



STUDENT *2025/2026* HANDBOOK



MEPA ACADEMY
www.mepacademy.com



OUR VALUES



Our values at MEPA Academy are **DREAM, BELIEVE, ACHIEVE**.

Our MEPA Mantra then creates our values underpinning elements. To embody our values, our students have mindfulness and respect, they are enthusiastic and creative, they make progress, raise attainment and they aim high.

Awareness
of others

Showing care
and compassion

Understanding how our
actions impact others

Be optimistic

Congratulating
others



Considering
people's emotions

Being happy

Welcoming students
and teachers

Be yourself

Spreading joy
around the school

Putting yourself
forward

Having your
own ideas

Thinking outside
the box

Be optimistic

Always try
our best



Motivated and
interested in
learning

Open to new
ideas

Sharing ideas

Asking questions

Prepared to learn

Being artistic

Improving in a subject

Learning at home to improve

Focusing in lessons

Attending school everyday



To do the best of your ability

Seeing an improvement

Ask our teachers for help

Recalling new knowledge

Learning a new skill

Being artistic

Setting yourself goals

Going above and beyond

Being independent with tasks

Wanting to see an improvement



Being confident

Pushing yourself

Practising new things even if you may find it a bit hard

Challenging yourself

Being positive about all your subjects



MEET OUR SENIOR TEAM



MANDY ELLEN

PRINCIPAL

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EMMA FINCH

VICE PRINCIPAL

efinch@mepatraining.com



LEWIS MUIR

HEAD OF ACADEMY

lmuir@mepatraining.com

Please initially direct all communication to reception via email or phone call. If you have any queries relating to finance or fees, please direct these firstly to accounts@mepatraining.com

FACULTY



EXAMS OFFICE

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ATTENDANCE OFFICE

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British Values

Liberty
Freedom of speech for all

Democracy
The right to have a voice/opinion

Tolerance
Showing respect for other faiths and cultures

Mutual Respect
Treating others how you would like to be treated

Rule of Law
Understanding rules and why they are important

BUILDING ONE

Earl House, 29 Earl Street
Maidstone, Kent
ME14 1PF



GROUND FLOOR:

RECEPTION



FIRST FLOOR:

BUSINESS SUITE

CLASSROOM 1

CLASSROOM 2

STAFF TOILET BLOCK

SECOND FLOOR:

STUDIO 4 (DANCE STUDIO)

WAITING AREA

FEMALE TOILET BLOCK



THIRD FLOOR:

IT SUITE

STUDIO 3 (ACTING STUDIO)

MALE TOILET BLOCK

The IT suite has a number of computers available for students to work on for independent study and Research and Reflection

BUILDING TWO

27 Earl Street
Maidstone, Kent
ME14 1PF



THIRD FLOOR:

STUDIO ONE (DANCE STUDIO)
STAFF TOILET BLOCK
STUDENT TOILET BLOCK
MEDICAL ROOM
WAITING ROOM

SECOND FLOOR:

STUDIO TWO (MUSIC ROOM)

BUILDING THREE

(STUDIO 6) Unit B, Rocky Hill
London Road
Maidstone, Kent
ME16 8HS



GROUND FLOOR:

BAR / LUNCH AREA
TOILETS
STUDIO SIX
BACKSTAGE AREA
DRESSING ROOMS
- INCLUDING TOILETS AND
SHOWERS
STORE CUPBOARD WITH ACRO
EQUIPMENT

FIRST FLOOR:

VIEWING PLATFORM
SOUND AND LIGHTING DESK
BOARDROOM

FIRE EVACUATION PLAN - EARL STREET

SOUND OF THE ALARM

The sound of the alarm is a continuous ringing sound and there will also be a flashing red light in the studios / classroom incase the music is too loud.

RAISING THE ALARM

In the event of a fire:

- If the fire is discovered by a member of staff the alarm will be raised by activation of the nearest call point found on every floor.
- If a student / visitor notifies a staff member of a fire, the staff member will raise the alarm by activation of the nearest call point.
- If a fire is detected by the automatic detectors, this will trigger the fire alarm.

ESCAPE ROUTES

27 Earl Street

Down the main stairs to the front door, clear signage is located on each floor

Earl House, 29 Earl Street

Down the main stairs to the front door, clear signage is located on each floor

FIRE ASSEMBLY POINT

OUTSIDE THE FRONT OF THE HAZLITT THEATRE

FIGHTING FIRES - EXTINGUISHER USE

Fire extinguishers will only be used where:

Staff have received training and feel confident in their use Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire

FIRE EVACUATION PLAN - STUDIO 6

SOUND OF THE ALARM

The sound of the alarm is a continuous ringing sound and there will also be a flashing red light in the studios / classroom incase the music is too loud.

RAISING THE ALARM

In the event of a fire:

- If the fire is discovered by a member of staff the alarm will be raised by activation of the nearest call point found on every floor.
- If a student / visitor notifies a staff member of a fire, the staff member will raise the alarm by activation of the nearest call point.
- If a fire is detected by the automatic detectors, this will trigger the fire alarm.

ESCAPE ROUTES

Through the bar and out through the front door

Through the Fire Exit located at the back of the performance studio

FIRE ASSEMBLY POINT

PREMIER INN CAR PARK

FIGHTING FIRES - EXTINGUISHER USE

Fire extinguishers will only be used where:

Staff have received training and feel confident in their use Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire

GENERAL INFORMATION



Lockers

Lockers are available, these will be arranged with students on their first day.

IT Suite

All students may have access to the IT suite located on the top floor of Earl House, Earl Street.

