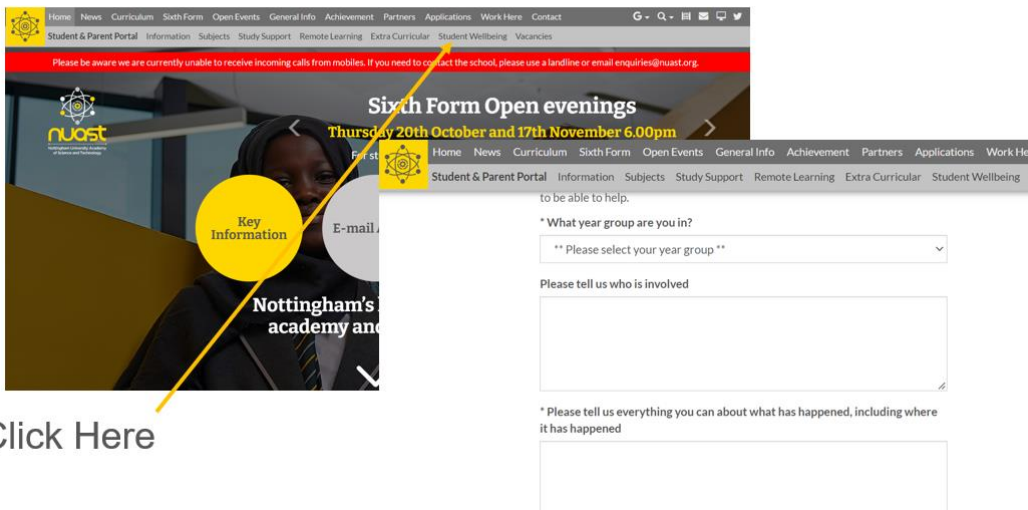
Bullying behaviours

 Physical	 Verbal	 Social	 Cyber
Hitting, kicking, slapping, pinching, spitting, tripping, pushing, blocking Stealing or destroying someone's possessions Making mean or rude hand gestures Touching in unwanted and inappropriate ways	Name-calling Insults Teasing Intimidation Homophobic or racist remarks Inappropriate sexual comments Taunting Threatening to cause harm	Lying and spreading rumours Leaving someone out on purpose Telling others not to be friends with someone Embarrassing someone in public Damaging someone's social reputation or relationships	Posting/sending hurtful texts, emails, posts, images or videos Making online threats Intimidating others online using their log-in Deliberately excluding others online Spreading nasty gossip or rumours online

Bullying, Discrimination and wellbeing support

Parents/Carers and students can report bullying via our website (see below), action will be taken by our pastoral team.

Reporting Bullying or Harassment



Home News Curriculum Sixth Form Open Events General Info Achievement Partners Applications Work Here Contact

Student & Parent Portal Information Subjects Study Support Remote Learning Extra Curricular Student Wellbeing Vacancies

Please be aware we are currently unable to receive incoming calls from mobiles. If you need to contact the school, please use a landline or email enquiries@nuast.org.

Sixth Form Open evenings

Thursday 20th October and 17th November 6.00pm

Home News Curriculum Sixth Form Open Events General Info Achievement Partners Applications Work Here

Student & Parent Portal Information Subjects Study Support Remote Learning Extra Curricular Student Wellbeing

to be able to help.

* What year group are you in?

** Please select your year group **

Please tell us who is involved

* Please tell us everything you can about what has happened, including where it has happened

Click Here

The following support is promoted to our students



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Student Safety – drop off and collection of students at the start/end of the day



Due to our location, the start and the end of the day present potential hazards to our students. The road in front of our school is reserved parking for staff (in front of the building), permit parking along the road for residents with the rest being covered by double yellow lines. There is a restriction on stopping/parking during the busy hours due to the risk of harm to our students which is created when the road becomes busy with drivers dropping off and collecting students.



