



# Stewards Academy

## Newsletter September 2020



### HEADTEACHER'S LETTER

Dear Parent/Carer,

It is with particular pleasure that I write to you in our first newsletter of the academic year, now that all pupils have returned to full-time school.

We are delighted to welcome our pupils back after so many months apart and it is truly wonderful to walk the school and hear the buzz of learning once again.

I would like to reiterate how impressed we have been with the start that the pupils have made. We have asked them to cope with considerable change over a short space of time and they have done so admirably.



This year, our newly elected Student Leadership Team have a particular challenge in how to perform their duties whilst maintaining social distancing with other year group 'bubbles'. Knowing these pupils, I am sure they will find a solution to ensure that Pupil Voice continues to be the considerable strength it has always been at Stewards.

You will see pictured left our newly elected team:  
Head Girl : Holly Keys-Kidd; Head Boy: Robert Gregory;  
Deputy Head Girls: Obehi Aigbehi and Frankie Pite;  
and Deputy Head Boy: Damion Wint. I would like to once again extend my congratulations to them all.

Our newly introduced **COURAGE** values have come into their own during assemblies as we start this academic year, with **Unity** and **Resilience** being the focus of our first two assemblies. The theme for this half-term is 'Life after Lockdown'; assemblies each week will give all import time to reflect and rebuild as we all acclimatise to the 'new normal'.

You will find inside information regarding staffing in the academy for this academic year. We welcome to the Stewards Family: Miss Beckett (MFL), Miss Rus (Computer Science and Business); Mr Springthorpe (English); Miss Buckley (English); Miss Evans (Science), Miss Stylianou (Technology), Mr Jamal (Maths); and Miss McGruddy (Music). We also welcome back Mrs O'Sullivan, Deputy Headteacher, who has returned to us following a secondment with the Prince's Teaching Institute. Finally, we wish all those staff that have moved onto pastures new good luck for the future.

<b>C</b>	<b>Confidence</b>
<b>O</b>	<b>Opportunity</b>
<b>U</b>	<b>Unity</b>
<b>R</b>	<b>Resilience</b>
<b>A</b>	<b>Appreciation</b>
<b>G</b>	<b>Generosity</b>
<b>E</b>	<b>Enjoyment</b>

Despite the potential barriers of the pandemic, we have managed to continue with our plans to improve the academy over the summer break. Nearing completion is our new Hair and Beauty Suite; a new engineering workshop and CAD ICT facility; and new classrooms for English and geography. Also soon to be installed are two outside covered seating areas for the pupils to use at break and lunch. A huge thank you must be given to the site team who have co-ordinated all this work alongside the numerous safety measures that have been put in place.

I would once again like to thank you for all your support and understanding during the last few months. There may of course be more challenge ahead, but I am confident that we can work together as the Stewards Family to find a way forward and ensure that our young people have the very best educational experience possible.

Kind regards,  
**Helen Ginger**



# Prospective Parents



At this current time we will not be opening the academy site for an Open Day/ Open Evening; however, prospectus packs are ready to be sent out as requested.

For Year 6 pupils at our main local feeder schools (in alphabetical order)– Abbotsweld, Jerounds, Katherines, Kingsmoor, Latton Green, Longwood, Milwards, Nazeing, St James, and Water Lane -

Prospectus packs have been delivered directly to the school to be distributed.

If your child attends a different school; you haven't received one; or your child is in Year 5 but you would like to take a look, please contact the academy for one to be posted to you. All information is also on the website [www.stewardsacademy.org](http://www.stewardsacademy.org) in the 'Joining Us' section.

In addition, we will be posting **videos on our YouTube channel** throughout September—**YouTube Stewards Academy** :[https://www.youtube.com/channel/UCzR-UAMNdk0vH21zGEB\\_ew](https://www.youtube.com/channel/UCzR-UAMNdk0vH21zGEB_ew)

## Videos will include:

- Speeches by Mrs Ginger, Headteacher and Mr Scholtes, Senior Deputy Headteacher
- Tour of the academy site by our Head Boy, Head Girl and deputies
- Pupil Voice – Year 7 and members of the School Council
- Department information

We also regularly have updates on Twitter about academy life:

[@StewardsAcademy](#) and [@Stewards\\_Head](#)

And on YourHarlow:

<http://www.yourharlow.com/category/education/stewards-academy>

We are looking into the feasibility of having some short site tours in October for prospective parents that do not know Stewards. If you would be interested in visiting, please email the address below and we will update you as we know more.



