

Walthamstow Academy



Ambition
Determination
Respect

**Handbook for Year 7
Parents/Carers**

2020/21

Best lesson, best day, best year, best future

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At Walthamstow Academy we are driven by our motto ‘*the best in everyone*’, and so everything we do is aimed at ensuring that every single child and member of staff has choices, opportunities and demonstrates our core values of ambition, determination and respect every single day. We want our students to aim high and achieve even more. We want you to be proud that your child attends Walthamstow Academy and proud of what they achieve here.

The purpose of this handbook is to share with you the information you will need to support your child through their time here, and to suggest ways in which we can work together to bring out the best in your child.

Thank you for choosing Walthamstow Academy and we all look forward to working with you.

**Ms Skae
Principal**

HOME / ACADEMY PARTNERSHIP

We aim to provide your child with the best possible education in a happy and focused environment. To do that effectively, we need to work in partnership with you as parents and carers in order to give consistent messages to the children. The mutual support that both you and we can give each other will help them make the most of all opportunities open to them.

The Academy has a Home/Academy Agreement which we ask staff, students and parents to commit to.

Our Home/Academy Agreement sets out what:

- **you can expect from us**
- **we expect from you**
- **we expect from your child**

KEY MEMBERS OF STAFF FOR YEAR 7

Your child's form tutor is the first point of contact at the Academy, you will be sent details who this is and how to contact your child's tutor in September. The Head of Year for year 7 will be Ms Jackson.

COMMUNICATION WITH THE ACADEMY

We believe that communication is vital in strengthening the partnership between students, teachers and parents. This takes place in a variety of ways, therefore it is essential that you keep us informed of any changes to your address, phone numbers and email addresses.

Student Planner:

All students are given a planner at the start of the academic year. It contains useful information for your child as well as a full year diary.

The planner is a useful point of contact between you and the Academy. You may write messages to staff within the planner and individual staff may write messages to you. You can always ask your child to ask that a member of staff signs your message to ensure they have seen it.

Communication with your Child's Form Tutor:

Any queries relating to your child should first go to your child's **Form Tutor**. Parents/Carers are encouraged to contact the Form Tutor to discuss any aspects of their child's education or welfare.

If any parent feels they need to speak at a more senior level they should next contact reception and ask for the Head of Year 7. If there are still concerns then parents should ask for the SLT link for Year 7 and finally Ms Skae, the Principal.

School Gateway

All academy letters are sent home via the School Gateway app/ website. You can also contact the school, register your child's absence, make payments and view your child's praise and sanction points via School Gateway.

COMMUNICATION ON STUDENT PROGRESS

Teachers may notify parents of any concerns they might have about a student's progress. This could be via a written note in the planner, by telephone call, School Gateway, email or letter.

You will receive a Progress Report for your child every half term and a full report of assessment results twice during the year.

The Academy holds a parents/carers' consultation evening for each year group. You will receive a letter in advance with the time and date and parents/carers and their children in year 7 are expected to attend. We aim for 100% attendance at these events, which are important in ensuring that we are working together to achieve the very best for the students.

For Year 7 parents/carers there will also be a meeting with Form Tutors within the first month of school to discuss how your child has settled into Academy life. You will receive the information for this event in a separate letter.

ASSESSMENT

Academic and pastoral assessment is ongoing throughout the year and parents/carers will have the opportunity to see how their child is progressing through six progress reports, one each half term.

Using the data from KS2 and MidYIS, we set targets for the end of the year and the end of the Key Stage for all students.

Academy News:

The Academy will send regular news on events taking place in the Academy via email and text messages. We also use social media such as Instagram and Twitter to update parents/carers with news about Academy life. We send reminders of key dates such as holiday closures and staff training days so please ensure your contact details are up to date.

Contact Details:

Address: Walthamstow Academy
Billet Road,
Walthamstow
London E17 5DP

Telephone No: 020 8527 3750

E-mail: info@walthamstow-academy.org

Website: www.walthamstow-academy.org

ATTENDANCE AND PUNCTUALITY

Attendance

- We ask that parents or carers telephone the Academy on 020 8527 3750 whenever a student is absent to explain why the student cannot attend school. The Academy should be contacted every day thereafter until the student returns.
- If the Academy has been given no reason for a student's absence, we will contact home from 9.30am onwards to investigate why we have not been notified. This contact will normally be made by the Academy's Attendance Officers, Ms Gill or Ms Maala.