To keep our students safe, we urge parents/carers to arrange a safe pick up place with their child away from the school (in a nearby road) where traffic is much more quiet. If it is necessary to collect from near school (unless for disabled access) we would urge you to collect 10-15minutes after the end of the day so that students have left the area and the risk of injury is reduced.

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Uniform/Dress Code (Year 7-11)



The following uniform is deemed appropriate and professional for all Year 7–11 students at NUAST and is designed with cost in mind. Uniform must be worn at all times in the academy buildings unless stated otherwise.

- A NUAST Blazer
- Black tailored trousers OR black skirt (if worn, the skirt must be knee-length and students must wear 60+ denier black tights—no bare legs allowed)
- A NUAST tie must be worn appropriately at all times (each year group has a specific colour)
- A long-sleeved shirt with stiff collar (only white shirts are permitted)
- A black V-neck knitwear sweater may be worn
- Hairstyles must be suitable for a business environment
- Black or grey plain ankle socks
- A NUAST PE top must be worn during PE lessons
- Smart, polished flat shoes with a sturdy sole that can have up to a one inch heel
- A wrist watch (smartwatches are not permitted)
- One set of discrete studs worn in the ear lobes are permitted
- Turbans to be of a plain, dark colour
- Only Hijab to be worn (this should be a plain, dark colour)
- Make-up must be discrete and suitable for a professional environment

Students must not wear:

- Visible tattoos or any body piercings other than detailed in the guidelines above
- Words, logos or diagrams on clothing (other than the NUAST logo)
- Open shoes, training shoes and flip flops
- Sweatshirts or hooded sweatshirts (black V Neck only)
- Leggings or denim jeans of any description
- Extreme hair styles, including unnatural colours
- Low-necked tops, vest tops and crop tops
- Nail varnish, false nails and false eyelashes

All of our uniform can be purchased from our trusted uniform supplier “Justschoolwear”. All Year 7 students will receive a school tie during their transition days. Replacement ties can be purchased from school via parentpay.

www.just-schoolwear.co.uk

Ties (Year 7-11)



Each year group has a specific tie. Ties are expected to be worn at an appropriate length (just above waist) and top buttons must be fastened.



Year 7

Year 8

Year 9

Year 10

Year 11

Students keep the same colour tie throughout their time at NUAST.

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Dress Code (Year 12 and 13)



NUAST has a dress code that all our sixth form students must adhere to. Students must dress for a formal business environment. Visitors to our school (which include potential employers) feedback that our students look fantastic and regularly offer opportunities for work placements.

Suitable clothing includes:

A suit, including blazer & tie to be worn with a collared shirt

A smart jumper may be worn (discreet logos only)

A smart skirt or dress (no more than 2 inches above the knee)

Tops/blouses/shirts suitable for a professional environment

Smart trousers (no jeans or leggings)

Smart shoes or boots (no trainers/vans/converse)

Hairstyles suitable for a professional environment (no extreme hairstyles)

In addition to this, every sixth form student must wear their lanyard and ID card at all times (these will be provided during the first week).

What is not acceptable:

- Visible tattoos
- Open shoes, training shoes, flip flops or any shoes not suitable for a business environment
- Hooded sweatshirts
- Wearing outer coats, hats and scarves inside the building
- Hats
- Low-necked tops, vest tops and crop tops

Suitability of clothing will be at the Assistant Head Teacher – Post 16's discretion. Please ask if you are unsure.

SPECIALIST CLOTHING REQUIREMENTS

Personal Protective Equipment (PPE) must be worn when working in laboratories and workshops. NUAST will provide:

- A workshop apron
- A laboratory coat
- Eye protection
- Ear protection

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Equipment

Students must come to school ready for learning.

As a minimum, students must have a pencil case containing a black pen, pencil, ruler and calculator.

If equipment is forgotten, it can be sourced from the pastoral team first thing in the morning (without sanction). Lacking equipment in lessons causes disruption and will therefore be sanctioned with a detention.

