

Transition Pack

2026/2027

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Our Mission

- To nurture **strong relationships** modelled on the family values of mutual respect, tolerance and understanding
- To **expect the best from everyone**, every time
- To **raise attainment and achievement for every individual** so that they can exceed their previous potential
- To **build an exciting learning community** for all students, staff and parents
- To **celebrate cultural diversity** and every individual's unique contribution to our community
- To **create a passion for learning** and a belief that we can all achieve our goals and better our futures
- To **be at the heart of our local community** and its development
- To **see all students as leaders**; harnessing their unique strengths and abilities
- To **provide a happy, calm and morally positive environment** necessary for continual improvement
- To **encourage participation** and through it high self-esteem and fulfilment
- To **develop independent and self-motivated individuals** who are ready to learn for themselves
- To **promote good character, honesty and personal responsibility**

Together we aspire to be outstanding in everything that we do by pursuing these aims because we believe that "**Learning Changes Lives**"

Message from The Executive Principal



There is a clear link between a student's academic achievement and the wholehearted commitment of students, parents and the Academy to this end. Put simply, your child will achieve their greatest success when staff, students and parents work together. For this reason, Sections 110 & 111 of the School Standards and Framework Act (1998) suggest all schools to have in place a Home and School Agreement.

Success requires a 3-way commitment:

- **The Quest:** will provide a secure, happy and harmonious learning environment
- **The Student:** will be well-presented, hard-working and courteous
- **The Parent/Carer:** will help their child succeed and support the ethos of The Quest

Our Home, Student and Academy Agreement sets out these commitments in more detail and explains how they are best fulfilled. Since the Agreement is designed to underpin the co-operation and collaboration of the three most important participants in a child's learning, we ask that parents and students commit to the agreement through the Google Form (linked at the end of this pack).

I look forward to further developing our partnership.

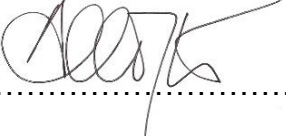
A handwritten signature in black ink, appearing to read 'A Crofts', written in a cursive style.

Mr A Crofts
Executive Principal

Home, Student and Academy Agreement

As Executive Principal, I commit the Academy to:

1. Upholding its commitment to its ethos and to make every effort, through its provision of the curriculum and additional activities to ensure that each student is able to reach his or her full potential whilst being actively valued as an individual member of the Academy community
2. Providing the best teaching and learning environment possible
3. Providing a safe, caring and happy environment
4. Listening to and responding to the needs and concerns of students
5. Keeping Parents informed and involved in their child's education

Signed:  Mr. A. Crofts, Executive Principal, 02/03/2023

As a Parent, I commit myself to:

1. Supporting my child during his/her education at The Quest Academy by working with the Academy in offering the care and concern for his/her education progress necessary for a successful outcome
2. Taking an active interest in my child's work and homework
3. Ensuring my child comes to the Academy in correct uniform with the necessary equipment
4. Ensuring my child attends the Academy punctually every day except when unavoidable and avoiding taking holidays during term time
5. Ensuring my child abides by the conditions of the Computer Use Agreement
6. Attending Parents' Meetings, responding to reports and letters and keeping the Academy informed of matters relating to the education, health and welfare of my child
7. Supporting the Academy and its rules, policies and procedures including the Academy sanctions

As a Student, I commit myself to:

1. Working hard and allowing others to learn
2. Coming to the Academy on time, in uniform and with the necessary equipment and homework
3. Abiding by the conditions of the Computer Use agreement
4. Being polite and well mannered and showing consideration and respect for others at all times
5. Maintaining a clean, safe and pleasant working environment
6. Taking an active part in Academy life and extra curricular activities
7. Making the most of my time at The Quest Academy by committing myself to achieving the best of which I am capable in all activities
8. Aiming to improve on my previous best in all areas

We believe that by fulfilling the above we will help to ensure the success and happiness of all students at The Quest Academy.

