



# Essential Information

2024/25





# Welcome to Bolder Academy

It gives me great pleasure to welcome you and your child to Bolder Academy.

Your child's happiness and welfare are paramount. I want every child to enjoy learning and to have the confidence and the skills needed to make the most of the opportunities in life.

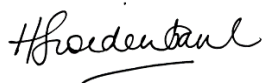
As Headteacher, I am committed to seeing that each child is safe and will thrive at Bolder Academy. I know that each child is special, each is unique; and getting to know them individually has always been a key priority for me in my professional life.

We recognise individuals and their differences, but I believe it is only through teamwork, that we will truly succeed. Working in partnership with parents and carers will be fundamental in ensuring the best for every student.

Being the best takes hard work and effort; I have high expectations of myself, my staff and our students. With our co-ordinated support, your sons and daughters will develop the resilience, independence and creativity they need to be the best learners they can be.

Bolder Academy is undoubtedly the place to achieve these ambitions. I very much look forward to meeting you and your child in the coming months.

I know a Bolder future awaits us all.



Heidi Swidenbank  
Headteacher



**We welcome all  
children into our  
school.**

We love that they are all unique  
with different strengths and  
different passions.

We will challenge and inspire them.  
We will prepare them to lead life  
with confidence and energy.

Our wish is that they leave us as  
**kind, strong** and **brave** young  
adults with a belief that anything is  
possible.

# The Location of the Academy

**MacFarlane Lane  
Isleworth  
Middlesex  
TW7 5DB**





## Travelling to Bolder Academy

We recognise that there is significant concern around the problem of air pollution and its impact on the health of young people.

Reducing the number of cars on local roads and not contributing further to the problem of air pollution will help improve the quality of the environment for the students of Bolder Academy.

To help achieve this aim, Bolder Academy has worked with the local residents' association to create a sustainable Travel Plan that will help us minimise the impact of the Academy on our local community.

One of our key objectives of the Travel Plan is that Bolder Academy is committed to being a car-free school. As a result, we are asking our students to use public transport, walk or cycle to the Academy whenever possible.

There is **no parking** on-site or drop offs down MacFarlane Lane, so we ask parents/carers to use public transport if you need to visit the Academy. There is a Park and Stride facility currently in the Tesco car park.

### Cycling

When cycling to Bolder Academy, students should ride their bicycles with care and in accordance with the Highway Code.

Students should wheel their bicycles when within the Academy grounds. There are covered bike sheds where bicycles can be locked but are stored at the owner's risk.

All students who cycle must wear a bicycle helmet and a high visibility jacket. Bicycles must have lights for the winter nights.

It is illegal to use electric scooters on public roads, we therefore do not allow them at Bolder Academy.

## Buses

Two bus services run along the Great West Road - close to Bolder Academy:

**H28**

**H91**

Three more bus routes run along London Road which is a fifteen minute walk from the Academy:

