



WATLING ACADEMY

PARENTS' INFORMATION BOOKLET
2020-2021

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HOW YOU AS A PARENT CAN HELP

Moving School is a significant event for your son/daughter, and they will be expected to cope with a variety of new experiences. We will work in partnership with you and your son/daughter to make transition to secondary school a positive and successful experience

Below are some useful tips that will assist with your son/daughter's move to Watling Academy.

1. Preparation for the school day

You can avoid the shock of the new routine of planning for different subjects each day by trialing this in the last weeks of primary school. If your child is not currently attending primary school, you can still do this from home.

Our advice is to give children ownership of preparing themselves for each day. Specify what students will need in terms of equipment and uniform the day before and we suggest that parents let children get these things ready themselves. This should include ensuring they have packed their homework and any equipment needed for the day such as PE kit.

2. Prompt discussion

Ideally, parents will have ongoing communication with their child about what they are looking forward to at Watling Academy and anything they are worried about.

It is natural for children to feel a mixture of apprehension and excitement about the move up, and it's important for their parents (and primary schools) to give them a chance to openly discuss this.

We encourage parents to have these discussions and prompt you to look back on your own experience of starting secondary school and to share these experiences with your child. This can help to normalise the feelings your child is having.

3. Encourage a positive mindset

It's very important to be positive when talking to your child about transition.

Parents should be positive that we are the right choice for your child to be moving on to, even if it wasn't your first choice, and positive that your child is prepared for this step. You should also be positive about the fact that your child will enjoy their time at Watling and succeed.

If children think their parents are proud of them and that they are going to do well, they are much more likely to cope with the move up

4. Talk Friendships and Relationship Building

Whether or not your child will know other students who are also moving to Watling Academy, set aside some time to discuss friendship building and the importance of managing new relationships in the first few weeks of term.

Like any large group of people coming together for the first time, relationship dynamics will be changeable. Encourage your child to keep an open mind and avoid looking for that one 'best friend' in the first few weeks.

Instead, support them to find the confidence to be open to getting to know as many people as possible before fixing themselves to a particular group. Getting involved in the extra-curricular life of the Academy can be a good way to make this happen. Look at what clubs we offer and encourage your child to try a couple they like the sound of.

4. Journeys and Routines

Make sure your child is well-informed and confident about their new journey to and from Watling Academy. This is especially important for children travelling to and from school alone for the first time. If public transport is involved, take a few practice journeys and talk about contingency plans. What would happen if...? This is a good way to pre-empt possible stressful situations before they arise.

Be clear that you trust your child to make the right decision but also be honest with them about the need to be streetwise and protect both themselves and their belongings.

A-Z OF KEY INFORMATION FOR PARENTS

ACADEMY COMMUNICATION AND PAYMENTS

At Watling Academy we will be using the SIMS App to both communicate with parents and to allow for all payment to be completed online. Further information on registering for the SIMS App will be sent to all parents and carers.

ACADEMY DAY

Watling Academy begins at 8:45am and ends at 3:15pm and we expect students to arrive by 8:40am each morning. Students should not arrive before 8.00am. (Please note this may vary depending on government guidelines and Covid-19 restrictions). Students will start school with tutorial and registration, and they will have a 25 minute morning break and a 40 minute lunch break each day.

ATTENDANCE AND ABSENCE

It is your responsibility to ensure that your son/daughter attends Watling Academy regularly and on time, and we appreciate your support in ensuring this happens. Students must be on the Academy premises by 8:40am giving them plenty of time to go to their lockers and be at registration promptly by promptly at 8:45am. The main entrance will close at 8:45am, after which students should sign the late register in reception giving their reasons for lateness. (Please note, Covid-19 restrictions may well impact this and we will keep you informed of any changes.)

If your son/daughter is absent from Watling please contact the Academy first thing in the morning to let staff know why they are unable to attend. A message can be left with reception or directly on the attendance line (tbc), which will be available to take messages outside of Academy hours.

Please provide a note of explanation which should be given to the Form Tutor on the student's return to Watling.

We monitor all absences very carefully and parents whose children's absence cause concern are notified and may be asked to attend a meeting to discuss the situation further. In certain circumstances the Academy may refer the student to the Local Authority School Attendance Team.

Please note - PARENTS SHOULD NOT BOOK HOLIDAYS IN TERM TIME. As directed by the Secretary of State for Education, Headteachers are not allowed to grant leave for holidays during term time. As such, all holidays taken during term time will be unauthorised and you may be subject to a Fixed Penalty Notice (FPN). Parents should read the document 'Holidays in term-time: Information for Parents' available at: <https://www.milton-keynes.gov.uk/Academys-and-lifelong-learning/information-for-parents/milton-keynes-council-Academy-attendance>

Students who need to leave Watling during the Academy day due to illness must have the permission

of their Head of Year or the Senior First Aider. All students leaving during the Academy day must be collected by a parent/carer.

BEHAVIOUR

We expect students at Watling Academy to behave appropriately at all times. We have clear, high expectations of our students and these are made explicit in our Behaviour Policy, which is included in the appendix. We wish to encourage achievement and give praise and we do so through a system of House Points, certificates, postcards home and student planner recognition which celebrate the development of a wide range of skills, and the demonstration of our core values of respect, responsibility and kindness.

BOOKS, STATIONERY AND OTHER EQUIPMENT

All students will be provided with exercise books in each lesson and in line with our core values, we expect students to respect their class books at all times. If textbooks are issued, they are issued on loan on the understanding that, apart from fair wear and tear, damage and loss are made good by the students to whom they are issued.

Having the correct equipment, ready to learn, is very important and we trust that you will be able to provide a full range of basic equipment so that your son/daughter is not disadvantaged. Students should bring appropriate equipment to lessons at all times. Equipment required includes:

Pens	Protractor
Pencils	Pair of Compasses
Ruler	Calculator
Eraser	Highlighter
Sharpener	Coloured Pencils

There will be an opportunity to purchase a full set of required equipment from us at Watling.

Students should not bring in expensive items.

CANTEEN & CASHLESS CATERING

At Watling we will provide a full cashless catering offer for breakfast, break, lunch and after school. This system uses fingerprint recognition software and ensures that students do not need to bring cash into the Academy to buy food from the canteen. It also provides you with the flexibility to add money to your son/daughter's account online via SIMS Pay and enables you to monitor what they consume on the Academy premises. Further information will be provided.