Calculators can be ordered from school via parentmail. The calculator we advise for KS3/4 is CASIO FX-83GT CW. It usually retails at approximately £15 however much cheaper if ordered through school.



Casio FX-83GT CW Black ClassWiz
Scientific Calculator

For students wishing to study A Level Maths or Level 3 Mathematical Studies the following calculator is available on parentmail and is shown below.



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PE Kit



In addition to a NUAST PE top, students are required to have the following items for PE lessons

- Plain black shorts or tracksuit bottoms/leggings
- Black football/sports socks
- Plain black sports jumper (optional)
- Plain black sports waterproof jacket (optional)
- Suitable sports trainers
- Football boots (moulded type)
- Shin pads
- Plain black woolly hat/gloves (optional)

Hooded sweatshirts (hoodies) will not be acceptable as part of NUAST's PE kit.

Branded joggers, tracksuit bottoms and leggings are not acceptable.

Mobile phones and electronic devices

Mobile phones/electronic devices (including smart watches and headphones) must not be seen, heard or believed to have been used anywhere, at any time on the academy site. They must be switched off and in bags or zipped pockets.

If they are seen, heard or believed to have been used they will be confiscated. The first time this happens, they can be collected by the student at the end of the day. If there is a second incident, the parent/carer will be required to collect the device from the academy office. Further issues will result in the student not being allowed to keep their devices in school. They will be required to hand their device in every day at reception and collect at the end of the day.

Parents and carers are encouraged to contact the school office if there are messages for their children and we will ensure they are passed on. Likewise, if students need to contact parents and carers, this can be done via the pastoral team.

Parent/carers should not message/call students during the school day. If you need to contact your child during the day please call reception as messages can be given to the student via duty staff.

Behaviour and Rewards



We expect students to thrive in disruption free classrooms. To ensure that our academy is the best learning environment possible, we have clear and consistent rules and expectations. Students are rewarded when they adhere to these rules and challenged when they do not.

In the classroom we use our consequences system to challenge poor behaviour (including apathy towards learning) alongside our rewards systems.

Detentions are used as a deterrent and time for reflection. It is expected that parents and carers support the school when detentions are issued to avoid sanctions escalating further.

Around the Academy all students (Y7-11) have conduct cards. The aim of these cards is to reward students for displaying positive behaviours and log conversations where a student has not met our expectations.

Consequences			
	Student action	Teacher action	Student restorative action
C1	You are not meeting our basic expectations and it is negatively affecting teaching and learning. You are not doing as your teacher has asked.	A C1 verbal warning will be given and logged on Bromcom. Help will be offered to engage you with the learning.	Listen and act on the advice offered. Be respectful, apologise and meet the expectations for the rest of the lesson. You may be asked to move seats to help you focus.
C2	You are still not complying with our basic expectations after a verbal C1 warning. Your attitude to learning has not improved.	A C2 warning will be given and logged on Bromcom. You will be collected from class and brought to the reflection room. Your parents/carers will be informed.	Wait respectfully for a member of staff to arrive. Leave quietly and immediately with the member of staff and walk sensibly to the reflection room. Complete your reflection task and sanction. Work with staff to prevent issues reoccurring.
Serious Incident			
	Student action	Staff action	Restorative action
	Repeated non co-operation Verbally or physically abusing students or staff Derogatory language towards staff or other students Inappropriate use of electronic device Dangerous conduct Vandalism	Immediate removal from lesson and brought to reflection whilst incident is investigated. A restorative action and/or sanction will then be issued.	Complete reflective work, be honest and work with staff to resolve the situation.
Work hard, be kind			

Conduct Card



Name

Tutor Group

Date of Issue



This conduct card should be with you at all times so that your positive behaviour can be logged and so we can record any conversations where you've needed reminding of our expectations. Any member of staff can request to see the card and add their comments to it.

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Celebrating Success

At NUAST we celebrate success in a number of ways highlighted in the table below.

