



STEWARDS ACADEMY



Belong, Thrive and Succeed at Stewards



INFORMATION FOR PARENTS/CARERS
OF NEW STUDENTS 2026 –2027

SCHOOL ADDRESS AND CONTACT NUMBER

Belong, Thrive and Succeed at Stewards



Stewards Academy
Parnall Road
Harlow
Essex
CM18 7NQ

Telephone: (01279) 421951
Email: admin@stewardsacademy.org
Website: www.stewardsacademy.org

Absence Line: 01279 – 772511



If you wish to come into school to talk to a member of staff please telephone in advance to make an appointment.

The School Day **Gate closes at 08.45**

08:15–08:45	Breakfast Club (Optional)
08:45	Start of School Day/Period 1
09:45	Period 2
10:45	Break
11.05	Period 3
12:05	Period 4
13:05	Key Stage 3 Lunch / Key Stage 4 Form
13:35	Key Stage 4 Lunch / Key Stage 3 Form
14:05	Period 5
15:05	Form (all students)
15:15	End of School Day

IMPORTANT DATES 2026/27

Belong, Thrive and Succeed at Stewards

Autumn Term

Inset (non-pupil day) 1	Tuesday 1st September 2026
Year 7 Students Only	Wednesday 2nd September 2026
All Pupils	Thursday 3rd September 2026
Inset (non-pupil day) 2	Thursday 22nd October 2026
Half term break	Friday 23rd October – Friday 30th October 2026
Inset (non-pupil day) 3	Friday 27th November 2026
Term ends	Friday 18th December 2026 – half day finish Pupils leave after P3

Spring Term

Inset (non-pupil day) 4	Monday 4th January 2027
School open/term starts all pupils	Tuesday 5th January 2027
Inset (non-pupil day) 5	Friday 29th January 2027
Half term break	Monday 15th February – Friday 19th February 2027
Term ends	Thursday 25th March 2027 – half day finish Pupils leave after P3

Summer Term

School Open/Term starts all pupils	Monday 12th April 2027
Bank holiday	Monday 3rd May 2027
Half term break	Monday 31st May – Friday 4th June 2027 (inclusive)
Term ends	Wednesday 21st July 2027 – half day finish – pupils leave after P3

School closes after Period 3 on the last day of each term.
School will close at 3:15pm at the end of half terms.

Arbor

Excellence with Integrity; Success with Soul

This guide explains how your child can access their school email account and Arbor, as well as how parents can access their own Arbor account to view relevant information about their child.

What is Arbor?

Arbor is the Academy's online student information system. Students can use Arbor to access important information about their school life, including their:

- Timetable
- Achievement points
- Behaviour points
- Other information and services provided by the Academy

Logging in to Arbor for the First Time

Your child will receive an Arbor login invitation in their school email inbox.

Please note: The Arbor invitation will expire after 2 days, so it is important that your child completes the setup promptly.

To access Arbor:

Step 1: Open the Arbor link: [Arbor Student Login](#)

Step 2: Select "First time logging in".

Step 3: Enter your child's school email address.

Step 4: Follow the instructions on screen to complete the setup.

Arbor is accessed through a web browser rather than an app.

Once your child has successfully logged in, they can save the Arbor webpage as a shortcut on their phone or tablet home screen. This makes it much easier to access in future.

Parent Arbor Login

Parents will also receive their own Arbor login details by email on the day their child goes on roll at the Academy.

This will provide parents with access to the relevant information available through the Arbor Parent Portal.

Student Emails

Excellence with Integrity; Success with Soul

Student email address

Your child will be provided with a school email account. This will be used for communication with the Academy and to access a number of school systems.

The email address is made up as follows:

Year they are in Year 11 + surname + initial of first name @stewardsacademy.org

Example

If Sarah Jones will be in Year 11 in 2028, her email address would be:

28joness@stewardsacademy.org

Initial password

The initial password is:

Capital S, small a, date of birth in this format (DD/MM/YY)

Example

If Sarah Jones was born on 1 January 2013, her initial password would be: Sa010113

Important: Your child will be asked to change this password the first time they log in.