Students who know in advance that they will need permission to miss school, (e.g. to attend a hospital appointment) should bring a note from their parent/carer in advance or complete the relevant section in the planner. Please avoid making dental, doctors or opticians appointments in school time. Only one appointment of this kind will be authorised per academic year.

If an absence is likely to be prolonged, please contact the form tutor so arrangements can be made to send work home.

Holidays in term time

No holidays are allowed in school time. This is in line with local and government guidelines. Any unauthorised absence for a holiday will incur a fixed penalty charge and may result in court action being taken. **The student may also be removed from the Academy roll and parents/carers will have to go via Admissions to join the waiting list to be taken back on roll.**

Your child can only miss education during term time on compassionate grounds. Parents/carers who wish to apply for compassionate leave should follow these procedures:

- As far in advance as possible, write a letter explaining the reasons for compassionate absence and send it to Mr Seed.
- Mr Seed will decide, on receiving the letter, whether to give permission for the absence. Mr Seed will take into account the reason and the child's previous attendance.
- In the event of a compassionate leave being authorised, please ensure that your child asks their teachers for work to take with them and catches up with any missed work immediately on their return to the Academy. After any compassionate leave, your child will be expected to attend 100% of the time.

Punctuality

- Students must arrive at the Academy before 8.30am.
- Students who arrive between 8.30am and 9.20am will be marked as late and will be issued with a Centralised Detention until 4pm on that day.
- Students who arrive after 9.20am will be marked as an unauthorised absence. 12 unauthorised absences in a term will lead to a fine and possible court action.

Signing out

If your child must leave the Academy during the day, please write a note in advance of the date and ask your child to get it signed by Mr Seed. Your child will need to show this to the office staff in order to sign out. Students should not be absent due to routine medical appointments; it is expected that these will be made out of school hours.

Timing of the Academy Day:

08.30	Assembly / Form time
09.00	Lesson 1
10.00	Lesson 2
11.00	Break
11.20	Lesson 3
12.20	Lesson 4
13.20	Lunch
14.10	Lesson 5
15.10	End of the day

BREAK AND LUNCH TIME ARRANGEMENTS

Break Time Arrangements:

Students are not allowed off site at break time. Students may buy snacks and drinks in the Dining Hall or bring healthy food from home to eat in the Dining Hall or on the terrace. Banned items include: energy drinks, family/ sharing bags of crisps, large packets of biscuits and bags of confectionary. If students bring these items into the Academy, they will be confiscated.

Lunch Time Arrangements:

Students in Years 7 - 11 must stay on site at lunch time.

At the beginning of the year, Year 7 will be brought down to lunch 10 minutes earlier than the rest of the Academy in order for them to familiarise themselves with our dining hall and how to select and purchase their food.

The Academy uses a cashless catering system to reduce the amount of cash circulating within the Academy. Parents/carers can credit students' accounts via the School Gateway app/ website. You have already received a letter about how to activate your School Gateway account; if you need any help or assistance in setting up your child's School Gateway account, please contact our Network Manager, Zaf Rehman, at zaf.rehman@walthamstow-academy.org

If a child is entitled to a Free School Meal, they automatically get a lunch meal but some parents wish to credit the accounts so students can buy an additional snack at break time.

Each year group goes for lunch based on a rota. There is a wide variety of food available at both break and lunch time to suit all students.

Free School Meals:

If your child is entitled to Free School Meals you can apply online <https://walthamforest.gov.uk/content/free-school-meals> or go in person to a LibraryPlus, our nearest being Walthamstow Library, High Street, Walthamstow, E17 7JN.

They will confirm your entitlement and inform us of who is on the list. This information must be kept up-to-date and the Academy must be informed of any changes otherwise the cashless catering system for the student will not work.

MEDICAL INFORMATION

Illness and Accidents

If your child is too ill to come in, it is advised that your child remains at home. However, if any illness lasts longer than two days we would expect your child to complete work on Google Classroom once they begin to recover.

If your child becomes ill in a lesson and on the rare occasion the teacher feels that medical treatment cannot wait until the next break, your child will be sent to an Academy First Aider. Parents/carers will be contacted depending upon the nature of the medical problem. In more serious cases, where hospital attention is deemed necessary, the Academy will contact parents/carers who will be expected to accompany their child to hospital. Students should not contact home themselves unless specifically asked by an Academy First Aider.

