



CREATIVE, DIGITAL & PERFORMING ARTS
ACADEMY



YEAR 13 STUDENT GUIDE

www.boa-academy.co.uk

Digital Arts | Performing Arts | Creative Arts

HOME/ACADEMY AGREEMENT

We all have rights: parents, carers, members of staff and - of course - young people. In order to ensure the rights of our community are upheld, we have responsibilities.

People of all ages, ethnicities, faiths, genders, sexual orientation, socio-economic backgrounds and abilities must be treated with respect, kindness and tolerance.

We have high expectations for our BOA community and we are proud to say that it is inclusive, diverse and equitable for all.

To help us to maintain this, we have produced a Home/Academy Agreement that we would like you to read and sign. In doing so, parents, carers and students commit to upholding the values and expectations here at BOA.



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HOME/ACADEMY AGREEMENT

THE ACADEMY WILL ...

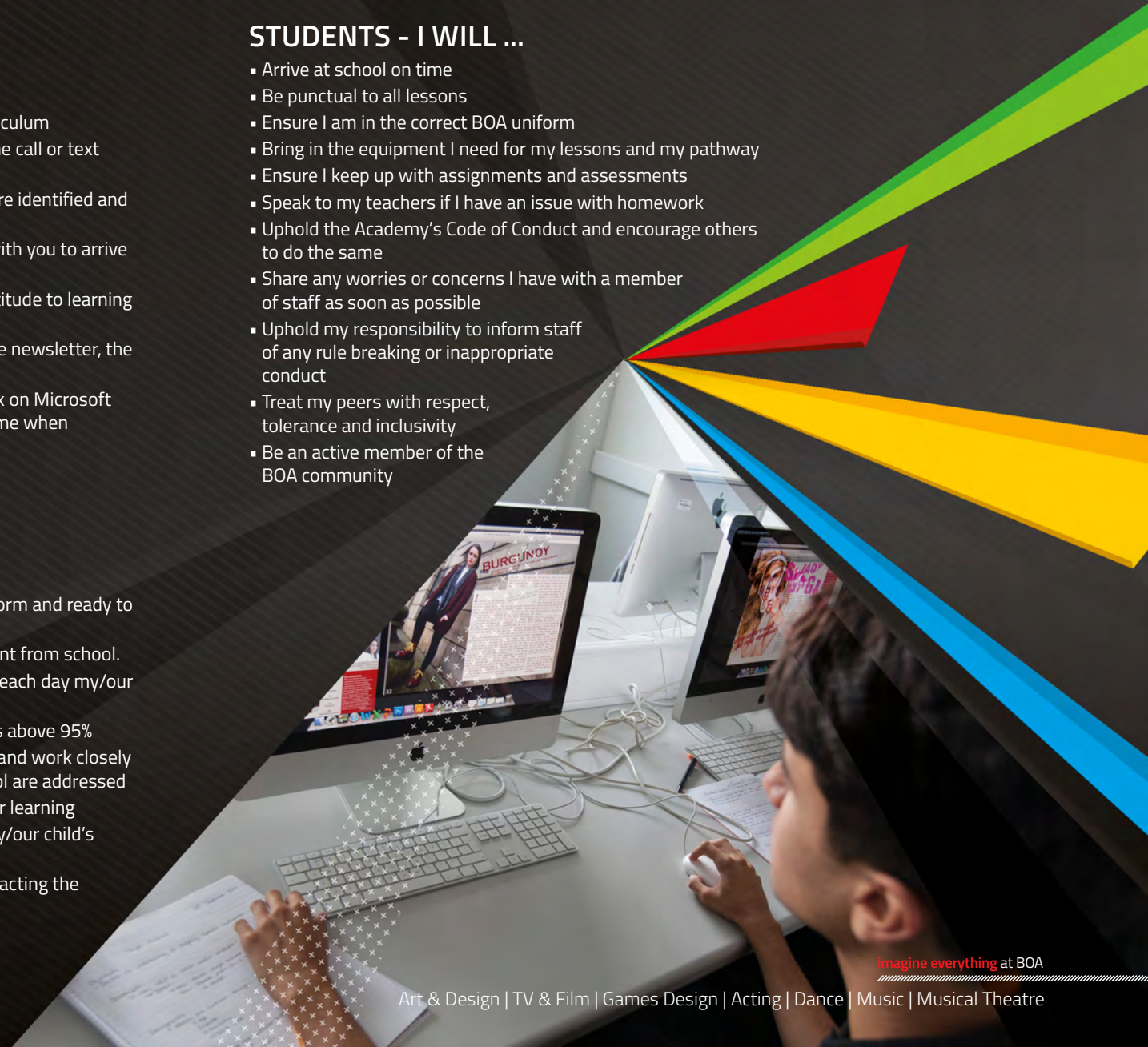
- Prioritise the safeguarding and wellbeing of your child
- Cultivate an inclusive and welcoming environment
- Provide high quality teaching across a broad and balanced curriculum
- Contact parents/carers each day your child is absent via a phone call or text message (please see our attendance guidelines)
- Work with you to ensure any barriers to your child's progress are identified and addressed
- Respond promptly to any concerns and work in collaboration with you to arrive at a resolution
- Host an annual Parents' Evening during which progress and attitude to learning will be discussed
- Keep you up to date with general Academy matters through the newsletter, the Principal's blog and VLE
- Set, mark and monitor homework. BOA staff will set homework on Microsoft Teams for students to access. Subject teachers will contact home when homework is not complete
- Uphold the ethos and values of the Academy at all times