Procedure for working in the studio

The following constitutes a code of practice for working in the studio in an efficient, productive, and safe manner:

- Students must arrive on time to each class in order to warm-up and be physically and mentally prepared for the start of the day. This is particularly important in order to avoid injury.
- Clean and correct dancewear must be worn in all dance classes.
- Students should bring water and a clean towel to all physical classes.
- Jewellery is not allowed in class. It is best left at home.
- **Outdoor shoes are not allowed in any of the studios.**

Lost Property

The Academy is not responsible for jewellery, dance wear, wallets, mobiles phones, iPods etc. left in the any of its buildings. All personal belongings should be clearly marked with student's name or contact details. The Academy recommends that students should avoid bringing valuables into the premises wherever possible.

No Phone Policy

MEPA Academy operates a no phone policy of which students are expected to sign their phones in during form time and then will sign them back out at the end of the day.

Class Uniform

Correct uniform must be worn to every class along with correct footwear and hair. If a student does not attend with correct uniform, hair and shoes they will be asked to leave the class and not allowed back in for the rest of the lesson.

No jewellery is allowed at the Academy: this includes belly-bars, earrings and necklaces. If a student is caught wearing any jewellery it will be confiscated by the teacher and not returned until the end of the day. Additionally, false nails are not permitted to be worn either. Students are to always look presentable, therefore see-through leggings and holes in tights are not tolerated. For all uniform infringements, conduct points will be issued.

MEPA Branded Day Wear

MEPA branded day wear is provided for you to wear to and from Academy and in-between classes. All items are to be the MEPA branded items including leggings, joggers and shorts. Female students are to have their hair in slick pony tails and male are to look presentable.

Communication

Communication will be through email and also ClassDojo.

One Drive

Students will be set up with a One Drive folder and MEPA Academy email address this is where your course work must be saved.

Sickness

An email to Academy is expected every morning a student is off sick to let us know their progress. After sickness of more than 3 days a doctor's note must be produced.

Medical evidence is required for an appointments that are attended otherwise it is recorded as unauthorised.

If a student has a sickness bug, they are recommended to stay off Academy for 24 hours.

Attendance and Punctuality

At MEPA Academy we feel it is essential for all students to achieve an excellent attendance record. Regular attendance including punctuality helps the students become reliable and organised – two qualities valued by employers and essential for the performing arts industry. Student Academy attendance must be consistent during term times. Doctors, dentist, hospital, and specialist appointments should be made out of college hours or in half terms. If you are unable to make your appointments out of Academy hours, then you must get a signed and dated attendance slip from the department the student has an appointment with. Please see Attendance and Punctuality Policy for more information.



MEPA ACADEMY UNIFORM LIST

When travelling to and from the Academy students are expected to wear the MEPA ACADEMY UNIFORM.

The list above details the items available. Students are required to have a top (sweatshirt, polo or round neck), MEPA joggers or leggings, PE Top and PE Short/Skort. Girls are required to have the MEPA Leotards and Boys are required to have a White Ballet Leotard. **For day wear, no items other than shoes are to be worn that are not MEPA branded.**

| ITEM | SIZES |
|------------------------------|--|
| CLASSIC SWEAT BLACK | CHILD SIZES Age 5/6, 7/8, 9/11, 12/14 ADULT SIZES Size S, M, L, XL |
| POLO T-SHIRT | CHILD SIZES Age 5/6, 7/8, 9/11, 12/14 ADULT SIZES Size S, M, L, XL |
| ROUND NECK T-SHIRT | CHILD SIZES Age 5/6, 7/8, 9/11, 12/14 ADULT SIZES Size S, M, L, XL |
| MEPA BLACK LEGGINGS | CHILD SIZES Age 5/6, 7/8, 9/11, 12/14 ADULT SIZES Size S, M, L, XL |
| MEPA BLACK JOGGERS | CHILD SIZES Age 5/6, 7/8, 9/11, 12/14 ADULT SIZES Size S, M, L, XL |
| MEPA JAZZ AND TAP LEOTARD | CHILD SIZES Age 8/10/12 ADULT SIZES Size 6/8/10/12/14 |
| MEPA BLACK CLASSICAL LEOTARD | SIZES 1, 2, 3A, 3, 4 |
| MEPA Cycling Shorts | XS, S, M, L, XL, 2XL (Adult Sizes) 5-6, 7-8, 9-10, 11-13 (Kids Sizes) |
| MEPA Mens Shorts | XS, S, M, L, XL, 2XL (Adult Sizes) 5-6, 7-8, 9-10, 11-13 (Kids Sizes) |
| MEPA DOUBLE LAYER SHORTS | XS, S, M, L, XL, 2XL (Adult Sizes) |

MEPA ACADEMY CLASS UNIFORM LIST

- All students are required to look smart and presentable at all times.
- No jewellery to be worn during school hours
- All uniform must be clean with no holes
- No outdoor shoes to be worn in the studios
- Hair must be off the face
- No long nails

