



CREATIVE, DIGITAL & PERFORMING ARTS  
ACADEMY



PERFORMING

CREATIVE

DIGITAL

YEAR 13 STUDENT GUIDE

[www.boa-academy.co.uk](http://www.boa-academy.co.uk)  
Digital Arts | Performing Arts | Creative Arts

# HOME/ACADEMY AGREEMENT

At BOA we have high expectations of our students. We are proud to say that BOA is an inclusive, diverse and equitable environment for all.

To maintain this, we ask that all students, parents and carers remind themselves of BOA's Home/Academy Agreement signed last academic year.

Thank you in advance for your commitment to upholding our values and expectations to ensure all students can 'unlock their potential.'



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# HOME/ACADEMY AGREEMENT

## THE ACADEMY WILL ...

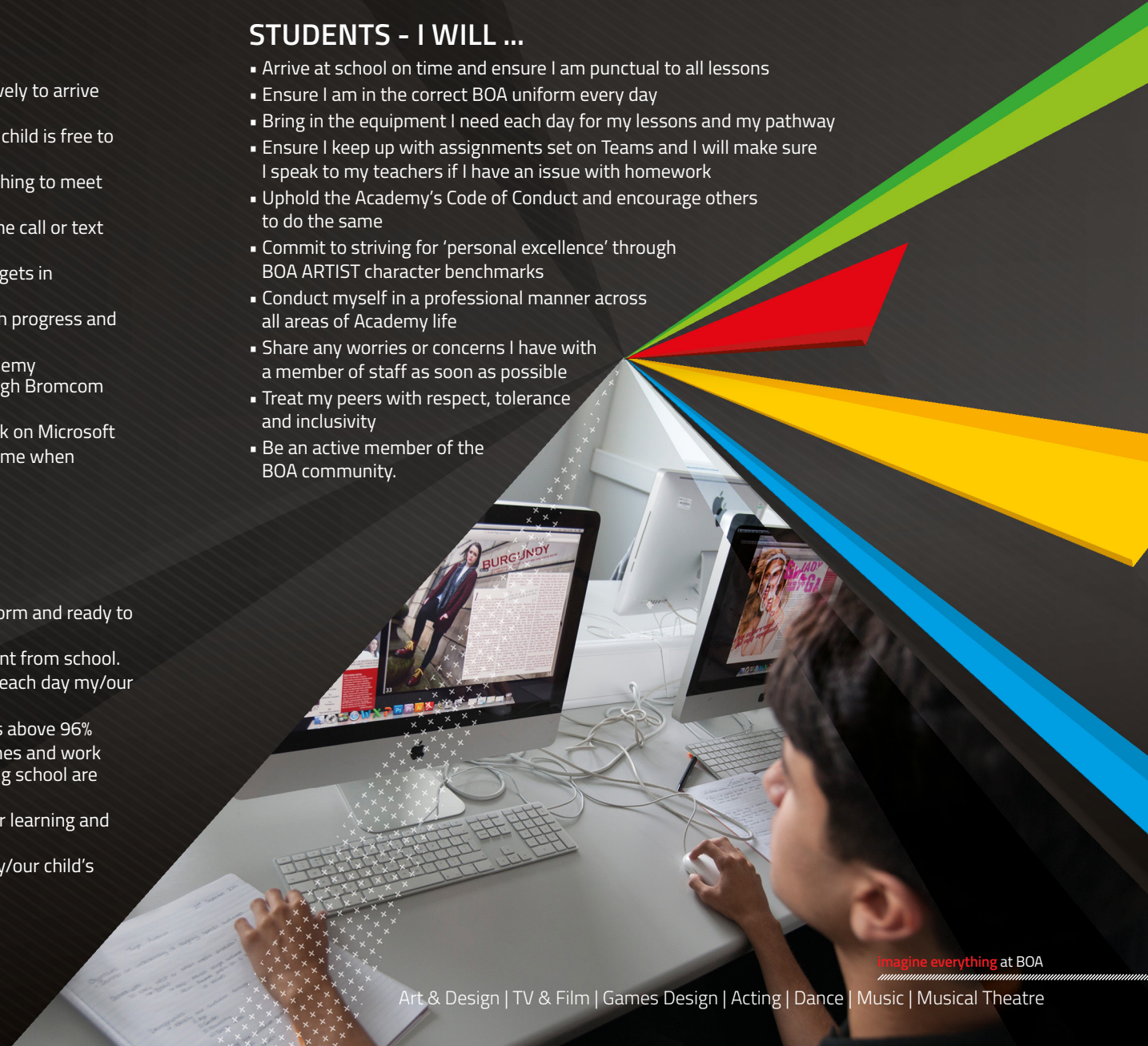
- Prioritise the safeguarding and wellbeing of your child
- Respond promptly to any concerns you raise and work proactively to arrive at a resolution
- Cultivate an inclusive and welcoming environment where your child is free to express who they are
- Provide a broad and balanced curriculum and high quality-teaching to meet your child's individual needs
- Contact parents/carers each day your child is absent via a phone call or text message (please see our attendance guidelines)
- Ensure your child has access to the tools and skills to meet targets in examinations and internal/external assessments.
- In each academic year, arrange a Parents' Evening during which progress and attitude to learning will be discussed.
- Keep you regularly informed and consulted about general academy matters through the newsletter, the Principal's Blog and through Bromcom communication
- 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 96%
- Familiarise myself/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 and professional conduct
- Attend Parents' Evening and engage with discussions about my/our child's learning
- Request any known absence in advance by contacting the Attendance Officer to request an Absence Request Form.