Positive Behaviour logs (Shared with parents and carers via MCAS)	Positive behaviours are awarded and logged each lesson. These positives are shared with staff, students, parents and carers instantly via MCAS. These behaviours have points assigned and the top 10 students are celebrated in weekly whole school assemblies and parents and carers are messaged via MCAS to share their achievements.
Conduct Cards	Students demonstrating positive behaviour have their conduct card signed by staff for demonstrating our values around the academy. Positive conduct cards lead to additional reward points being issued.
Postcards Home	Staff select students who have excelled and send postcards home to parents and carers.
SLT Commendation Cards	The Senior Team visit lessons and reward students who are seen to be going above and beyond in lessons. These rewards are given for outstanding effort/contribution.
Half Termly Draws	Students' positive conduct cards are entered into a prize draw for bigger prizes. This is a whole school event conducted in whole school assemblies.
Half Termly events	The top achieving students are invited to events at the end of each half term. These have include "Cake Breaks", "Movie Mornings", "Extended Breaks" and student voice will continue to develop these rewards further.
Attendance Certificates	Students with excellent (100%) and good (>97%) attendance receive certificates at the end of each half term.
Tutor Group Attendance Prizes	The highest attending tutor groups in each year group receive recognition every week.
Year Group Attendance Rewards	Year groups who achieve good attendance receive bespoke treats such as extended breaks when their attendance is significantly improved or at a very high standard.
Mathematician of the Week	Every maths group has a student nominated each week as the "Mathematician of the Week" this is celebrated on screens within the school and communicated with parents/carers via MCAS.

Our Curriculum – what will my child learn?

Our curriculum is broad and challenging in all key stages, it is designed to give our students a rich education and meet our vision of preparing our students for the wider world and enabling them to be one step ahead in the careers market.

We explain our curriculum to students via Learning Journey Maps, which are on the link below so that all stakeholders which includes parents and carers and students can see what they will be learning during their time at NUAST. To access this information, visit <https://nuast.org.uk/curriculum.php>



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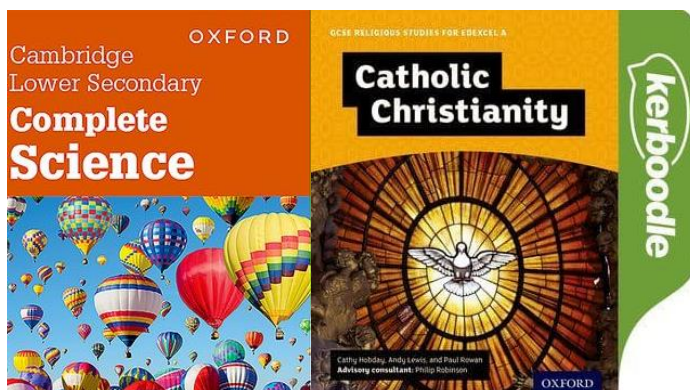
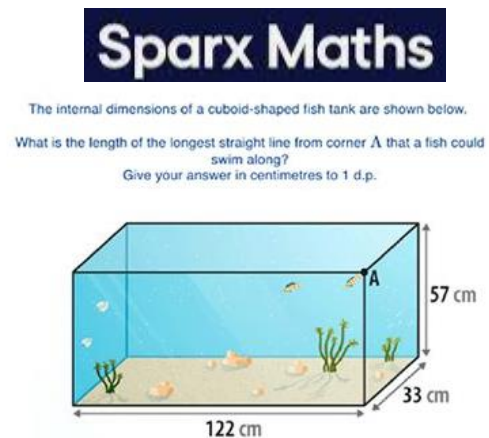
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Apps to support achievement provided by NUASt



Seneca is our online learning platform on which students can access content in bite-sized chunks and practice applying their knowledge through a variety of tasks. This is currently used in Science from KS3-5. Teachers use this as homework or as a part of a lesson and students love using this to support their efforts in consolidating their learning in preparation for assessments. Our students have achieved excellence on a city-wide level using this platform spending many hours accumulating experience points and levelling up their profile and their progress.

