



The
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Academy

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2021-22

Year 7

Parent Information Booklet



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A Welcome from the Headteacher

It gives us great pleasure to offer you a warm welcome to The Wellington Academy. We hope this Parents' Handbook will be a useful source of information for you whilst your child is at The Wellington Academy. In addition, we recommend that you also look around our website, www.thewellingtonacademy.org.uk where you will find further information and news about our school community.

There will be times when you need to ask a question about some aspects of school life and this handbook should be your first port of call. The Wellington Academy is a happy, hardworking and friendly school and we actively seek your positive support, as parents/carers, in the education of your child and in helping the school to achieve its aims.

Please do not hesitate, if there is any matter which is not clear, to contact the school and please do not feel that the handbook is any substitute for our tradition of close, informal contact between home and school. Mr Hughes, Head of Year 7, together with your child's form tutor and teachers are ready to answer any queries or help with information you might need.



Steven Paddock
Headteacher

The aim of Wellington Academy is to provide an excellent education in a safe, supportive learning environment, where people are valued and make positive contributions to the school community, and where pupils go on to become responsible, independent members of society.



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A Welcome from the Head of Year 7

I am thrilled that you have chosen The Wellington Academy and I would like to take this opportunity to offer a warm welcome to all of our new Year 7 students. It is a huge change from Primary to Secondary School and we aim to make it this transition as smooth as possible. We are currently collating the information from the primary schools to ensure that your child is in the best teaching group to make the most progress.

I hope that your child will take full advantage of the opportunities available at The Wellington Academy to fulfil their ambitions and aspirations. We have high standards in every aspect of school life and we hope that all students have a positive and stimulating time with us.

As Head of Year 7, I am here to ensure that every student's time at The Wellington Academy is both fruitful and enjoyable. I hope this booklet answers any questions you may have as I truly believe that a successful transition can only be achieved by working with the students, parents/carers and the primary teachers.

Please don't think any question is insignificant, if you have any queries then please contact us and we will be more than happy to help.



Anthony Hughes
Head of Year 7, SL Business and Computing
Acting DDSL



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Induction Day

Our Induction Day is designed to help the students learn as much as possible about the school and get them used to the idea of starting at The Wellington Academy in September. This day will give them the opportunity to meet friends, other students and staff at the school. They will experience team building activities, sample lessons and the main aim to familiarise themselves with the building and key staff.

The rest of the day will be spent in tutor groups. Students will already have been organised into tutor groups from the information supplied by the students and their primary schools. These will remain the same for when your child starts at the school in September. The Tutor groups are created to focus your child academically and with conjunction with the primary school's advice. No changes to the tutor groups will be made before school commences in September.

The Induction Day programme will be sent out to you nearer the time. At this moment in time, we are working towards having a traditional Transition Day on the school site. The dates shared by the government allow for this, however as we know things can change quite quickly and for that reason, we will share this information later.

The dates of the Transition Day depend on the Primary school you are transferring from. Please see the covering letter – It will be either the 5th or 6th of July.

We also have a second Transitional Day for all students to complete a Compass for Life programme.

Getting Started

The First Day

Year 7 students should arrive by 08:30 on their first day of term Thursday 2nd September 21. The only other students in school that day are Year 12.

On their first day, they are to enter the school via the main entrance. They will then be shown to the Theatre where they will meet their form Tutors. Their Tutors will then guide them to the correct classroom. The first day for Year 7 students involves a number of orientation activities, and group work.

Tutors will guide the students through their first day and will continue to help them through the whole of their school career.

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Times of the School Day

Activity	Times
Arrive at School	08:30
Tutor Time	08:40 - 09:05
Period 1	09:05 -10:05
Period 2	10:05 - 11:05
Break	11:05-11:30
Period 3	11:30 – 12:30
Period 4	12:30 – 13:30
Lunch	13:30 – 14:00
Period 5	14:00 – 15:00
End of School Day	15:00

At Break and Lunchtime: Students are able to be inside the building in a designated seating area or outside if the weather permits. At the moment the Year 7 Bubble is in C block where they have their own Canteen and playground.