**235**

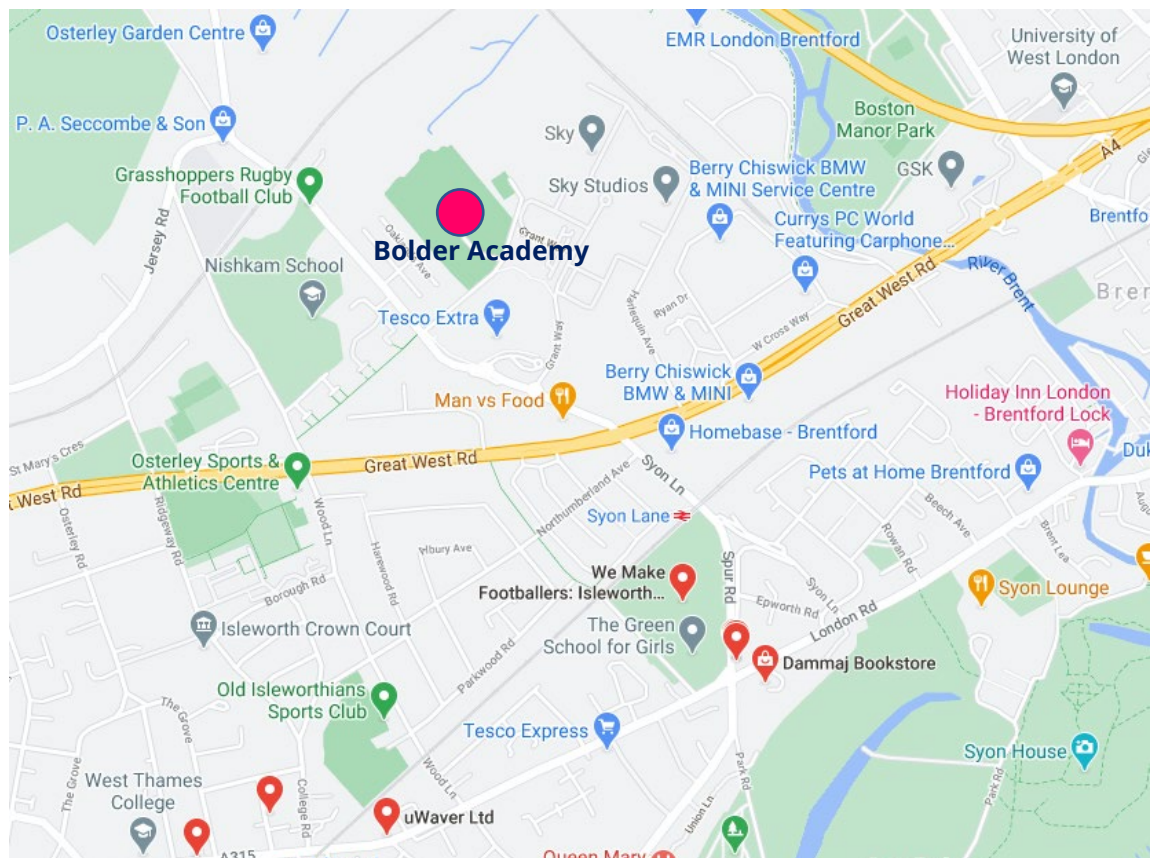
**237**

**267**

For further details, please see [www.tfl.gov.uk/buses](http://www.tfl.gov.uk/buses)

## Trains

Syon Lane station is a 5-minute walk.



**Kind**





# The Academy Day

## Timings of the Day: Monday – Thursday

Time	Activity
8.15 – 8.40	Academy gates open
8.40	Official start of the compulsory day
8.50 – 9.40	Personal Development
9.40 – 10.30	Lesson 1
10.30 – 11.20	Lesson 2
11.20 – 11.40	Break
11.40 – 12.30	Lesson 3
12.30 – 1.20	Lesson 4
1.20 – 2.10	Lunch
2.10 – 3.00	Lesson 5
3.00 – 3.50	Lesson 6*
3.50	Academy finishes for the day

*\*Please note that on a Wednesday, Year 7 will finish at 3.00pm. They will not have a period 6 on this day.*

## Timings of the Day: Friday

Time	Activity
8.15 – 8.40	Academy gates open
8.40	Official start of the compulsory day
8.50 – 9.40	Personal Development
9.40 – 10.30	Lesson 1
10.30 – 11.20	Lesson 2
11.20 – 11.40	Break
11.40 – 12.30	Lesson 3
12.30 – 1.20	Lesson 4
1.20	Academy finishes for the day

