

The South Wolds Academy
& Sixth Form



Everything you need to know
about your child
starting in Year 7 at
The South Wolds Academy
and Sixth Form

2024





Partnership Agreement

As a **student** of The South Wolds Academy and Sixth Form students will do whatever it takes to uphold the high standards expected by the school. I will do this by:

Being Kind

This means:

- ◆ listening to members of staff and following instructions politely and calmly
- ◆ walking not running, using indoor voice and maintaining calm in the corridors
- ◆ going straight to lessons and holding doors open for others when the corridors are busy
- ◆ never damaging school property, dropping litter or spitting
- ◆ never insulting or undermining anyone or swearing
- ◆ remembering each student is always an ambassador for the academy and wear the uniform correctly
- ◆ walking to and from the academy in an orderly, responsible way
- ◆ when travelling on public transport, will respect those around speaking to friends, transport staff and members of the public quietly and politely
- ◆ respecting the local environment, by being considerate to our local community, obeying shop rules, and never dropping litter

Working Hard

This means:

- ◆ always being positive and making excellent effort in lessons
- ◆ always taking pride in learning and the presentation of work
- ◆ always being resilient and responding to challenges to the best of their ability
- ◆ always working well independently as well as with others and finishing class work and homework to the best of their ability
- ◆ being aspirational and driven to achieve or surpass their potential
- ◆ being prepared and always bringing the correct equipment to school
- ◆ striving to have excellent attendance and always being punctual

As a **parent or carer** of a student at the academy, I will do whatever it takes to support the academy's high aspirations for my child by:

- ◆ ensuring that they attend school regularly and are punctual
- ◆ ensuring that they are correctly dressed in full school uniform with the correct equipment
- ◆ encouraging a pride in the academy and a positive attitude towards learning
- ◆ fostering respect for the values and high expectations of the school community
- ◆ ensuring that they attend any sanction they receive including those set after school
- ◆ helping to develop a resilient mindset by praising effort as well as achievement
- ◆ ensuring that all homework is completed to the best of their ability and all deadlines are met
- ◆ engaging with every opportunity to attend parents' evenings or other meetings with staff
- ◆ supporting our policies to ensure the safe and smooth running of the academy



Dear Parent or Carer,

May I wish you a warm welcome to The South Wolds Academy and Sixth Form. I am delighted that your child is joining us. South Wolds is a great school where very high levels of academic achievement are underpinned by the focus on developing the whole child.

A strong partnership between home and school is a key ingredient needed for any child to be successful and this booklet will help that partnership. We have put together all of the information that you will need to support your child. It will be an important point of reference as you and your child settle into life at South Wolds.

Communication with a secondary school can often be confusing. Structures are complex, parents and carers are often unsure who to contact if they need help. Below, I have set out the key roles of staff involved with your child.

- ◆ Your child will have a tutor. They will be the one person that your child sees every day and they will stay with that tutor group for the first five years at South Wolds.
- ◆ The Heads of Years will oversee all aspects of pastoral support and line manage the tutors.
- ◆ The Student Support Team includes a team of specialist non-teachers who are here to support you with issues around behaviour, attendance or welfare that are getting in the way. They do not teach and will be able to respond quickly to queries or concerns you have.
- ◆ They are also responsible for making sure that students with a Special Educational Need or Disability receive the support they need to be successful.

As a simple guide - your queries should always be directed through the tutor in the first instance and they will involve others as necessary. If you need to talk to someone urgently and cannot wait for the tutor to finish teaching then you should always go directly to the Student Support Team. If you are not sure who to contact then please call the main office and speak to a member of the team who will help direct your query to the right person.

I do hope that you find this booklet useful. Please do not worry if something is not clear - you should always contact us and we will make sure that you have all the information that you need to help your child be successful at our great school.

We are looking forward to working with you.

Mrs Halina Angus
Head Teacher





WE EXPECT ALL STUDENTS TO DO WHATEVER IT TAKES TO UPHOLD OUR HIGH STANDARDS. TO DO THIS YOU NEED TO ...

BE KIND

RESPECT OTHERS, CARE FOR YOUR ENVIRONMENT AND SUPPORT THOSE WHO NEED HELP. THIS MEANS...



FOLLOWING INSTRUCTIONS

NEVER USING ABUSIVE LANGUAGE



CARING FOR YOUR ENVIRONMENT



GOING STRAIGHT TO YOUR NEXT CLASS SENSIBLY



BEING A PROUD MEMBER OF OUR COMMUNITY



BE RESPECTFUL WHEN USING PUBLIC TRANSPORT



WEARING YOUR UNIFORM WITH PRIDE

WORK HARD

FOCUS ON YOUR LEARNING, SEEK AND ACCEPT ADVICE AND NEVER GIVE UP. THIS MEANS...