Leaving the School Site: Students may not leave the premises during the day, except for a medical/dental appointment and collected by a parent. Before anyone leaves the premises they must sign out at the Main Reception. The school will allow a student to sit in Reception whilst waiting for a parent or relative to collect them.

Arriving late to school: Any student who arrives late, **after 08:40, MUST** sign in with the Reception on arrival. If a student arrives after 09:30 they will need a note from their parent/carer as this is deemed an absence as the registers have been closed for the morning session.

School Timetable: There are 25 hours teaching per week for all students. However, the timetable is organised on a fortnightly basis to allow the flexibility required to accommodate all subjects on the curriculum.

Enrichment (after school activities): It is expected that all students will attend at least one enrichment activity per week. The termly calendar will be published at the beginning of each term and will be emailed home.

Students will be required to sign up via their Tutor and attend all sessions. After school clubs commence at 15:10 with finishing times that vary between 16:15 and 17:00.

Activities will include a range of sports coaching, such as rugby, netball, cricket with opportunities to represent the school. Performing Arts including Music, Dance and Drama. In addition, every subject runs a related interest groups, such as debating, science investigations and Art club.

Students' participation and engagement is actively encouraged and will be reported on in their end of year report.

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Dress Code and Uniform

Girls' Main Uniform

Blazer:	Black Wellington Academy blazer with an embroidered badge
Skirt:	School tartan skirt
Shirt:	Plain white shirt without patterned additions
Trousers:	Black school trousers – no skinny jeans, patch pockets, denim of any type, or trousers with a double side seam or studded pockets. Trousers must be full length and straight from the knee downwards
House Badge:	House badge when wearing a skirt, school tie when wearing trousers
Tights or Socks:	Black Socks or thick black tights
Shoes:	Black formal school dress shoe with hard sole (no trainers, plimsolls, Converse or leather trainers)
School Bag:	A suitable ruck sack that can hold school books and equipment needed for the day
Outer coat:	Suitable for school use. Coats are not to be worn in the building as a substitute for the blazer

Girls' PE Kit – you do not need your child's name embroidered

Polo shirt:	Black Wellington Academy polo shirt
P.E. shorts or tack suit:	Black Wellington Academy shorts Black Wellington Academy track suit
PE Socks:	Black or white socks
Footwear:	Training shoes

Appointed school outfitters are:

**Stitch-a-logo, 12 Glenmore Business Park, Colebrook Way, Andover Hampshire
SP10 3GQ - Tel: 01264 351515 - sales@stitch-a-logo.co.uk**

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Boys' Main Uniform

Blazer:	Black Wellington Academy with an embroidered badge
Trousers:	Black school trousers – no skinny jeans, patch pockets, denim of any type, or trousers with a double side seam or studded pockets. Trousers must be full length and straight from the knee downwards
Shirt:	White – long or short sleeved suitable for wearing a tie
Tie:	House Tie. Your child's house will be shared on the Induction Day
Jumper:	Black with school logo
Socks:	Black
Shoes:	Black formal school dress shoe with hard sole (no trainers, plimsolls, Converse or leather trainers)
School Bag:	A suitable ruck sack that can hold school books and equipment needed for the day
Outer Coat:	Suitable for school use. Coats are not to be worn in the building as a substitute for the blazer

Boys' PE Kit - you do not need your child's name embroidered

Polo shirt:	Black Wellington Academy polo shirt
P.E. shorts or tack suit:	Black Wellington Academy shorts Black Wellington Academy track suit
PE Socks:	Black socks
Footwear:	Training shoes Football boots
Additional:	A towel

Appointed school outfitters are:

**Stitch-a-logo, 12 Glenmore Business Park, Colebrook Way, Andover Hampshire
SP10 3GQ - Tel: 01264 351515 - sales@stitch-a-logo.co.uk**

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Dress Code

At Wellington Academy we have very high standards and we appreciate your support in helping us to maintain these standards.

- As a school we expect all students to arrive to school in the correct school uniform.
- As a school we do not permit the wearing of jewellery apart from a watch and one pair of earrings (small plain stud), one necklace/bracelet or charity band.
- As a school we do not permit any form of body piercing.
- Hair must be of a natural colour and not an extreme cut. A general guideline is that it should be appropriate for a working environment.
- Students may wear clear nail varnish only and make up must be natural and discreet, if deemed necessary we will ask students to wash it off.
- No hats or caps in the school building.
- Any clothing worn under uniform (eg T-shirt) should not be visible.

