



**GENERAL INFORMATION**

**PARENT/CARERS GUIDE**

# **HOME-ACADEMY AGREEMENT**

## **1. Aim**

1.1 Appleton Academy aspires to encourage each child and young person to reach their full potential in education and to develop into responsible adults who make a positive contribution to society. By providing an opportunity to study the National Curriculum, GCSEs, Vocational Qualifications and commence Diplomas, GNVQs and BTEC / AS / A2 Level it is expected that everyone will achieve their full potential.

1.2 Our Home-School Agreement seeks to place student learning at the forefront of our partnership between: children and young people, school and parents/guardians. It sets out the Academy's and parents'/guardians' agreement to provide the best possible environment to support children and young people and offer them the best opportunity to succeed.

1.3 The Academy will:

- have high expectations for your child and young person;
- ensure that all children and young people receive a broad and balanced curriculum;
- ensure children and young people who have special educational needs are appropriately educated. Statemented children and young people will have their needs assessed and reviewed annually;
- provide an extended programme of activities for those gifted and talented children and young people;
- ensure that each child and young person will have appropriate targets set at each key stage;
- ensure that all children and young people are taught the appropriate skills to enable them to learn;
- provide 1:1 ICT access;
- provide an appropriate and personalised curriculum ;
- offer opportunities for work after school;
- ensure recognition of achievement;
- provide a secure, caring and welcoming environment;
- care for each student's wellbeing, safety and happiness;
- provide children and young people with the necessary resources, information and guidance to support their learning;
- encourage and foster a sense of individual self respect for each child and young person and that of others irrespective of gender, colour, ability, culture and religious beliefs;
- not take responsibility for a child's and young person's private property such as mobile phones, lap top computers and cameras;
- provide information and guidance in relation to future careers, further and higher education;

- ensure that the Academy's policies on behaviour, weapons, substance abuse and smoking are enforced;
- provide high quality teaching in a high quality learning environment;
- ensure the Academy provides a positive environment to stimulate and support learning;
- encourage the children and young people to develop a sense of pride in themselves and the Academy, encouraging them to strive towards reaching the highest possible standards in all their work and involvement with the Academy's activities;
- listen to, and value, parental and student contributions;
- report children and young people progress to parents/guardians regularly in writing and at parent teacher evenings;
- contact parents/guardians if there is a cause for celebration or concern;
- inform parents/guardians of Academy developments;
- contact parents/guardians if there are concerns about attendance, punctuality, behaviour or progress;
- respond sensitively and promptly to any concern or complaint raised by any child or young person, parent/guardian;
- not post images or video footage of either Academy staff, children or young people, images of the Academy or the Academy name on any internet site without prior written consent from the Principal.

#### 1.4 Parents/Guardians will:

- ensure that their child and young person attends the Academy on time and with minimum absence;
- inform the Academy, on the first day, in the event of any absence;
- avoid taking their child and young person out of the Academy during term time, unless agreed with the Principal;
- ensure that their child and young person will complete their homework on time and to the best of their ability and provide reasonable working conditions;
- check and sign the planner, in the case of learners in Year 7+, or home learning books for those below Year 7, every week with a particular reference to homework;
- attend parent's evenings and any other meetings concerning the education and well being of their child where possible with their child and young person;
- attend and join in with community, social, sports, arts etc functions and events;
- inform the Academy if they have any concerns regarding their child's or young person's education, behaviour or personal development so that a strategy supporting the child or young person can be agreed;
- foster an attitude of hard work, self-discipline, organisation and honesty;
- endorse the Academy's policy on uniform and appearance;
- acknowledge and reinforce the Academy's code of conduct;
- support the Academy in managing behaviour;
- support the Academy's Home-Academy Agreement

- 1.5 The Academy believes that these aims will be best achieved if there is a true partnership between the Academy, the child and young person and the parents/guardians based on mutual trust, respect and understanding.