BEING POSITIVE AND TRYING HARD



BEING PREPARED AND ALWAYS HAVING THE CORRECT TOOLS



BEING ON TIME

BEING RESILIENT AND WORKING TO THE BEST OF YOUR ABILITY



TAKING PRIDE IN YOUR WORK



WORKING WELL INDEPENDENTLY AND AS PART OF A TEAM



ASPIRE

ASK QUESTIONS, CHALLENGE YOURSELF AND BE DETERMINED TO ACHIEVE. THIS MEANS...



BEING DRIVEN TO SURPASS YOUR ACADEMIC AND SOCIAL POTENTIAL

BEING CURIOUS AND OPEN TO NEW EXPERIENCES



VOLUNTEERING TO HELP OTHERS



GETTING INVOLVED



STRIVING FOR TOP ATTENDANCE



TAKING PART IN ORGANISED ACTIVITIES AND CLUBS INSIDE AND OUTSIDE SCHOOL



Attendance and the School Day

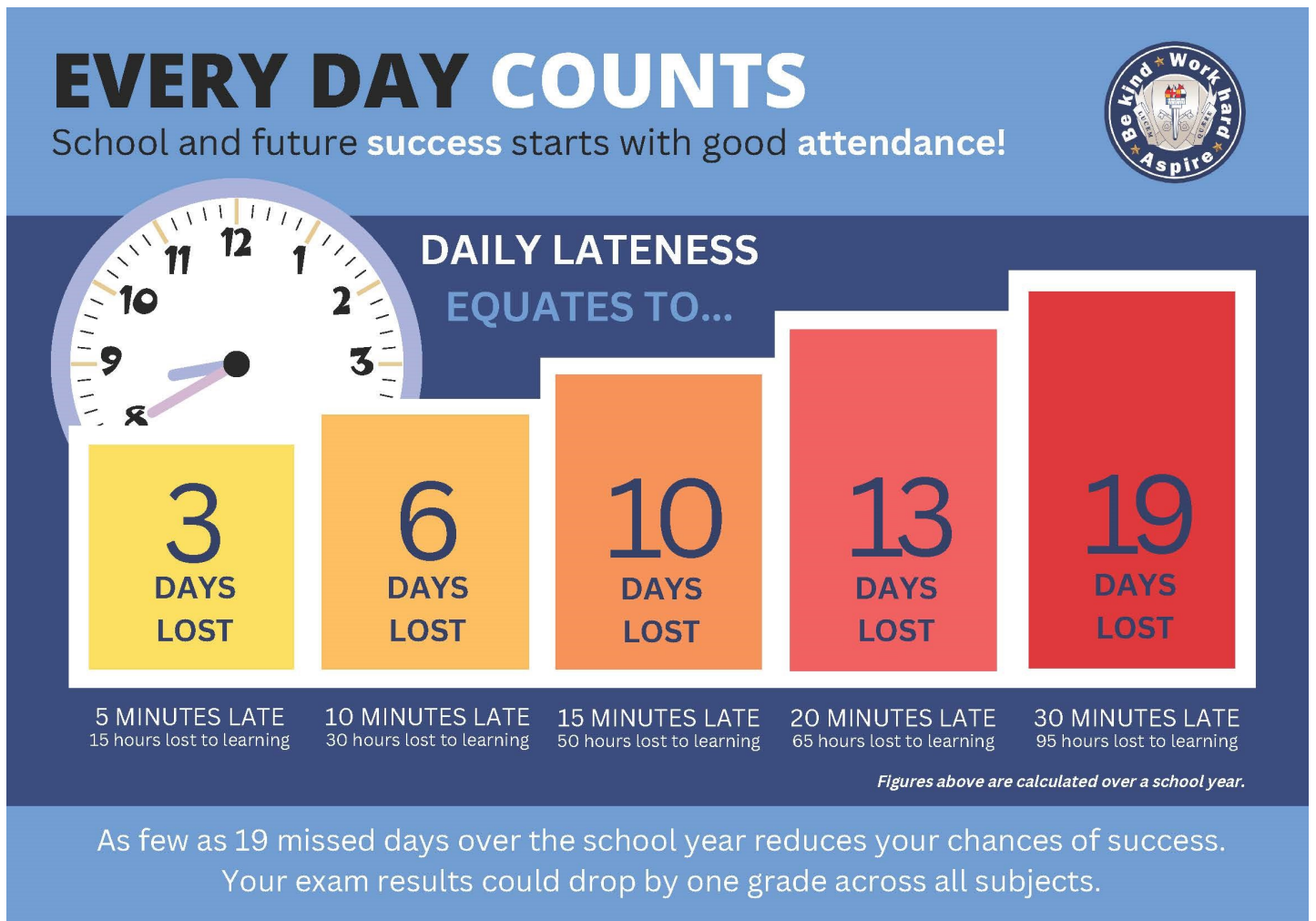
The school day begins at 8.50am and students are expected to have entered the academy via the refectory entrance by this time. This is to ensure that students are at line up by 8.55am when the bell rings for registration.