The email address for all enquiries relating to joining Stewards in September 2021 please email

[openday2020@stewardsacademy.org](mailto:openday2020@stewardsacademy.org)

or phone on 01279 421951.

Mrs da Vighi, Assistant Headteacher: School Organisation and Enrichment





## Welcome Back

A huge welcome back to all pupils across Years 7 to 11. We have certainly missed you. We are delighted to have our Stewards family back together once again – pupils, parents, and teachers alike. Our corridors have been very empty during lockdown so it is wonderful to see smiling faces and feel that buzz and energy around the school once more.

Can we take this opportunity to congratulate all of our young people on the way that they have conducted themselves since our return. We will all need a lot of patience and resilience to get used to our 'new normal' but we have risen to the challenge this week. Pupils have followed our new rules with maturity and respect for one another and we have been very impressed.

It was a great moment last Friday, to finally be able to greet all of our families and fully reopen our school. Parental support throughout lockdown has been amazing and once again we would like to thank you for so readily adopting the new systems that we have put in place; these will be continually monitored but so far they are working well.

## Important Reminders for Pupils:

- Please arrive to school no earlier than 15 minutes before your allocated start time.  
Year 7- arrival from 8.15am for 8.30am start  
Year 8- arrival from 8.30am for 8.45am start  
Year 11- arrival from 8.45am for 9am start  
Year 9- arrival from 9am for 9.15am start  
Year 10- arrival from 9.15am for 9.30am start
- You will be expected to bring hand sanitiser with you every day.
- Make sure that you have hand sanitised or washed your hands on arrival and continue to hand sanitise at the beginning, end of every lesson and when using the canteen.
- Familiarise yourself regularly with the one way system and walk to the left at all times.
- Avoid physical contact with others where possible even within your bubbles.
- Socially distance from other pupils and staff whenever it is possible to do so.
- Maintain high standards of personal hygiene when using our toilet facilities.
- Keep your personal belongings with you at all times and remember to take them home with you every evening.
- At the end of each day, go straight home and avoid socialising in large groups.

Thank you for your continued support with these expectations. We are delighted to be back in our classrooms doing what we love. Despite the situation across the globe, we are aiming to make the academic year 2020/2021 a great one for the young people in our care and we very much look forward to regularly celebrating pupil success with you via the newsletter.

Mrs Bartlett, Assistant Headteacher: KS3 & Miss Francis, Assistant Headteacher: KS4

## Key Dates

### September 2020

Friday 25th September European Day of Languages

### October 2020– Black History Month

Friday 2<sup>nd</sup> October INSET Day - School closed to pupils

Monday 19th October VANCOLS school photographs– Year 7, 9, 11 TBC

**Monday 26<sup>th</sup> - Friday 30<sup>th</sup> Half Term**



# Year 11 Positions of Responsibility



During Partial Closure we decided it was important to ensure we had pupils across Years 8-11 in positions of responsibility for the academic year 2020-2021. In Year 10, all pupils wishing to apply had to complete a written application form to indicate their interest. Those applying for the position of Head Boy and Head Girl then had a group interview before the final candidates were selected. Those selected had to complete a written speech and then a vote was held. I look forward to working with you all this term.