## STUDENTS - I WILL ...

- Arrive at school on time and ensure I am punctual to all lessons
- Ensure I am in the correct BOA uniform every day
- Bring in the equipment I need each day for my lessons and my pathway
- Ensure I keep up with assignments set on Teams and I will make sure I 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
- Commit to striving for 'personal excellence' through BOA ARTIST character benchmarks
- Conduct myself in a professional manner across all areas of Academy life
- Share any worries or concerns I have with a member of staff as soon as possible
- Treat my peers with respect, tolerance and inclusivity
- Be an active member of the BOA community.



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# 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. Hoodies that are not BOA hoodies are not permitted.
- 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 & RESPECTFUL

- **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.** 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 - communications will be automated by Bromcom.

## BE CAREFUL & CONSIDERATE

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

## 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:

For our Anti Bullying Policy and Code of Conduct Policy, eSafety Policy and our Safeguarding and Child Protection Policy please click on the link below:

[Click here to view BOA Policies](#)

# STAFF CONTACT LIST

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<b>General Enquiries</b>	<a href="mailto:info@boa-academy.co.uk">info@boa-academy.co.uk</a>	



# YEAR 13 TIMETABLE

## YEAR 13 TIMETABLE: WEEKS 1 & 2

PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1. (9.00 - 10.00)	<b>ARTS PATHWAY</b> Acting x 3; Art & Design; Dance x 4; Games Design New Media; Music x 2; Music Technology; Musical Theatre x 4	<b>ARTS PATHWAY</b> Acting x 3; Art & Design; Dance x 4; Games Design New Media; Music x 2; Music Technology; Musical Theatre x 4			<b>OPTIONS BLOCK B</b> A' level English Literature; A' level Fine Art; A' level Mathematics
2. (10.00 - 11.00)	<b>ARTS PATHWAY</b> Acting x 3; Art & Design; Dance x 4; Games Design New Media; Music x 2; Music Technology; Musical Theatre x 4	<b>ARTS PATHWAY</b> Acting x 3; Art & Design; Dance x 4; Games Design New Media; Music x 2; Music Technology; Musical Theatre x 4	<b>OPTIONS BLOCK B</b> A' level English Literature; A' level Fine Art; A' level Mathematics; GCSE English Resit		<b>OPTIONS BLOCK B</b> AA' level English Literature; A' level Fine Art; A' level Mathematics; GCSE English Resit; GCSE Maths Resit
11.00 - 11.15	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>
3. (11.15 - 12.15)	<b>ARTS PATHWAY</b> Acting x 3; Art & Design; Dance x 4; Games Design New Media; Music x 2; Music Technology; Musical Theatre x 4	<b>ARTS PATHWAY</b> Acting x 3; Art & Design; Dance x 4; Games Design New Media; Music x 2; Music Technology; Musical Theatre x 4	<b>OPTIONS BLOCK B</b> A' level English Literature; A' level Fine Art; A' level Mathematics; GCSE English Resit; GCSE Maths Resit	<b>OPTIONS BLOCK A</b> A' level English Literature x 2; A' level Geography; A' level History; A' level Media Studies x 2; GCSE Maths Resit	<b>ARTS PATHWAY</b> Acting x 3; Art & Design; Dance x 4; Games Design New Media; Music x 2; Music Technology; Musical Theatre x 4
12.15 - 12.45	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	