How to Access the School Email

Your child can access their school email in either of the following ways:

Option 1 – Outlook App

Download the Microsoft Outlook app onto a phone or tablet and sign in using their school email address and password.

Option 2 – Online

Go to: Microsoft Outlook – School Email Login

We recommend bookmarking the page or saving it to your phone's home screen so it is easy to access in future.

Using Your School Email to Access Other Platforms

Once your child is signed into their school email, they can use the “**Log in with Microsoft**” option when accessing Arbor and other online homework or learning platforms.

This means they won't necessarily need to remember a separate username and password for each system.

Need Help?

If your child has any problems accessing their school email or Arbor, please contact:

datateam@stewardsacademy.org who are always happy to help.

UNIFORM AND EQUIPMENT REQUIREMENTS

Belong, Thrive and Succeed at Stewards

Lanyard	Lanyard and Academy Pass (provided by the academy, lost or damaged items will need to be replaced at a cost) to be worn at all times.
Jumper	Stewards jumper with logo or a plain black jumper. Wearing a jumper is optional. (Must be one of the five jumper styles from the uniform supplier)
Skirt	Black knee length pleated skirt (The academy reserves the right to determine what is deemed appropriate skirt length)
Trousers	Plain black trousers – Trousers should not be denim, cord, lycra material or hipster style. The bottom of trousers should sit on the shoe and not cling to the leg.
Polo shirt	Black or white polo shirt. Can be either with logo from the uniform supplier or plain. No logos other than the school badge allowed.
Shoes	Plain black shoes. The requirement is that the footwear students wear must be completely black, including laces. Black trainers are acceptable.
Socks/Tights	Plain white or black socks (below the knee or ankle length – trainer socks are not permitted) or black tights.
School Bag	Able to fit an A4 folder; fashion bags are not considered suitable.
Outdoor Coats	Most forms of sensible outdoor coats (dark in colour and waterproof) are acceptable. Casual leisure wear items (such as hoodies, zipped, denim or leather jackets) are not allowed. Sweatshirts or hoodies of any description do not qualify as coats and are prohibited. Coats are not to be worn inside the school buildings.

UNIFORM AND EQUIPMENT REQUIREMENTS

Belong, Thrive and Succeed at Stewards

PE Kit	Compulsory Items: Black t shirt with Stewards Crest or plain black t shirt Black shorts or skort with Stewards Crest or plain black shorts Trainers (no plimsolls, vans or converse) Black football style long socks Black swimming costume/trunks/ shorts and swimming cap (compulsory for all) PE bag (drawstring bags with logos are available but not compulsory) House T-shirt with or without Stewards Crest (Bravery – Orange; Fortitude – Blue; Prowess – Purple; Valour – Red) Mouth guard for Rugby Hairbands for long hair Optional Items: Black tracksuit with Stewards Crest or plain black tracksuit (no hoodies) Plain black sports leggings Black base layers/skins (to be worn under PE kit) Football boots – boys and girls (moulded or screw in studs) Other items as required: Towel and wash kit Asthma pump as appropriate Water bottle Sun cream and hat (summer months) Recommended items: The PE department strongly recommend that all pupils wear protective clothing such as mouth guards and shin pads for rugby, football and hockey
Hair & Beauty	For those pupils following the Hair & Beauty course only: Black tunic or black polo shirt to be worn with black school trousers.
Lost Property	The academy cannot accept any responsibility for lost items. Please label all clothing and bags with your child's name.
Essential Classroom Equipment	Please see the next page for the equipment required for every lesson, which will be checked daily by tutors.
Other Useful Items	Geometry Set Scientific Calculator (for use at home) Glue stick Highlighters Colouring pencils English dictionary (also French or Spanish dictionary as appropriate)



Student Equipment Checklist



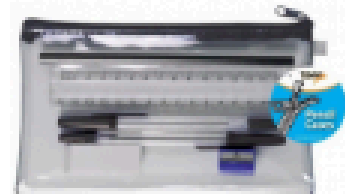
Lanyard and academy pass (to be always worn)