Sparx Maths is used regularly by the Maths department for homework, revision and enables students to consolidate their learning. Students have all been issued with log in details and are encouraged to use this platform as much as possible.



Kerboodle is an online resource platform for accessing course materials in all Sciences from KS3 to 5 and in KS4 Religious Studies. Every student can login using their school username, password and our institution code (eug2).

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Times of the Day

Arrive to School	08:20 (late after 8.25am)
Registration/Personal Development	08:30–9.00
Period 1	09.00-10.00
Period 2 (Break in this time as below)	10.00–11:20
Break Year 7/8/9	10.00–10:20
Break Year 10/11/6 th Form	11.00 – 11.20
Period 3	11:20–12.20
Period 4 (Lunch in this time as below)	12:20–14:00
Year 7/8/9	12.20-13.00
Year 10/11/12/13	13.20-14.00
Period 5	14:00–15:00
Period 6 Tuesday/Wednesday for those allocated to intervention or choosing enrichment	15:00–15:50

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Term Dates 2023-24

August 2023					
M		7	14	21	28
Tu	1	8	15	22	29
W	2	9	16	23	30
Th	3	10	17	24	31
F	4	11	18	25	
Sa	5	12	19	26	
Su	6	13	20	27	

September 2023					
M		4	11	18	25
Tu		5	12	19	26
W		6	13	20	27
Th		7	14	21	28
F	1	8	15	22	29
Sa	2	9	16	23	30
Su	3	10	17	24	

October 2023					
M		2	9	16	23
Tu		3	10	17	24
W		4	11	18	25
Th		5	12	19	26
F		6	13	20	27
Sa		7	14	21	28
Su	1	8	15	22	29

November 2023					
M		6	13	20	27
Tu		7	14	21	28
W	1	8	15	22	29
Th	2	9	16	23	30
F	3	10	17	24	
Sa	4	11	18	25	
Su	5	12	19	26	

December 2023					
M		4	11	18	25
Tu		5	12	19	26
W		6	13	20	27
Th		7	14	21	28
F	1	8	15	22	29
Sa	2	9	16	23	30
Su	3	10	17	24	31

January 2024					
M	1	8	15	22	29
Tu	2	9	16	23	30
W	3	10	17	24	31
Th	4	11	18	25	
F	5	12	19	26	
Sa	6	13	20	27	
Su	7	14	21	28	

February 2024					
M		5	12	19	26
Tu		6	13	20	27
W		7	14	21	28
Th	1	8	15	22	29
F	2	9	16	23	
Sa	3	10	17	24	
Su	4	11	18	25	

March 2024					
M		4	11	18	25
Tu		5	12	19	26
W		6	13	20	27
Th		7	14	21	28
F	1	8	15	22	29
Sa	2	9	16	23	30
Su	3	10	17	24	31

April 2024					
M	1	8	15	22	29
Tu	2	9	16	23	30
W	3	10	17	24	
Th	4	11	18	25	
F	5	12	19	26	
Sa	6	13	20	27	
Su	7	14	21	28	

May 2024					
M		6	13	20	27
Tu		7	14	21	28
W	1	8	15	22	29
Th	2	9	16	23	30
F	3	10	17	24	31
Sa	4	11	18	25	
Su	5	12	19	26	

June 2024					
M		3	10	17	24
Tu		4	11	18	25
W		5	12	19	26
Th		6	13	20	27
F		7	14	21	28
Sa	1	8	15	22	29
Su	2	9	16	23	30

July 2024					
M	1	8	15	22	29
Tu	2	9	16	23	30
W	3	10	17	24	31
Th	4	11	18	25	
F	5	12	19	26	
Sa	6	13	20	27	
Su	7	14	21	28	

Term days
 School holidays
 Public holidays
 School INSET
 Trust INSET

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