**2. What is expected from an Appleton Academy Child and Young Person**

To enable a child and young person to fulfil his/her potential it is expected that he/she will:

- produce his/her best work at all times;
- adopt an attitude of hard-work, self-discipline and organisation in every lesson;
- meet homework and coursework deadlines set by his/her teacher;
- be properly equipped for every lesson;
- attend regularly and on time;
- be honest, polite, considerate and well behaved;
- take advantage of the opportunities offered at Appleton Academy;
- follow the Academy's policy on uniform and appearance;
- respect fellow children and young people;
- respect all property;
- follow teacher instructions;
- follow the Academies' code of conduct

# **UNIFORM AND APPEARANCE POLICY**

## **1.0 Aim**

1.1 Appleton Academy believes that school uniform plays a valuable role in contributing to the ethos of a school and setting an appropriate tone.

1.2 It should:

- Instill pride
- Support positive behaviour and discipline.
- Encourage, identity with, and support the Academy ethos.
- Ensure children and young people of all races and backgrounds feel welcome.
- Protect children and young people from social pressures to dress in a particular way.
- Nurture cohesion between different groups of pupils.

1.3 It is an expectation that children and young people will wear the correct uniform at the Academy, on an Academy trip or when representing the Academy on any occasion.

## **2.0 Uniform**

### **2.1 Year 7 to Year 11**

Charcoal grey trousers

Plain white shirt

Appleton Academy tie

Navy blue Appleton Academy blazer

Black or white socks

All Black footwear

## **2.2 Year 7 to Year 11 PE Uniform**

Navy blue Appleton Academy tracksuit

Navy blue shorts

Navy blue Appleton Academy polo shirt

Blue games socks or white sport socks

White trainers

2.3 The child or young person's name should be visible on each item.

## **3.0 Cultural, Race and Religious Considerations**

3.1 While children and young people must adhere to the Academy's Uniform Policy, the Academy will endeavor to be considerate to the needs of different cultures, races and religions. The wearing of traditional dress in the Academy's colours is acceptable, where appropriate.

3.2 However, in fulfilling its obligations, the Academy may at times have to balance the rights of individual child and young person against the best interests of the Academy community as a whole.

## **4.0 Gender and Sex Discrimination Considerations**

4.1 The Academy will ensure that its uniform policy does not discriminate on the grounds of gender. For example, girls will normally be allowed to wear trousers. The Academy's uniform rules will not disadvantage one gender compared with the other.

## **5.0 Footwear**

5.1 All children and young people must wear all black footwear with no coloured or white piping or symbols. Black pumps will be issued for the day to any child or young person not wearing the correct footwear.

## **6.0 Make Up**

- 6.1 It is not necessary for children and young people to wear make-up or nail polish to the Academy.
- 6.2 The Academy will, however, accept children and young people wearing light make up that is not too conspicuous.

## **7.0 Jewellery**

- 7.1 Learners are allowed to wear:
- One ring per hand
  - One discreet stud per ear
  - A watch
- 7.2 No facial piercing to be worn **at any time**. Learners who make the decision to have a facial piercing should be clear that it is not the Academy's responsibility if the piercing closes.
- 7.3 Learners will be expected to remove prohibited jewellery and may hand this in for safekeeping.

## **8.0 Hairstyles**

- 8.1 Hairstyles should be suitable to the working environment. If children and young people's hair is long then the Academy will expect it to be tied back for all practical sessions. The Academy will not allow hairstyles or brightly dyed hair colour which is deemed, by the Principal, to be extreme.
- 8.2 The Academy will not allow the following:
- a) A skinhead or completely bald cut. Hair can be cut to a number 2 length on hair trimmers
  - b) Shaved lines, patterns or symbols into the hair area
  - c) Eyebrows that have been partially or shaved off will not be allowed

## **9.0 Breaching Uniform Policy**

- 9.1 It is expected that children and young people will abide by the Uniform and Appearance Policy. If this is breached then sanctions will follow. However guidance from the DCSF does not consider exclusion to be an appropriate response to breaches of academy uniform and appearance policy, except where they are persistent and defiant.
- 9.2 Where a child or young person repeatedly refuses to comply with the Academy's Uniform Policy but does not otherwise display poor behaviour, the Academy believes that exclusion could be an appropriate response, depending on the circumstances of the case. The Principal, Senior Leadership Team and/or Governing Body will review each case as appropriate.