# Term Dates

## Autumn Term 2024

### Autumn Term 1

Monday 2nd September – Wednesday 23rd October

#### Half Term

Wednesday 23rd October – Friday 1st November 2024

### Autumn Term 2

Monday 4th November – Friday 20th December 2024

#### Christmas Holidays

Monday 23rd December – *Friday 3rd January 2025*

### Notes

Wednesday 4th September:  
Year 7s, Sixth Form and invited students return

Thursday 5th September – all other years start

### INSET Days

Mon 2nd September  
Tue 3rd September  
Fri 29th November  
Mon 2nd December

## Spring Term 2025

### Spring Term 1

Monday 6th January – Friday 14th February 2025

#### Half Term

Monday 17th February – Friday 21<sup>st</sup> February 2025

### Spring Term 2

Monday 24th February – Friday 4<sup>th</sup> 2024

#### Easter Holidays

Monday 7th April – Monday 21st April 2025

### INSET Day

Monday 6th January 2025

## Summer Term 2025

### Summer Term 1

Tuesday 23rd April – Friday 23rd May 2025

#### Half Term

Monday 26th May – Friday 30th May 2025

### Summer Term 2

Monday 2nd June – Friday 18th July 2025

### Notes

Tuesday 23<sup>rd</sup> April 2025 – all students return

### Bank Holiday

Monday 5th May 2025

**Please note:** Students **will not** be required to attend on INSET or Bank Holidays.



## Equipment Required

We want all of our children to make the most of the learning opportunities on offer and this means being well equipped.

Each day your child should bring:

- The Bolder Academy bag: purchased from School Bells uniform shop in Hounslow.
- Pencil case: including blue, black, green pens, pencils, a ruler, a glue stick, a maths set, a scientific calculator, a rubber and a sharpener.
- Reusable water bottle. Please no cans or 'energy drinks'.
- Reading book.
- Pair of earphones for exams for years 11 and 13.

## Our Uniform

At Bolder Academy we want our students to be proud of their school and to be ambassadors for it. Wearing the uniform is part of this, as well as reducing anxieties about what they need to wear to school on a daily basis.

It will be at the school's discretion whether shoes and earrings comply with our school uniform policy. We ask parents/carers to respect and support the school's decision.

Our uniform can be purchased from:

**School Bells: 48 Bell Road, Hounslow, TW3 3PB.**

**Telephone: 0208 577 6656**

**Website:** [www.schoolbellsuniforms.co.uk/secondary-schools/bolder-academy.html](http://www.schoolbellsuniforms.co.uk/secondary-schools/bolder-academy.html)

## Uniform Expectations

Students should have the following uniform which should be checked by staff on duty before school and by all staff throughout the day:

- Blazer
- Tie
- Bolder trousers or skirt
- White shirt, tucked in
- Black shoes (no trainers)
- PE kit on days that students have PE
- Blue or black coat- no hoodies

The following are permitted in school:

- Light makeup (no false eyelashes)
- Multiple earrings (only studs)
- Discreet bracelets and necklaces (allowed under uniform as long as they cannot be seen)
- Short false nails
- Pale nail polish (bright colours will not be permitted)

The following are **not** permitted:

- Nose studs
- False eyelashes
- Trainers on non-PE days (unless students have medical evidence)
- Boots
- Hoodies, denim jackets and sports jumpers/sweatshirts

We strongly urge any new piercings to be done during the summer holidays as this allows them to heal. The school will not accept the excuse that the hole will close up. Piercings (other than studs in