Name	Surname	Position
Robert	Gregory	Head Boy
Holly	Keys-Kidd	Head Girl
Damion	Wint	Deputy Head Boy
Obehi	Aigbehi	Deputy Head Girl
Frankie	Pite	Deputy Head Girl
Alfie	Wilson	Senior Peer Mentor
Danny	Raymond	Head of School Council
George	Berry	Head of School Council
Hardson	Palmer	Head of EMPV
Jake	Ward	Head of Charity team
Vladimirs	Kukins	Senior Peer Mentor and Subject Ambassador for History
Blessing	Zimani	Head of EMPV
Ela	Kaya	Head of Charity team
Fay	Mills	Senior Peer Mentor
Holly	Nelmes-Faint	Senior Peer Mentor
Jade	Edwards-Lowe	Head of House and Subject Ambassador for History
Jessica	Purser	Head of House and Subject Ambassador for PE
Katie	Swallow	Head of Charity team and Subject Ambassador for Spanish
Kemarah	Denty	Head of EMPV
Mia	Todd	Head of LGBTQ+ group and Subject Ambassador for Spanish
Mollie	Parry	Head of House and Subject Ambassador for History
Phoebe	White	Head of House
Bryony	Witt-Davies	Head of LGBTQ+ group and Subject Ambassador for Sociology
Adela	Mikolayova	Subject Ambassador for Drama
Amber	Coericius	Prefect
Daisy	Dove	Subject Ambassador
Eesha	Sharma	Subject Ambassador for Sociology
Erika	Lomo	Prefect and Library Ambassador
Eva	Hart	Subject Ambassador for Drama
Josie	Holloway	Library Ambassador
Meadow	Nash	Subject Ambassador for Art
Megan	Philpott	Subject Ambassador for PE
Niamh	Hanrahan	Prefect
Sidnee	Knevett	Prefect
Daniel	Monk	Subject Ambassador for PE
Ethan	May	Prefect
Hassan	Miah	Subject Ambassador for Science
Ted	Donkin	Prefect
Daniels	Saulevics	Prefect and Subject Ambassador for D+T





Applications for Year 8-10 School Council had to take on a different format than usual in July. Those that have completed successful applications are:

Year 8	
Bailey	Dackombe
Tiffany	Fox
Tiia	Konstantinou
James	Addo-Sunu
Olivia	Chochorowska
Abbey	Keys-Kidd
Elissa	Zakaria
Erin	Springthorpe
Sophie	Philpott
Trinity	Clarke
Mati	Czarnecki
Chloe	Steele
Elliott	Webb
Harold	Palmer
Jay-Jay	Bush
Kira	Henson
Mariia	Novikova

Year 9	
Elisabeth	Adigun
Edward	Austin
Emily	Braham
Madison	Lintonbon-Baker
Charlotte	Roberts
Leslie	Appiah
Mary	Gigerciuc
Emmanuela	Ankomah
Connor	Vinten-Mccullagh
Holly	Battelley
Finlay	Thurston-McGowan
Millie	Ward
Erin	Baldry
Ella	Braby
Alex	Hundley
Devalan	Nair
Chidera	Okeke
Gabriel	Keita

Year 10	
Emmanuel	Addo-Sunu
Lily	Dean
Ben	Noruwa
Jessica	Carey
Leah	Darrington
Elsie	Pudney
Poppy	Tant
Wahid	Yaseen
Jack	Navin
Erin	O'Connor
Erin	Pratt
Rafferty	Groat
Steph	Nketia
Wafikat	Salami

As well as forming the School Council for this year, these students will also be the tutor group representatives for our newly established House System.

For Year 7 we will be holding Year Council meetings and tutors will be nominating House representatives.

The Year 11 team have had their first training session and discussed ideas about how we can run our pupil voice sessions whilst we keep each year group 'bubble' separate. More information to follow about forthcoming meetings and how these will operate.

## Jeans for Genes Day

The first of our Charity Team organised events this year will be **Jeans for Genes Day on Friday 18th September 2020.**

1 in 25 children has a genetic disorder that makes their life very difficult. That's like one in every class. By wearing our jeans and donating, we will change the lives of these children.

All children and staff are invited to wear their jeans with their top half of the uniform (shirt, blazer and tie) on Friday 18th September. We'd like everyone to take part so please encourage your child to come into school on the day wearing their jeans (with appropriate, alternative footwear if they choose; trainers for example) and with a 50p donation.

Jeans for Genes Day have a series of powerful 5 minute films to explain how your child's donation will make a difference. Each film provides a compelling and personal insight, introducing some amazing children living with genetic disorders, sharing first-hand what life is like with their condition.

If you'd like to find out more about how our support will help, please visit their website at [jeansforgenes.org](http://jeansforgenes.org)

**Mrs da Vighi, Assistant Headteacher: School Organisation and Enrichment**





# Class Charts




ClassCharts is an online system which teachers use to track achievement and behaviour throughout the school day. We believe in working closely with parents and one of the key benefits of using ClassCharts is that we can securely share your child's achievement and behaviour with you and so keep you up to date in real-time.