4B. (12.45 - 1.45)	<b>PERSONAL DEVELOPMENT</b>	<b>OPTIONS BLOCK B</b> A' level English Literature; A' level Fine Art; A' level Mathematics; GCSE Maths Resit	<b>ARTS PATHWAY</b> Acting x 3; Art & Design; Dance x 4; Games Design New Media; Music x 2; Music Technology; Musical Theatre x 4	<b>ARTS PATHWAY</b> Acting x 3; Art & Design; Dance x 4; Games Design New Media; Music x 2; Music Technology; Musical Theatre x 4	<b>ARTS PATHWAY</b> Acting x 3; Art & Design; Dance x 4; Games Design New Media; Music x 2; Music Technology; Musical Theatre x 4 <b>(Period 4A: 12.15 - 1.15)</b>
1.45 - 2.00	<b>TUTOR TIME</b>	<b>TUTOR TIME</b>	<b>TUTOR TIME</b>	<b>TUTOR TIME</b>	
5. (2.00 - 3.00)	<b>OPTIONS BLOCK A</b> A' level English Literature x 2; A' level Geography; A' level History; A' level Media Studies x 2; GCSE Maths Resit	<b>OPTIONS BLOCK A</b> A' level English Literature x 2; A' level Geography; A' level History; A' level Media Studies x 2; GCSE Maths Resit	<b>ARTS PATHWAY</b> Acting x 3; Art & Design; Dance x 4; Games Design New Media; Music x 2; Music Technology; Musical Theatre x 4	<b>ARTS PATHWAY</b> Acting x 3; Art & Design; Dance x 4; Games Design New Media; Music x 2; Music Technology; Musical Theatre x 4	<b>BREAK</b> (1.15pm to 1.30pm)
6. (3.00 - 4.00)	<b>OPTIONS BLOCK A</b> A' level English Literature x 2; A' level Geography; A' level History; A' level Media Studies x 2	<b>OPTIONS BLOCK A</b> A' level English Literature x 2; A' level Geography; A' level History; A' level Media Studies x 2	<b>ARTS PATHWAY</b> Acting x 3; Art & Design; Dance x 4; Games Design New Media; Music x 2; Music Technology; Musical Theatre x 4	<b>ARTS PATHWAY</b> Acting x 3; Art & Design; Dance x 4; Games Design New Media; Music x 2; Music Technology; Musical Theatre x 4	<b>ENRICHMENT</b> (1.30pm to 2.30pm)

# KEY DATES 2025-2026

See below a list of key dates for the upcoming Academic Year. For further information regarding Parent's Evening, uniform and Parent Pay, please see our website - [www.boa-academy.co.uk](http://www.boa-academy.co.uk)

## AUTUMN TERM 2025

<b>Term Starts</b>	<b>Monday 1st September 2025</b>	
	Monday 1st September 2025	Year 10 First Day
	Thursday 4th September 2025 (AM)	Year 11
	Monday 8th September 2025 (AM)	Year 13 First Day
	Monday 8th September 2025 (PM)	Year 12
	Friday 17th October 2025	Staff INSET Day
<b>Half Term</b>	Monday 27th October to Friday 31st October 2025	
<b>Term Ends</b>	Thursday 18th December 2025	
	Friday 19th December 2025	Staff INSET Day

## SPRING TERM 2026

<b>Term Starts</b>	<b>Monday 5th January 2026</b>	Staff INSET Day
	Tuesday 6th January 2026	All Year Groups return AM
	Friday 13th February 2026	Staff INSET Day
<b>Half Term</b>	Monday 16th February to Friday 20th February 2026	
<b>Aptitude Week</b>	Monday 23rd to Friday 27th February 2026	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)
<b>Term Ends</b>	Friday 27th March 2026	

## SUMMER TERM 2026

<b>Term Starts</b>	<b>Monday 13th April 2026</b>	
	Monday 4th May 2026	Bank Holiday
<b>Half Term</b>	Monday 25th May to Friday 29th May 2026	
<b>Term Ends</b>	Thursday 16th July 2026	
	Friday 17th July 2026	Staff INSET Day



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# 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.

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



# ATTENDANCE GUIDELINES FOR PARENTS

## WHAT ARE THE CATEGORIES OF ABSENCE?

### AUTHORISED

An authorised absence is one which the Academy is allowed by the Department of Education (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

## WHAT WILL HAPPEN IF YOUR CHILD DOES NOT ATTEND SCHOOL?

At BOA we maintain robust records and regularly analyse attendance data. It is our legal duty to contact home if a child is absent from school. As a result, you will be informed of any period of absence and you will be required to provide a valid reason for absence.