Please note that due to Covid-19 restrictions we may have to make changes to our canteen and catering provision whilst at Fairfields, for the first term. Should this be the case, our plan in September, is for the canteen to provide a variety of packed lunches which parents can order online and pay

for through our SIMS Pay App or online. These will be delivered to students at lunchtime. We will be in touch as further guidelines are given before the start of term.

CLUBS

Extra-Curricular opportunities are very important to us at Watling and we will run a number of clubs offering students a wide range of activities. Some of these will include:

- Lego
- Arts and Crafts
- Sports
- Warhammer
- Coding
- Eco Warriors
- Italian
- Chess

CONTACTING WATLING ACADEMY

Parental engagement is very important to us at Watling Academy and we would like you to feel confident about contacting the Academy whenever you feel it is necessary. Someone will always be able to help you. If you wish to see a particular teacher, it would be wise to check in advance when he or she is available. The administration team in the General Office will be pleased to help you.

The Form Tutor is the central person in the support and development of each student and will deal with day-to-day communications between home and Watling.

The Head of Year will co-ordinate the work of the Form Tutors.

The Leadership Team will be happy to discuss any problems that do not fall within the province of the Form Tutor or Head of Year. Please telephone to make an appointment or come along to one of the drop-in sessions detailed on the parents' calendar.

CURRICULUM

The aim of the Year 7 Curriculum, is to excite, inspire and motivate all students, developing both their skills and knowledge to be successful young learners. Milton Keynes, a focus on STEM, the environment and sustainability, hand in hand with our core values of **respect, responsibility and kindness** will be at the heart of our curriculum.

The Year 7 curriculum provides courses in English; Mathematics; Science; Art; Design and Technology; Computing; Geography; History; Philosophy, Religion & Ethics; Modern Foreign Language; Performing Arts; Well-being, STEM and Physical Education. There is also a Personal, Social, Health and Economic Education programme, which is 'mapped' within the curriculum and the tutorial programme and delivered in well-being lessons.

We have worked closely with our primary school colleagues on matters of curricular progression and,

we have contacted these schools to ascertain up-to-date individual levels of achievement.

Upon entry in September, our induction programme will give Year 7 students extra support in transferring to their new learning environment. The students will have been placed in a tutor group which will provide the focus for individual guidance during the next five years. The tutor group generally stays together as a social unit and, where possible, students will remain with the same tutor.

CYCLING TO THE ACADEMY

With our focus on the environment and sustainability we truly hope that as many of our students as possible, choose to walk or cycle to and from the Academy. The Academy provides spaces for bicycle storage for those students who wish to cycle to Watling. All students should park their bicycles in the cycle racks provided. Students are encouraged to ensure their bicycles have been security-marked by the police and/or registered on a national database (e.g. Bike Register). In addition, students are responsible for ensuring their bikes are in roadworthy condition and secured properly e.g. with a 'D-lock' when left on the premises. The Academy recommends the wearing of helmets and high visibility clothing.

FREE SCHOOL MEALS

Free Academy Meals (FSM) are available to all eligible children who attend School within Milton Keynes (full-time). This is a legal entitlement and we would encourage those of you that are entitled to apply for your son/daughter. To be eligible you must be in receipt of one of the following:

- Income Support
- Employment & Support Allowance – Income related
- Income Based Job Seekers Allowance (NOT Contribution Based JSA)
- Child Tax Credit only (with a combined family income of less than £16,190 per annum as assessed by HM Revenues & Customs). **Please note, anyone receiving Working Tax Credit, regardless of income, will NOT qualify for FSMs**
- Working Tax Credit run-on, paid four weeks after you stop qualifying for Working Tax Credit
- Universal Credit
- National Asylum Seekers Support (NASS);
- Guaranteed Element of Pension Tax Credit.

Further, specific details will be sent to support an application for free school meals.

HOMEWORK

At Watling we believe that homework is a very important part of a child's learning and we appreciate your support in ensuring any homework set is completed.

WHAT IS THE PURPOSE OF HOMEWORK?

- ✓ To develop independent learning skills.
- ✓ To consolidate learning that has taken place in lessons.
- ✓ To practice skills - learning by doing.
- ✓ To develop self-discipline and time management.
- ✓ To research an area of interest.
- ✓ To develop the partnership between student, parent and teacher.
- ✓ To complete tasks that are more suited to home learning.

HELP WITH HOMEWORK

Students should plan their homework so that they create time to speak to their teacher if they do not understand the homework task. It is therefore important that students do not leave their homework until the last minute.

SUMMARY OF HOMEWORK PROCEDURES

1. Homework will be set by the teacher;
2. Students will record whether or not homework has been set in their planner, including the date it is due in;
3. Teachers will record details of the homework on SiMS;
4. Homework should be handed in/completed on time according to the date set;
5. Data about homework will be sent home to parents in the regular progress reports.

LOCKERS

At the Watling Academy main site, every student will have the opportunity to hire a locker, in which they can store their belongings.

We will have capacity for some lockers at Fairfileds. We will be in touch in September to share arrangements for the use of lockers.

MEDICAL CARE

We have a Senior First Aider who is on duty during Academy hours to deal with accidents, illness and routine medical matters. They will be pleased to discuss any problems with parents.

It is vital that you advise the Academy of any medical history or special medical treatments affecting a student as the Academy may rely on this information in the event of an emergency. Your permission will also be needed for the administration of medication such as paracetamol.

If there are occasions when your son/daughter needs to bring prescribed medicines into Watling they should be left with our Senior First Aider. She will require your written permission for administration and full directions for use.

If your son/daughter becomes ill during the day, he or she should report to the Senior First Aider who will advise as to whether (s)he will need to go home or can continue in the Academy. In the

event of your son/daughter needing to go home, the First Aider will contact you. Students should not ring their parents during the day asking to be collected from the Academy because they do not feel well.

PROGRESS REPORTS

It is important for us to share with you the progress your child is making at Watling Academy. Once every term you will receive a report showing levels of homework completion, levels of engagement, standards of behaviour and your child's current levels at which they are working. In addition to this we will have tutor and subject teacher consultation evenings at which you can discuss your child's progress.

UNIFORM (INC PE KIT)

At Watling we firmly believe that the wearing of Academy uniform helps to instill pride, supporting positive behaviour and encourages identity with the Academy and its ethos. It ensures all students from all backgrounds feel welcome and helps in protecting them from social pressures to dress in a particular way.