If your child is in Year 7, you will have received a letter containing information on how to log on to ClassCharts through a mobile device or desktop as well as a parent/carer code for you. Pupils in other years will have received their ClassCharts code from their tutor.

If you have any issues or questions regarding ClassCharts please feel free to contact the school through our ClassCharts Co-ordinator – Mrs T Root via email - [classcharts@stewardsacademy.org](mailto:classcharts@stewardsacademy.org).

## ParentMail

 **ParentMail** Our main method of communicating with parents is ParentMail. If you are not already connected it is vitally important that you provide us with an up to date email address or mobile phone number in order for us to get you connected, so that you do not miss out on any important letters or messages.

## ParentPay



For those parents/carers who have not yet registered to use our secure on-line payment provider ParentPay, please contact our Finance Department for more information.

This payment system enables you to securely top up your child's dinner money account and pay for school trips etc, via bank transfer so saving the time and inconvenience of having to write cheques or locate exact money. Processing payments this way also saves your child from having to spend time queuing to make payments during their break and lunchtime, when they would rather spend time with their friends.

**Mrs Avis, School Business Manager**

## Lunch Overdrafts

Please ensure your child comes to school with either a packed lunch or has enough money in their cashless catering account to buy lunch. Pupils who have genuinely lost or forgotten their lunch money can come to the Academy's Student Services Reception (next to the Attendance Office) to ask for an overdraft on their account. Pupils must repay the overdraft into their account the next working day. Persistent non-payers will not be allowed further overdrafts if money is still owed. Overdrafts are for emergencies only and are not to be used as a means for your child to buy 'extras' at break or lunchtime.

**Mrs Avis, School Business Manager**

## Lost Property



As winter approaches and winter coats come out, please remember to label all items that your child brings into school. If your child does mislay any property this will be held by the Pastoral Support Mentors in the main office, where it can be collected by pupils at break or lunch.

**Student Support Services**

## Pupil Absence and Lateness

The numbers to report pupil absence or lateness are:

**01279 772511 OR 01279 421951 (Press Option 1 - Pupil Absence)**

Please give your child's name, tutor group and reason for their absence / lateness. Please also follow up any absence with a note on the **first day back** explaining why your child has been absent from school.

**Attendance Team**



# Relationships and Sex Education Programme



Our programme for 2020/2021 is based on preparing our pupils to make informed choices that keep them safe and healthy.

	Topics
<b>Key Stage 3</b>	Science: Puberty, and Pregnancy and Birth
	PSHCE: Healthy Relationships: Family; Friends; Personal Space
	Science: Changing Bodies
	PSHCE: Healthy Relationships: Sexual Health; Sexuality; FGM
<b>Key Stage 4</b>	Science: Genetics and Cloning
	PSHCE: Healthy Relationships: Consent; Contraception; STI; Sexual Health: Sex-ting; Revenge Pornography
	Science: Early Pregnancy; STIs; HIV and AIDs; Contraception; Genetics and IVF
	PSHCE: Healthy Relationships: Personal Risks; Consent; Controlling Relationships; Ending Relationships; Teenage Pregnancy
	Assembly: Local Health Provision

If you have any questions please feel free to contact me via email: [emohamed@stewardsacademy.org](mailto:emohamed@stewardsacademy.org)

**Ms Mohamed, Subject Leader for Ethics and Values**

## Safeguarding

### Safeguarding Leads



**Mr Ford:**  
V Office



**Mrs Ramsey:**  
Room 1 and  
Block 1 Office



If you have any worries about your safety or wellbeing, speak to a member of the Safeguarding team, or to any adult in school.