Students who arrive after 8.50am will be deemed as 'late to school' and if there is not an acceptable reason for the lateness a lunchtime detention will be set for the same day as the sanction. Lateness is monitored by the pastoral team and where there is persistent lateness parents will be informed and further sanctions may be applied.

The academy expects a parent/carer to contact the Student Support Administrator each day their child is absent (before 8.30am) to notify us and explain the absence. Please include full details of why your child is not in school. If the academy requires more information regarding the reason for an absence we may contact you by phone.

Absences can be reported by email to absence@southwolds.uk, calling 0115 9373506 (option 2) or using the Schoolgateway app.

You will be aware of the link between excellent attendance and academic success. The following information shows how school attendance can affect your child's future progress.



EVERY DAY COUNTS

School and future success starts with good attendance!



Above
98%
Excellent Attendance!

3.8 DAYS' ABSENCE IN A YEAR

Students with this attendance should achieve the best grades they can, leading to better prospects for work, college or university.

Remember Your education is important - don't miss out!

96%

Likely to achieve their target grades.

7.6 DAYS' ABSENCE IN A YEAR

Students with this attendance are likely to achieve their target grades and have good opportunities for work, college and university.

90%

May drop an exam grade.

19 DAYS' ABSENCE IN A YEAR

Students with this attendance are missing a month of school per year and may drop an exam grade: it will be difficult for them to achieve their best.

85%

May find it difficult to keep up.

29 DAYS' ABSENCE IN A YEAR

These students are missing 6 weeks of school a year, it will be very difficult for them to keep up and do their best.

80%

Missing a whole year of school.

38 DAYS' ABSENCE IN A YEAR

Students with this level of attendance are missing a whole year of school over the five years of secondary education, it will be almost impossible to keep up with work.



The School Day

Five minutes movement time (see below) is allowed for at every break or lesson changeover. A bell signals the end of a lesson or break and a second bell rings five minutes later to signal the start of the next period. Students are expected to be in lesson by the time the second bell rings. If they are not they are considered late and will be set a lunchtime detention.

8.50am	School day begins
8.55am	Line up/registration begins
9.15am	Registration ends
9.20am	Period 1 begins
10.15am	Period 1 ends
10.20am	Period 2 begins
11.20am	BREAK
11.35am	Break ends
11.40am	Period 3 begins
12.40pm	Period 3 ends
12.45pm	Period 4 begins
13.40pm	Lunch
14.15pm	Lunch ends
14.20pm	Period 5 begins
15.20pm	School day ends



The Curriculum

The curriculum is delivered in subject areas within a fifty period timetable over the course of two weeks. Each lesson lasts one hour.

The curriculum is composed as follows:

Subject	Number of Lessons
English	7
Mathematics	8
Science	6
French MFL	3
Spanish MFL	3
Geography	3
History	3
Philosophy and Ethics	2
Personal Development	1
Technology/Computer Science	4 on Rotation
Art	2
Music	2
Drama	2
Physical Education	4

Terms and Holidays 2024 - 2025

Autumn Term

Timetable commences	Tuesday 3 rd September
Half Term Holiday	Monday 21 st October
Return to school	Monday 4 th November
Last day of term	Friday 20 th December

Spring Term

Return to School	Thursday 6 th January
Half Term Holiday	Monday 17 th February
Return to school	Monday 24 th February
Last day of term	Friday 4 th April

Summer Term

Return to school	Tuesday 22 nd April
Bank Holiday	Monday 5 th May
Half Term Holiday	Monday 26 th May
Return to school	Monday 2 nd June
Last day of term	Friday 25 th July

Inset Days 2024-25

Monday 2 nd September 2024
Friday 20 th September 2024
Friday 27 th June 2025
Monday 28 th July 2025
Tuesday 29 th July 2025



Uniform

There are a number of reasons why a smart uniform with clear guidelines is appropriate in a school environment. These include:

- ◆ A uniform creates a sense of shared community and a sense of belonging
- ◆ The uniform provides a common identity for everybody regardless of background
- ◆ It can help to make morning routines easier at home as fewer decisions about what to wear need to be made
- ◆ It signals that it is a working day and that students should be ready to learn
- ◆ Having a uniform removes some of the peer pressure that can surround appearance
- ◆ Having high standards regarding appearance reflects the high standards we set academically

If a student is unable to come to school in correct uniform for any reason please contact your child's tutor to let them know what the issue is and when it will be resolved. Where issues with uniform are identified that we are unaware of you will be contacted by your child's tutor.