Medical Information

You must provide information to the Academy of any medical conditions that your child has. The Academy also needs to be informed of any special measures, e.g. dietary, pre-activity precautions and of any medication brought into the Academy at any time. If a child is registered as having a medical condition such as asthma or an allergy, they cannot attend an Academy trip without their inhaler, EpiPen or other necessary medication. Please ensure the Academy is immediately informed of any medical investigations or concerns you have about your child's health and wellbeing.

All medical information received by the Academy will be treated confidentially.

The Academy has a strict policy that no medication will be given orally or externally unless written permission has been given by the parent/carer. All medication must be handed in to the Academy First Aider, clearly labelled. It is essential that the Academy has up to date contact details in case of emergency contact being required.

ETHOS AND VALUES

Ethos

Our motto is 'the best in everyone' and we set high standards with clear expectations. We focus on encouragement, underpinned by good discipline. Staff, students and parents work together and uphold the same high standards to ensure that the best in everyone means:

- Best work
- Best attendance and punctuality
- Best behaviour, attitude and courtesy
- Best dress
- Best contribution to Academy life

Walthamstow Academy Values

Ambition...to achieve the best for ourselves and others.

We show Ambition when we:

- Have high expectations, dream big and believe
- Move out of our comfort zone, broaden our perspectives and extend ourselves
- Be the best we can be all the time

Respect...for ourselves and others in all that we do

We show Respect when we:

- Value, embrace and celebrate differences
- Demonstrate good manners and are considerate to each other and our environment
- Show empathy and are kind

Determination...to overcome obstacles and reach success.

We show Determination when we:

- Continuously try to improve, learning from feedback and experience
- Show independence yet know when to ask for help
- Embrace failure, overcome barriers and don't give up

PRAISE AND SANCTIONS

By demonstrating the values of Respect, Determination and Ambition, our students can earn respect points. They are given in the form of P1 (+1), P2 (+2) or P3 (+3) according to the table below.

Respect point	Given when...	Students receive
P3 – “exceptional respect, determination & ambition is who I am”	<p>A student shows exceptional respect, determination or ambition.</p> <p>This is not an award that can be given for just ‘doing the right thing’. A student must go above and beyond to be eligible.</p>	<p>A letter personally presented by Ms Skae congratulating the student on achieving this respect point.</p> <p>Three respect points gained.</p>
P2 – “I show respect, determination and ambition repeatedly as I want to have a great future and impress my teachers	<p>A student shows sustained evidence of the respect, determination or ambition that we expect.</p> <p>This award will be given where a student’s progress or attainment puts them at, or near, the top of the class.</p>	<p>An email to parents/ carers congratulating them on achieving this respect point.</p> <p>Two respect points gained</p>
P1 – “I have completed work to a good standard and I have shown respect, as I enjoy receiving recognition.	<p>A student shows evidence of respect, determination or ambition.</p> <p>Students may show some evidence of progress in their work, or be working particularly well during a section of a lesson.</p>	<p>One respect point gained.</p>

Where a student fails to demonstrate our values, they will lose respect points and be given a sanction. They are given as S1 (-1), S2 (-2) and S3 (-3)

S1 – “For a short space of time my conduct was below the high standard I expect of myself”	<p>A student shows a momentary lack of respect, determination or ambition.</p> <p>The student receives a warning during a lesson for minor disruption</p>	<p>A single loss of respect point.</p>
S2 – “I have broken a school rule that was put in place to help me learn. For example, I may have been late to school or failed to complete my homework”	<p>A student shows a lack of respect, determination or ambition.</p> <p>The student breaks a school rule and thus places themselves or others at a disadvantage for learning.</p>	<p>A one hour centralised detention after school.</p> <p>Two respect points lost</p>

S2 – “I have shown a serious lack of respect for myself and/or others, I need time to reflect and I need help to ensure I do not repeat this poor behaviour”	<p>A student shows a serious and/or sustained lack of respect, determination or ambition</p> <p>A student does not respond to two warnings to cease low-level disruption or when a transgression of the school rules is too serious for an S1 to be given</p>	<p>An entire school day in the Protected Learning Room</p> <p>Three respect points lost</p>
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Respect Boards

Every two weeks, a student’s respect points total is calculated. Each year group is then placed in rank order, from the person with the highest number of respect points to the person with the lowest. This rank order is published on a board in the Agora. We do this so that there is complete transparency and so that students can see clearly how their conduct compares to others.