### Safeguarding Officers



**Mrs Atkinson:**  
The Bridge



**Ms Morley**



**Mrs Coulson**



**Mrs Ali**



**Mrs Coates**

PSM Office

EXCELLENCE WITH INTEGRITY; SUCCESS WITH SOUL





# Leadership Structure 2020-2021



PA to HT and HR DAS: Staff Wellbeing and Recruitment Support		Headteacher HG Strategic Leadership (Vision), External liaison and Academy Development/ Recruitment of Teaching Staff/ School Improvement/ School Planning and SEF – <b>CULTURE and COURAGE - Assembly</b>		Business Manager AA: Finance, Premises, H&S, HR, Associate Staff									
Deputy Leadership Team													
DHT SP Standards and Pastoral Care Stewards Learner Behaviour and Attitudes  Behaviour for Learning Systems Pastoral Level 1 Overview House System Afternoon Prep Attendance/Punctuality Admissions/Mid-Term Appeals  Community Briefing		DHT SPG Teaching and Learning Teaching First Quality of the Curriculum  Performance Development/CPD The Four-part Lesson Procedures/Routines Learning Walks Middle Leaders/HETHE Schemes of Learning  Community Briefing		Senior DHT MS School Organisation and Enrichment Every Child and People Matter Personal Development  Curriculum and Timetable/Duty Rota Parental Engagement and Satisfaction Interdependence Inclusion and Alternative Provision Phoenix Curriculum Staff Wellbeing  Assembly		DHT COS GDPR and Compliance Shaping the Future Leadership and Management  School Policies and Website Vocational Learning/ Gatsby Benchmarks Ofsted Preparation H&S and Risk Assessments Monitoring and Evaluation Homework  Year Attached: 9							
Assistant Leadership Team													
AHT JB (Sec) Pastoral Care KS3  STANDARDS Y7-9 Tutors Y7-9 Recognition Support Primary Liaison Academic Prep KS3 Morning Prep KS3 Equipment  Community Briefing/Assembly		AHT JF Pastoral Care KS3 Support/KS4  STANDARDS Y10-11 Tutors Y10-11 Recognition Questioning (DUSTED) Academic Prep KS4 Morning Prep KS4 Uniform  Community Briefing/Assembly		AHT HS Teaching and Learning  Reading (DARTS) Knowledge (KOs) Presentation Work Sampling HAPs Programme Coaching Programme  Year Attached: 8		AHT MH Assessment and Examinations  Study Skills SISRA/ClassCharts Subject Standards Assessment Ladders Int. Dimension Coaching  Year Attached: 11		AHT DD Organisation and Enrichment  Phoenix Challenge Calendar/Cover School Events/Trips Marketing V. Group Standards Student Voice  Year Attached: 9		AHT DR Safeguarding Character  Professional Decorum Assembly Programme EMPV/LGBT Writing (DIPs) Student Voice  Assembly  Year Attached: 10		SLP-AL New Teaching Staff/Induction  Career Programme ITT/New staff Stewards Way Display/Branding Learning Journey Coaching  Year Attached: 7	
Lead Practitioner Team													
				LP(Sec) Inclusion-GH The Bridge and The Integration Suite		SENCO: JG							





# Teaching Staff



	Staff Code	NAME	POSITION
1	HG	Mrs Ginger	Headteacher
2	SA	Ms Amin	Religious Studies
3	LA	Mrs Annetts	EAL Teacher (p/t) (60%) (Wed / Thu / Fri)
4	JB	Mrs Bartlett	Assistant Headteacher Pastoral KS3 / Subject Leader for Dance / PE
5	EKB	Miss Beckett	MFL
6	MB	Miss Blackett	English
7	JMB	Mr Butler	Head of Technology
8	TEC	Ms Chandler	Maths
9	ALC	Mr Coates	Science
10	JC	Mr Compton	English
11	DD	Mrs da Vighi	Assistant Headteacher: School Organisation and Enrichment
12	JD	Mr Daniels	Science
13	ADB	Ms Danler-Baumgartner	MFL
14	FD	Miss Dickinson	KS3 Geography Co-ordinator
15	SD	Mr Dougherty	KS3 History Co-ordinator
16	VE	Mrs Edwards	Technology
17	SE	Miss Ellis	Subject Leader Science
18	AF	Mr Farrow	Science
19	JF	Miss Francis	Assistant Headteacher Pastoral KS4 [T] / Media Studies (p/t) (80%) (Mon / Tue / Wed / Thu)
20	EKG	Mrs Gannon	Maths
21	MLG	Mrs Garay	Foreign Language Assistant and Learning Support Assistant
22	MG	Miss Garvin	Subject Leader, Maths [Mat Cover]
23	SJG	Mr Ginger	English / English Co-ordinator KS4 [Mat Cover]
24	SPG	Mrs Goddard	Deputy Headteacher : Teaching and Learning / PE / English (p/t) (80%) (Mon / Tue / Wed / Thu)
25	JG	Mr Greenaway	SENCO / English
26	EG	Miss Griffin	Geography / International Dimensions Co-ordinator
27	MH	Mr Harman	Assistant Headteacher: Assessment & Examinations / Construction / Business Studies
28	CH	Mr Hawk	History / RE / Humanities Diploma
29	KH	Miss Hemady	Teacher responsible for Literacy and Presentation, Science
30	PH	Mr Hickman	Subject Leader for Geography
31	GH	Mr Hughes	Lead Practitioner - Inclusion [T]/ PE / Maths
32	JK	Mr King	Head of Humanities / Subject Leader for History
33	AL	Mr Laing	Senior Lead Practitioner - Technology / New Teaching Staff / Induction
34	HL	Miss Lindo	Drama
35	SPL	Mr Locke	Head of ICT Faculty [Business Studies / Computer Science / Media]
36	TL	Mrs Long	Food Technology
37	LM	Miss McDevitt	Subject Leader for Maths
38	GM	Miss McGarry	PE / Food Technology
39	UM	Mrs Manivchuk	Science
40	HM	Miss Martin	Head of Art and Photography / Teacher responsible for HAPS KS4 [T]
41	ZSM	Mrs Mason	Maths [S] [T]