Where issues with incorrect uniform are deemed severe, we may place a student in isolation until the matter is rectified. *Please name all uniform, especially PE kit.*

Where to buy

The academy's school uniform supplier is Big Fish Schoolwear. For students joining in Year 7 they will be available at the intake evening in June to offer a sizing service.

The school office also keep a full range of samples in stock should you need to check sizing at any other time.

Orders can be placed via the Big fish Website. Please see the information letter sent out with this booklet.

Jewellery, makeup and hair

Students may wear limited jewellery, a watch, one small stud earring in each ear and one flat ring. Any jewellery in excess of this will be confiscated.

Facial piercings are not permitted, students will be asked to remove any such items.

Students may wear natural makeup. Please note that excessive makeup, false eyelashes and painted or false nails are not permitted. Fingernails should be a suitable length for school.

Hair must not be an unnatural colour or unconventional style. Cuts under grade 2 are not allowed, neither are patterns or designs that are cut into the hair.

Uniform Expectations

Items marked with a * must be purchased from the schools uniform supplier.

Item	School Expectation	Unacceptable
Blazer *	Academy branded blazer sold via the school uniform supplier	Any other blazer
Shirt or Blouse Students are able to choose between a collared shirt or a reverse collar blouse	Shirt-plain white shirt with a collar. Long or short sleeves. Must be worn buttoned to the neck and tucked in. Blouse-plain white with reverse collar. Long or short sleeves. Can be worn untucked due to the fitted nature of the garment.	Polo shirts T-shirts Patterned or coloured shirts worn visible under the shirt
Tie *	Academy branded tie must be worn with a shirt. Ties are not necessary when wearing a reverse collar blouse	Any other tie than the academy designated one



Item	School Expectation	Unacceptable
Jumper	Plain black V or round neck jumper. This can be knitted or jersey material (the PE jumper is acceptable). The jumper should be worn over the shirt/blouse and under the blazer and is an optional item of uniform. The jumper is in addition to the blazer not an alternative to it.	Any other jumper
Skirt * or trousers Students are able to choose between a black skirt or trousers	Skirt-black pleated skirt sold by the academy uniform supplier Trousers-plain black school trousers	Any other skirt Skirts rolled up at the waist Skinny or tapered trousers Jeans-denim or stretch material Cropped trousers Any embellishment Leggings, jeggings or tracksuit bottoms
Shoes	Black footwear Black trainers are acceptable but they must be fully black	Coloured areas or coloured logos Boots Open toes
Socks/tights	Tights-plain black, grey or natural colour Socks-black	Footless, patterned or coloured tights
Outerwear	Students may wear a plain coat with no visible logos	Denim jackets Leather/suede jackets Hooded or non-hooded sweatshirts

P.E. Kit

P.E. t-shirt *	Academy branded P.E. t-shirt sold via the school uniform supplier	Any other t-shirt
P.E. jumper Students can choose between a branded sweatshirt from the uniform supplier or a plain version from an alternative retailer Please note that students are not permitted to wear P.E. sweatshirts under blazers	Black round necked sweatshirt-either school branded or plain	Any visible logos other than the academy logo Any non-black jumper Any non-round necked jumper



Item	School Expectation	Unacceptable
Bottoms Students may choose from a range of bottoms	Black shorts Black sports leggings Black tracksuit bottoms	No visible patterns other than a small logo Any non-black items
Trainers	Trainers with laces and non-marking soles Suitable for outdoor P.E.	Unsuitable or unsafe footwear
Socks	Black or white sports socks Ankle or knee length	Tights

Summer Uniform Adjustments

Between May half term and October half term the following adjustments to the uniform are in place:

- ◆ Students are not required to wear the blazer
- ◆ Students are not required to wear the tie
- ◆ Students may wear tailored, school trouser style shorts

These adjustments are personal choice and students may choose to continue wearing the blazer, tie and trousers.

Optional items

It is recommended that students have a mouth guard, football boots and shin pads.