| CLASS | FEMALE STUDENTS UNIFORM / SHOES | MALE STUDENTS UNIFORM / SHOES |
|--|--|--|
| Ballet | <p>CLOTHING Black MEPA Classical Leotard Pink Ballet Tights</p> <p>SHOES Pink Canvas Split Sole Ballet Shoes (with elastics not ribbons) Pointe Shoes (If students have had training in pointe work)</p> | <p>CLOTHING Black Dance fitted Cycle Shorts or Leggings White Leotard Plain Black Socks</p> <p>SHOES Black Split Sole Ballet Shoes with elastics</p> |
| Tap | <p>CLOTHING Red and Black MEPA Leotard Black Dance Tights</p> <p>SHOES BLOCH BLACK TAP SHOES</p> | <p>CLOTHING Black MEPA T-shirt Black Baggy Shorts Plain Black Socks</p> <p>SHOES BLOCH BLACK TAP SHOES</p> |
| Jazz | <p>CLOTHING Red and Black MEPA Leotard Black Dance Tights</p> <p>SHOES Tan Jazz Shoes / Foot Thongs / Turning Shoes</p> | <p>CLOTHING Black vest top or MEPA t-shirt Black Baggy Shorts Plain Black Socks</p> <p>SHOES Bare feet / Split Sole Jazz shoes</p> |
| Acting / Singing | MEPA Branded Day Wear | MEPA Branded Day Wear |
| Musical Theatre/Production Workshops | MEPA Branded Day Wear | MEPA Branded Day Wear |
| Contemporary | <p>CLOTHING Black MEPA Leotard Black Dance Tights</p> <p>SHOES Tan Jazz Shoes / Foot Thongs / Turning Shoes / contemporary Socks</p> | <p>CLOTHING Black MEPA T-shirt Black Baggy Shorts</p> <p>SHOES Bare feet / Split Sole Jazz shoes / contemporary Socks</p> |
| Commercial | MEPA Branded Day Wear Own Trainers | MEPA Branded Day Wear Own Trainers |
| Academic Classes | MEPA Branded Day Wear | MEPA Branded Day Wear |

HAIR EXPECTATIONS WHILST TRAINING

BALLET

Hair is expected to be in a neat slick bun with middle parting. Products will have to be used to achieve this look. Please avoid over sized donuts. I have attached a youtube video if anyone needs to see how to achieve this look: https://youtu.be/zmk05n_Qe50

What you will need:

- 1) Gel / Hair Spray
- 2) Hair Bands (same colour as your hair)
- 3) Big Hair Grips & Hair Pins (same colour as your hair)
- 4) A small donut (only if you don't have a lot hair and must be same colour as your hair)
- 5) Hair net (same colour as your hair)

JAZZ, TAP AND CONTEMPORARY

Hair is expected to be in a slick ponytail.

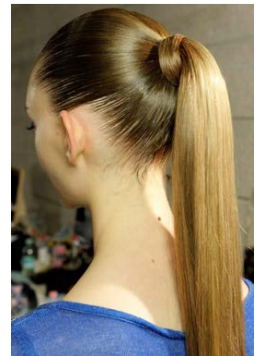
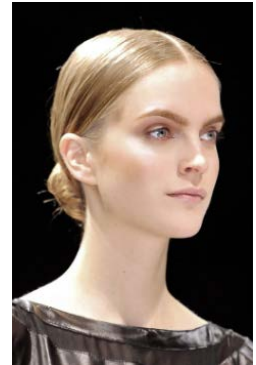
- 1) Products will be needed to achieve this look.
- 2) Hair needs to be tight so it doesn't fall out in class and stays looking presentable for the whole class.
- 3) Please use hair bands the same colour as your hair.

OTHER CLASSES

For all other classes hair is expected to be neat, tidy and off of your face. No messy top knots or up do's.

HAIR KIT BAG

We recommend carrying a small 'Hair Kit Bag' with you in your college bag. To include the follow:
Gel / Hair Spray
Hair Bands (same colour as your hair) Hair Grips / Hair Pins (Same colour as your hair) Small Hair Donut (Same colour as your hair) Hair Net (Same colour as your hair)



MAKE-UP EXPECTATIONS

Students are encouraged to look presentable at all times, light make-up is permitted throughout the day if students would like to. Below is a guide to the basic day to day make up

DAY WEAR

- 1) A Natural Foundation / Base (of their choice)
- 2) Eye liner
- 3) Mascara
- 4) Natural lip gloss / colour

False Lashes and Red Lipstick is not permitted. Conduct points will be issued for these infringements.

PERFORMANCES AND EVENTS

For every performance 'Full Stage Make 'is required. Teachers are on hand to give you advice and guidance on how to do your make up. Every performance requires a slightly different look, students will always be informed of what look is required prior to the performance. Below are some examples which will be helpful.

Smokey Eye Look

STEP ONE
With a brush or sponge applicator apply your base eye shadow colour on the lid and above the socket crease. Blend out slightly towards the eyebrow.

STEP TWO
Using your mid colour eye shadow apply along the base of the lid above the lash and into the eye socket crease looping around at the outer corner.

STEP THREE
Now take your darkest shadow colour and apply with an angled brush along the very edge of the lash and across the outer corner of the eye.

STEP FOUR
Using a soft brush blend out the three eye shadow colours until the edges of each application are no longer defined.

STEP FIVE
Now apply eyeliner to your bottom and top lash line. Finish with a few coats of mascara for a perfect smokey eye look.

MASCARA APPLICATION

STEP ONE
Curl your eyelashes. Heated eyelash curlers work well.