As representatives of the Academy within the community we expect all students to uphold the highest standards of uniform, at all times, including journeys to and from the Academy.

Maisies are the Academy's designated supplier of Academy blazers, skirts, ties and the compulsory items of the PE kit. Maisies also offer the complementary items, such as shirts and trousers, plus other ancillary items. We would like to recommend the purchase of these items from Maisies, whilst understanding that these products can be bought from suppliers such as local supermarkets.

Maisies of Wolverton: For further information please visit website: <https://www.maisies-superstore.co.uk/watling-academy/>

Telephone number: 01908 313313. The Store's address is:

60-64 Church Street,
Wolverton
MK12 5JW

Girls' clothing

1. Royal Blue Watling Academy blazer embroidered with Academy logo.
2. A Watling Academy tie.
3. Watling Academy senior Royal Blue tartan skirt – **or** full-length grey tailored trousers (not denim, cord, canvas or leather). Skin-tight, stretchy or jean-style trousers, leggings, jeggings and footless tights are not allowed.
4. Regulation plain white buttoned shirt with a collar. "Fashion" alternatives to the regulation shirt are not allowed.

5. Dark coloured (black/navy/grey) plain socks or black/royal blue coloured tights (plain).

Boys' clothing

1. Royal Blue Watling Academy blazer embroidered with Academy logo.
2. A Watling Academy tie.
3. Full length grey tailored trousers (not denim, cord, canvas or leather). Skin-tight, stretchy or Jean-style trousers are not allowed.
4. Regulation plain white buttoned shirt with a collar. "Fashion" alternatives to the regulation shirt are not allowed.
5. Dark coloured (black/navy/grey) plain socks.

Shoes

1. Shoes must be of a sensible design in black. Black "Sensible Design Shoes" do not include shoes such as Vans, any trainers or trainer-style shoes e.g. Nike Air Force 1.
2. Students should wear traditional, formal leather/leather-style shoes that look smart. Canvas shoes of any type and boots above ankle height of any type (including leather) will not be allowed. Shoes must be plain in colour without coloured trim or stitching.
3. Boots may only be worn in extreme weather conditions for travelling to and from the Academy. Student's usual shoes should be brought to change into.

The following items of uniform are only available from our stockist, Maisie's, in Wolverton.

- Watling Academy Blazer with logo: current price - £31.99 to £36.99
- Watling Academy Tie: current price - £7.00
- Girls Tartan Skirts: current price - £22.99 to £24.99

Suitable Boys and Girls Grey Trousers and White Shirts are also available at Maisie's.

Parents/carers should note that just because an item is sold within a uniform section in a shop does not mean that it complies with Watling Academy uniform requirements.

Girls PE Kit

1. Polo shirt with Academy Logo: current price - £12.50 to £14.00
2. Shorts with Academy Logo: current price - £9.99 to £11.99
3. Academy Royal Blue socks: current price - £4.99 to £5.99
4. (OPTIONAL) Leggings with Academy Logo: current price - £16
5. Quarter-zip tracksuit top with Academy Logo: current price - £20
6. Trainers that can be used for indoor/outdoor sports

Boys PE Kit

1. Polo shirt with Academy Logo: current price - £12.50 to £14.00
2. Shorts with Academy Logo: current price - £9.99 to £11.99
3. Academy Royal Blue socks: current price - £4.99 to £5.99

4. (OPTIONAL) Tracksuit trousers with Academy Logo: current price - £20.00
5. Rugby Shirts: current price - £20.00
6. Trainers that can be used for indoor/outdoor sports

Academy PE Kit (excluding trainers) is only available from our uniform stockist, Maisie's, in Wolverton. All PE/Games kit should all be clearly marked with the student's name.

Please note - Football/Rugby Boots:

Unless involved in specific after school clubs and teams it is not necessary to purchase football or rugby boots at this point although these items will be required later on in the academic year. We will write to you to let you know when these will be needed.

General uniform requirements:

1. All articles of clothing should be clearly marked with the student's name.
2. Jewellery must not be worn. It is dangerous in PE and some practical lessons. The only exception is a small pair of stud earrings – (one stud in each ear). There must be no other visible piercings – this includes nose piercings, tongue piercings and any type of 'stretchers'.
3. Extremes of hair colour and hairstyle or patterns (including lines) are not allowed.
4. Plain white t-shirts only may be worn underneath the Academy shirt in extreme cold weather.
5. If a belt is worn it should be in accordance with Academy uniform colours.
6. Hijabs should be worn in accordance with Academy uniform colours – Navy/Royal Blue.
7. Hair items that are worn in order to keep long hair off the face should be plain, discreet and black or dark blue.
8. Outdoor jackets must be plain and dark in colour – sweatshirts/hoodies/sports tops with logos are not allowed.
9. Leggings/jeggings/footless tights are not allowed. Cropped trousers are not allowed.
10. Coloured nail varnish must not be worn. Students should not wear false or gel nails.
11. Makeup, including eye makeup or lipstick, is not encouraged and certainly should not be obvious.

WATLING'S PARENT TEACHER ASSOCIATION – 'Friends of Watling Academy'

As we mentioned previously, parental engagement is very important to us at Watling Academy. You will automatically become a member of the Association when your son/daughter joins Watling. Our plan is for the Association to meet and discuss and create opportunities to develop our partnership and contribute to the children's experiences at Watling.

Please email admin@watling.academy if you would like to discuss being part of our Parent Teacher Association (PTA).

WATLING ACADEMY TERM DATES 2020/2021

<u>AUTUMN TERM 2020</u>	
<p>Monday 7th September Friday 18th December</p> <p>Monday 26th October - Friday 30th October</p>	<p>Term start Year 7 End of Term (Academy closes at 1.00pm for students)</p> <p>Academy Closed for Half Term</p>
<u>SPRING TERM 2020</u>	
<p>Monday 4th January</p> <p>Tuesday 5th January Thursday 25th March</p> <p>Monday 15th February Friday 19th February</p> <p>Friday 26th March</p>	<p>INSET Day</p> <p>Academy re opens End of Term (Academy closes at 3.15pm)</p> <p>Academy Closed for Half Term</p> <p>INSET Day</p>
<u>SUMMER TERM 2020</u>	
<p>Monday 12th April</p> <p>Tuesday 13th April Thursday 22nd July</p> <p>Monday 31st May Friday 4th June</p>	<p>INSET Day</p> <p>Academy re opens End of Term (Academy closes at 3.15pm)</p> <p>Academy Closed for Half Term</p>

Appendix:

Watling Academy Policies, Agreements and Consents

This annex includes the following key Academy Policies with which you and your son/daughter should familiarise yourselves:

- ☐ Attendance Policy
- ☐ Behaviour Policy
- ☐ Governors' Charging Policy
- ☐ Privacy Notice

The Policies set out how the Academy manages these important issues and the procedures that are followed under certain specified circumstances. A range of other Academy Policies can also be found on the Academy website.