Suitable school bag (large enough for an A4 folder)



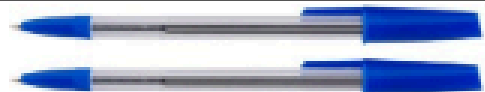
Pencil Case (Compulsory and if clear it can be used in exams)



2 x Black pens



2 x Blue pens



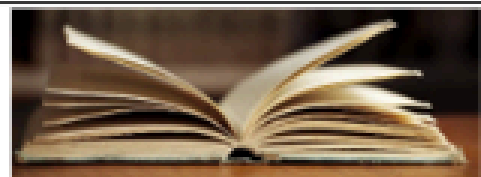
1x Ruler



2 x Pencils



1 x Reading Book



1 x Scientific calculator for use at home.



Belong, Thrive and Succeed at Stewards

MAKING THE RIGHT CHOICES

A wristwatch may be worn, no smartwatches are permitted. Jewellery may be worn, including one nose stud, however, jewellery must be deemed sensible and safe.

Pupils are allowed discreet make-up only. (The academy will make the final decision on what constitutes discreet make-up.)

Natural and sensibly sized false nails or false eyelashes are allowed. Other accessories such as sunglasses, scarves and gloves are not permitted to be worn in the classroom.

On non-uniform days parents or carers should ensure their child is dressed appropriately for a working school day. The academy will require students to change if their clothing is deemed inappropriate.

Mobile Phones

At Stewards Academy, students are required to have their mobile phones in a Yondr pouch. This is to safeguard students and staff, and support mental health and wellbeing. Pupils are permitted to bring their phone to school, for use to and from school. Yondr pouches will be issued on the first day.

<https://www.veryondr.com/phone-locking-pouch>

STEWARDS ACADEMY : PUPIL EXPECTATIONS		
READY	RESPECTFUL	SAFE
Arrive Punctually  FF1	Follow Instructions  FF5	Be Kind  FF9
Wear Perfect Uniform  FF2	Listen Attentively  FF6	No Mobile Phones (or other prohibited items)  FF10
Bring your Equipment  FF3	Speak Appropriately  FF7	Personal Space  FF11
Remember your homework  FF4	Respect your surroundings  FF8	Talk to Us  FF12

HOUSES

Belong, Thrive and Succeed at Stewards

The house system is designed to embody the values and ethos of Stewards and be an integral part of our school community. On entering Stewards all pupils become members of a house and are expected to do their best for it in their work, in lessons and in their commitment to extra-curricular activities.

The aim is to provide every pupil in each house with the opportunity to develop:

Confidence
Opportunity
Unity
Resilience
Appreciation
Generosity
Enjoyment



At Stewards we are very proud of all pupils and look to celebrate their achievements throughout each term. All pupils have the opportunity to earn achievement points for their house on a daily basis. These points will be awarded for completing an excellent piece of work; for spontaneous acts of kindness; for meeting a personal target; representing the school and many more. There will also be a number of house competitions throughout the year for students to take part and represent their house in and house points will also be awarded for each event. House points will be collated termly to recognise successes and at the end of the academic year, all points will be tallied up to establish the winner of the house cup.

HOUSE ORGANISATION

Each house is overseen by a head of house and an assistant head of house. Each member of staff is also attached to a house that they will remain with during their time at Stewards. Each house will have 4 designated Year 11 House Captains and two Form Captain representatives per tutor group. These pupils will act as representatives for all the pupils in their house throughout the year by; helping co-ordinate house teams, organise activities and events and be part of a house council to help make positive change using their actions and voice.

The Four Houses –

House of Bravery – represented by the Jaguar
House of Fortitude – represented by the Lion
House of Prowess – represented by the Panther
House of Valour – represented by the Tiger



There will be many house events throughout the year from all areas of school life. This blend ensures that everyone has the opportunity, pupils and staff alike to represent their house in something that they enjoy, something they are good at or something that will challenge them outside their comfort zone.