PARENT / CARER(S) WILL ...

- Ensure my/our child attends school on time, in the correct uniform and ready to learn
- Inform the Academy as soon as possible if my/our child is absent from school.
- Provide the reason for any absence and maintain daily contact each day my/our child is absent
- Uphold the expectation that my/our child's attendance remains above 95%
- Familiarise my/ourselves with the BOA Attendance Guidelines and work closely with the Academy to ensure that all barriers to attending school are addressed
- Support the Academy's policies and guidelines for behaviour for learning
- Attend Parents' Evening and engage with discussions about my/our child's learning
- Request permission for any known absence in advance by contacting the Attendance Officer

STUDENTS - I WILL ...

- Arrive at school on time
- Be punctual to all lessons
- Ensure I am in the correct BOA uniform
- Bring in the equipment I need for my lessons and my pathway
- Ensure I keep up with assignments and assessments
- Speak to my teachers if I have an issue with homework
- Uphold the Academy's Code of Conduct and encourage others to do the same
- Share any worries or concerns I have with a member of staff as soon as possible
- Uphold my responsibility to inform staff of any rule breaking or inappropriate conduct
- Treat my peers with respect, tolerance and inclusivity
- Be an active member of the BOA community



imagine everything at BOA

Art & Design | TV & Film | Games Design | Acting | Dance | Music | Musical Theatre

STUDENT CODE OF CONDUCT

BE READY TO LEARN AT BOA

- **Arrive on time** for the start of the day and lessons.
- **Wear BOA uniform.**
- Outdoor clothing worn on arrival and removed for lessons.
- Ensure you **bring all the required equipment** to each lesson.
- **Use your lanyard to sign in each day.** Lanyards must be worn at all times as a safeguarding measure.
- If you must leave school early due to extenuating circumstances, the **Attendance Office must have confirmation from a parent/carer.**

BE KIND, TOLERANT & INCLUSIVE

- Listen to your teachers and peers and be **respectful of differing opinions or beliefs.**
- Be **polite and respectful** when talking to all members of the BOA community.
- Treat others with **kindness.**
- **Speak to a member of staff immediately** if you see these values not being upheld.
- To be **radically inclusive**, ensuring all members of the BOA community feel welcome and valued.

BE ACCOUNTABLE & RESPONSIBLE

- Be **honest** when discussing your actions or the actions of others.
- To actively de-escalate situations of conflict. **To share incidents with a member of staff** who will manage any conflict-resolution when all parties are ready.
- Following an incident, be ready to **talk to a member of the pastoral team about the causes of behaviour and the impact any poor behaviour has had on others.**
- **Inappropriate conduct will be shared with home** via Form Tutor or Subject Teacher. If the incident continues or is not resolved, your Head of Year will contact home. Further escalation from the Assistant Principal for Pastoral Care where issues persist

BE CAREFUL & CONSIDERATE

- **Walk** to lessons and break times calmly.
- **Ensure conduct is sensible** as you transition between floors via the stairs. Do not run.
- Lift passes are required to use the lifts during break and lunch times.