Note: Academy Policies are kept under review and updated regularly. Any amended Policies will be published on the Academy's website. It is the responsibility of parents/carers to ensure that they regularly check the Academy's Policies for the most up-to-date information.

In addition this annex contains the following Agreements and Consents:

- Home-School Agreement
- Acceptable use of ICT Agreement
- Consent to the administration of paracetamol
- Consent to the use of images and video
- Consent to participate in off-site activities

Please can Parents and students:

1. Read the enclosed Academy Policies, Agreements and Consents;
2. **Complete and return the enclosed pro-forma** indicating that you have read and understood the Policies, Agreements and Consents and agree to any obligations or actions contained therein.

PLEASE NOTE: Whilst it will not affect your son/daughter's admission to the Academy in any way, a decision not to provide certain consents may mean your son/daughter will not be able to participate in some Academy activities, access some Academy ICT facilities or receive certain medical treatment. **It is therefore important that you read the information contained in this appendix and return the form which is enclosed with this pack.**

ATTENDANCE POLICY

1. Aims and principles

- 1.1. We insist that students are present every day that Watling Academy is open, recognising that their commitment to excellent attendance also indicates a commitment to make the most of learning opportunities. It is central to two of our core values of **Respect** and **Responsibility**. Excellent attendance is rewarded and celebrated at the Academy. Consistent and punctual attendance are qualities which are highly valued by employers, who want to know that their work force is reliable, and as such they are qualities that Watling seeks to develop in its students. We recognise that regular attendance has a positive effect on the motivation and attainment of students.
- 1.2. Watling Academy aims to meet its obligations with regards to school attendance by:
 - 1.2.1.1. Promoting excellent attendance and reducing absence, including persistent absence.
 - 1.2.1.2. Monitoring attendance to ensure early action to address patterns of non-attendance.
 - 1.2.1.3. Supporting parents/carers to perform their legal duty to ensure that students of compulsory school age attend regularly.
- 1.3. Details of a student's attendance and punctuality are formally reported to their parents/carers throughout the academic year and concerns regarding attendance will also be communicated.
- 1.4. The Academy is committed to working with parents/carers and other professionals to support regular attendance and make improvements to this, where necessary.

2. Academy attendance procedures

2.1. Attendance registers

- 2.2. The Academy is required to keep an attendance register, and all students must be placed on this register.
- 2.3. The attendance register will be taken at the start of the morning sessions and once in the afternoon session using SIMS. The attendance register will mark whether every student is:
 - 2.3.1.1. Present
 - 2.3.1.2. Attending an approved off-site educational activity
 - 2.3.1.3. Absent (authorised or unauthorised)
 - 2.3.1.4. Unable to attend due to exceptional circumstances
- 2.4. Morning registration starts at 8:45am every morning. The morning registers will close at 9:10am. Students are expected to be present by 8:40am at the latest each day in line with our punctuality expectations.
- 2.5. Individual class registers will also be taken by staff during each lesson using SIMS.

- 2.6. Attendance data is monitored by the administrative and pastoral teams and attendance codes will be used to provide detail of absence. See Appendix 1.
- 2.7. Approved educational activities include:
- 2.7.1.1. Off-site educational visits, approved by the Academy.
 - 2.7.1.2. Work experience
 - 2.7.1.3. Approved sporting activities
 - 2.7.1.4. Courses and interviews linked to education or Further Education.

2.8. Unplanned absence

- 2.9. Daily attendance is monitored by the administrative and pastoral teams.
- 2.10. Parents/carers should notify the academy via the SIMS App on every day of a student's absence. This notification should be received before the start of the timetabled day. Parents/carers should inform the Academy of the reason for absence and when they expect the student to return.
- 2.11. Where students are recorded as absent, the register must show whether attendance is authorised or unauthorised. Only the Head of School has the discretion to authorise an absence.
- 2.12. All absences will be treated as an unauthorised absence until satisfactory information, which may include formal evidence, has been received and reviewed by the academy. Appropriate safeguarding actions may be taken, where necessary.
- 2.13. If an absence due to illness lasts longer than five days, a medical note from the student's GP should be obtained. If there are extended periods of or repeated reasons for absence the Academy may contact the School Nursing Team or other external agencies, in order that our attendance expectations are supported.
- 2.14. Absence due to illness will be authorised unless the Academy has concerns about overall attendance or the authenticity of the illness. If authenticity of the illness is in doubt, we may ask parents to provide medical evidence, such as a doctor's note or another appropriate form of evidence or for permission to speak to medical professionals directly. Medical evidence will not be asked for unnecessarily.
- 2.15. Where a student is absent at the start of the morning session and notification has not been received by the Academy, staff will contact parents and carers for clarification of the absence. Staff will call all available numbers until contact is made. If we have not been able to make contact, a home visit will take place on the same day. If we still are unable to make contact, we will refer the absence to the police. If staff are unable to contact parents/carers, this absence will be followed up with written communication. If no information is received, this absence will be marked as unauthorised. See Appendix 2.
- 2.16. If a student falls ill during the timetabled day, they should report to the Senior First Aider who will offer support and make contact with parents/carers if necessary. It is the responsibility of the Senior First Aider, or other designated member of staff, to contact parents/carers to discuss whether or not students should remain on site.

2.17. If a student were marked present during the morning session but marked as absent during the day without permission, the Academy will follow up on this absence and parents/carers will be notified. This will likely be treated as truancy.

2.18. Requested absence

2.19. The Head of School may not grant any leave of absence for students during term time unless they consider it to be an 'exceptional circumstance'. This decision is entirely at the discretion of the Head of School.

2.20. All appointments and events should be planned outside of Academy hours to support with regular attendance expectations.

2.21. Where medical appointments cannot be arranged outside of the Academy hours, advance notification of the absence, with evidence, should be provided via the SIMS App. These should be kept to a minimum and students should endeavour to attend before and after appointments, wherever possible.