Please discuss our expectations with your child and work together to ensure they support the school dress code. Thank you for your support in this matter.



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Equipment and Homework

Being prepared and ready to learn is the key to any success.

In order to have a successful and productive day at school your son/daughter needs to be fully equipped, with the following:

- A bag capable of carrying several A4 sized exercise books
- The SIMS app or web login to keep a track on their homework, timetables
- A pencil case complete with
 - Blue/Black Pens
 - Pencil
 - Eraser
 - Sharpener
 - Ruler
 - Compass
 - Maths Geometry set
 - Casio Scientific calculator (these can be purchased from the Maths Team)
 - A few colouring pencils
 - A highlighter

All students are expected to carry a bag complete with this equipment. Failure to attend school with the necessary equipment could result in a sanction.

Homework: Each Team is responsible for setting and managing the homework in their subject. Homework set will typically help the students consolidate what has been delivered in the previous lesson or set them up for their next lesson. Students will be issued with an independent study book in September called their 'Be Ready' book; in this book they will be creating three pieces of independent study each week.



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Transport

Wiltshire County Transport Awards: for more information about the service please contact Wiltshire directly by calling Tel: 0300 456 0100 or logging onto <https://www.wiltshire.gov.uk/schools-learning-transport-apply>

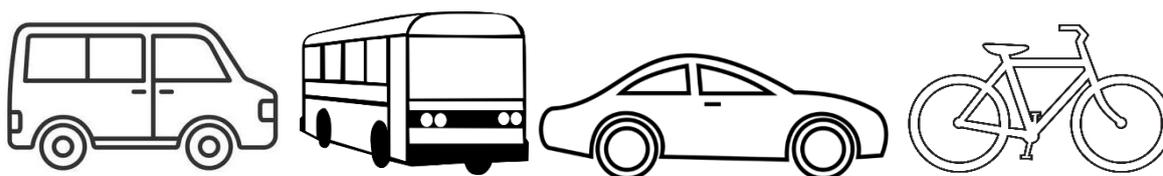
School Minibus Service: We provide a school minibus service where students can be collected from a location close to home and dropped back there at the end of the day. This service is by application only for students who meet the criteria. We only have a small number of spaces. The minibus service has a fee which is payable termly in advance. If you think this service would be helpful, please call the school and ask for more information.

Public Transport: There are a number of different buses that drop off at stops close to our school and information on these can be obtained by ringing the relevant public transport companies. Please be aware while your child is travelling to and from school in their uniform, they are representing the school and we expect them to follow the school code of conduct.

Car: If your child is brought to school by car, we have a drop off point as you enter by the school's Boarding House. Please use the designated bays in the interest of safety for all of our community.

Bikes: We also have an area for students' bicycles to be kept safely should your child wish to ride to school on their bike.

Walking to School: As a school we encourage your child to walk safely to school as this is both healthy and it activates the mind ready to work.



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Learning at The Wellington Academy

At The Wellington Academy we believe that learning is “not a spectator sport”. The curriculum is developed around our key philosophy – Inquisitiveness, Ambition and Independence.

In other words learning involves students getting involved. Lessons are active but also challenging and academic. Through a variety of teaching methods students are encouraged to investigate and explore new ideas and knowledge. In addition they are challenged to perform, present and ask questions. This is done in a friendly but professional environment. Every lesson is underpinned by the schools’ Learning Cycle.

Students will experience expert teachers who are dedicated and they themselves challenged and supported to create innovative, rigorous and enjoyable lessons. Through effective feedback and homework, students quickly discover their strengths and their weaknesses. The school follows a strict learning cycle that is applied to all areas of learning. This allows students a chance to develop their independence and resilience and take control of their own learning.

Students will be given the opportunity across lessons to work individually as well as in groups. They will be taught the core knowledge of subjects along with the skills needed to progress as learners and eventually as citizens.