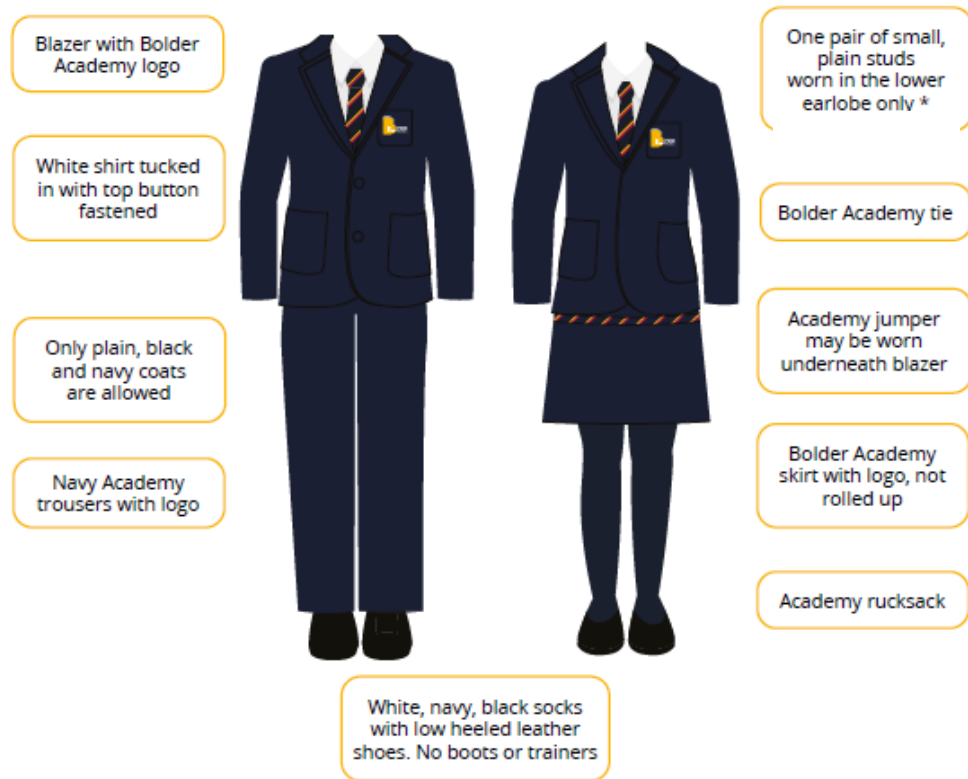


their ears) will need to be removed; we will not allow clear piercings or for them to be covered with plasters.

Non-compliant jewellery e.g. hoop earrings, hoodies and trainers will be confiscated by staff and handed in to reception, they can be collected by students at the end of the week.

If a student is not in correct uniform, parents/carers will be informed and the student will be placed into Internal Exclusion until their uniform is rectified.

## Our Uniform



## Application for Uniform Grants

If you are on a low income, and need support in purchasing the school uniform, you may be entitled to a Uniform Grant. Please apply directly to Hounslow council by following this link:

**London Borough of Hounslow – School Uniform Grant**

## Main Uniform

Academy Uniform Item	Compulsory / Optional	Sizes and Prices
Navy Academy Blazer	<b>Compulsory</b>	Size 28" - 44" £36.50 - £42.00
Academy Tie (Elastic/Clip-On)	<b>Compulsory</b>	£7.00 - £8.00
Navy Academy V-Neck Jumper (with logo)	Optional	Size 30" - 46" £18.50 - £22.50
Plain White Shirts or Blouse	<b>Compulsory</b>	Can be purchased from any shop
Navy Academy Two Pleat Skirt	<b>Compulsory</b>	24" - 36" £18.00 - £24.00
Navy Girls Trousers with Academy Logo	<b>Compulsory</b>	22" - 36" £20.00 - £25.00
Navy Boys Trousers with Academy Logo	<b>Compulsory</b>	Age 9/10 - Adult 36" £18.00 - £25.00
White or black plain socks or tights	<b>Compulsory</b>	Can be purchased from any shop
Navy Rucksack with Academy Logo	Optional	£20.00
Plain black or dark blue outside coat.	<b>Compulsory</b>	Can be purchased from any shop
Plain Black Leather smart formal shoes (no trainers, boots or shoes that look like trainers)	<b>Compulsory</b>	Can be purchased from any shop - please seek advice from the school if shoe shops are selling shoes that look like trainers and branded as shoes.