ATTENDANCE AND PUNCTUALITY

Belong, Thrive and Succeed at Stewards

SCHOOL TARGET 100%

ALL STUDENTS NEED TO BE IN SCHOOL BY 8.40AM READY TO LEARN.

Stewards Academy is dedicated to working with students and their families to promote outstanding attendance and punctuality. Evidence clearly shows that good attendance results in higher levels of achievement. We believe that regular school attendance is not only the key to enable young people to maximise their educational opportunities but it equally helps them to become a resilient and confident adult. Whilst we understand that illness can't always be avoided, just a few days of absence can have a huge impact on your child's development. It is in your child's interest to attend school every day to secure themselves the best possible chance of obtaining the grades that they are capable of at GCSE.

We ask parents and carers to:

- Ensure your child attends school every day unless they are seriously ill
- Reporting your child's absence via our Arbor app is our preferred way of you letting us know if your child is unwell. This should be done before 8.40am for every day that your child is absent. For any other attendance queries regarding absences you can email attendance@stewardsacademy.org
- Provide a letter from a medical professional for any period of absence exceeding three school days
- Not book holidays to take place during term time.
- Provide up to date contact details so that we can contact you when your child does not attend school.

As a school we will:

- Promote and reward good attendance.
- Work in partnership with parents and carers.
- Monitor every child's attendance and coordinate support for students who struggle to attend regularly.

Medical Appointments

We ask that you please try to arrange all medical appointments after school or in the school holidays. Where students must have an appointment during school hours, please send your son/daughter into school before and/or after the appointment where possible. A full day of absence is not necessary for a medical appointment. The school requires a copy of the medical appointment card/letter in order to authorise the time away from school.

ATTENDANCE AND PUNCTUALITY

Belong, Thrive and Succeed at Stewards

Leave of Absence Requests

The law states that you do not have the right to take your child out of school during term time. The academy may grant a leave of absence request in exceptional circumstances only.

Punctuality

Your child should be in school by 8.40am every day to ensure they receive their registration mark which will be taken at the start of the first period which begins at 8.45am

If students arrive to school after 8.45am then they must sign in at student services, and then wait to be escorted to their lesson.

If a student does not have a legitimate reason for lateness then a sanction will be applied.

Attendance Statistics

Descriptor	Threshold Attendance	Actual Attendance	Whole Days Absent	Learning Hours Lost
Excellent	100% 99%	190 days 188 days	0 2	0 10
Good	98% 97% 96%	186 days 184 days 182.5 days	4 6 7.5	20 30 37.5
Cause for concern	95% 94% 93% 92% 91%	180.5 days 179 days 177 days 175 days 173 days	9.5 11 13 15 17	47.5 55 65 75 85
Unsatisfactory	90% 89% 88% 87%	171 days 169 days 167 days 165 days	19 21 23 25	95 105 115 125
Serious Cause for Concern	86%	163 days	27	135
Critical	85% 84% 83% 82% 81% 80%	161.5 days 159.5 days 158 days 156 days 154 days 152 days	28.5 30.5 32 34 36 38	142.5 152.5 160 170 180 190

FREE SCHOOL MEALS

Belong, Thrive and Succeed at Stewards

Your child may be eligible for free school meals if you are in receipt of:

- Universal Credit
- Pension Guarantee Credit
- Employment and Support Allowance, income related
- support under part 6 of the Immigration and Asylum Act, 1999

Please note, when changing schools **FREE SCHOOL MEALS DO NOT AUTOMATICALLY TRANSFER**. If you are in receipt of a school place offer please see below and take the relevant action immediately, thank you.

1. My child was receiving Free School Meals at a school within Essex.

Please contact Essex Education Awards on 0345 603 2200 or email educationawards@essex.gov.uk to inform them of the change in school.

2. Families with no recourse to public funds.

The Department for Education has recently changed who is eligible for Free School Meals to include children from households with No Recourse to Public Funds (subject to income thresholds).

Applications for households with NRPF are verified by the Academy instead of the Local Authority. If you feel that you may be eligible, please download an application from our website and submit original evidence of NRPF and proof of income (if relevant) to reception.