The LEARN Values

The Quest Academy believes that **Learning Changes Lives**. For this to happen, we all need to develop attributes and values which enable us to **LEARN**. This summary is to help remind us of these:

L

LEARNER

To be a great learner you need to be curious to find out more.

YOU NEED TO:

- › Be curious;
- › Be independent;
- › Be a reader;
- › Be organised;
- › Have self-discipline;
- › Be proud of your learning and take ownership of it;
- › Ask for help when you need it;
- › Understand your own learning.

E

EMPOWERED

To be empowered you need to have healthy self respect and respect for others.

YOU SHOULD:

- › Have great attendance (97.5% or more);
- › Always be punctual (to lessons and school);
- › Dress smart to feel smart;
- › Do the right thing;
- › Have confidence in yourself;
- › Help yourself, and those around you, to succeed;
- › Follow the classroom rules.

A

ASPIRATIONAL

To be aspirational you need to aim to be the best you can possibly be.

YOU SHOULD:

- › Believe in yourself;
- › Make decisions which help you realise your potential;
- › Not limit yourself;
- › Explore your options and possibilities (find out about the world and jobs etc beyond your current experiences).

R

RESILIENT

To be resilient you need to always try your hardest.

THIS MEANS:

- › Always giving everything;
- › Understanding that effort will always be rewarded;
- › Growing from your mistakes.
- › Never giving up;
- › Viewing failure as an important part of learning;
- › Understanding that you can always improve yourself;

N

NICE

Being 'nice' is about showing great social responsibility.

THIS MEANS:

- › Celebrating diversity, in all its forms;
- › Treating others as you want to be treated;
- › Looking after your environment.
- › Being self-aware of your actions and responsibilities;
- › Being proud of your community and Quest Academy;

Term Dates

Academic Year	2026/2027
Start of Autumn Term	Tuesday 1st September 2026 Tuesday 1 st September – Staff INSET day Wednesday 2 nd September – Year 7 and Year 12 only Thursday 3 rd September – open to all students
Half Term Holiday	Monday 19 th October 2026 – Friday 30 th October 2026
End of Autumn Term	Friday 18 th December 2026
Christmas Holiday	Monday 21 st December 2026 – Friday 1 st January 2027
Start of Spring Term	Monday 4th January 2027
Half Term Holiday	Monday 15 th February 2027 – Friday 19 th February 2027
End of Spring Term	Thursday 25 th March 2027
Easter Holiday	Friday 26 th March 2027 – Friday 9 th April 2027
Start of Summer Term	Monday 12th April 2027
May Bank Holiday	Monday 3 rd May 2027
Half Term Holiday	Monday 31 st May 2027 – Friday 4 th June 2027
End of Summer Term	Wednesday 21 st July 2027
Summer Holiday	Thursday 22 nd July 2027 to Tuesday 31 st August 2027