## Bolder Academy PE Kit

Academy Uniform Item	Compulsory / Optional	Sizes and Prices
Navy/Gold Academy Polo Top	<b>Compulsory</b>	Size 26/28" – 46/48" £15.50 - £18.50
Navy/Gold Academy PE Shorts	Either shorts or tracksuit bottoms are <b>compulsory</b>	Size 24/26" – 36/38" £12.50 - £15.00
Navy Academy Tracksuit Bottoms	Either shorts or tracksuit bottoms are <b>compulsory</b>	Size 24/26" – 40/42" £20.50 - £24.50
Navy/Gold Football Socks	<b>Compulsory</b>	£7.00 - £8.00
Academy Quarter Zipped Sweatshirt with Logo	<b>Compulsory</b>	Size 26/28" – 46/48" £22.50 - £27.00
Football boots with plastic moulded studs (no metal)	<b>Compulsory</b>	Can be purchased from any shop
Trainers for PE lessons only	<b>Compulsory</b>	Can be purchased from any shop

## Uniform

Staff will closely monitor pupils to make sure they are in correct uniform. They will give any pupils and families breaching the uniform policy the opportunity to comply (eg: asking them to change, asking parents/ carers to drop the correct uniform off). Uniform in this case relates to clothes, make up, jewellery, nails, hair colour, shoes.

Breaches of our uniform policy will be dealt with as a disciplinary matter. Students may be provided with uniform to change into, if

the school has spare stock, asked to remove non-uniform items, and be dealt with via the school's behaviour systems and processes.

We would strongly recommend that all items of uniform are clearly labelled. Your child will be required to wear their PE uniform on PE days.

## **Second Hand Uniform Sale**

We will have a second-hand uniform sale on the Year 6 Transition Day in the Summer term. This and other sales are dependent on donations that the Academy receives. In addition, please keep an eye out for the monthly newsletters for dates throughout the year when second hand uniform sales occur.

## **Lost Property**

All uniform items (including bags and PE kit) **must** be clearly labelled. Custom labels with your child's name can be purchased cheaply. The Academy cannot accept responsibility for lost property.

Lost property can be collected from the school office by students.

Parents/carers can come into the Academy to look through the lost property by prior arrangement.

Lost property not claimed will be disposed of at the end of each term.

## **Valuable Items and Mobile Phones**

We stress that students should not bring money, electronic devices such as iPods and iPads, computer games, jewellery or items of special sentimental value into the Academy.

The Academy unfortunately cannot be held responsible for loss, damage or theft of personal property whilst on the premises, including mobile phones.

Mobile phones must be switched off and stored in students' bags when in the Academy. Students must not use their mobile phone or take it out of their bag during the day unless specifically asked to do so by a member of staff.

**Mobile phones will be confiscated if seen, heard or used during the day without staff authorisation.**

A named, adult contact is required to collect confiscated phones, iPods, iPads and valuables. These can be collected from the main office on the following Academy day. If a phone is confiscated on a Friday, it can be collected the following Monday (the next Academy Day). If a phone is confiscated on the last day of term, it can be collected on the first day of the next term. If a named contact is not able to collect these items, the student can collect the items after five Academy days (not including weekends).

If there is a repeated occurrence where a mobile phone has been seen, heard or used, then the phone will be confiscated until the end of the half term. Parents/families will need to make alternative means to contact their child.

## ParentMail

We use [ParentMail](#) as our key method of communication between school and home. Students will need an account to:

- Pay for any food or drink from our café.
- Pay for any trips or activities.
- Report daily absences and all appointments.
- Parent consultation booking.

Students will be registered using biometrics on the system to enable them to use the cashless café.

We recommend that the ParentMail app is downloaded to your phone from Google Play or App Store. Registration instructions



with a link to the app will be sent to you when your child joins Bolder.



## SIMS Parent/Carer App



SIMS Parent App allows parents to see their child's/ children's:

- Timetable
- Attendance
- Achievement points showing our Bolder values and the teacher who has assigned the House Points
- Behaviour points showing the reason and staff who has assigned the detention

You will be sent login details for the SIMS Parent/Carer App when your child joins Bolder Academy.