BE RESPECTFUL TO ALL PROPERTY

- BOA advises that all personal equipment and clothing is labelled.
- Return any borrowed equipment to the correct department.
- **Put all rubbish in the bin.** Food to be consumed in the atrium or outside. **You are not permitted to eat in classrooms or corridors.**
- **Smoking and vaping is strictly prohibited** on site.
- **Forbidden items include:**
 - Nuts
 - Cigarettes, vapes and e-cigarettes
 - Alcohol and any harmful substance
 - Weapons of any kind
 - Animals
 - Lighters, matches or fireworks
 - Large sums of money
 - Pornographic material
 - Extremist material
 - Medication (unless arranged and cleared by First Aid Lead)

BE SAFE ONLINE

- Internet use and activity on BOA WiFi and BOA devices is **monitored and filtered in accordance with statutory guidelines.**
- **Keep all passwords and personal information private. Do not share your details or give out personal information online.**
- Any upsetting/concerning content you receive online or via social media to be **reported to your Head of Year immediately.**
- **The sending of offensive, bullying or illegal content is strictly forbidden and will be dealt with immediately.**

OTHER DOCUMENTS TO REFER TO: OTHER DOCUMENTS TO REFER

- BOA Anti Bullying Policy and Code of Conduct - [click here to download](#)
- BOA e-Safety Policy - [click here to download](#)
- BOA Safeguarding and Child Protection Policy - [click here to download](#)

STAFF CONTACT LIST

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YEAR 13 TIMETABLE

YEAR 13 TIMETABLE: WEEKS 1 & 2

PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1. (9.00 - 10.00)	ARTS PATHWAY Acting x3; Art & Design; Dance x3; Games Design New Media; Music x2; Music Technology; Musical Theatre x4	ARTS PATHWAY Acting x3; Art & Design; Dance x3; Games Design New Media; Music x2; Music Technology; Musical Theatre x4			OPTIONS BLOCK B A' level English Literature; A' level Mathematics GCSE Maths Resit (Period 1: 9.00-10.00)
2. (10.00 - 11.00)	ARTS PATHWAY Acting x3; Art & Design; Dance x3; Games Design New Media; Music x2; Music Technology; Musical Theatre x4	ARTS PATHWAY Acting x3; Art & Design; Dance x3; Games Design New Media; Music x2; Music Technology; Musical Theatre x4	OPTIONS BLOCK B A' level English Literature; A' level Mathematics 0 Lessons		OPTIONS BLOCK B A' level English Literature; A' level Mathematics GCSE Maths Resit (Period 2: 10.00-11.00)
11.00 - 11.15	BREAK	BREAK	BREAK	BREAK	BREAK
3. (11.15 - 12.15)	ARTS PATHWAY Acting x3; Art & Design; Dance x3; Games Design New Media; Music x2; Music Technology; Musical Theatre x4	ARTS PATHWAY Acting x3; Art & Design; Dance x3; Games Design New Media; Music x2; Music Technology; Musical Theatre x4	OPTIONS BLOCK B A' level English Literature; A' level Mathematics GCSE Maths Resit	OPTIONS BLOCK A A' level English Literature x 2; A' level Geography; A' level History; GCSE Maths Resit; A' level Media Studies	ARTS PATHWAY Acting x3; Art & Design; Dance x3; Games Design New Media; Music x2; Music Technology; Musical Theatre x4 (Period 3: 11.15 - 12.15)
12.15 - 1.00	LUNCH	LUNCH	LUNCH	LUNCH	
4. (1.00 - 2.00)	PERSONAL DEVELOPMENT	OPTIONS BLOCK B A' level English Literature; A' level Mathematics	ARTS PATHWAY Acting x3; Art & Design; Dance x3; Games Design New Media; Music x2; Music Technology; Musical Theatre x4	ARTS PATHWAY Acting x3; Art & Design; Dance x3; Games Design New Media; Music x2; Music Technology; Musical Theatre x4	ARTS PATHWAY Acting x3; Art & Design; Dance x3; Games Design New Media; Music x2; Music Technology; Musical Theatre x4 (Period 1: 12.15 - 1.15)
2.00 - 2.15	TUTOR TIME	TUTOR TIME	TUTOR TIME	TUTOR TIME	
5. (2.15-3.15)	OPTIONS BLOCK A A' level English Literature x 2; GCSE English Resit; A' level Geography; A' level History; GCSE Maths Resit; A' level Media Studies	OPTIONS BLOCK A A' level English Literature x 2; GCSE English Resit; A' level Geography; A' level History; GCSE Maths Resit; A' level Media Studies	ARTS PATHWAY Acting x3; Art & Design; Dance x3; Games Design New Media; Music x2; Music Technology; Musical Theatre x4	ARTS PATHWAY Acting x3; Art & Design; Dance x3; Games Design New Media; Music x2; Music Technology; Musical Theatre x4	BREAK (1.15pm to 1.30pm)
6. (3.15-4.15)	OPTIONS BLOCK A A' level English Literature x 2; GCSE English Resit; A' level Geography; A' level History; GCSE Maths Resit; A' level Media Studies	OPTIONS BLOCK A A' level English Literature x 2; GCSE English Resit; A' level Geography; A' level History; GCSE Maths Resit; A' level Media Studies	ARTS PATHWAY Acting x3; Art & Design; Dance x3; Games Design New Media; Music x2; Music Technology; Musical Theatre x4	ARTS PATHWAY Acting x3; Art & Design; Dance x3; Games Design New Media; Music x2; Music Technology; Musical Theatre x4	ENRICHMENT (1.30pm to 2.30pm)