The Academy Day

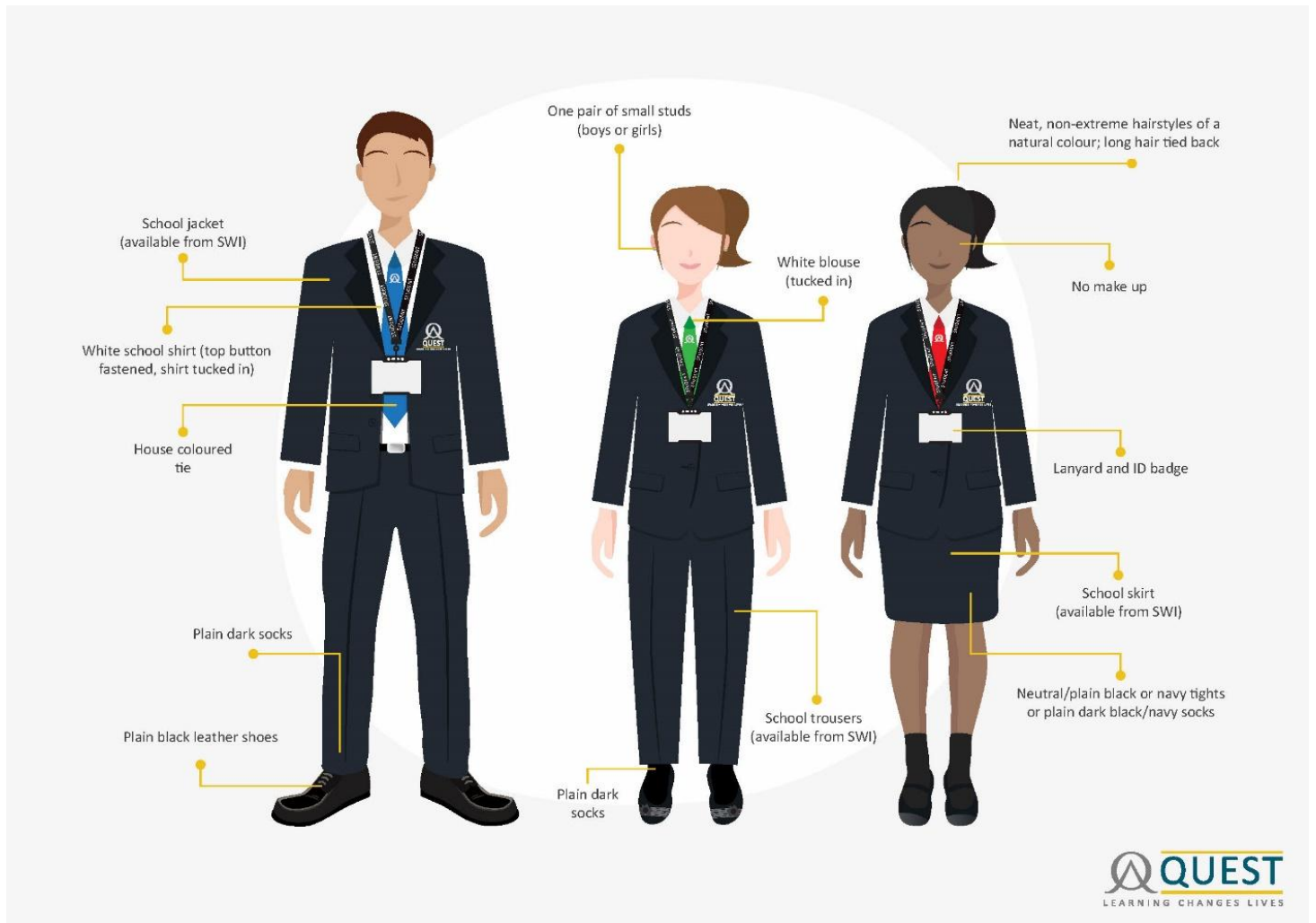
Activity
Glass Gates Open 08.00
TQA Welcome 08.40
AM Registration & Tutor Time 08.45 - 09.15
Period 1 09.15 - 10.15
BREAK 10.15 - 10.35
Period 2 10.35 - 11.35
Period 3 11.35 - 12.35
LUNCH 12.35 - 13.25
Period 4 13.25 - 14.25
Period 5 14.25 - 15.25

Academy Uniform

The most recent Uniform Policy can be found here:

<https://thequestacademy.org.uk/information/uniform-code-appearance/>

All students are expected to wear their uniform **with pride**, both in school and in the local community.



Academy Uniform

Items marked with an * below **MUST** be purchased from our school uniform supplier (SWI www.swi.co.uk)