Tutors track changes in respect points and discuss these with students in their tutor group. Heads of Year also discuss them in assembly and often run tutor group competitions to see which tutor group can gain the most points overall.

New Leaf Monday & Values Booklets

We all make mistakes, and we deserve recognition when we change our behaviour for the better. For that reason, every half term the Respect Boards in the Agora are reset to 0 for every student. If a student did well in the previous half term and gained a positive score, then they now must show they can do it again. If a student did not do well and had a negative score then they now have a second chance. For this reason, we call the first Monday back after each holiday ‘New Leaf Monday’.

New Leaf Monday isn’t just about resetting the respect boards. We also use this time as an opportunity to reflect on the extent to which student’s have demonstrated the school values over the previous half term and to set targets for the new half term. The first week of each half term is a time for reflecting on successes, learning from mistakes and setting a positive tone for the weeks ahead. Students are provided with a ‘values booklet’ which they fill in with their tutor’s guidance during the first week back.

Respect Assemblies

The final assembly of each half term is a ‘respect assembly’. We use these assemblies to recognize the exceptional achievement off students before New Leaf Monday starts everyone off from zero. In these assemblies students are congratulated on exceptional attendance, high respect point totals and excellent academic performance.

Recognition for Values, Progress and Attainment:

Subject Recognition

Every half-term, one student per subject per year group will receive a certificate in assembly for demonstrating ambition, determination and/ or respect in that subject.

Year Recognition

Every half-term, three students per year group will receive a badge and a certificate in assembly for finishing in the top 3 in the Year Group's Respect Board for that half-term.

Attendance Recognition

Each year group's rank order of attendance will be displayed in the Agora every week. Every half-term, the students who achieve 100% attendance for that half-term will receive a certificate in assembly.

Jack Petchey Award

The Jack Petchey Achievement Award Scheme enables schools to recognise the ambition, determination and respect of young people. Each month (except July, August and December) a Jack Petchey Award will be given to one student in the Academy. The winner receives a framed certificate, a Jack Petchey Young Achiever badge and £250 to be spent on a school or community project of their choice.

Annual Celebration Evening

At the end of the year students who have demonstrated substantial and sustained contribution to academy life through demonstrating our core values of ambition, determination and respect will be invited to a celebration evening with their parents/carers. The Respect Board badges will determine the attendees, as well as special nominations made by Heads of Year and Heads of Department.

Year 11 Presentation Evening

After students have left Year 11, they will be invited back to a Presentation Evening to celebrate their successes. Parents/carers will be invited to share in this special moment with us. This event is by invitation only.

UNIFORM

Students are expected to take pride in their uniform and appearance, creating a positive first impression of the Academy. Students are expected to take responsibility for their own appearance, upholding the uniform policy and showing themselves to have the highest standards at all times.

Principles, Practice and Expectations

Students not complying with the expectations below may be sent home to change and/or rectify the situation. Minor infringement of the policy will result in a sanction. Items marked with an asterisk must be purchased from our uniform supplier, Speedstitch

Address: Unit 32 Walthamstow Business Centre, London E17 4SX.
Telephone: 020 8531 4446.

If there is a medical reason why black shoes cannot be worn then replacement trainers must be black and the Academy must be sent a copy of the medical evidence.

Academy Uniform	
Clothing	Academy Blazer* Light blue shirt or blouse Academy tie* (<i>at least 6 stripes showing</i>) Academy jumper* (<i>optional</i>) Grey trousers, grey shorts, Academy skirt* (<i>knee-length</i>) or long grey skirt Plain black socks Black tights <i>Patterned or coloured socks and tights are not permitted</i> Dark coat
Footwear	Plain, black, leather-style or leather shoes <i>No heels, plimsolls, canvas shoes, trainers, sandals, open toe shoes or boots</i>
Accessories	Dark bag - at least A4 in size
Headwear	No caps Head coverings must be plain black; with no visible other colour, adornments or logos. They must be worn in such a way that they do not impede vision nor endanger the student's safety.
Jewellery	Single, small (less than 5mm in diameter) plain metal stud allowed in each ear lobe. <i>No visible necklaces, rings or bracelets allowed</i> <i>The only visible piercings you may have are one earring in each ear</i>
Make up	<i>No excessive makeup allowed</i> <i>No false eyelashes</i> <i>Nails should not be longer than fingertip length</i> <i>Nail extensions/wraps/tips and nail varnish not allowed</i>
PE Kit	Academy T-shirt with logo* Academy shorts* or tracksuit bottoms* Academy jumper* <i>optional</i> White sports socks or navy football socks Trainers: soles must have grip, no plimsolls and no football spikes