	Staff Code	NAME	POSITION
42	EM	Ms Mohamed	Subject Leader for Ethics & Values/SEP AND Vocational Co-ordinator / Science
43	RN	Mr Nolan	Science
44	ROG	Mrs O'Grady	Subject Leader English
45	COS	Mrs O'Sullivan	Deputy Headteacher: GDPR and Compliance / English
46	EO	Mr Oranye	Lead Teacher for High Attainers, Maths
47	RMP	Mr Perrin	Assistant Headteacher : SEND, Pupil Premium, IT Network
48	JP	Mr Phipps	Maths
49	RP	Mr Plested	Achievement and Interventions Coordinator Science (KS4) (p/t) (Wk 1 Mon -
50	SP	Mr Preece	Deputy Headteacher : Pastoral Care / PE / History /
51	LCR	Ms Rafferty	Subject Leader MFL / Teacher responsible for HAPS KS3
52	DR	Mrs Ramsey	Assistant Headteacher : Safeguarding / Culture and Character / English
53	SMR	Ms Reeves	Subject Leader Music
54	MR	Mr Rew	Teacher for Enrichment and Engagement in Science
55	SR	Ms Rogers	Maths
56	BR	Ms Rus	Computer Science [s]
57	PS	Mr Sadler	English/ English Co-ordinator KS3 [Mat Cover]
58	JS	Mr Sanders	Subject Leader PE
59	MS	Mr Scholtes	Senior Deputy Headteacher : School Organisation and Enrichment / Art & Photography
60	CS	Mrs Sergejev	Food Technology (p/t 60%) (Wk 1 Tues, Thu, Fri Wk 2 Tues, Wed, Fri]
61	JAS	Miss Sherwin	KS3 Co-ordinator for MFL
62	HS	Mrs Sherwood	Assistant Headteacher: Teaching and Learning / History / Sociology
63	GGs	Miss Smith	MFL
64	JDS	Miss Spowart	Art
65	SPS	Mr Springthorpe	English
66	GES	Mr Strachan	English
67	TT	Mrs Tant	Maths (80%) (Mon - Fri)
68	KT	Miss Thurley	Head of Performing Arts
69	PBT	Miss Tovey	KS3 English Co-ordinator
70	RT	Mr Trearmer	Head of RE / ICT
71	CV	Miss Venables	PE / KS3 PE
72	KW	Mrs Wichowski	EAL
73	NW	Miss Wilson	English
74	EW	Mrs Woolley	Assistant Subject Leader KS3 Maths & Maths Mastery
75	JY	Mr Young	PE

## Trainees

76	JGB	Miss Buckley	English - Schools Direct
77	SLE	Miss Evans	Science - Schools Direct
78	MFJ	Mr Jamal	Maths - Teach First
79	DMC	Miss McGruddy	Music - Teach First
80	KS	Miss Stylianou	Technology - Schools Direct

## Maternity Leave

81	ELH	Mrs Houghton	KS 4 Co-ordinator English
----	-----	--------------	---------------------------