Blazer *	Navy Blue with the Quest logo. The blazer must always be worn inside the Academy.
Skirt or Trousers	Navy Blue knee-length school skirt. This must be professional, formal, appropriate skirt. This cannot be body contoured.
Tie *	Clip-on tie in the appropriate year group colour.
Jumper (optional) *	Navy Blue V-neck jumper with the Quest logo.
Shirt or Blouse	Plain White, short or long-sleeved in a classic style. Vests or undergarments must be White and not visible under the shirt.
Shoes	Plain Black leather school shoes. The following are not allowed: <ul style="list-style-type: none"> • Suede or fabric shoes • Open-toed, backless or sling-back shoes • Boots • High-heeled shoes • Trainers • Heels • Pumps • Canvas, patterned shoes • Excessive decorative features • Sport logos visible on the outside of the shoe
Tights or Socks	Plain Black or Navy tights, with no patterns. Plain Black/Navy/Dark Grey socks
ID Card / Lanyard	ID card and Black student lanyard to be worn at all times.
Belt	Plain Black only. Large buckles displaying logos are not permitted.
Hijab	Plain Black or Plain Navy Blue.
School bag and pencil case	A school bag suitable to carry textbooks, exercise books and stationery. No pouches allowed. The pencil case must contain: pens, pencils, ruler, rubber and calculator.
Outdoor coat, hat, scarf and gloves (Optional)	Coats must not have large or excessive logos and any decoration must be appropriate for school (i.e. no offensive language or imagery). Not to be worn inside the building, except when going to the tutor room at the start of the day.

Items of clothing which must be purchased from SWI, and display the School logo, are:

1. Blazer
2. PE Top
3. PE Shorts / Training Pants
4. Tie (can also be purchased via the school)

Boys and Girls Shirt

Boys or Girls long or short sleeve standard collar shirt



School Shoes

		<p>Shoes must be:</p> <ol style="list-style-type: none"> 1. Plain 2. Black 3. Able to take ordinary shoe polish 4. Suitable to wear in a place of work with a suit <p>They must not:</p> <ol style="list-style-type: none"> 1. Be fabric 2. Be trainers / trainer shoes 3. Have large logos / additions
		
		

Appearance

Make up, Nails, Hooded Tops and Jewellery

- Make-up, fake tan, nail varnish or nail extensions of any kind may not be worn.
- Spray deodorant, body sprays, or perfumes cannot be brought into the school and will be confiscated.
Roll-ons may be brought in.
- Hooded tops of a sweatshirt material may **not** be worn.
- An ordinary analogue/digital watch may be worn.
No smart watches allowed.
- One or a pair of small studs may be worn in the lower lobe of each ear.
No other jewellery or visible body piercing, including tongue studs, are allowed.

Hair

- Long hair must be tied back.
- Hairbands must be plain dark blue or black.
- Haircuts must be no shorter than a number two.
- Straight line braiding is allowed
- Hair must be worn in a simple style and hair extensions must be of a sensible length and natural colour.

The following are **not** allowed:

- Decorative hair accessories
- Durags or head wraps
- No coloured streaks or unnaturally-coloured hair
- Unconventional/elaborate styles or extensive braiding, including: beading, patterned braiding, Mohicans, tram lines, indents or shaved patterns.

An unnaturally striking appearance is inappropriate. If in doubt over whether a planned style would be acceptable, parents/students should contact the Academy and seek advice before having the hair styled.

PE Kit

Items marked with an * below **MUST** be purchased from our school uniform supplier (SWi). Students are expected to bring and wear PE kit to all practical Physical Education lessons, including enrichment lessons, training sessions and practical BTEC Sport lessons.

They may wear either:

- The Quest Academy navy/white PE polo shirt* or The Quest Academy navy/white multi-sports top*
- The Quest Academy navy/silver football shorts* or navy/silver training pants*
- 'Coolmax' navy/white socks* or plain white socks
- Trainers must be sturdy and suitable for sport with non-marking soles (moulded boots or blades are acceptable for the astro-turf pitches, but not indoors)

Should any student fail to attend lessons in the correct kit they will be issued with one of the following sanctions:

- Incorrect kit/no kit at all (without a note) - class teacher's detention and student expected to borrow kit.
- No kit at all and refusal to wear borrowed kit will result in a Formal Detention.

Jewellery may not be worn in PE lessons. Students will not be allowed to partake in lessons if they are discovered to be wearing school shoes, their outdoor coat or any part of their school uniform under their PE Kit. They will be asked to remove it, if this is not possible, they will be issued with a class teacher's detention.