LOST PROPERTY

Parents/carers must mark all equipment and items of uniform, including PE kit, with the student's name so they can be returned easily if lost and found. The Academy does not accept responsibility for any property that is lost and will not be liable for its replacement. Lost property may be sold or disposed of if not claimed after a period of time. Lost property is held in the Academy office. If property is lost, then Reception should be contacted by a student after a normal search has been carried out. Reception staff may require proof of ownership before handing over property.

CONFISCATION

Students are not allowed to wear anything other than that which appears in the uniform policy. If students wear other items, such as large earrings, coloured scarves, hooded jackets or bring in metal combs they will risk having them confiscated and a parent will have to collect them. If they are lost or damaged as a result of confiscation that will be the student's responsibility and the Academy will not be liable to pay for or to replace the item.

Banned Items:

Mobile phones and other electronic devices are not allowed.

If students bring a mobile phone to the Academy they must hand it in to the office every morning and collect it on the way home. If this item is lost or stolen the Academy will not be liable to pay for or replace or locate the item.

ESSENTIAL LESSON EQUIPMENT

All students are expected to have the following for lessons and for homework:

- 2 black pens
 - 1 green pen
 - Pencil
 - Ruler
 - Eraser
 - Pencil sharpener
 - Calculator
 - A reading book
 - Clear pencil case
 -
- Other recommended items include:**
- Coloured pencils
 - Highlighters

CURRICULUM

Year 7 Curriculum

The Year 7 curriculum will include the following subjects across the fortnightly timetable:

English
Mathematics
Science
Geography
History
RE
French/Spanish
PE
Art
Music
Drama

Each student will receive a copy of their timetable in September. The student should copy this into their planner in pencil. Parents/carers are asked to help their child to organise themselves for the following day, ensuring they have the correct books and equipment.

EXTRA-CURRICULAR ACTIVITIES

We offer a range of lunch time and after-hours activities. Students are encouraged to take up these opportunities and to ensure that they attend each week and uphold all our rules and expectations during this time. Details of lunchtime and after school clubs will be shared in September.

PUPIL CHARTER

Walthamstow Academy aims to develop character, compassion and service. We want young people to look back on a joyful schooling which has inspired and challenged them, given them a wide opportunity and prepared them for life's broad experiences. As such we are committed to 'The Pupil Charter', which sets out our expectations for the wider opportunities that each pupil will access during their careers at Walthamstow Academy.

During their time at Walthamstow Academy, students will have:

- Participated in an individual or team sporting activity for at least half a term
- Participated in a music or performing arts activity for at least half a term
- Helped others by participating in a social action campaign or by volunteering my time
- Committed to three other activities by attending each for at least half a term (or equivalent)
- Attended two cultural, artistic or sporting events, with at least one outside their local area
- Represented their school/year group by taking part in a cultural, artistic, charitable or sporting event to an audience outside Walthamstow Academy
- Heard from an inspirational speaker
- Had a chance to share their views about school via the pupil leadership structure
- Attended a residential trip
- Had their talents celebrated and recognised
- Participated in three experiences that helped them make informed decisions about their future and how to get there

STUDENT RESPONSIBILITIES

Students of all ages are encouraged to take up positions of responsibility representing their form or Year group. We have a student council that enables the student voice to be heard and students to be involved in Academy improvement planning. Elections for these roles will be made in the first term and will provide an opportunity for students to become form representative and or the Year representatives. In addition to these roles, we also have student leadership opportunities such as library assistant; student ambassador and in the sixth form the opportunity to run for Head Student.

HOMEWORK

Homework is an important part of the curriculum and a way of extending learning for all students. It allows work covered in the Academy to be reinforced or extended.

Homework and additional study is a chance to improve and extend knowledge and skills. Parents/ carers at home and staff at the Academy need to work particularly closely in this area to provide a supportive, structured framework, within which students can find success.