2.22. An absence request to observe religious festivals should be made in writing to the Head of School in advance. An absence will only be considered if it is for a day which has been exclusively set apart for religious observance by the religious body to which the student or their family may belong. A maximum of one day per year may be authorised per religious festival observance.

2.23. An absence request to attend a special family occasion should be made in writing to the Head of School in advance. These will only be approved in exceptional circumstances. The nature of occasion will be taken into consideration alongside the student's previous pattern of attendance. Where approved, this will be for no more than one school day.

2.24. Where a student leaves the Academy during the timetabled day this must have been previously agreed or arranged by Academy staff, for example the Senior First Aider. Students must be collected and signed out by parents/carers or an appointed appropriate adult. The time of leaving and/or returning should be recorded.

3. Family holidays

3.1. Family holidays will not be authorised during term time. Term dates are set two years in advance to enable pre-planning.

3.2. There is no legal entitlement for parents/carer to take their child on holiday during term time. Regulations state that any requests for leave of absences should be made in writing and in advance. These can only be authorised by the Head of School in exceptional circumstances. A family holiday is not considered an exceptional circumstance.

3.3. Taking holidays during term time without being authorised could result in a referral to the Senior Attendance Officer at Milton Keynes Council. A Fixed Penalty Notice (FPN) or further legal action may be taken in this circumstance.

4. Punctuality

- 4.1. Students are expected to attend every day and arrive by 8:40am, before the start of the Academy day, at 8:45am. Punctuality to all sessions and lessons is important.
- 4.2. A student who arrives after the start of the Academy day, but before the registers have closed at 9:10am will be marked as 'late' to that session, using the appropriate code in this circumstance.
- 4.3. A student who arrived after the start of the Academy day and after the registers have closed at 9:10am will be marked as 'late' to that sessions, using the appropriate code in this circumstance. This is considered an unauthorised absence.
- 4.4. Students who arrive late in the mornings will be asked to sign in, stating the time that they have arrived. Information regarding lateness will be circulated to appropriate staff and this will be monitored. Sanctions will be issued for lateness and interventions will be considered for students who are regularly late.
- 4.5. Parents/carers will be notified when a student arrives late during the week. See Appendix 3.

5. Monitoring and supporting regular attendance

- 5.1. Student's attendance will be monitored closely by staff, including the Attendance Officer and Pastoral team, and support will be given to improve attendance where it is causing concern. Advice and referrals may be made to outside agencies where this is the case. Excellent attendance will be celebrated at the Academy.
- 5.2. The Academy recognises that poor attendance may be for a range of reasons and parents/carers should communicate any issues with staff so that improvement plans can be put in place. Attendance should be a priority for all students and their families.
- 5.3. The threshold for persistent absence is 10%. If a student's overall absence is greater than or equal to 10%, the student will be classified as a persistent absentee.
- 5.4. Some students may require some additional support in order to secure regular attendance. Strategies may include:
 - 5.4.1.1. Discussion with parents/carers
 - 5.4.1.2. Discussions with students
 - 5.4.1.3. Attendance mentoring
 - 5.4.1.4. Attendance reports
 - 5.4.1.5. Attendance contract meetings
 - 5.4.1.6. Referral to support agencies
 - 5.4.1.7. Pastoral support strategies
 - 5.4.1.8. Academic support strategies

- 5.5. Where student attendance is a cause for concern, parents/carers will be notified in writing that this is the case. Persistent absence will be referred to the Head of Year, wider pastoral teams for further investigation and support by the Attendance Officer. See Appendix 4.
- 5.6. Where attendance does not improve or continues to fall, the Academy will use attendance improvement procedures. Parents will be notified of this in writing.
- 5.7. Parents will be invited to attend an Attendance Improvement meeting to establish barriers to regular attendance, supportive strategies and agree short term improvement targets. Where attendance does not improve or continue to fall, a Final Attendance Meeting will be held. See Appendix 5,
- 5.8. In severe cases of persistent absence, the Academy will refer to the Senior Attendance Officer at Milton Keynes Council to consider legal proceedings in relation to school non-attendance.

6. Legal sanctions

- 6.1. The Academy will work alongside the Senior Attendance Officer at Milton Keynes Council to support regular attendance for all students. Where there are severe cases of persistent absence, despite intervention and support from the Academy, cases will be referred to the Senior Attendance Officer for consideration of legal action.
- 6.2. Fixed Penalty Notices
 - 6.2.1. Schools and Academies can fine parents for unauthorised absence of their child from school, where the child is of compulsory school age.
 - 6.2.2. Fixed Penalty Notices will be considered when:
 - 6.2.2.1. A student has been absent and this absence has not been authorised by the Head of School, such as a holiday taken in term time without authorisation;
 - 6.2.2.2. A student has accrued a number of further unauthorised absences in a rolling 12-week period throughout the school year.
 - 6.2.3. If issued with a Fixed Penalty Notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.
 - 6.2.4. Failure to pay Fixed Penalty Notices may result in a prosecution under Section 444 of the Education Act 1996.
- 6.3. Prosecution
 - 6.3.1. When intervention and support has not resulted in an improvement of persistent absence or school non-attendance, a referral will be made to the Senior Attendance Officer at Milton Keynes Council to consider a prosecution under Section 444 of the Education Act 1996.

6.3.2. Further information regarding the role of Milton Keynes Council in securing improved attendance at school can be found at:

<https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/information-for-parents/milton-keynes-council-school-attendance>

7. Roles and responsibilities

- 7.1. The Governing body is responsible for monitoring attendance figures for the Academy and holds the Head of School to account for the implementation of this policy.
- 7.2. The Head of School is responsible for ensuring this policy is implemented consistently and for monitoring Academy-level absence data and reporting it where required.
- 7.3. The Head of School has responsibility to authorise absences and monitor the attendance of individual students, referring to the Senior Attendance Officer at MK Council, where necessary.
- 7.4. The Attendance Officer will monitor the attendance data on an Academy and individual level, ensuring accuracy of data and collection of evidence. They will maintain communication with parents/carers regarding absence and concerns regarding attendance and punctuality.
- 7.5. The Attendance Officer will coordinate the response taken to support improvement in student attendance and advice and support referrals to the Senior Attendance Officer at Milton Keynes Council.
- 7.6. Academy staff will monitor and record the attendance of students on a daily basis, using the correct codes and submit this within procedural timescales.
- 7.7. Supporting administrative staff may contact parents regarding absences and record this information on school systems.