Pre-Loved Uniform

The Academy does have a limited supply of second-hand uniform items. We can help families by providing them with items of pre-loved uniform such as blazers, jumpers and PE kits. Anyone is welcome to donate pre-loved uniform or collect anything they need, subject to availability.

Pre-loved uniform is available throughout the school year. Please contact the Academy's Pastoral team by telephone or email at inclusion@thequestacademy.org.uk with requests for uniform items, or to make a donation.

ID Cards

The student ID card is a compulsory part of the Academy uniform and must be displayed at all times. The cards themselves will carry a picture of the student, as well as their name and Tutor Group.

Initially there is no cost to the students for the ID card, lanyard or card holder. Neither will there be a cost for the printing of a new card when a student changes Tutor Group. Should a card be lost or damaged, students will be required to purchase a replacement at a cost of £5 (this can be done using parent pay). Students will be provided with a loan card for a period of one school day in the eventuality of them losing the card, but all cards must be replaced within twenty-four hours. Students should be aware that the cards are not electronically enabled so are simply ID cards, not capable of being used for purchasing from the canteen or accessing doors.

Please be aware that the ID cards do display students' names and other information, so students should take care to look after them.

Thank you for your support of the Academy's work to support welfare and academic success of students.

Consents

Transportation

Students often travel in the school minibus (to sports fixtures and other extracurricular activities). In specific circumstances it might also be the case that students travel in the private car of a member of staff. Members of staff will always have appropriate insurance, and no student will ever travel alone with a member of staff in a private car. In order to enable your child to be transported in these ways, please indicate your consent.

Photography

We often take photographs of students for a range of reasons; predominantly for celebrating achievements. In order to do this, we are grateful to you for providing consent.

Please note: Children will not be identified by name in any published photograph without explicit prior consent.

By confirming your consent, you are agreeing that your child's photograph may be used for reasons including:

- The school prospectus
- Website
- Other publications that we produce for promotional purposes

Please note: As the child's parents/guardians, it is vital that if you take photographs or video recordings of your children, which include other pupils, you will use these for personal and family use only. **Where consent has not been obtained from the other parents for any other use, you could be in breach of the Data Protection Act 1998 if you use your photographs or recordings for any wider purpose, including posting on Facebook or other social media.**

E Safety

All students use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both students and their parents/carers are asked to confirm that the e-Safety Rules have been understood and agreed.

Rules

These e-Safety Rules help to protect students and the Academy by describing acceptable and unacceptable computer use.

- The Academy owns the computer network and can set rules for its use.
- It is a criminal offence to use a computer or network for a purpose not permitted by the Academy.
- Irresponsible use will result in the removal of network privileges or Internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- All network and Internet use must be appropriate to education.
- Copyright and intellectual property rights must be respected.
- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers.
- Anonymous messages and chain letters are not permitted.
- Activity that threatens the integrity of the Academy ICT systems, or activity that attacks or corrupt other systems, is forbidden
- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.
- The Academy ICT systems may not be used for private purposes, unless the principal has given specific permission.
- Use for personal financial gain, gambling, political activity, advertising or any other illegal purpose is not permitted.

The Academy may exercise its right to monitor the use of the Academy's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the Academy's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound. The Academy's e-Safety Policy has been drawn up to protect all parties – the students, the staff and the Academy.

Biometrics

The preference of the school is to use biometrics for cashless catering as this is more secure and faster than any other method of identification and we appreciate your co-operation, by providing consent, with regards to this matter.

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them; in this case their thumb print. The academy would like to take and use information from your child's thumb print as part of an automated biometric recognition system which is used to pay for food in school. The law places specific requirements on schools and colleges when using this information. These are closely adhered to and an image of your child's thumb print is not stored. You can withdraw permission at any time.

Live Lessons

Under some circumstances (including a school closure or extra revision session etc) we might provide 'live (online) lessons' using platforms such as Microsoft Teams or Google Meet. Please read the guidance below on how these are conducted safely, and what students will need to access them.

Consent- please provide this on the Google Form.