Some ideas about how we can do this are outlined below:

What we do at the Academy:

- Provide each KS3 student with a set of knowledge organisers for each subject they study
- Teach students how to revise key content on a regular basis
- Provide each student with a Student Planner
- Provide each student with a log-in to Google Classroom, a website we use to enable students, parents and teachers to access homework set online
- Set a regular amount of homework
- Provide feedback regularly, letting students know what level they are at and what they need to do to improve further
- Let parents/carers know if homework is not being completed
- Provide spaces for students to use the Academy facilities at the end of the day and at lunchtime to complete homework

What you can do as Parents/Carers:

- Provide a comfortable, quiet area for homework with a desk/table on which to work
- Put aside/plan a set time for homework - avoid a rushed approach from the student
- Check what homework is being set for your child on a regular basis
- Monitor homework is being completed to the best of your child's ability - take an interest, discuss work, offer help and advice when needed
- Inform your child's Form Tutor if you have any concerns regarding homework

Google Classroom and HegartyMaths:

In order to provide parents with information regarding the amount of homework that their child has been set, Walthamstow Academy uses Google Classroom. Year 7 students will be provided with log in details, which will enable them to see which homework tasks they have been set in each of their subjects. The Maths department are the only exception to this as they set all their homework via the online platform HegartyMaths, which has its own, separate log in.

Parents are strongly advised to obtain these login details from their child in order to monitor the homework which has been set. Parents will be able to access the homework via the Google Classroom app (available to download for free on all Apple/Android smartphones) or via the Google Classroom website.

ACCEPTABLE INTERNET USE POLICY

The computer systems are owned by the Academy and may be used by students to further their education. The Academy's Internet Access Policy has been drawn up to protect all parties - the students and the Academy.

The Academy reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited. Students requesting Internet access must accept and comply with the following guidelines:

- Access should only be made via the authorised account and password, which should not be made available to any other person.
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden.
- Users are responsible for all e-mails sent and for contacts made that may result in e-mail being received.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Computer games must not be saved on the computer network.
- Personal music, videos or photographs must not be saved on the computer network.
- Copyright of materials must be respected.
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.
- Cyber bullying through any electronic means will be dealt with severely. The Police may also be asked to become involved.

Rules for Responsible Internet Use

The Academy has installed computers with Internet access to help our learning. These rules will keep us safe and help us be fair to others.

- I will only access the system with my own username and password, which I will keep secret.
- I will not access, modify or delete other people's files.
- I will use the computers for class work and homework.
- I will only e-mail people I know, or whom my teacher has approved.
- The messages I send will be polite and responsible.
- I will not give my home address or telephone number, or arrange to meet someone.
- I will report any unpleasant material or messages sent to me. I understand this report would be confidential and would help protect other students and myself.
- I understand that the Academy may check my computer files and may monitor the Internet sites I visit.

STUDENT SUPPORT

Students with SEN or EAL at Walthamstow Academy benefit from a number of support strategies in order to meet their individual learning needs. Walthamstow Academy has a strong relationship with all the services offered by external agencies in Waltham Forest and we can direct both our students with SEN or EAL and their families to first class support. The SEN and EAL departments at Walthamstow Academy can deliver personalised intervention programmes to meet the individual needs of our learners.

SPECIAL EDUCATIONAL NEEDS (SEN)

In-school Support:

- Students with an EHCP and those registered as having Additional Special Educational Needs receive a Pupil Passport which is shared with all staff.
- Appropriate information is shared about each student's Special Educational Need with all their class teachers.
- In-lesson support is provided by our team of Learning Support Assistants. Exam access arrangements are made to support the achievements of all our students with SEN, providing extra time, a reader or a scribe where eligible.
- Intervention workshops are available to our students with SEN who need additional support with literacy, numeracy, behavioural, social, emotional and communication needs. Some of the intervention programmes offered include: Lexia, Speech & Language Groups, Mentoring, Booster Classes and Homework Club.

The Sanctuary:

- This nurturing environment offers small group withdrawal programmes to boost literacy, numeracy, social skills etc. These interventions are generally offered before and/or after school as well as at break and lunch times.
- Students are welcome in this space during break and lunch time to receive support.
- The progress of students is closely monitored to ensure they can access the full curriculum.

Homework Club:

Every day after school the Academy provides a safe environment and resources to complete homework in the LRC (Learning Resource Centre).

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

EAL workshops:

Occurring most lunchtimes, our EAL learners are supported in English Language workshops at different levels. This is overseen by a member of the Inclusion Department. All EAL learners are allocated a buddy to support them during their integration into Walthamstow Academy.