8. Review

- 8.1. This Policy will be reviewed by the Governing Body no less than every three years

9. Summary

- 9.1. It is the policy of Watling Academy to encourage 100% attendance and punctuality of all students.
- 9.2. Only the Head of School has the discretion to authorise absence from school. Evidence provided by parents/carers and/or outside agencies will be taken into account when considering individual absences and requests.
- 9.3. Excellent attendance will be celebrated.

- 9.4. Where a student is unwell or has an unplanned absence, parents/carers should notify the Academy of this absence before the start of the timetabled day (8:45am) using the SIMS App. They should explain the reason for absence and when it is expected that the student will return.
- 9.5. Appointments should be made outside of Academy hours wherever possible.
- 9.6. Family holidays must not be taken during term time and will not be approved.
- 9.7. Support and intervention will be given for those whose attendance needs to improve.

BEHAVIOUR POLICY

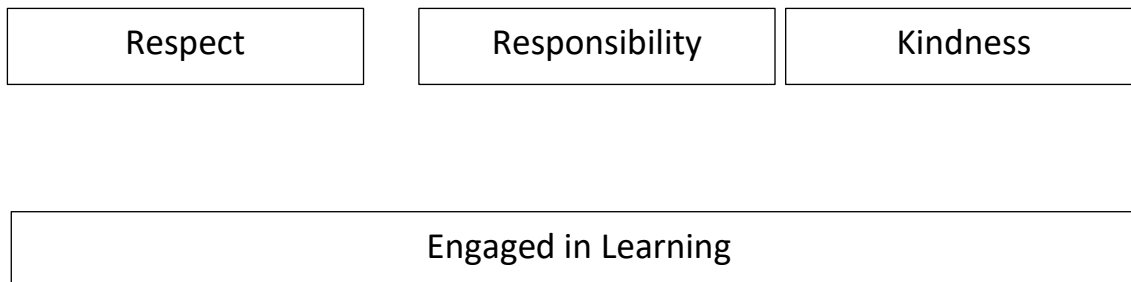
1. Purpose

1.1 The purpose of this policy is to create a Community based on Respect, Responsibility and Kindness, and one in which we all feel safe and valued.

1.2 We believe at Watling Academy, that in order to enable teaching and learning to take place, the highest standards of behaviour in all aspects of school life is necessary.

2. Principles

2.1 We believe at Watling Academy we will achieve desired behaviour through our core values and the behaviour policy will be underpinned by these values:



2.1.1 We expect our core values to be demonstrated in every aspect of our school life and in the wider community.

2.2 Behaviour at Watling Academy will be built on relationships between all stakeholders. We will build positive relationships with parents and carers to develop a shared approach in the implementation of this policy.

2.3 The policy will be easy to understand so that it can be applied consistently. It will be built on clear routines, contain a level of 'immediacy' and will recognise the importance of clear communication. Restorative conversations will be used to contribute to our positive culture

2.4 A culture of praise and encouragement will be promoted in which all students can achieve. No student will be anonymous.

3. Praise and Rewards

3.1 At Watling Academy our ethos will be underpinned by respect, responsibility and kindness. Rewards will be an integral part of achieving this.

3.2 Rewards have a motivational role in helping students to realise that desirable behaviour, self-awareness and responsibility to self and others is valued, and are clearly defined in the related procedures.

3.3 Integral to the system of rewards is an emphasis on praise, both informal and formal, to individuals and groups.

4. Consequences

4.1 Teachers will initially use positive behaviour management to support behaviour for learning. Consequences are needed when positive behaviour management has not had the desired effect. Warnings given by teachers in response to undesirable behaviour will be characterised by clarifying why the warnings have been given and what changes in behaviour are needed to avoid further consequences.

4.2 Where possible, consequences will have a level of immediacy so that the impact on learning is minimal.

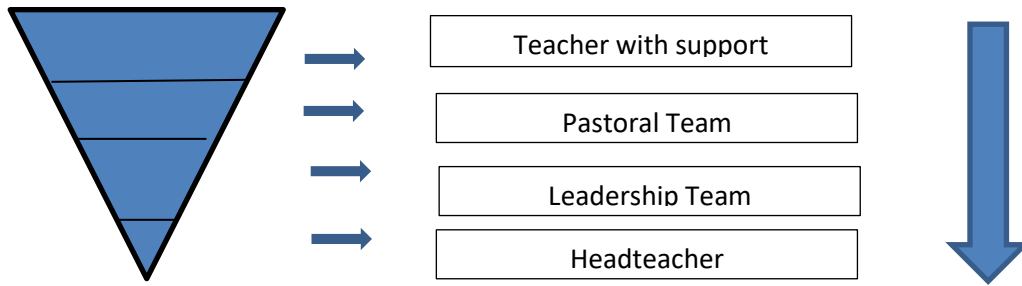
4.3 At Watling Academy, we will work hard to understand any reasons for lack of cooperation. This will include a personalisation in our approach and understanding the current situation with individuals, to determine whether there were any mitigating circumstances or factors that would explain the behaviour. This means that isolated incidents could be dealt with in a more individualised way. It is important to recognise that poor behaviour could be an indicator of harm.

5. Responsibilities

5.1 Behaviour at Watling Academy is everyone's responsibility

5.2 It is the responsibility of the Governing Body to keep the policy under review, to ensure this policy is non-discriminatory and to support the academy in maintaining high standards of behaviour.

5.3 It is the responsibility of all staff within the academy to ensure that the policy and related procedures are consistently and fairly applied.



5.4 Parents and carers will be expected and encouraged to support the behaviour of their child inside and outside of the academy. Watling Academy will encourage parents/carers to work in partnership with school staff to assist in maintaining high standards of desired behaviour.

5.5 All students are expected to take responsibility for their own behaviour and will be made fully aware of the school policy, procedures and expectations. Students will be encouraged to take responsibility for their social and learning environment making it both safe and enjoyable by reporting all undesirable behaviour.

5.6 Watling Academy will uphold the right to challenge and discipline any inappropriate behaviour 'outside the school gate' such as taking part in any school activity, travelling to and from school, wearing school uniform and in any situation in which the student is identifiable as a student at the academy.

5.7 Reasonable Force. Force is usually used either to control or constrain in a situation in which a student is at risk to themselves or to others. 'Reasonable' in this instance means safely using no more force than is needed.

6. Monitoring, Evaluation and Review

6.1 The Governing Body will regularly review this policy and related procedures, to ensure its continuing appropriateness and effectiveness.