If your child's attendance falls **below 90%** you will be contacted by your child's form tutor and/or Head of Year. The purpose of this call is to identify and address barriers to attendance. During this call you will also be offered an Early Help referral to your Local Authority. Early Help is a signposting service to direct families to the right support at the early stages of a concern.

If your child's absence continues to fall, we will explore other supportive strategies on a case-by-case basis. These include, but are not limited to; safe and well visits, Parent/Student contracting, attendance action plans, SEND referrals, Local Authority referrals and consultation with the Education Welfare Officer within your region. In collaboration with these services, our aim is to ensure that all students are happy, safe and attend BOA regularly.

# PATHWAY KIT LIST

## ACTING

- Comfortable black leggings/ trousers/ tracksuit bottoms
- Flat trainers or shoes (no heavy boots or heeled shoes)
- Sports bra for physical sessions
- Hair should be secure, tied back off the face
- A pencil and eraser are essential for annotating scripts

*Lockers should be used to store bags during all sessions*

## CREATIVE MEDIA PRODUCTION

### ESSENTIAL

1. SD - Memory Card (SD Extreme Pro)
2. SD - Memory Card Reader

### PREFERABLE

- A smart phone device

### ADDITIONAL INFORMATION

The SD Card should be Extreme Pro. **It should NOT be a micro-SD card.**

We recommend this one or similar for under £15: <https://tinyurl.com/mediasdcard>

For the SD card reader, these can be generic and we would not recommend spending more than £8: <https://tinyurl.com/cmposdcardreader>

For the smart phone, it should be able to record video and have enough space to store video and download apps.

It would be beneficial if the following free apps could be downloaded: Capcut, Canva, Microsoft Teams, OneDrive, Outlook (or other email app)

## DANCE [YEAR 10 AND 11 PATHWAY]

### FEMALE PRESENTING

- Black leotard
- Sports Bra – Black
- Pink Ballet tights - girls
- Ballet shoes – pink or skin toned
- Plain black top for warm-up
- Coloured Leotard
- Bare feet
- Tap Shoes

### MALE PRESENTING

- Black 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

### 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)

# PATHWAY KIT LIST CONT.

## VISUAL ART & DESIGN

### ESSENTIAL KIT

- A3 folder, gradient pencils, pencil, biro, fineliner, highlighter, white gel pen, paint brushes ruler, sharpener, rubber, glue sticks.

### OPTIONAL KIT

- Watercolour palette, oil pastel set, acrylic paint set, oil paint set, charcoal, soft pastel, putty rubber, mechanical rubber, masking tape, coloured pens, posca pens/sharpies.

## 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).
- It is also advised that instruments are insured against loss or damage  
Pathway students will need to bring a laptop or iPad device in order to access some aspects of the pathway week. Sessions that require a device will be directed by the pathway tutor.
- A pair of headphones with 'mini-Jack' adapter are recommended

## MUSICAL THEATRE

### FEMALE PRESENTING

- Black Jazz Shoes or Bare Feet
- Black Leotard
- Black Sports Bra
- Black Footless Tights
- Ballet Shoes

### MALE PRESENTING

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

### 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

# TIMINGS OF THE DAY

## MONDAY TO THURSDAY

<b>LESSON 1</b>	9:00 to 10:00
<b>LESSON 2</b>	10:00 to 11:00
<b>BREAK</b>	11:00 to 11:15
<b>LESSON 3</b>	11:15 to 12:15
<b>LUNCH</b>	12:15 to 12:45
<b>LESSON 4B</b>	12:45 to 13:45
<b>REGISTRATION</b>	13:45 to 14:00
<b>LESSON 5</b>	14:00 to 15:00
<b>LESSON 6</b>	15:00 to 16:00

## FRIDAY

<b>LESSON 1</b>	9:00 to 10:00
<b>LESSON 2</b>	10:00 to 11:00
<b>BREAK</b>	11:00 to 11:15
<b>LESSON 3</b>	11:15 to 12:15
<b>LESSON 4</b>	12:15 to 13:15



**CREATIVE, DIGITAL & PERFORMING ARTS  
ACADEMY**

**BOA**

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Imagine Everything  
Regional academy for Creative, Digital and Performing Arts