Please note that students taking part in extra-curricular football, hockey or rugby must have the appropriate safety equipment as well as black, knee length sports socks.



Skirt



Knee length means the skirt must be at the kneecap when the student is stood upright. If touching the top of the kneecap this is considered knee length but will not provide adequate growing room. We suggest you consider this when purchasing a new skirt.

The skirt must be purchased from Big Fish.

Trousers

Plain, black school trousers. Bootleg or straight cut. Skinny trousers, jeans, denim or stretch material do not form part of our uniform.



Footwear

Completely black with no coloured areas or logos.



The following are examples of footwear that are not acceptable. No coloured soles or logos.



Rewards

Students are rewarded for their positive behaviour and attitude with achievement points. Achievement points are set in line with the core values of the school “Be Kind. Work Hard, Aspire.” and can be set by any member of staff in any context. When an achievement point is awarded a notification is shared with parents.

Half termly and termly rewards are also given for various aspects of positive behaviour and attitude. We also celebrate academic achievement and effort at termly Outstanding Student Assemblies and an awards evening at the end of the year.

Sanctions

BEHAVIOUR	RESPONSE
Arriving at school after 8.50am	If you are late to school, you will be held in the refectory for the duration of registration. A 50 minute after school detention is set from the third incidence of lateness to school.
Arriving late to my lessons	If you are late to lesson you will be set a lunchtime detention for the following day. There is five minutes movement time after every break and at lesson changeover. If you are not in lesson by the time the second bell rings you are considered to be late.
Wearing excessive make-up or jewellery	Will be asked to remove it.
Have nail adornments or unacceptable piercings	You will be asked to remove them and parents will be contacted. Isolation may be used in certain circumstances .
Forget my books or equipment	Tutors regularly check that students have the equipment they need for school. Issues with equipment are logged and Heads of Year apply sanctions where necessary.
Have not done homework	Teacher will set a homework detention.
Mobile phone is seen, used or heard	Your phone will be confiscated. If a phone is confiscated for a third time a 90 minute detention is set. 90 minute detentions will be set on each subsequent occasion the phone is confiscated. Phones can be collected at the end of the day from reception.
Disrupt the learning of others. I will receive the following:-	<ul style="list-style-type: none">◆ I will receive sanctions in line with the consequences system◆ Students also receive behaviour points when their behaviour or attitude is contrary to the school values of Be Kind, Work Hard, Aspire.◆ Students who have accrued a number of behaviour points will receive intervention which could include going on report, parental meetings, isolation or suspension.



Pastoral Care

Our aim is for every student to achieve or surpass their academic and social potential and to embody the academy's core values; Be Kind, Work Hard, Aspire. To enable this, the academy is dedicated to providing a safe, caring and disciplined environment for every student in which to learn. The task of Pastoral staff is to make this the core of their work with students. Pastoral staff at all levels in the academy focus on embedding positive attitudes towards learning for all students and the removal of any social, emotional or behavior barrier to this.

Pastoral care is central to our student's development. We believe that providing a framework of care and support will assist them in their academic and social development throughout their school life.

Overall responsibility for pastoral care lies with Mrs Brooks (Deputy Head Teacher) assisted by a highly experienced team. Their roles and responsibilities are as follows:

Assistant Head Teacher - Attendance and Behaviour - Mr Askham

Leadership of the KS3 and KS4 Heads of Year, their tutors and cohort of students, to provide an environment where all students achieve their full academic and social potential. Mr Gell oversees all aspects of the students' school experience to ensure it is positive and harmonious. They are responsible for tracking the attitudes to learning of all students and will work closely with tutors and Mr Askham to ensure support is available where it is needed. They are experienced in liaising with a wide range of feeder schools. This system ensures that students transition quickly into their new surroundings and adapt to the demands made upon them in their secondary school studies. After Year 7, students move to a new Head of Year who remains with the group for Year 8 through to Year 11.

Behaviour Support Lead - Mrs Dawson

Mrs Dawson works with students, parents/carers and staff to devise and implement specialised intervention for identified students where there are concerns.

Equality and Diversity Lead - Miss Drewett

Miss Drewett has a whole school role to promote an inclusive environment at The South Wolds Academy that meets the needs of all students. She is responsible for working with students, parents/carers and staff regarding mental health, anti-bullying, equality, diversity and the safe use of social media.

