



WATLING ACADEMY

PARENTS'/CARERS' INFORMATION
BOOKLET
2022-2023

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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. Your son/daughter will need your support in developing the necessary skills to experience a successful transition into Watling Academy.

Below are some useful tips that will assist with your son/daughter's move into secondary education.

1. Trial the school day

You can avoid the shock of the new routine of planning for different subjects each day by trialling 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 is 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 is very important to be positive when talking to your child about transition.

Parents should be positive that it's the right school 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 your child is moving to Watling where they will know plenty of others or not, 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 school 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 school. 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 DAY

Watling Academy begins at 8:40am and ends at 3:15pm and we expect students to arrive at tutor time before 8:40am. Students should not arrive before 8.00am. Students will start school with their tutor time, and they will have a 20-minute morning break and a 45-minute lunch break each day.

ATTENDANCE AND ABSENCE

We appreciate your support in ensuring that your son/daughter attends Watling Academy regularly and on time. Students must be on the Academy premises before 8:40am giving them plenty of time to go to their lockers and be in tutorial promptly at 8:40am. The main doors will close at 8:40am, after which students should sign the late register in reception giving their reasons for lateness.

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 on the attendance voicemail or directly on the attendance email attendance@watling.academy

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 Academy First Aid and Wellbeing lead who will ring one of the designated contacts to explain. All students leaving during the Academy day must be collected by a parent.

Please inform attendance@watling.academy of any planned medical/Dental etc. appointments in advance (at least 24 hours before appointment).

BEHAVIOUR

Positive behaviour is the key driver behind our expectations for behaviour at Watling. We have clear, high expectations of our students and these are made explicit in our Behaviour Policy. 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.

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

Filled pencil cases are available to buy from school priced at £2.50 each and small scientific calculators priced at £9.50 each. Please purchase using correct cash or via Parentmail in our online shop.

Pencil Cases contain the following:

- 1x Ruler (30cm)
- 1 x Eraser
- 1 x Protractor
- 1 x Compass
- 1 x Sharpener
- 1 x Glue Stick
- 1 x Highlighter
- 4 x Black ballpoint pens
- 2 x Blue ballpoint pens
- 1 x Red ballpoint pen
- 3 x Pencils
- 2 x Black handwriting pens
- 2 x Blue handwriting pens

We strongly recommend that students should not bring in expensive items to school.

CANTEEN & CASHLESS CATERING

The canteen will provide a variety of healthy main meals as well as filled rolls, sandwiches, salads, snacks and vegetarian options. The School canteen will be open at both break time and lunchtime.

The canteen will be open from 8:00am enabling students to purchase a breakfast meal prior to the start of School day.

The School canteen will operate a cashless catering system which enables payment online via Parentmail (further information will be provided). 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 and enables you to monitor what they consume on the School premises. Further information about Parentmail will be sent out before September.

In order to operate the cashless system, the Academy must collect biometric information (fingerprint) from students. By law we are required to have your consent to collect, store and use your son/daughter's biometric information.

We therefore request you complete and submit the new entrant information form indicating your consent to the processing of biometric information. Please note: Without this consent we will not be able to undertake biometric registration of your son/daughter.

CLUBS

Extra-Curricular opportunities are very important to us at Watling Academy and we will run a number of clubs offering students a wide range of activities, both during break/lunchtime in the school day and after school clubs. Each term there will be new opportunities shared with students/parents and the chance to sign up for these activities. Examples of these will include:

- Sports – Basketball, Football, Netball, Badminton
- Curriculum extension – History, Spanish
- Music – Choir, Orchestra
- Leadership – Science Leaders, Eco-Council
- Lego
- Arts and Crafts
- Film club
- Coding
- Debating
- Spanish
- 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 contact a particular teacher, please use their Watling Academy email address in the first instance or contact the administration team in the Admin Hub who 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 a drop-in session.

Telephone: 01908 794094

General email: admin@watling.academy

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. At the heart of the curriculum is an emphasis on Milton Keynes, STEM (Science, Technology, Engineering and Maths), the environment and sustainability, and these go hand in hand with our core values of **respect, responsibility** and **kindness**.

The Year 7 curriculum consists of English; Mathematics; Science; Art; Design and Technology; Computing; Geography; History; Religion & Ethics; Modern Foreign Language; Drama; Art; 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 be working 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 and where possible, students will remain with the same tutor through their time at Watling Academy.

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.

FRIENDS OF WATLING ACADEMY

Friends of Watling Academy (FOWA) is the name given to our Parent Teacher Association. You automatically become a member of the Association when your son/daughter joins Watling Academy. Friends of Watling is growing, along with the Academy, and already enjoys the active support of parents, teachers, governors and friends of the Academy.

FOWA aims to make a significant contribution to the experiences of all students at the Academy. Please look out for an early newsletter inviting you to become a member of the FOWA committee.

FREE SCHOOL MEALS

Free School 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.

To find out if your child is eligible please visit the following website and completing an application:

<https://www.cloudforedu.org.uk/ofsm/sims>

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 revisit past learning to embed knowledge and skills over time.
- 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 Microsoft Teams;
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

Watling Academy offers the opportunity to hire a locker for your son/daughter.

Lockers will be available to hire via our online shop in Parentmail (details will be sent out separately).

MEDICAL CARE

We have a First Aid and Wellbeing Lead 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 First Aid and Wellbeing Lead. 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 First Aid and Wellbeing Lead 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 Aid and Wellbeing Lead will contact you.

PHONES

Students should not use their mobile phones during the school day. Mobile phones should be switched off prior to arrival at Watling Academy in the morning and kept in their bag or locker throughout the duration of the school day.

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 and standards of behaviour. In addition to this we will have tutor and subject teacher consultation evenings at which you can discuss your child's progress. At the end of the year, you will receive the first stage of your son's/daughter's Achievement Record, which will report on progress in all subjects and the development of personal and social skills.

UNIFORM (INC PE KIT)

Our intention is to create a high level of standardisation for the uniform. At Watling we firmly believe that the wearing of Academy uniform helps to instil 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. Although these products can be bought from a range of other suppliers such as larger 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).
6. An optional Royal Blue Watling Academy V-Neck Jumper

Boys' clothing

1. Royal Blue Watling Academy blazer embroidered with Academy logo.
2. 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.
6. An optional Royal Blue Watling Academy V-Neck Jumper

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
- Watling Academy Tie
- Girls Tartan Skirts
- Optional V Neck Jumper

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

Parents 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
2. Shorts with Academy Logo
3. Academy Royal Blue socks
4. (OPTIONAL) Leggings with Academy Logo
5. Quarter-zip tracksuit top with Academy Logo

Boys PE Kit

1. Polo shirt with Academy Logo
2. Shorts with Academy Logo
3. Academy Royal Blue socks
4. (OPTIONAL) Tracksuit trousers with Academy Logo
5. Rugby Shirts

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.

Footwear requirements for PE:

All students are expected to have two pairs of footwear for PE lessons. The first pair must be a pair of trainers for lessons either indoor or on our netball/tennis courts. The second pair must be a pair of moulded boots appropriate for use on our 3G pitch or the school field. Students will be told in advance by their PE teacher which footwear they will require on a weekly basis. They will also need a pair of shin-pads when using boots.

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 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. Makeup, including eye makeup or lipstick, is not encouraged and should not be obvious.
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