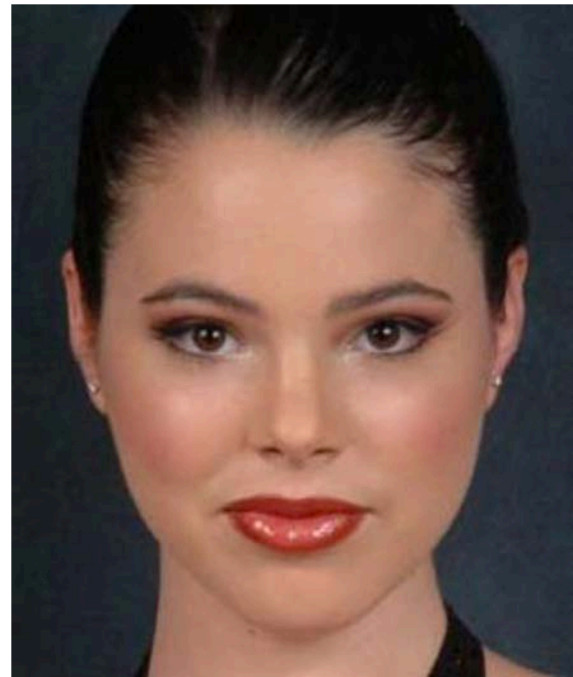
STEP TWO
Pull the lashes inwards at least three times.

STEP THREE
Next fan the lashes back out at least three times.

STEP FOUR
Paint each lash by pushing the end of the mascara wand up.

STEP FIVE
Wiggle the mascara wand across the bottom lashes.

AND YOU'RE DONE!



FUSING EDUCATION WITH THE ARTS



STUDENT ATTENDANCE



MEPA Academy is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them. The Principal and staff, in partnership with parents, have a duty to promote full attendance at MEPA Academy.

Parents have a legal duty to ensure that their child(ren) attend school/college regularly and arrive on time. Regular attendance is essential to the all-round development of the child, and they should be allowed to take full advantage of educational opportunities available to them. Poor attendance undermines their education and sometimes, puts pupils at risk, encouraging anti-social behaviour. It is the parents' responsibility to contact MEPA Academy every day that their child is absent.

Reporting an absence

The following lines of communication can be used to report absence: Telephone: 01622 756644 to report absence. This option is available at any time, day or night. A message should be left stating the pupil's name, year group, name of caller and reason for absence alternatively an email can be sent to reception@mepatraining.com This is a safeguarding requirement so that all parties know that your child is safe. We require a call daily to confirm your child's absence and to ensure their safety.

Medical Absences/Certificates

If a student is away for 5 or more consecutive days, a medical certificate must be provided to reception, upon their return. Students who have been absent from school/college for a long period due to illness or an injury, must arrange to meet the Principal and/or SMT upon their return and prior to restarting a full timetable. In this meeting, the school/college will assess the student and may also suggest they see the Physiotherapist or Welfare Officer to inform them whether they are able to participate in full physical activities.

Medical Sign Off

If a student is 'signed off' from Academy by the Physiotherapist, they will inform both the student and the relevant staff of the length of time the student has been signed off for. If a student would prefer to use an outside physiotherapist they must provide documentation of the injury and the time they have been signed off for.

Should the student remain absent beyond the date agreed with the Physiotherapist, the student must email or telephone reception at reception@mepatraining.com or 01622 756644 before 09.00am on each of the subsequent days they will be absent.

Holiday

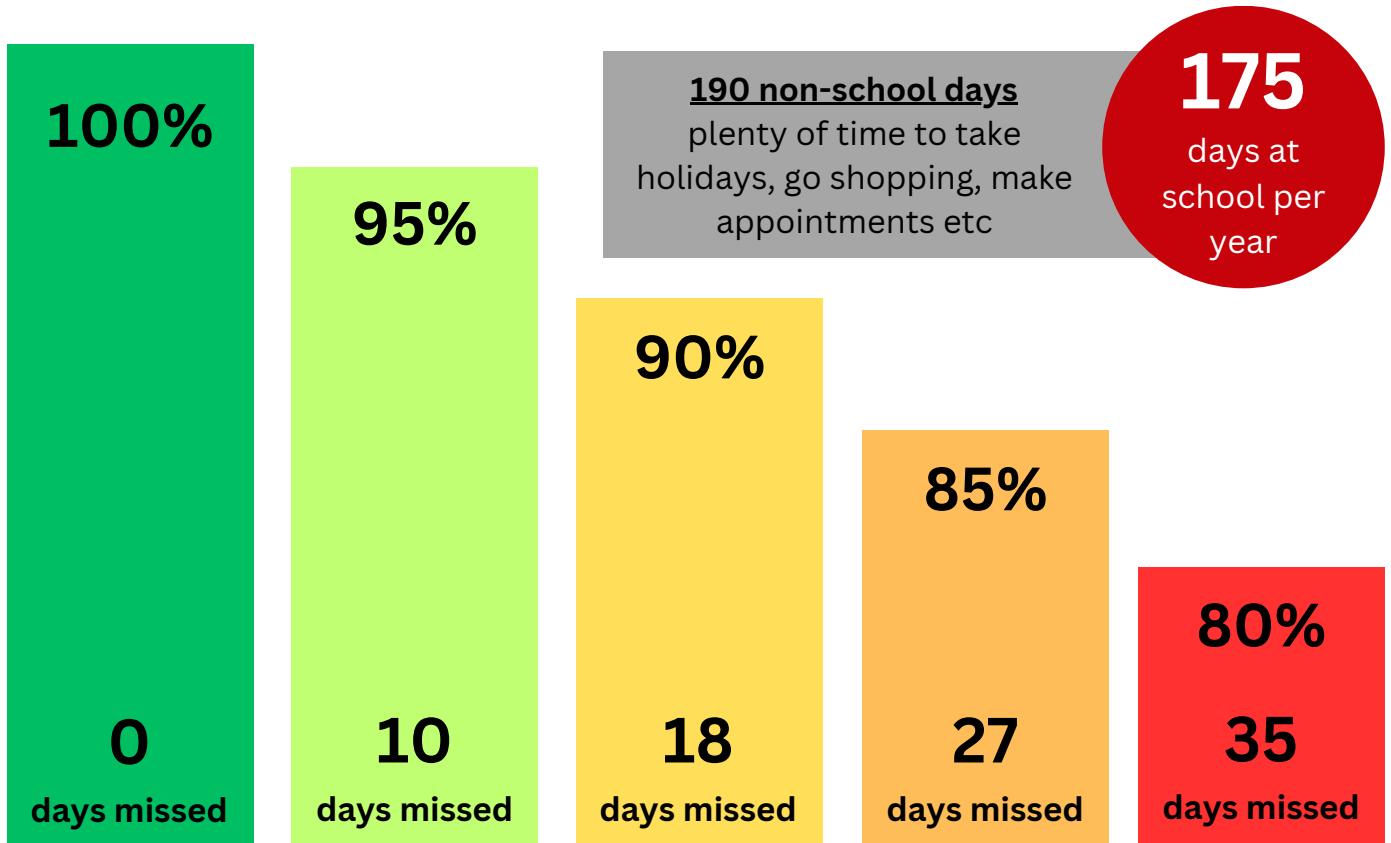
If a student goes on holiday or overseas during term time, this must be notified to MEPA Academy by email (reception@mepatraining.com). Additionally, under Government requirements the holiday will be recorded as unauthorised.