## **10.0 Sanctions**

- 10.1 Young people in Years 7 and above not wearing full and correct uniform will be referred, by form Tutors, to their appropriate Head of House who will contact the parent/guardian to obtain permission for the young person to leave the premises to change. If contact cannot be made with a parent/guardian then loan stock will be used and the young person will be kept in detention at break and dinnertime. A letter will be sent home that evening outlining the problem.
- 10.2 The Governors and Leadership of the Academy will consider carefully any request that is made to vary the policy to meet the needs of an individual child or young person because of temporary or permanent medical conditions.
- 10.3 The uniform has been designed so that it is affordable and does not leave children and young people or their families feeling unable to apply to or attend Appleton Academy, or forgoing necessities in order to meet the cost of uniform. Where there is a genuine case of hardship financial assistance may be considered and the Finance Director will organise this with the parents/guardians.



## **11.0 Monitoring, Evaluation and Review Date**

- 11.1 The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.



## Professional Presentation of Learning Expectations

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- All work must begin with the date and title.
- This will be a long date in literacy based subjects eg Tuesday 10th April and a short date in maths, science and practical subjects eg 10/04/19.
- Learners should start writing the date from the left hand side of the line and underlined in pen or pencil using a ruler.
- The title should reflect the objective for the lesson.
- A line should be drawn across the page before starting a new piece of work, unless it is at the start of a new page or the piece of work continues, in this instance the number date in the margin would be acceptable.
- Use a pencil to draw with and a pen to write with. Felt pens should never be used in exercise books
- Key vocabulary will be underlined in pencil using a ruler.
- Mistakes should be crossed out using a ruler line however a rubber may be used at the teacher's discretion.
- Learners who write on, scribble or deface their books in any way should be kept in detention to rub out the markings at playtime. If this is a serious incident, children can be given a new book in which they rewrite all their previous work.
- It is a basic expectation that work is attempted and completed to the best of a learner's ability within the lesson.



**Hello, my name is Miss Young and I am the Head of Year 7**

Hello, my name is Miss Young and I am the Head of Year 7. I am looking forward to meeting you and supporting your start at Appleton Academy. This will be my second year at Appleton Academy, as well as being a Head of Year, I also teach PE, Child Development and Health & Social Care.

I am really looking forward to meeting you and your families over the coming year and I am eager to help you be the very best that you can possibly be both in and out of the classroom. I have a firm but fair approach, which allows students in my year groups to thrive. In my opinion, Year 7 is one of the most important years of your school career and I am very much looking forward to being a part of that process.

**The Transition Team**

Robert Smith	Secondary SENCO
Charlotte Wightman	Assistant Head - Designated Safeguarding Lead and has overall responsibility for SEN
Arron Naylor	Assistant Head of Year 7

## **Appleton Academy Term Dates 2020-2021**

### **Autumn Term**

Open	Monday 7 September 2020
Half Term Close	Friday 23 October 2020
Re-open	Monday 2 November 2020
Close	Thursday 17 December 2020

### **Spring Term**

Open	Tuesday 5 January 2021
Half Term Close	Friday 12 February 2021
Re-open	Monday 22 February 2021
Close	Friday 26 March 2021

### **Summer Term**

Open	Monday 12 April 2021
Bank Holiday	Monday 3 May 2021
Half Term Close	Friday 28 May 2021
Re-open	Monday 7 June 2021
Close	Wednesday 21 July 2021

**(The 2021-2022 school year will commence for all students on Monday 6 September 2021)**