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Student Expectations

We pride ourselves on the education that we provide for our students at The Wellington Academy. Your child can expect to:

- Be happy and safe in school.
- Attend stimulating and challenging lessons.
- Work in an environment of co-operation and collaboration.
- Receive constructive feedback on their work.
- Be given targets to work towards and surpass.
- An inquisitive curriculum that will keep you wanting to learn more.
- Activities that will build your independence.

We expect the following from all of our students:

To be honest, polite and considerate at all times -

- Think of others before yourself.
- Be helpful.
- The words "Please" and "Thank you" go a long way.
- Apologise when you have acted thoughtlessly.
- Open and hold doors for others to pass through.
- Address all staff as Sir or Miss.
- Be prepared to tell the truth.

To respect rights, opinions and property of others -

- Do not be selfish, prejudiced or intolerant.
- Everyone is equal and should be treated so.
- Allow others to put their opinions forward and do not interrupt while others are speaking.
- Treat other people's property with care, this includes text books and other school resources.

To work hard and do your best -

- Use 100% of your lesson time to work.
- Chats with others are for break times, NOT during lessons.
- Attempt all homework/class work to the best of your ability.
- Do not give up without trying.

To take responsibility for your work and actions -

- Know what work you have to do.
- If you miss work, find out what it is and catch up.
- Hand in all homework on time.
- If you have problems, seek help.
- Do not blame others for something that is your fault, ACCEPT when you are WRONG.
- FORGETTING is not an excuse.

To be well prepared for all lessons -

- Be prepared and on time for your lessons with all necessary equipment.
- Pack your school bag the night before; developing a checklist will help you with this.
- Use lockers and toilets at the assigned times, not between or during lessons.
- Be prepared to work and sit quietly before lessons start.

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To listen carefully and follow instructions -

- Be silent when required and listen carefully to instructions given to you by staff.
- It is important that ALL instructions are followed properly.

To know there is a time to listen and a time to speak -

- Stop whatever you are doing when a member of staff is speaking to you.
- Speak when spoken to and be polite at all times, your tone and attitude must be appropriate.
- In class, if you wish to speak to participate, raise your hand and WAIT for your teacher to invite you to talk.
- Listen to others when they are speaking. It is impolite not to, and you may learn from them.

To move around school sensibly -

- Move around corridors quietly, quickly and sensibly. Do not run or loiter.
- Keep to the left hand side at all times.
- When you are on the stairs, keep in single file.
- Do not kick or slam the doors, open and shut them quietly.

To care for your environment -

- Respect the school and its property, report any damage immediately.
- Do not write on desks, walls etc.
- Put all litter in the bins provided.
- Keep off the grass and flower beds.

To remember you are an ambassador for the school at all times -

- Make sure that your behaviour and appearance are perfect at all times.
- Always wear correct uniform to and from school.
- Your uniform identifies you as a student at The Wellington Academy. Take pride in it, as the school is judged on the image you present to the local community.

Lockers: Lockers are available to rent for a year at a time. To request a locker, you need to purchase one from Parent Pay once you receive your login. If you have any questions regarding lockers please contact your child's tutor.

The School Canteen: The school's canteen is available for students to use before school, at breaktime and lunchtime. The canteen provides an array of healthy snacks both hot and cold, with a choice of sugar free drinks. Each day the canteen provides a healthy hot meal which varies from a Roast Dinner, Gammon and Eggs to Fish and Chips. The entire menu is prepared on site with fresh ingredients. There is a meat and vegetarian option available each day, and the canteen are happy to help with any other dietary requirements.

The school has a contactless cashless system. To access the system top ups to the account are available via Parent Pay.

When you log in you can:

- Set a daily limit for the card.
- View what has been purchased.
- Set up an automated top up on date or amount of balance remaining.

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Lost Property: Items can be reclaimed from the main Reception area at break times or after school. Any property not claimed after 3 months will be disposed of accordingly. If a child loses something, please ensure that they check in Lost Property.

MP3 Players and other Electronic Devices: Are not required and will be confiscated.