CHALLENGE FOR ALL

Every lesson will include specific stretch and challenge activities to extend the learning of our students. This may include questioning, research tasks or working at the board to model work. We also have an extensive enrichment programme which challenges and extends students. Every lesson ensures stretch and challenge for all students, regardless of their prior attainment.

OTHER SUPPORT SERVICES FOR STUDENTS

The student support services in the Academy include; independent careers education and guidance, personal, social, health education, our tutor programme, student mentoring and higher education guidance.

Overall, our aim is to encourage students to take increasing responsibility in all aspects of their learning and to support them in this process. For this reason, there is a strong emphasis in our tutor programme on individual and group interviews with tutors, target-setting and action planning. You will be involved in this process at our Parents/Carers consultation evenings.

There are First Aiders who can provide health and medical advice as well as providing first aid.

The Academy also have a trained Student Support Advisor who is available to all students on a drop in basis at break times and lunchtime as well as for scheduled appointments made by HoYs. The Safeguarding Team deal with any emotional, health and welfare issues.

Personal, Social, Health Education (PSHE)

This is delivered via tutor time and assembly. The sessions are designed to explore issues relevant to the age of the child such as taking responsibility, valuing themselves and others, health and hygiene including relationships, sex and drug education, careers guidance, decision making and study skills.

Social, Moral, Spiritual and Cultural Education (SMSC)

SMSC explores your child's role in society and the wider community. Areas of study include: Fundamental British Values, LGBT+ (lesbian, gay, bisexual, transgender plus) month, Black History month, The Prevent strategy (safeguarding people from the threat of extremism) alongside other topics which promote tolerance and diversity.

Work Related Learning (WRL)

The aim of WRL is to prepare students for the world of work through dedicated tutor times, one to one careers interviews, expert lectures and industry-led workshops in order to develop their skills for the future. Year 7 students will explore their options during 'Careers Week' where they will have the opportunity to listen to professionals from different industries, their education and careers paths.

ACADEMY POLICIES

This handbook contains key guidance and, in some cases, summary information on Academy policies. Parents/carers are able and welcome to request sight of the full policies (both Walthamstow Academy and those of the sponsoring body – United Learning) from the Academy office or they can be found on our website. Policies include:

- Behaviour for Learning
- Sex & Relationships
- E-Safety
- Special Educational Needs
- Attendance
- Medical
- Anti-bullying
- Admissions
- Equal Opportunities
- Safeguarding
- Careers Education, Information, Advice and Guidance (CEIAG) and Work Related Learning (WRL)

COMPLAINTS

We acknowledge that parents/carers will, from time to time, have normal and legitimate concerns about the progress, achievement, behaviour or welfare of their child. Parents/carers are encouraged to make these concerns known to staff so they can be addressed in partnership with the Academy.

In most cases we would hope to be able to resolve a complaint informally. A concern or complaint may be raised with any member of staff but in the first instance this would usually be your child's Form Tutor or Head of Year. They will try and resolve the matter or will refer you to the appropriate person.

If the complaint cannot be resolved or in the event you are not satisfied, you will be advised to make a formal complaint, in writing, to Ms Skae by completing the online form available from the Academy website or writing to her at the Academy: Billet Road, Walthamstow, London E17 5DP

A full copy of the Complaints Policy is available upon request at reception.

TERM DATES 2020 – 2021

Please see our Academy website for other dates and events throughout the year.

Autumn Term 2020

Start of term for all students - Thursday 3 September (8:30am)

Half term: Monday 26 - Friday 30 October

End of term: Friday 18 December (1:20pm)

Spring Term 2021

Start of term for all students - Wednesday 6 January (8:30am)

Half term: Monday 15 - Friday 19 February

End of term: Thursday 1 April (1:20pm)

Summer Term 2021

Start of term for all students Tuesday 20 April (8:30am)

Bank Holiday Monday 3 May (Academy closed)

Half term: Monday 31 May - Friday 4 June

End of term: Wednesday 21 July (1:20pm)

Inset Day

There are eight INSET days (Academy closed to students)

- Tuesday 1 September
- Wednesday 2 September
- Monday 28 September
- Friday 13 November
- Friday 4 December
- Monday 4 January
- Tuesday 5 January
- Monday 19 April

SEVERE WEATHER PROCEDURES

In the event of severe weather, the decision to close the Academy rests with the Principal who will place a message on the Academy's website and a text message will be sent.