GOVERNORS' CHARGING POLICY

The policy drawn up by Watling Academy's Governors is as follows:

a) Where activities take place in Academy session time, parents will be invited to make voluntary contributions towards the cost of the activity.

b) Where activities take place outside Academy session time, charges will be levied where appropriate.

c) Charges will be made for instrumental music tuition at the rate of £238 per year (tbc), paid in advance for "normally" 34 twenty minute individual music lessons. The balance between the charge and the actual cost of music tuition is met by the Academy in the form of a subsidy provided that students contribute to the musical life of the Academy. If the fees for the lessons are not met then the Academy will cease to provide the lessons.

d) Appropriate charges will be made in Design and Technology where parents have indicated in advance that they wish to own their child's finished work.

e) The parents of a student who fails to complete the examination requirements for a public examination without good reason is liable to meet the examination entry fee.

f) The parents of a student who needs to take a public examination for a second or subsequent time are liable to meet the full cost of the examination entry fee.

g) Parents will be required to meet the cost of breakages and damages where this is a result of their child's misbehaviour:

1. The Academy is zero tolerant of malicious or deliberate damage, and the Head of School will consider taking appropriate action, including reporting the matter to the Police for prosecution if necessary.

2. The full costs of damage incurred will be invoiced to parents.

3. Failure to pay for the cost of damages will result in privileges to attend trips being withheld.

4. Failure to repay such costs will result in any funds due to be repaid to the student, for instance trip refunds, being withheld.

h) At Watling there will be a fee to hire lockers. Details of locker hire will be sent through once we move to the main campus.

i) Photocopies of student records requested by parents will be charged at the rate of 20p per page.

j) Parents of students who lose their Student planner will be required to meet the full cost of a replacement.

l) For payments made via SiMS App for Academy meals, parents are advised to utilise funds on accounts as students approach their leaving date in order to reduce the account balance—

to zero. Balances remaining on accounts following students leaving will be transferred (if possible) to sibling accounts, and remaining balances will be repaid if in excess of £5.00.

m) Text books are loaned to students on the strict understanding that the books remain the property of Watling Academy and, at the end of a course or when the student leaves Academy – whichever occurs first – the books will be returned to Academy in good condition. Books which are lost or damaged beyond reasonable use will have to be paid for or replaced by the student or their parents. In addition, any funds due to be repaid to the student or parent (for example: Academy trip refund) will also be withheld until the Academy has been reimbursed.

n) Academy Trips/ Visits – Where a trip involves a residential stay, parents will be charged for the cost of the students' board and lodging, except where parents are in receipt of a qualifying support payment.

For all other costs involved in a visit, for example, activities, transport or insurance etc., parents will be invited to make a voluntary contribution. Parents are not obliged to make the voluntary contribution and students will not be excluded through an inability or unwillingness to pay. However, the visit can only go ahead if there are sufficient voluntary contributions to cover the full costs. The Academy reserves the right to cancel the trip if the costs have not been covered by parental contributions. Arrangements are available for the payments to be made in instalments.

For a list of the current qualifying support payments parents should contact the Academy. Requests for remission of charges should be made, in confidence, to the Head of School and supported by evidence of receipt of a qualifying support payment.

PRIVACY NOTICE

We at Watling Academy are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous School. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well Watling Academy is doing.

This information includes your contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the Academy without your consent unless the law and our rules permit it. We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE).

In addition, some of the information you supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify your Unique Learner Number (ULN) and update/check your Personal Learning Record. The Skills Funding Agency may share your ULN and Personal Learning Record with other education related organisations, such as your careers service, Academy, college, university, Government Departments and public bodies responsible for funding your education. Further details of how your information is processed and shared can be found at: <https://www.gov.uk/government/organisations/skills-funding-agency>.

If you want to discuss the information we hold and share about you then please contact your Head of Year.

You can also contact:

Milton Keynes Council Academys & Lifelong Learning Saxon Court 502 Avebury Boulevard Central Milton Keynes MK9 3HS Website: www.milton-keynes.gov.uk Tel: 01908 691691	Department for Education Castle View House East Lane Runcorn WA7 2GJ Website: www.education.gov.uk Tel: 0870 000 2288	Skills Funding Agency Cheylesmore House Quinton Road Coventry CV1 2WT Website: https://www.gov.uk/government/organisations/skills-funding-agency Tel: 0345 377 5000
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ACCEPTABLE USE OF ICT AGREEMENT

Students at Watling Academy have access to a wide range of equipment and software to assist with their studies. As a result, the use of ICT, including the internet, the Watling Portal, e-mail, video, cameras and other mobile technologies are an important part of teaching and learning at Watling Academy. We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of e-safety and know how to stay safe when using any ICT at Watling.

Your son or daughter will be able to access the internet and to correspond by e-mail with other students or staff at home or abroad. When they use e-mail, they will be acting as an ambassador for Watling Academy. Consequently, it is important that certain standards are maintained.

Any e-mail that your son or daughter sends must not contain material which could cause offence, either to any person in this country or in the country to which they are sending it. This means that they would not be embarrassed or offended if the e-mail was to be read by their teacher or by their parents. We also ask that if your son or daughter receives any offensive mail, they report it as soon as possible, to either their Tutor or their Head of House, so that appropriate action can be taken. Equally, when using the internet, certain conditions apply. Your son or daughter should not visit or attempt to visit any site which could be considered offensive. Again, the yardstick is whether the Academy would approve of the material they are viewing. The internet access system we use filters, very carefully, which sites students can visit. However, it is not possible to offer a guarantee that all offensive sites have been blocked due to the nature of the internet.

We closely monitor both e-mail and web access and all students take part in lessons designed to assist them to stay safe whilst using the Internet. We should make it clear that we do not think that your son or daughter is likely to break any of the rules, but we feel it is important that you stress to your son or daughter the importance of not abusing the trust placed in them. We therefore ask that you read and discuss this Agreement with your son or daughter – including the e-safety rules below – and that you reinforce how important it is that they stay safe online.

As a Watling Academy student, I agree to the following:

I will only use ICT systems at the Academy, including the internet, e-mail, digital video, mobile technologies etc. for educational purposes.