Mobile Phones and Smart Watches: We accept that mobile phones will be brought into school by students, however we strongly advise you not to text or call your child during the school day. This could result in your child's phone being confiscated. Phones are not to be used for any function within the building or lessons. The school will expect each student to have their own calculator and using their phone is not an option in class. If a mobile phone is lost within the school site, we cannot investigate its loss. The same rules apply to the use of Smart watches.

Personal Property: Students should only bring to school those items which they will need to use during the day. **Expensive items should not be brought to school.** Valuable items brought to school are brought against our advice and instructions and therefore at "the owner's risk". This includes mobile phones, which are obviously practical, but potentially VERY expensive to lose. If brought to school, mobile phones should be switched off and must be kept in the child's bag and not used. This also applies to any other expensive personal items that a student brings to school. Mobile phones/iPods/MP3 players used in the school building or heard during lessons will be confiscated and returned at the end of the week.

All personal items should be clearly marked with the student's name, including watches and calculators. Although the school will take all such practical precautions that it can to ensure valuables are kept safe, it cannot accept responsibility for loss or damage. **Parents are strongly advised to ensure that valuables are covered through their own household insurance.**

Care of Valuables in PE and Expressive Arts lessons: Changing rooms are very vulnerable places and, at the risk of appearing tedious, we must stress – that valuable items should **not** be brought to school. Their safety cannot be guaranteed, and children underestimate the risk but take it to heart when something is lost.

The PE and Dance staff will look after valuables only if they are handed in when requested by the member of teaching staff. Only approved valuables will be returned at the end of the lesson. Items not appropriate for school will be confiscated and returned at the end of the week.

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Be Informed – Your Child’s Academic Data

To access this information, you will be provided with a username and password for the Sims Website and App.

You will receive a report with feedback – a sample is below. We continue to improve the reporting and data shared so it may differ in the future.

Current attainment	Classroom Approach to Learning	Home Approach to Learning
M+	Gold	Gold
L+	Silver	Bronze
M-	Silver	Gold
M-	Silver	Silver
M	Silver	Silver

At Key Stage 3

We use the terms outlined below to explain to a student how they are progressing. This is in all subject areas across the school.

Not Accessing	Your child is not currently demonstrating they are secure enough in the required knowledge and skills to be on track to achieve a pass grade at GCSE.
Learning	Your child is learning the knowledge and skills required to pass at GCSE and is currently demonstrating that they are likely to access GCSE at grades 1 to 3. The feedback of teachers needs to be followed closely in order to progress to Mastering.
Mastering	Your child is currently demonstrating that they are secure in the knowledge and skills required to access GCSE at grades 4 to 6. It is important to keep practising skills and to regularly review past learning to maintain this standard. The feedback of teachers needs to be followed closely in order to progress to Extending. Extension/challenge activities (both in and out of the lesson) will also need to be engaged with.
Extending	Your child is currently demonstrating that they are secure in the knowledge and skills required to access GCSE at grades 7 to 9. This represents a level of attainment beyond the national average. It is important to keep practising skills and to regularly review past learning to maintain this standard. Extension/challenge activities (both in and out of the lesson) will need to continue to be engaged with.

KS3 Attainment									
Not accessing	Learning-	Learning	Learning+	Mastering-	Mastering	Mastering+	Extending-	Extending	Extending+
Indicated GCSE Future Attainment									
U	1	2	3	4	5	6	7	8	9

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Rewards

The Wellington Academy is committed to celebrating outstanding success within the school. Rewards are awarded for outstanding contribution to classwork, homework or the lesson in general, contributions to school life and work completed in extracurricular clubs. These rewards are recorded on the school's system.

The students commonly refer to these as 'House Points', and once recorded you will be able to view these entries using your unique parent logon.

The school's reward system is linked to the number of 'positives' on the system and the total percentage of attendance. Past rewards have been a Film Night, Christmas Party, breakfast with staff and trips to mention but a few.

The rewards that the students become eligible for include star pins that can be worn on your child's uniform.

The rewards system will be made clear to your child during the first few days at The Wellington Academy. A further letter will be sent home in September with more information.



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Personal Information

if you need to amend any of your contact details you will need to contact Sue King by calling 01264 405060 or emailing susanking@thewellingtonacademy.org.uk

It is vitally important that any changes to your contact details are passed onto us.