## Application for Free School Meals

We encourage all of our parents/carers to see whether they are entitled to claim free school meals. Your child will benefit from additional funding for trips and visits.

To see if you are eligible please search:

[London Borough of Hounslow - Free School Meals.](#)



## Homework

Parents/carers can support their child with homework by downloading Satchel One from Google Play or App Store. Login details will be shared when your child joins the school.



## Behaviour, Support and Care

We have exceptionally high expectations of our students in terms of conduct inside and outside of the Academy. We expect all our parents/carers to support our high standards.

We know that a close working partnership of students, parents/carers and staff will ensure excellent behaviour, learning and success.

Bullying will not be tolerated. Any incident will be dealt with swiftly, effectively and sensitively. Any bullying issues should be reported to [reportbullying@bolderacademy.co.uk](mailto:reportbullying@bolderacademy.co.uk)

If online bullying occurs outside of school hours, this will be referred to the police.

Our students' physical, mental health and well-being are important. Through our extensive Personal, Social, Health and Citizenship Education students will have many opportunities to explore how to keep themselves well.

## Rewards

We believe students' work and excellent conduct should be recognised and rewarded.

We have a rewards system where students are praised for classwork and homework and for demonstrating our values of being kind, strong or brave.

We also reward students throughout the year. Such awards may include celebratory afternoons, off-site visits and certificates.

## Sky Support for our Students

We are delighted to work closely with Sky, our neighbours.

A wide-range of activities for all the young people who join the Academy are available. These activities are an integral part of our extended day.

Film making projects, sports taster days, using the cinema, learning to code and linking up with Sky Academy are just a few of the exciting ways that our students are going to benefit.



## Attendance and Punctuality

Full attendance and good punctuality are key to achievement in school. We consider them vital to providing equal opportunities for all students, ensuring access to the full curriculum and achieving both academic and social success.

All students should aim for 100% attendance and punctuality, and achieve at least 95%, which is in line with government expectations.

## Punctuality

Students should arrive at the Academy **no later** than 8.40am for registration at 8.45am. Students arriving late will be asked to make up the time during a lunchtime detention.

## Absence and Illness

If a student is unable to attend Bolder due to illness or has an appointment, please report via the ParentMail App **'absences'** section by **8am** on **each day of absence**. Please provide details of your child's name, form and the reason for absence. Please do not email teachers or support staff directly to report absences as the absences need to be captured quickly and centrally for safeguarding purposes.

Any absence for holidays during term time will **not** be authorised and may result in a Fixed Penalty Notice and a referral to social services (Education Welfare).

## Dental / Medical Appointments

Parents/carers must book appointments outside of normal Academy hours whenever possible. Appointments should be reported via the ParentMail App 'absences' section.

Students who need to leave the Academy for a dental/medical appointment must bring an appointment letter from a parent/carer before permission can be granted. The note must be shown to the main office or can be emailed to [child.absence@bolderacademy.co.uk](mailto:child.absence@bolderacademy.co.uk) Students must sign out before they leave the Academy, and sign in on their return.

Evidence must be provided to support any absence for medical reasons/appointments; this can be given in the form of a signed appointment card, a photocopy of a prescription, a letter from your doctor, dated text/email message or hospital referral letter.



## Medication and Allergies

Please inform us of any allergies and / or medication being taken by students and any medical problems. Staff at the Academy will not administer medication, this will be the responsibility of students/parents/carers.

If medication is necessary during the day, students may be allowed to self-medicate with close guidance of parents/carers. A form giving permission will need to be completed.

In the event of illness or an accident in the Academy, parents/carers will be contacted at the earliest possible opportunity.

Parent/carers are required to ensure that the Academy has in-date medication and epi-pens.

## Emergency Procedures

It is essential that we have a minimum of **two** correct addresses, email addresses and contact telephone numbers where we can quickly make contact in the event of an emergency.