Pastoral Support Assistant - Rachel Elsworth

Head of Year - Mr Gell

Form Tutor

The tutor has a pivotal role to play and will act as the first point of contact between school and home. Due to their daily contact with students, tutors build meaningful relationships with the students in their group. Where concerns of a social or academic nature arise, tutors will initiate contact with parents/carers to resolve issues, normally via email, letter or phone call. Tutors will be aware of the attitudes towards learning and academic targets of students within their group. Where there are concerns, in the first instance, tutors will work with home to resolve any barrier to success. Students will be expected to arrive in school on time, ready to learn and in full uniform. Tutors provide support, advice and guidance to students and will also refer concerns to Heads of Year.



STUDENTS - What to do if.....?

I need someone to talk to

If you need to talk to someone about things that are bothering you e.g: bullying, exams, problems at home etc. You can talk to your tutor or use the SHARP system, which is an online reporting system available through the school website.

I need to leave school / go off site

Your parent/carer should email absence@southwolds.uk with 48hrs notice where possible. This will be noted in the register. When it is time for you to leave site please report to The Bridge Reception where you will need to sign out.

I am not wearing the correct uniform

You should have a letter from your parent/carer explaining why you are not in uniform. You will need to take this to your tutor. If you do not have a note your parents/carer will be called and asked to either:

- ◆ bring in the correct uniform
- ◆ allow you to be sent home and return in the correct uniform
- ◆ contact with home will always be made to verify the letter and a course of action will be decided upon.

I have lost something in school

It is important that you name your belongings. This makes it easier for us to get items back to you. Ask at Reception if the item has been handed in. Lost property will only be kept for two weeks.

I am off school

Parents/carers should email absence@southwolds.uk or telephone school and leave a message.

If I do not feel well / I have hurt myself in school

A medication consent form will need to be completed by your parent/carer for any medication to be kept in school. Medication kept in school must be handed in to First Aid. It will be locked away and be issued when needed. If you don't feel well inform your teacher.

If I have property confiscated, when will I get it back?

Most confiscated items (including mobile phones) can be collected at the end of the day from student reception. Any confiscated jewellery must be collected from main reception by an appropriate adult.

I need to buy some stationery

The Student Stationery Shop is based in The Print Room.

I have a question about my bus pass

Go to reception.

Arrival at School

School is open from 8.30 and entry is through the Refectory. You must be on site for line up by 8.50 am at the latest.

I am late for school

If you are late for school, you will be held in the refectory for the duration of registration. A 50 minute after school detention is set from the third time you are late. If you arrive at school after the student entrance closes at 9.15am you should sign in at The Bridge Reception.

I have forgotten my lunch

Go to the Refectory and speak to a member of staff.

Drinks

We recognise that it is important for students to drink water to help them focus on their work. We encourage you to keep hydrated throughout the day. You are not allowed to drink in the Science, IT or DT classrooms. Fizzy/energy drinks are not allowed and will be confiscated.



Student Support

The Student Support team are based in an area of school called The Bridge. The team are non-teaching staff who understand and support the individual needs of students. The team work closely with the Pastoral Team.

Within the Student Support Team we have specialists who can advise in:

- ◆ Special Educational Needs (SEN)
- ◆ Transition support between Key Stages
- ◆ Child protection and safeguarding
- ◆ Emotional-Based School Avoidance (EBSA)
- ◆ Emotional health
- ◆ Physical health needs.

The Bridge is a multi-use area in school for students who for complex reasons may need time out, someone to talk to, the chance to ease sensory overloads, to access a sensory room and outside area and where additional learning support and interventions are delivered.

If a student feels unwell they will go to the first aider in Student Reception who will triage and advise parents/carers of any concerns or patterns.

The team work closely with, and make referrals to a variety of agencies and specialists from outside school including;

- ◆ Nottinghamshire Educational Psychology Service - Schools and Families Specialist Services.
- ◆ Child and Adolescent Mental Health Services - CAMHS
- ◆ The Healthy Families Team - HFT
- ◆ The Nottinghamshire Family Service
- ◆ Positive Futures

For complex needs we also work closely with Social Care and the Multi Agency Safeguarding Hub (MASH).

The team support vulnerable students through a key worker process where students and parents/carers are linked to a team member to provide a single point of contact and consistency of care.

Students with more complex needs will be issued with a learning needs profile (LNP) where appropriate for:

- ◆ Communication and interaction needs
- ◆ Cognition and learning needs
- ◆ Social, emotional and mental health needs
- ◆ Physical and or sensory needs

The LNP describes the needs of a student and the reasonable adjustments staff are required to make. Where a student has medical needs, an individual Health Care Plan will be developed with parents and key staff.