Online Payments Via Parent Pay

The Wellington Academy has an online payment system. Your account will allow you to, make payments to the school, check balances for trips, pay for music tuition and education items purchased through the school. You can use the same account for any children you have at this school. Further information and login details will be sent to you when your child is on roll.

Contact with the School

Our Aims and Expectations: Our aim as a school is that we have a seamless link between home and school. This is through communicating via telephone, email or post.

Reception: Reception is open from 08:00 – 16:30 Monday – Thursday and 08:00 - 16:00 Friday
We will of course be happy to speak to you about any problems that need immediate attention. Communications with the school should be addressed to firstly your child's Tutor or Subject Leader if it is a subject issue. Appointments can be made to see any member of staff.

As we are sure you can appreciate, teachers are not always available to take your calls. The receptionist will take a message along with a contact number and we will endeavour to contact you within 24 hours.

Reporting your child's absence: On the first day of your child's absence, you must call the school to inform the Attendance Officer (via student absence) of your child's absence. They can be contacted via the main school switchboard on 01264 405060, then select option 1.

If the Attendance Officer is unable to answer their telephone, please leave a short message clearly stating your child's name, tutor group and reason for absence.

If we do not receive a phone call on the first day of your child's absence, the Attendance Officer will text you to establish the reason why your child is not in school.

Printed letters will be given to the students to take home themselves.

We have a Text and Email system that can text any contacts linked to a student's record. On the admission form you receive, there is section to indicate who you would like to have these messages. We have a clear system of communication at The Wellington Academy. All teaching staff are authorised to contact home if they feel it is necessary. This could be to discuss some positive or negative contributions to a lesson. As we are all teaching several classes and not just your child's sometimes it could be a few hours before the necessary contact is made.

Finally, your child may find themselves in trouble for breaking a rule or having an issue with another student. Please allow us time to deal with the situation and call you if it is deemed necessary. In order

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to help your child to trust the school, systems and policies are there to keep them and the whole school population safe and we need them to let us know if there is a problem.

We want nothing more than to ensure that your child is making progress, and is successful and happy at school.

If you have any concerns about any issues surrounding your child, then the important people to contact are:

The Form Tutor: The first point of contact with any issue is your child's form tutor. They are going to be the member of staff who will have the most contact with your child within a school week. They will be able to offer a whole array of support with any issues that could potentially arise.

The Student Manager: At The Wellington Academy we have a dedicated Student Manager on hand to support your child's pastoral and emotional needs. You can call the Student Manager at any time by calling the main school number 01264 405060 and selecting Year 7.

The Head of Year 7: The Head of Year 7 oversees the academic progress for the year group and works with staff and the students to ensure academic success. He is also more than happy to discuss any issue with you.

Curriculum Teams: If you feel there is a problem with a particular subject area then we recommend that you contact the team directly about the issue. If you are unsure of the best course of action, then contact the Head of Year 7.

SENCO: The SENCO is responsible for the application of any special educational statement. If you feel your child needs support and is not accessing the work, the first point of call is the Head of Year 7. If your child has an educational need, then the SEN Team will introduce themselves to you with the necessary contact details.

Medical Information

First Aid Room: The school provides a First Aid room. Students with medical difficulties that develop during the day will be sent to the First Aid room by their teacher. The First Aid room is just off the main Reception. The school will administer First Aid only and will not stray into areas that need professional advice.

Medicine: If your child needs medicine during the day please ensure that the medication is brought to the Year Office along with a letter from you stating dosage and times of administration which the child will have to administer themselves. The staff at the school are not medically qualified to dispense medicine, even everyday paracetamol, without a consenting letter from you. If your child suffers with asthma, please ensure that they always carry their inhaler.

Serious Medical Matters: If your child has any serious medical conditions, please notify your child's Tutor and ensure that the Data Collection Sheet included in the induction pack is filled in and returned to us.

Medical/dental appointments: Please try to arrange appointments outside of school hours, although we do understand that this is sometimes unavoidable. If your child needs to leave the premises during the school day, your child must bring a note explaining times of collection. Students leaving the school site for appointments need to sign out at the main Reception and an authorised parent/carer collect them from there.