ATTEND TO SUCCEED!

AT MEPA ACADEMY, WE EXPECT OUR STUDENTS TO BE IN SCHOOL EVERY DAY AND ON TIME, EVERY DAY!



A HIGHER ATTENDANCE RATE INCREASES YOUR CHANCES OF SUCCEEDING!

WHAT HAPPENS IF MY ATTENDANCE FALLS?

Every student must be aiming for 100% attendance throughout the academic year!

- 95% to 91% Attendance – continuous monitoring will be conducted by the Attendance Officer. Letter 1 sent to parent/carer to inform of monitoring.
- 90% to 86% Attendance - continuous monitoring will be conducted by the Attendance Officer and meeting request with parents will take place. Letter 2 will be sent to parent.
- 85% to 81% Attendance - continuous monitoring will be conducted by the Attendance Officer and meeting request with parents will take place with notice that a Penalty Notice will take place if attendance does not improve. Letter 3 will be sent to parent.
- 80% or below Attendance – a penalty notice will be requested by the Academy to KCC.

FUSING EDUCATION WITH THE ARTS
DREAM, BELIEVE, ACHIEVE

CODE OF CONDUCT



MEPA Training is committed to providing a high-quality learning and teaching experience for all students. This can only be achieved if members of MEPA Training community live and work beside each other in an environment that promotes respect.

Students at MEPA Training are expected to conduct themselves at all times in a manner that demonstrates respect for MEPA Training, its students and staff, and members of the wider community. Every student is an ambassador for MEPA Training and, accordingly, is expected to behave in a way that enhances its reputation. Allegations of student misconduct in relation to the behaviours set out in the Student Code of Conduct will be considered in accordance with MEPA Training's Disciplinary Policy.

The aim of this Code of Conduct is to ensure, as far as is practicable and reasonable:

- That each student at MEPA Training has the right of equality and access to academic and other provisions and facilities of MEPA Training.
- That each student at MEPA Training has the right to attend and participate in activities and events organised or provided by MEPA Training for students.
- That the property, facilities and provisions of MEPA Training are not subjected to willful damage, abuse or misuse.
- That no advantage is gained by any student as a result of deceit, deception or non-compliance with approved regulations.
- That MEPA Training and its members are in a position to provide education, promote learning, engage in research and provide other facilities effectively, efficiently and economically and with due regard to safety and security.
- That MEPA Training is able to take reasonable, just and fair action to protect and defend its name and reputation.

BEHAVIOUR THAT IS EXPECTED OF STUDENTS

- Behave in a responsible manner that will help to foster mutual respect and understanding between all members of MEPA Training community.
- Act within the law and not engage in any activity or behaviour that is likely to bring the college into disrepute.
- Behave and communicate in ways that do not unreasonably offend others (e.g., using abusive or obscene language or engaging in any form of discriminatory or anti-social behaviour);
- Treat with respect everyone with whom they come into contact, whether within the Academy or outside.
- Treat all Academy property with respect.
- Comply with the requests of members of staff.
- Adhere to MEPA Academy's health and safety policies and procedures.
- Observe fire alarms and related procedures and evacuate buildings when alarms sound.
- Wear correct uniform and take off all jewellery before class

OFF SITE AND AT EVENTS MEPA TRAINING EXPECTS STUDENTS TO:

- Help to support MEPA Academy's positive relationship with local communities in the way that they conduct themselves in the surrounding area;
- Be considerate of their neighbours, especially in relation to noise levels and rubbish;
- Act within the law and not engage in activity or behaviour that is likely to bring the Academy into disrepute, this may result in a day of isolation or further sanctions as a consequence.
- Wear correct uniform

ANY RUDE OR INAPPROPRIATE BEHAVIOUR WILL LEAD TO:

- The student being sent home immediately.
- If the problem persists formal proceedings will commence. Please see Behaviour for Learning Policy.