KEY DATES 2023-2024

AUTUMN TERM 2023

Term Starts	Monday 4th September 2023	
	Monday 4th September 2023	Year 10 First Day
	Tuesday 5th September 2023	Staff INSET Day
	Wednesday 6th September 2023	Staff INSET Day
	Thursday 7th September 2023 (AM)	Year 11 & 12 First Day
	Thursday 7th September 2023 (PM)	Year 13 First Day
	Friday 13th October 2023	Staff INSET Day
Half Term	Monday 30th October to Friday 3rd November 2023	
Term Ends	Thursday 21st December 2023	
	Friday 22nd December 2023	Staff INSET Day

SPRING TERM 2024

Term Starts	Monday 8th January 2024	All Year Groups return AM
	Friday 9th February 2024	Staff INSET Day
Half Term	Monday 12th February to Friday 16th February 2024	
Aptitude Week	Monday 19th to Friday 23rd February 2024	Year 10: Work Experience (off-site)
		Year 11: Core Week and Mock Examinations (on-site)
		Year 12: Guided Independent Study Week (off-site)
		Year 13: Guided Independent Study Week (off-site) and A' Level Mock Examinations (on-site)
Term Ends	Friday 22nd March 2024	

SUMMER TERM 2024

Term Starts	Monday 8th April 2024	
	Monday 6th May 2024	Bank Holiday
	Monday 13th May 2024	Staff INSET Day
		NB: Year 11 and Year 13 students in for GCSE / A' Level public examinations
Half Term	Monday 27th May to Friday 31 May 2024	
Term Ends	Friday 19th July 2024	

ATTENDANCE GUIDELINES FOR PARENTS

WHY ATTENDANCE MATTERS

At BOA, we are committed to fostering ambition and maintaining a culture of high expectations for all our students. We know that the key to unlocking student potential is to provide an exciting and respectful environment where students feel valued and listened to. To ensure this, building a transparent and supportive home/school relationship is essential when it comes to the matter of attendance.

The recently released DfE guidance *'Working together to improve school attendance'* states that excellent attendance and punctuality at school is "essential for students to get the most out of their school experience, including their **attainment, wellbeing, and wider life chances.**"

WHAT DOES EXCELLENT ATTENDANCE LOOK LIKE?

Excellent attendance is between 98% - 100%. At BOA, we have identified 96% as our minimum Academy attendance. Students who regularly miss school are at risk of missing key learning sequences and elements of their pathway course. The table opposite shows how attendance percentages relate to lessons missed over a year.