Administration - Quest remote lessons will be delivered through 'Google Meet' video conferencing accounts hosted by The Quest Academy. These accounts are secure and encrypted. 'Google Meet' lessons will be scheduled by the class teacher or Tutor using Quest accounts and the students' Quest email addresses, through Google Classroom.

Safeguarding - Live lessons will be recorded. This is best practice and helps to safeguard students and the teacher, as well as supporting students who are unable to 'attend' the lesson due to illness. Should any safeguarding concerns be raised by a student, parent/ carer or teacher, they should be reported to the Quest Designated Safeguarding Lead, Mr O'Sullivan as soon as possible. Teachers, parents and carers are all responsible for reminding children and young people about internet safety. It is important to make the distinction between these lessons, where the adult is known and trusted in real life, and talking to strangers online.

Guidance

1. It is preferable for students to be in a communal room (not a bedroom) where possible. They must **not** be in a bathroom and must be dressed appropriately. Even though lessons are at your home, we respectfully ask students to be dressed appropriately for daytime, although school uniform is not required. Teachers are under strict instructions not to proceed with lessons where inappropriate clothing is being worn.
2. Students should have their camera on and use the 'background blur' functions during all live lessons.
3. Google Meet, with a secure link from the Quest account, is the only method of communication used for the lessons. For online communication, a Quest teacher will only contact you via their secure Quest (thequestacademy.org.uk) email address.
4. Any online resources used or recommended will be checked by the teacher for appropriate content. This may be displayed as a screen-share to your device.

5. To maximise the lesson time, ensure that all hardware and software is set up and working beforehand. This includes testing the microphone and speakers on the computer, and Google Meet software. The teacher cannot make up lesson time lost to equipment not being ready.
6. Students should have their equipment ready to go, and within reach of the camera position.
7. Students should remember to be kind at all times.

TQA Learning Rules



LEARNING RULES

- 1 Arrive on time, in a calm and orderly manner
- 2 Sit in the seat allocated by your teacher
- 3 Immediately remove your bag, put it on the floor and take out all necessary equipment
- 4 Begin your Silent Starter **without being told to**
- 5 Show respect to everyone and display the LEARN attributes
- 6 Speak only with your teacher's permission
- 7 Follow your teacher's instructions the first time they are given
- 8 Behave in a safe manner and respect the personal space of others
- 9 Respect the Academy's resources and equipment
- 10 Do not chew or eat (although you may drink water unless your teacher says otherwise)
- 11 Stay in your seat unless you have permission to move
- 12 At the end of the lesson, pack away and wait behind your chair silently until you are dismissed

TQA Phone Rules



Mobile 'phones & music players* (including headphones) must be **switched off** and **out of sight** from entry to the Academy site in the morning until the end of the last lesson of the day.

If they are seen or heard during these times they will be confiscated for at least a week (and longer for subsequent offences).

If you need to contact home (or your parents need to contact you) this can always be done from reception.

Thank you for your cooperation.

**Quest6 students may use these devices in the private study areas of the Q6 wing only*

Student information Form


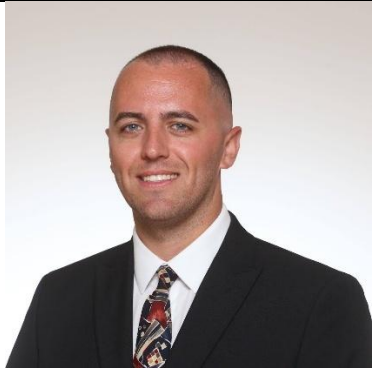

Please use the link below or scan the QR code to complete a student information form.

Link: <https://forms.gle/gFGBJTc3SL2DG5Tc7>



Other Contacts

Should you wish to contact the admissions team, please see below:

		
Miss L Sealy	Mr J Henry	Ms K Waterhouse
Senior Administrator	Assistant Principal	Pastoral Director
Admissions@thequestacademy.org.uk	Jhenry@thequestacademy.org.uk	Kwaterhouse@thequestacademy.org.uk