STUDENTS AND SOCIAL MEDIA

Students using social media

- Students must use reasonable etiquette, the same as you would offline.
- Students are encouraged to put up videos and posts – please ensure you tag MEPA Academy in these posts
- Students must be responsible. Make sure that what you are saying is factually correct, and also that it does not violate any legal guidelines that prohibit revealing information that is material to a company's progression.
- Students must show respect – what you say online is a permanent record, so don't say anything online you wouldn't feel comfortable saying in person.
- Students must show restraint. If you wouldn't want that particular thought or contribution forever associated with your name, don't post it.
- Under no circumstance should a student private message a teacher via any social media account. If you would like to make a teacher aware of something, please use the office or email.
- No performances are allowed to be videoed unless by an official employee of MEPA Training
- Photos/Videos are not to be posted of other student and/or their families without their consent first.
- No phones or video equipment is allowed in class unless authorised by the Senior Management Team in advance.



2025/26

TERM ONE



| | TERM ONE | SEPTEMBER 2025 TO DECEMBER 2025 |
|----|-----------------------|---|
| 1 | MONDAY 8TH SEPTEMBER | Start of Term |
| 2 | MONDAY 15TH SEPTEMBER | |
| 3 | MONDAY 22ND SEPTEMBER | 24 September 2025 - YR10 & 11 Parent Information Evening |
| 4 | MONDAY 29TH SEPTEMBER | |
| 5 | MONDAY 6TH OCTOBER | CYD Super Convention - 11 & 12 October 2025 |
| 6 | MONDAY 13TH OCTOBER | |
| 7 | MONDAY 20TH OCTOBER | HALF TERM |
| 8 | MONDAY 27TH OCTOBER | HALF TERM |
| 9 | MONDAY 3RD NOVEMBER | Year 11 Mock Exams |
| 10 | MONDAY 10TH NOVEMBER | Year 11 Mock Exams Year 7 - 10 End of Term 1 Assessments |
| 11 | MONDAY 17TH NOVEMBER | |
| 12 | MONDAY 24TH NOVEMBER | 27 & 28 November 2025 - Academy Showcase |
| 13 | MONDAY 1ST DECEMBER | |
| 14 | MONDAY 8TH DECEMBER | Academy Reports |



2025/26

TERM TWO



| | TERM TWO | JANUARY 2026 TO MARCH 2026 |
|----|----------------------|---|
| 1 | MONDAY 5TH JANUARY | |
| 2 | MONDAY 12TH JANUARY | |
| 3 | MONDAY 19TH JANUARY | |
| 4 | MONDAY 26TH JANUARY | 28 January 2025 - Parents Evening |
| 5 | MONDAY 2ND FEBRUARY | |
| 6 | MONDAY 9TH FEBRUARY | |
| 7 | MONDAY 16TH FEBRUARY | HALF TERM |
| 8 | MONDAY 23RD FEBRUARY | |
| 9 | MONDAY 2ND MARCH | Year 7 - 11 End of Term 2 Assessments |
| 10 | MONDAY 9TH MARCH | Year 7 - 11 End of Term 2 Assessments |
| 11 | MONDAY 16TH MARCH | MOVE IT 2025 -20 MARCH 2026 |
| 12 | MONDAY 23RD MARCH | 23 March 2026 - Staff Development Day 26, 27 & 28 March 2026 - Academy Musical |
| 13 | MONDAY 30TH MARCH | Academy Reports Friday 3 April 2026 - BANK HOLIDAY |