3. I wish to make a new application, my child was receiving Free School Meals in another borough, or their last school was overseas.

If any of the above apply, please make a new application online on Essex County Council's Website, www.essex.gov.uk.

CATERING

Belong, Thrive and Succeed at Stewards

Food and drink can be purchased from one of three dining rooms plus our new outside pod.

Breakfast Club is from 8.15am until 8.45am every morning in dining room 1 where students are able to have a nutritious breakfast **free of charge**.

Morning Break is from 10:45 – 11:05

Lunch break

13:05 Key Stage 3 Lunch

13:35 Key Stage 4 Lunch

Students do not pay with cash over the counter, but rather their account is credited via ArborPay. Pupils then 'pay' in the canteen using their academy pass, which is linked to their school lunch credit. Although the preferred method of top up is ArborPay we also have a cash box available outside student services where accounts can be topped up using cash.

Although food will be able to be purchased, children are welcome to bring a **packed lunch** if they prefer, and this is sometimes easier on their **first day**.

Once the allocation is confirmed by the local authority Free School Meal accounts are automatically credited with £2.60 on a daily basis. This can only be spent on the day – no credit is carried forward to the next day. FSM students may top up their accounts if they wish to spend more than £2.60 per day.

Emergency Loans

Please ensure that your child has a packed lunch or has enough money in their cashless catering account to buy lunch. Students who have genuinely lost or forgotten their lunch money can request a £2.50 overdraft. For this amount your child can purchase either a sandwich, roll, plain jacket potato, pasta pot or salad pot – it is not given for students to only purchase cakes and/or drinks. Students must ensure they repay the £2.50 into their catering account on the next working day. Persistent non-payers will not be allowed further overdrafts if money is still owed.

Academy Pass

If pupils forget their academy pass they will be asked to go to the back of the queue. It is therefore important that they remember to bring their pass each day, as not having this will delay the purchasing food at break and lunch. All students will be served but those without their pass will be served last.

Please would parents/carers be aware that lunch overdrafts are for EMERGENCIES ONLY, and are not to be used as a means for your child to buy 'extras' at lunchtime or break time.

CATERING

Belong, Thrive and Succeed at Stewards

Topping up lunch balance via the Arbor App

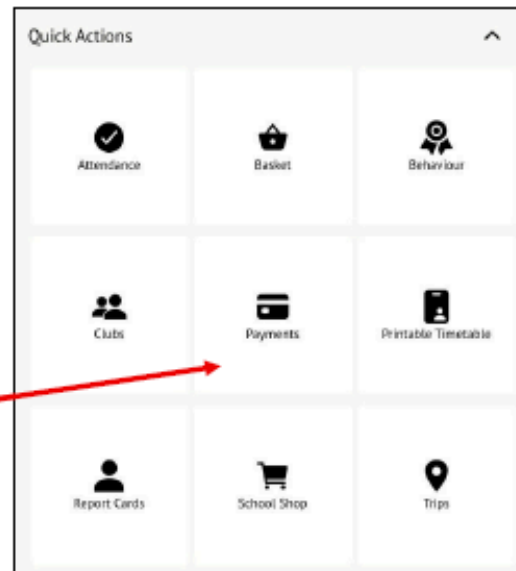
- 1) Log in to the Arbor Parent App and scroll to the bottom of the homepage where you will see **Accounts**.



Accounts

Mia : Meals
Balance: £4.25

Alternatively, you can click on the three lines, and then click **Payments**.



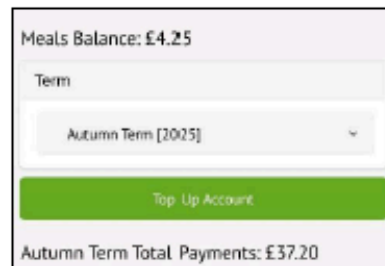
Quick Actions

Attendance Basket Behaviour

Clubs Payments Printable Timetable

Report Cards School Shop Trips

- 2) Click on **Top Up Account**.