The team is led by Fran Haywood Assistant Head Teacher –KS3 Progress and Inclusion and include;

- ◆ Inclusion Lead - Jake Murphy
- ◆ Assistant SENCO - Chloe Fox
- ◆ Vulnerable Support Lead - Lucy Danson
- ◆ Attendance and Family Liaison Officer - Claire Till
- ◆ Behaviour Support Lead - Kate Dawson
- ◆ The Bridge Administrator - Lauren Foottit

For further information please visit the school website.



Anti Bullying

South Wolds Academy students are expected to Be Kind, Work Hard, Aspire. The South Wolds Academy and Sixth Form is committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a safe and secure atmosphere.

Bullying of any kind is unacceptable and will not be tolerated at the academy. If bullying does occur, all pupils should know who to tell and know that incidents will be dealt with promptly and effectively. This includes bullying incidents that occur online, during travel to and from school or at other times outside the school day.

The Academy is firmly committed to working in partnership with parents and carers. The best outcomes emerge when professionals and parents and carers are able to work together when bullying occurs.

Parents who believe their children are the victim of bullying should encourage their child to share concerns with school at the earliest opportunity by:

- ◆ Talking to their tutor or Head of Year
- ◆ Reporting using the SHARP system on the school website
- ◆ Reporting in person to the pastoral office during break or lunch time

All expressions of concern will be taken seriously and investigated thoroughly.

Bullying is not confined to the school premises. The increasing use of digital technology and the internet has also provided new and particularly intrusive ways for bullies to reach their victims.

Cyberbullying and face to face bullying will be treated in the same way.

The academy employs a graduated response model to all reported cases of bullying, It is based upon three stages: **Safety First, Stop it, Moving Forwards.**

Safety first: These are actions that ensure the safety of the victim and communication with parent/carer.

1. Ensure the student is safe at this stage.
2. Collect information for further investigation.
3. Discuss with the student what is making them feel most anxious about the situation.

Stop it: This is proactive work with all parties including parents .

1. Sanctions are discussed and put in place
2. An immediate restorative plan is put in place.

Moving forwards: Longer term approaches with a review of outcomes with students and parents

1. Long term restorative practices are implemented where appropriate.
2. Individual/group work depending on the circumstances.
3. Wider staff circles may be involved.
4. A review of the case may be required to support future incidents
5. Ongoing, follow up work with students involved.

Thinkuknow is the education programme from NCA-CEOP, a UK organisation which protects children both online and offline.

If you have concerns regarding your child's online activities please visit <https://www.thinkuknow.co.uk/parents>

To support parents and carers in keeping their children safe online while they are off school, thinkuknow have produced a helpsheet with advice and links to Thinkuknow resources

https://www.thinkuknow.co.uk/globalassets/professional/thinkuknow_secondary_parents_helpsheet.pdf





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KIDSCAPE is a website for parents and young people that provides practical support, and advice to challenge bullying and protect young lives. Parent advice line: Call: 020 7823 5430 WhatsApp: 07496

682785 or visit the website <https://www.kidscape.org.uk/>

If you need to talk ...
...we're here to listen
0808 800 2222
askus@familylives.org.uk
www.familylives.org.uk

Website for parents and young people that provides practical support, and advice for all aspects of family life <https://www.bullying.co.uk/>



Guidance for students

If you are being bullied or harassed:

- ◆ Remember it is not your fault
- ◆ Try to stay calm and look as confident as you can
- ◆ Be firm and clear - look them in the eye and if possible tell them how you feel and tell them to stop.

After you have been bullied or harassed:

- ◆ All bullying and harassment is wrong and you do not have to stay silent about it
- ◆ Tell an adult or somebody you trust what has happened straight away. Adults in school have a responsibility to give you help and support around bullying
- ◆ If you are scared to tell a teacher or adult on your own, ask a friend to go with you

When you are talking to an adult about the bullying, we will expect you to be clear about:

- ◆ What has happened to you
- ◆ How often has it happened
- ◆ Who was involved
- ◆ Who saw what was happening
- ◆ Where it happened
- ◆ What have you done about it already

If you experience bullying or harassment by mobile phone, text messages, social media or email we would expect you to:

- ◆ Don't retaliate or reply
- ◆ Save the evidence - do not delete anything
- ◆ Make sure you tell an adult who you trust
- ◆ Contact your service provider or look at their website to see where to report incidents
- ◆ Be careful who you give your mobile phone number or address to
- ◆ Block the person who is bullying you



Equality and Diversity

Equality and diversity, or multiculturalism, is the idea of promoting and accepting the differences between people. More specifically, equality is about ensuring individuals are treated fairly and equally, no matter their race, gender, age, disability, religion or sexual orientation. Diversity is about recognising and respecting these differences to create an all-inclusive atmosphere.