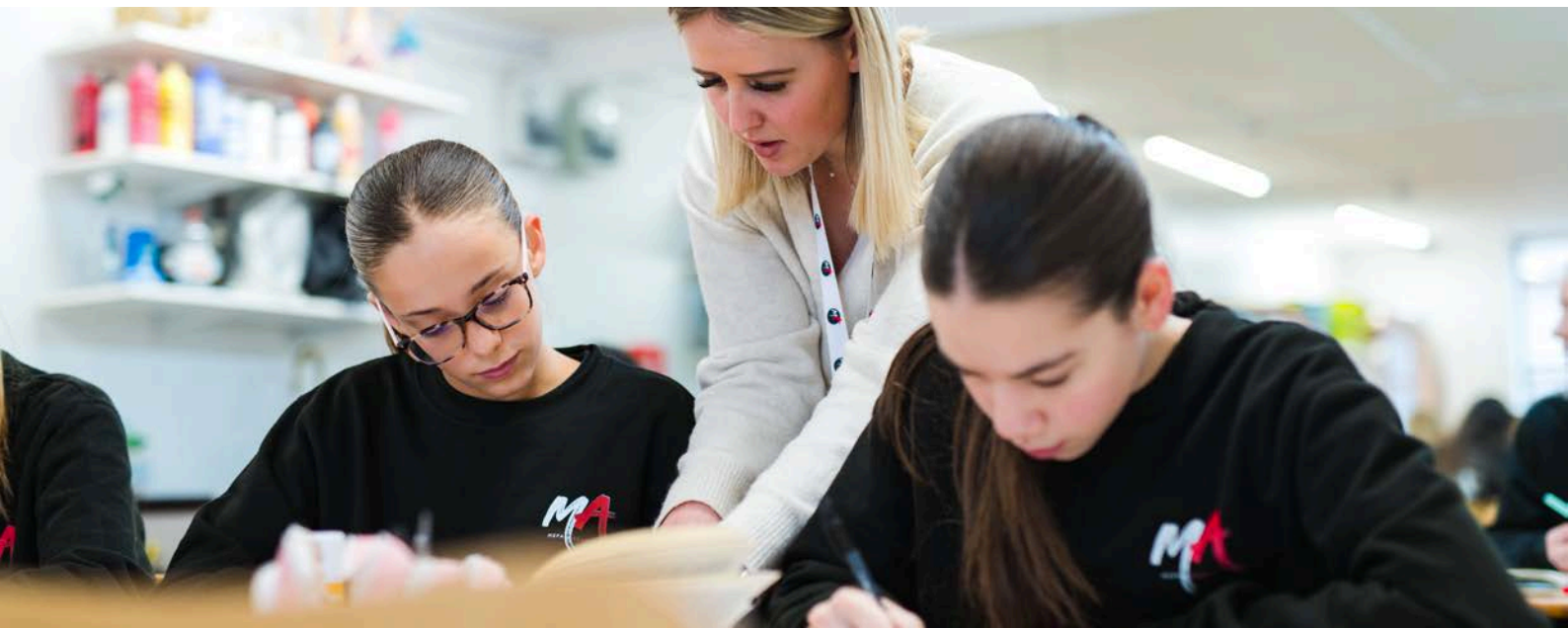


2025/26

TERM THREE

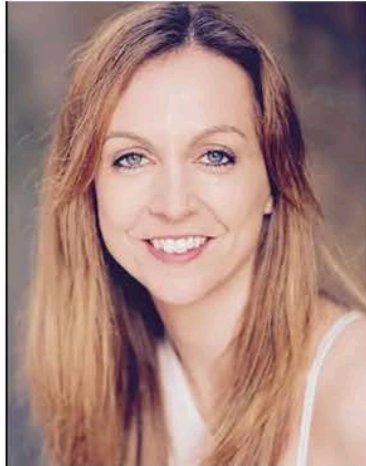


| | TERM THREE | APRIL 2026 – JULY 2026 |
|----|-------------------|--|
| 1 | MONDAY 20TH APRIL | |
| 2 | MONDAY 27TH APRIL | Year 10 Work Experience Week |
| 3 | MONDAY 4TH MAY | Monday 4 May 2026 – BANK HOLIDAY |
| 4 | MONDAY 11TH MAY | 13 May 2026 – Parents Evening |
| 5 | MONDAY 18TH MAY | |
| 6 | MONDAY 25TH MAY | HALF TERM |
| 7 | MONDAY 1ST JUNE | |
| 8 | MONDAY 8TH JUNE | |
| 9 | MONDAY 15TH JUNE | Year 7-10 End of Year Assessments |
| 10 | MONDAY 22ND JUNE | Year 7-10 End of Year Assessments |
| 11 | MONDAY 29TH JUNE | |
| 12 | MONDAY 6TH JULY | Academy Reports 8 July 2026 – Sports Day at Mote Park 10 & 11 July 2026 – Academy Showcase 12 July 2026 – Graduation & Awards Evening |



WHO CAN HELP ME?

Below is MEPA's Safeguarding Team, however you can speak to any staff member you wish to as safeguarding is everyone's responsibility.



EMMA FINCH
Designated
Safeguarding Lead

EFinch@mepatraining.com



LEWIS MUIR
Deputy Designated
Safeguarding Lead

LMuir@mepatraining.com

ORGANISATIONS THAT CAN HELP



We provide young people with tools to look after their mental health.

<https://www.youngminds.org.uk/>



Kooth is available for 10- to 25-year-olds across the UK. They offer digital counselling services, an online magazine, online discussion forums, a daily journal and mini-activities to help improve your emotional wellbeing. The online counselling service is available weekdays between 12pm and 10pm and weekend between 6pm and 10pm. You can access this support via: Online: <https://www.kooth.com/>



Moodspark is a place where young people aged 10-16 can learn how to look after their emotional and mental health and find ways to help them bounce back when life gets tough. They have lots of online resources for you to read.

Topics include Emotions and Behaviours, Education, Feeling Secure, Friendships and Health.



Mind is a local organisation that provide support for Mental Health.

<https://www.mind.org.uk/for-young-people/how-to-get-help-and-support/useful-contacts/>



Shout 85258 is a free, confidential, 24/7 text messaging support service for anyone in the UK who is struggling to cope. To start a conversation, text the word "shout" to 85258. You will receive 4 automated text messages and then get connected with a Shout volunteer who will message with you to help you reach and calm and safe space.

Shout is a short term, immediate support service and does not offer regular, ongoing support. You can access this support via: Text: Message "Shout" to 85258



MERITS

Students are rewarded in lesson by teachers issuing MEPA Merits. Merits are able to viewed on ClassDojo.

These merits are entered into a weekly raffle for students to be in the chance of receiving a prize during form time.

MEPA Merits are also totalled up throughout the year, and students work to achieve each threshold of Merits.





ClassDojo

We are excited to be introducing Class Dojo at MEPA Academy. This platform will enhance our communication with students and parents.

Through this platform, parents and students will be able to:

- View calendar events
- View merits and comments (negative points) issued by teachers
- View the Academy story and keep up to date with news and events
- View assignments set for students in their different classes – you will also be able to view the responses that students submit to their teachers
- Access resources shared by teachers
- Provides notifications when information has been shared

Please note: There is a function to message teachers, our teachers are not expected to use this function. All communication is still to be directed through our reception.

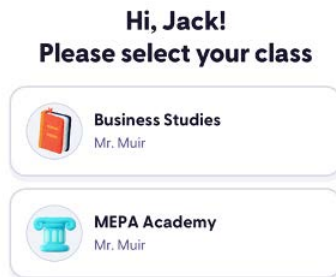
Below is a guide on setting up your account and linking to your child's. There are some features of the app that MEPA Academy is not using that require parents to pay. Please note that there is no expectation for parents to use the premium features of the app.

We hope that you find this new service useful. If you have any questions, please do not hesitate to get in contact via email at info@mepaacademy.com



For student accounts, we will provide each student with access to their account in the first week of the new academic year.