- I will not download or attempt to install software on Academy equipment.
- I will only log on to the Academy network and the Watling Portal with my own username and password.
- I will not reveal my username or passwords to anyone and will change my passwords regularly. (We recommend that you change your passwords at least once per term).
- When I am logged onto the Academy network, I will only use my authorised Academy e-mail account to send messages. This means that whilst I am on the Academy site, I will not attempt to use the Academy computers to send any messages via a private e-mail account or messaging service.
- I will make sure that all ICT communications with students, teachers or others are

responsible, sensible and polite.

- I will be responsible for my behaviour when using the internet. This includes resources I access and the language I use.
- I will not browse, download, upload or forward material that could be considered by the Academy to be offensive or illegal. If I accidentally come across any such material I will report it immediately to a teacher.
- Whilst online I will not tell anyone any personal information such as my name, phone number and address or give out information about anyone else. I will not arrange to meet someone I make contact with online, unless this is part of an Academy project and approved by my teacher.
- If I take any images whilst on the Academy premises they will only be taken, stored and used for Academy purposes in line with the consents provided by my parents, and will not be distributed outside the Academy network without the permission of the Academy.
- I will ensure that my online activity, both in and outside the Academy, will not cause the Academy, the staff, students or others distress or bring the Academy into disrepute.
- I will ensure that any use of social media (including but not limited to Facebook and Twitter) will be appropriate and will not cause the Academy, the staff, students or others distress or bring the Academy into disrepute.
- I will respect the privacy and ownership of others' work online at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the internet and other related technologies are being monitored and logged and can be made available to my teachers and my parents.
- I understand that these rules are designed to keep me and all members of the Watling Learning Community safe and that if they are not followed Academy sanctions will be applied and my parent/carer may be contacted.

Parents/carers and students are asked to indicate their agreement to abide by these e-safety rules in the attached document included with this pack. A decision not to sign will result in the school restricting your son/daughter's access to our ICT facilities.

NB – If guidance contained within this policy should be in contradiction to the General Data Protection Regulations Policy (GDPR), then please default to the GDPR Policy for clarification.

CONSENT TO THE ADMINISTRATION OF PARACETAMOL

On occasion, some students may ask the Senior First Aider for painkillers, for example if they are suffering from a headache. Although, as a general rule, we prefer not to give painkillers to students, guidelines issued by the Local Authority allow the Senior First Aider to administer paracetamol with parental consent if he/she considers it to be appropriate for the following conditions:

- Headache (except where associated with head injury);
- Toothache;
- Earache;
- Dysmenorrhoea (painful periods).

No other painkillers will be administered. If your child is allergic to or unable to take paracetamol you will need to supply the Academy with prescribed medicines for your son/daughter.

Parents/carers are asked to indicate consent to the administration of paracetamol on the attached document included with this pack. No paracetamol can be administered without your consent.

CONSENT TO THE USE OF IMAGES & VIDEO

Occasionally we may take photographs of students at Watling. We may use these images in the Academy's prospectus or in other printed publications that we produce, as well as on our website, via social media, or on our display boards. We may also make video or webcam recordings for School-to-School conferences, monitoring purposes or other educational uses.

From time to time our Academy may be visited by the media who will take photographs or film footage of a visit or other high profile event. Students will often appear in these images, which may appear in local/national newspapers, on televised news programmes or on social media.

Watling Academy takes the issue of child safety very seriously and this includes the use of photographic and video images of students. In particular, the Academy is mindful of its duty of care towards its students to protect them from any inappropriate contact.

In order to comply with the Data Protection Act 1998 we need your permission before images or recordings of your son/daughter can be used for educational or promotional purposes or be used in the media.

Parents/carers are asked to indicate consent to the use of images and video as outlined above in the attached document enclosed with this pack.

Conditions of Use

1. Any consent to the use of images and/or video you provide is valid for the period of time your son/daughter attends Watling Academy.
2. The consent will automatically expire after this time (subject to condition 3 below), however please contact us immediately if you wish to withdraw consent sooner.
3. Existing images or recordings that have been taken with consent during the life of this agreement may continue to be used by the Academy for educational or promotional purposes.
4. We will not use the full names (first name **and** surname) of your son/daughter in a photographic image, on video, on our website, in our Academy prospectus or in any of our other printed publications and the full name will not appear in the accompanying text or photo caption, unless this is agreed with you prior to use.
5. We will not include personal details (including personal emails, postal addresses or telephone numbers) of your son/daughter on video, on our website, in our Academy prospectus or in other printed publications.
6. The file names of digital images will not contain the full names of your son/daughter in the image.
7. We may include pictures of your son/daughter taken from art work that has been drawn

by students or staff.

8. We may use group or class photographs or footage (that includes your son/daughter) with very general labels,
for example “a Science lesson” or “STEM day”.
9. We will only use images of students who are suitably dressed to reduce the risk of such images being used inappropriately.

CONSENT TO PARTICIPATE IN OFF-SITE SPORTS ACTIVITIES

In order to comply with the Health and Safety legislation we require parental consent for students to take part in off-site sports fixtures that may take place during the Academy day or outside Academy hours. In addition we require your consent for Academy staff to authorise medical treatment in the event there is an emergency during such activity.

For after-Academy sports fixtures students may on occasion leave up to 15 minutes before the end of the Academy day however this is kept to a minimum to reduce any impact on student's learning. Details of individual sports fixtures and dates will be available on the Academy website in advance.

Students may be transported to/from activities either by Academy minibus, driven by a member of Academy staff who may be the only member of staff on the bus, or a hire minibus or coach accompanied by a member(s) of staff. There are rare occasions where a staff member may need to transport students in their car. Staff will have adequate insurance for this purpose.

Please note the following:

- The consent covers off-site sporting fixtures some of which may take place outside Academy hours. Consent for other off-site activities such as Academy trips will be requested individually according to the nature and requirements of the activity.
- For year 1 and part of Year 2 students will be driven via coach or minibus to either Denbigh School or Bletchley Leisure Centre to complete their PE lessons.
- The Academy will provide information about each sporting activity/fixture before it takes place. Normally this will involve putting information on the Academy website in advance.
- You can, if you wish, tell the Academy that you do not want your child to take part in any particular Academy sports fixture or activity.
- It is the responsibility of parents/carers to provide the Academy with accurate and up-to-date medical information for their child as the Academy will rely on this information in the event of an emergency.
- The consent will apply for the duration of your son/daughter's time at Watling.

Parents/carers are asked to indicate consent on the attached document, enclosed within this pack for their son/daughter to:

- **Take part in Academy sports fixtures that take place off Academy premises and;**
- **Be given first aid or urgent medical treatment during any such Academy trip or activity**