## Child Protection – Safeguarding

We are committed to ensuring that all our children are well cared for, safe and protected.

Parents/carers should be aware that with suspected abuse, we will refer these incidents to Child Protection agencies.

If a child feels they are being bullied they should report it immediately to a member of staff verbally or by using our dedicated email address: [reportbullying@bolderacademy.co.uk](mailto:reportbullying@bolderacademy.co.uk)

## Responsible Internet Use

The Home School Agreement statement and our IT policy will help protect students, staff and the Academy.

We are aware that students and families engage with social media. However, many Apps have age limits and are not suitable for our students. We encourage our students and families to use social media responsibly and look at privacy options. If social media is misused outside of the school day this is the responsibility of parents/carers - not the school. The Academy will refer such incidents onto the community police officer.

- Facebook: 13 years old age limit
- Snapchat: 13 years old age limit
- TikTok: 13 years old age limit
- WhatsApp: 16 years old age limit

## Communication

We promote a strong sense of community which will acknowledge and respect all students, parents/carers. Strong and effective communication is the Bolder way.

As part of our drive to develop an environmentally friendly school we will be communicating electronically, via ParentMail, using email, text and the Bolder Academy website.

You can also follow us on Facebook and @BolderLondon on Twitter where we will provide general updates about the Academy.

## Contacting the Academy

The Pastoral Manager is the first point of contact for you and your child for any conversations about settling in, relationships etc.

If your enquiry is communication regarding a subject, please discuss with your child's teacher or the subject Head of Department. Staff can be contact using first name initial and

surname followed by [@bolderacademy.co.uk](https://www.bolderacademy.co.uk) They will oversee social, personal and academic progress and be available to discuss any concerns you have regarding your child.

Please remember that teachers spend most of their days teaching and therefore, we aim to get back to you within **2 Academy days**, excluding weekends and holidays.

## Useful Contacts

<b>Bolder Telephone</b>	0203 963 0806
<b>Bolder Website</b>	<a href="http://www.bolderacademy.co.uk">www.bolderacademy.co.uk</a>
<b>Admissions</b>	<a href="mailto:admissions@bolderacademy.co.uk">admissions@bolderacademy.co.uk</a>
<b>Careers Leader</b>	<a href="mailto:office@bolderacademy.co.uk">office@bolderacademy.co.uk</a>
<b>Chair of Governors</b>	<a href="mailto:office@bolderacademy.co.uk">office@bolderacademy.co.uk</a>
<b>Child Absence</b>	<a href="mailto:child.absence@bolderacademy.co.uk">child.absence@bolderacademy.co.uk</a>
<b>General Enquiries</b>	<a href="mailto:office@bolderacademy.co.uk">office@bolderacademy.co.uk</a>
<b>Headteacher, Heidi Swidenbank</b>	<a href="mailto:office@bolderacademy.co.uk">office@bolderacademy.co.uk</a>
<b>Parents and Carers of Bolder Students</b>	<a href="mailto:office@bolderacademy.co.uk">office@bolderacademy.co.uk</a>
<b>Safeguarding Lead, Liz Green</b>	<a href="mailto:LGreen@bolderacademy.co.uk">LGreen@bolderacademy.co.uk</a>
<b>SENDCO, Frances Gibney</b>	<a href="mailto:SEN@bolderacademy.co.uk">SEN@bolderacademy.co.uk</a>
<b>Data Protection Officer - Kate Biant (Business Manager).</b>	<a href="mailto:kbiant@bolderacademy.co.uk">kbiant@bolderacademy.co.uk</a>

Please contact the DPO if you have concerns about the operation of Bolder's data related policies or the UK GDPR.

Teaching Staff Emails - follow the pattern  
initialsurname@bolderacademy.co.uk

Alternatively, a full list of the Senior Leadership Team and teaching staff can be viewed [HERE](#)

What could we achieve  
if we were all just a  
little bit **Bolder**?