×



When students log onto the app of website, they will be asked to select the class they wish to view.

‘MEPA Academy’ is our main class with all students. Others will be specific to the students’ areas of learning.

When students select a class, they will be able to view the class story and assignments (To Do)

Stories

This is way for teachers and school leaders to share information, revision, resources and other useful supporting material with students.

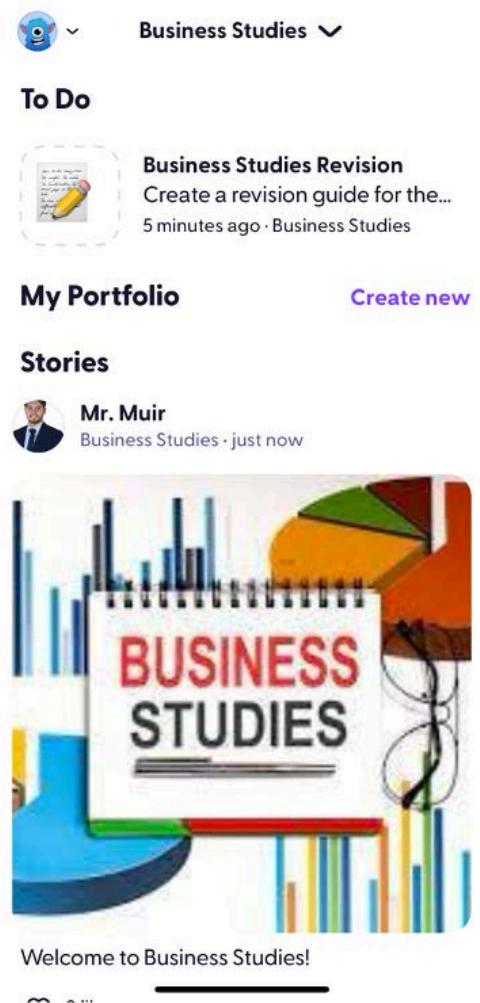
Teachers will also be able to share routine videos for students to practice at home with.

Within the class areas, the stories will be specific to the subject areas. Whereas in the ‘MEPA Academy’ class, it will be more general to the whole school.

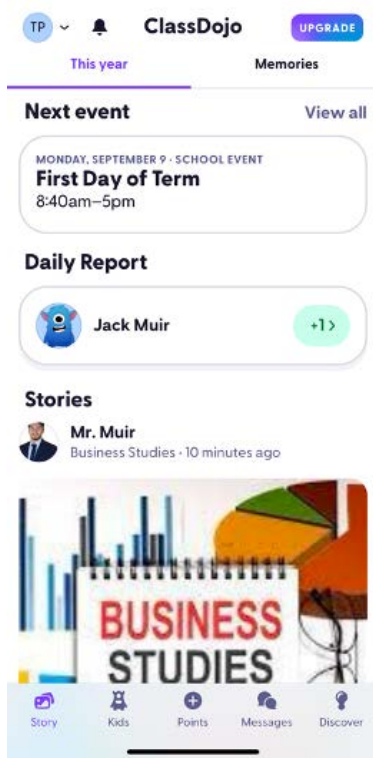
To Do

This is where teachers will be able to set assignments, tasks and revision for students to complete. It also provides students with the function to complete on the app.

Parents are able to see all these feeds on their view.



Students will be bringing home a letter that provides you with a code and QR codes to create an account and connect up to your child's account.



This is the main page of the parent account.

This provides you quick updates about what is going on.

Events

All calendar events will be added so that you can view the school schedule in advance. If you click 'view all' you will be able to see all events that have been added.

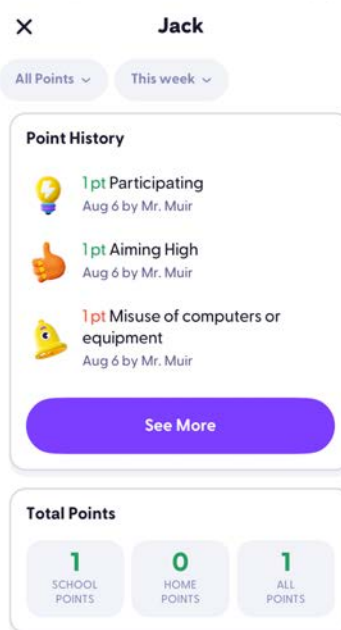
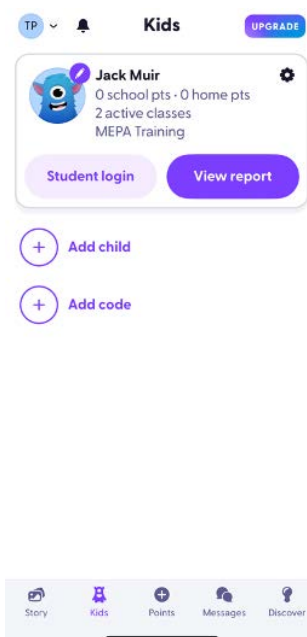
Daily Report

You will be able to view any Merits (positives) and Comments (negatives) that have been issued during the day.

Stories

Any information shared within the specific class areas, will be posted in the stories section. This allows you to see what resources and materials are being shared by the teachers for all your child's classes.

On the second tab at the bottom, 'Kids' you will be able to view each child.



If you click on 'view report' you will be able to see the Merits and any Comments that have been issued.

If you have any questions or need support with logging on, please visit reception and we will be able to help you gain access.


CONTACT INFORMATION



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