WHAT ARE THE CATEGORIES OF ABSENCE?

AUTHORISED

An authorised absence is one which the Academy is allowed by the DfE to give permission for. Any other absence is recorded as unauthorised absence. However, 'Working Together to Improve School Attendance' restricts the school's capacity to authorise absence.

After consideration of individual circumstances, the following types of absence from the Academy will normally count as authorised.

- Illness (when the Academy is notified of the absence)
- Dental or medical appointments (appointment card provided)
- Exclusion from the Academy
- Agreed leave of absence due to expectational circumstances (see below)

UNAUTHORISED

The following types of absence must count as unauthorised and could result in a fine:

- Absences for which we receive no explanation
- Lateness - after the register has closed
- Unauthorised Leave of Absence during term time

Attendance	Percentage during the one school year	Number of days	Number of weeks	Number of lessons missed (approx.)
Excellent	100%	0 Days	0 Weeks	0 Lessons
At risk	95%	9.5 Days	2 Weeks	60 Lessons
Persistently absent	90%	19 Days	4 Weeks	120 Lessons
Severely absent	50%	95 Days	19 Weeks	550 Lessons

PATHWAY KIT LIST

CREATIVE MEDIA PRODUCTION

- Memory Card
- Memory Card Reader

Memory card specification:

The memory card or 'SD Card' should be speed class 10 noted by the number 10 in a circle on the front of it. This will ensure it can handle video files appropriately.

It should **NOT** be a micro-SD card

We would recommend this one or one similar which can typically be found for under £10: <https://tinyurl.com/cmposdcard>

For the SD card reader, these can be generic and we would not recommend spending more than £10: <https://tinyurl.com/cmposdcardreader>

DANCE

FEMALE

- Black leotard
- Coloured leotard (for Jazz only)
- Sports Bra - Black
- Black footless tights
- Pink Ballet tights - girls
- Ballet shoes – pink or skin toned
- Plain black top for warm-up
- Bare feet
- Tap shoes (year 13 only)
- Nude character shoes
- Laptop required at all times

MALE

- Black $\frac{3}{4}$ / full length dance pants / jogging bottoms
- Plain Black T-Shirt
- Black vest/tank top
- Dance belt / support
- Black Ballet tights
- Ballet shoes – black
- Bare feet
- Tap Shoes
- Laptop required at all times

Additional Information for ALL Dance classes

- No BOA T-Shirts or Polo shirts worn in dance classes
- Hair should be secure, tied back and off the face
- Ballet – Hair in a ballet bun
- No false nails (Acrylics)
- No jewellery is to be worn (including fitness watches)

VISUAL ART & DESIGN

BASIC KIT

- A3 portfolio/folder
- A5 plain notebook
- Graded pencils
- Biro, Fineliner and highlighters
- Blended stump
- Paint brushes in varied sizes
- USB
- Ruler, sharpener and rubber
- Glue sticks

EXTENDED KIT

- Small watercolour palette/
Water soluble crayons
- Small set of oil pastels
- Charcoal
- Soft pastel

MUSIC TECHNOLOGY

- A pair of headphones compatible with their laptops
- A USB to USB-C adaptor in some cases to utilise the MIDI keyboards, DJ equipment or audio interfaces

MUSIC

- Pathway students should bring their 'first' instrument with them to all music sessions. (i.e. if students play guitar & bass, there isn't an expectation to bring both with them each week, only their main instrument. This should also include leads, tuning pedals, capo, drum sticks etc.)
- Instruments should be insured against loss or damage

MUSICAL THEATRE

FEMALE

- Black Jazz Shoes or Bare Feet
- New Yorker Character Shoes (Black)
- Black Leotard (optional coloured)
- Black Sports Bra
- Black Footless Tights

MALE

- Black Jazz Shoes or Bare Feet
- Black Dance Pants/Jogging Bottoms
- Dance Belt
- Plain Black T-Shirt

Additional Information

- Hair should be secure, tied back and off the face
- No false nails or extensions
- No jewellery to be worn in practical lessons
- Lockers should be used to store uniform and bags during practical lessons

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Imagine Everything
Regional academy for Creative, Digital and Performing Arts