Meals Balance: £4.25

Term

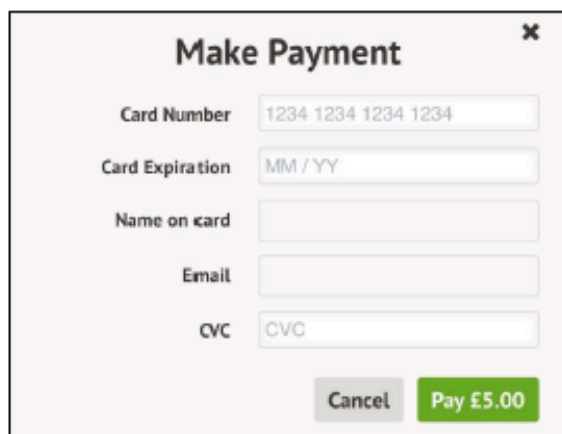
Autumn Term [2025]

Top Up Account

Autumn Term Total Payments: £37.20

- 3) Select the **Bill payer**, enter the amount that you would like to pay, enter 'Dinner money' as the narrative, and then click **Apple/Google pay** or **Pay Now**.

If you select **Pay Now**, you can then enter your card detail to make the payment.



Make Payment

Card Number 1234 1234 1234 1234

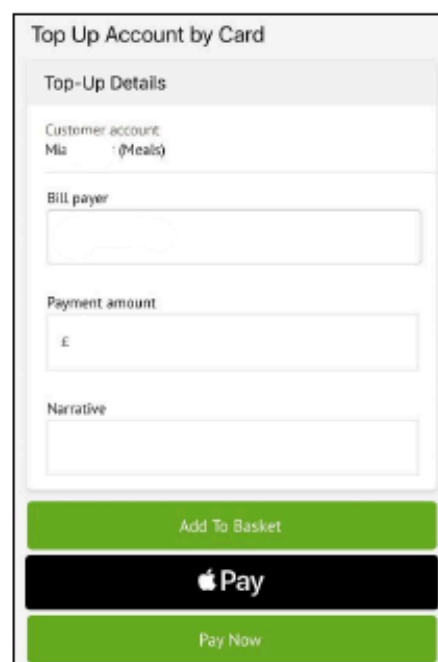
Card Expiration MM / YY

Name on card

Email

CVC CVC

Cancel Pay £5.00



Top Up Account by Card

Top-Up Details

Customer account
Mia : (Meals)

Bill payer

Payment amount
£

Narrative

Add To Basket

Apple Pay

Pay Now

SUPPORTING YOUNG CARERS

Belong, Thrive and Succeed at Stewards

At Stewards Academy, we are aware that some of our pupils may be young carers and as such, we have developed our school community to support these young people called Stewards Young Carers. We recognise that young carers may require additional support to enable them to access the curriculum but also to participate fully in school life. To this end, if you think your child might be a young carer or could be affected by imminent changes to family life, please let us know by contacting Mrs Atkinson on 01279 421951.

'A young carer is someone under 18 who is caring for a family member or friend, often taking on practical and/or emotional caring responsibilities that would normally be expected of an adult. It can impact upon their emotional wellbeing as well as opportunities for social interaction and interfere with school work.'

We are committed to developing this provision for our young carers. It is our intention to build on the established relationships already in place, by ensuring pupils and all staff are aware of the key personnel within school, who can help them overcome any issues or difficulties that may be affecting their progress in school. We have a Bronze Award for our in school support for young carers, from the Children's Society and our aim is to continue onto the Silver Award.

Pupils can find information about current young carers events and contact numbers on the noticeboard, opposite dining room 1. Our plans for the future, (which will be guided by the current government and school guidelines) include, lunch time 1-1 drop in sessions and peer support groups, to decide on how to create memorable experiences for each other.

Stewards has a strong relationship and an effective referral system, with local supporting young carers groups, agencies and the school nurse. We can offer support in school alongside the statutory support offered by Essex County Council and Action for Family Carers, whose role includes close family support.

Please be assured that any information received will be treated sensitively, with no judgement and that no information will be shared without your knowledge.



**We look forward to
welcoming your child to
Stewards Academy**