South Wolds Academy students are expected to Be Kind, Work Hard, and Aspire. The academy welcomes a diverse population of students and staff; this very diversity is one of our greatest strengths. The academy is committed to promoting equality and diversity in all its activities to promote inclusive processes, practices and culture.

We do this by:

#BEKIND

Understanding, accepting and celebrating differences within our school community

#WORKHARD

Educating students within a diverse curriculum where equality for all is the focus

#ASPIRE

Creating an environment in which everyone feels safe and respected in order to achieve their full social and academic potential

An annual programme of educational awareness events are based on the following themes:

- ◆ Diversity and Inclusion
- ◆ Emotional Health and Wellbeing
- ◆ Anti-bullying and Anti-Racism

Supporting Emotional Health

Our emotional health team

- ◆ School Based Well Being and Emotional Health Lead - Miss Drewett - gdrewett@southwolds.uk
- ◆ Vulnerable Support Lead - Mrs Danson - ldanson@southwolds.uk
- ◆ Designated Safeguarding Lead - Mrs Brooks - sbrooks@southwolds.uk

School based well being and emotional health is the responsibility of every member of staff. Where there are specific concerns regarding a young person's emotional health, support is allocated according to need.

For general wellbeing or engagement in learning concerns, please contact your child's Head of Year in the first instance.

For urgent safeguarding concerns or if you wish to report something you are aware of, please call the main school number 0115 9373506. Contact will be made with you as soon as possible during school hours.

At any age, children can find going to school difficult. They may be very unwilling to get up, get ready; they may feel sick, or complain of stomach/headaches; they may get angry or upset. The longer it goes on, the more worrying it can be for the child, their parents or carers. Some children feel anxious about the thought of school when they are at home, but settle down during the school day, while others only display anxiety while at school.



Some parents find their child's distress at going to school so hard to bear they keep them at home, to avoid daily upsets. It may seem like a solution, but doing this can make the problem much worse. Whilst situations like this are rare, it is really important to work in partnership with school to address the issue.

Tackle it early – the longer anxiety about school persists, the deeper it becomes.

Talk to the Attendance and Family Liaison Officer - Claire Till. Make them aware of the situation and agree strategies to begin resolving the issue. This could include things like regular check-ins with a key member of staff, a quiet space for break time and lunchtime.

Good mental health is the foundation of young people's emotional and intellectual growth; underpinning the development of confidence, independence and a sense of self worth. It can be hard to know how young people are feeling and, as parents and carers, how best to offer advice and guidance.

Here are the contact details of some counselling and support services available for free: online, by phone, text, or e-mail.

The Healthy Families Team are an excellent source of support and one recommended to parents as a first point of call for help and advice.

Text line for students is 07507 329952 - 11-19 year olds

Tel: for students or parents - 0300 1233387 (option 4)

Healthy Family Teams provide parents and carers advice around child development, parenting advice and support, emotional health and wellbeing, behaviour difficulties and family health.



Childline - available 24/7 (For all mental health needs / concerns, help or advice)

www.childline.org.uk Tel: 08001111 (free)

Toolbox of games, advice videos and ways to deal with emotions: <https://www.childline.org.uk/toolbox/>

Calm zone for activities, breathing exercises and more: <https://www.childline.org.uk/toolbox/calm-zone/>

YOUNGMINDS

Young Minds is the UK's leading charity fighting for children and young people's mental health

Text: YM to 85258 (Free) <https://youngminds.org.uk/>

The Proud Trust is the home of LGBT+ youth (lesbian, gay, bisexual, trans and other identities such as asexual, intersex and questioning. Visit their website www.theproudtrust.org



Homework

From September, we will be using a new system for setting homework called Class Charts. This is an exciting development and the system offers a wide range of different applications. In addition to homework, Class Charts will be used to communicate with you about attendance, punctuality, rewards and behaviour. Students and parents will have access to their own accounts that will provide a wealth of information. Full details about the system and how to access accounts will be shared once your child starts with us in September.



Finance Payments

The South Wolds Academy is a cashless school, therefore all payments, including trips and cafeteria accounts, must be made through ParentPay, our designated finance software. You will receive a letter advising you of your activation code shortly.

Mobile Phones

The use of mobile phones is banned on the school site. This applies from the moment a student enters the school building each morning until 3.20pm (or later if they are attending an after school provision). If a student's mobile phone is **seen, used or heard** at any time whilst on the school site it will be confiscated. If a phone is confiscated on a third occasion, **a 90 minute detention will be set**. 90 minute detentions will be set on each subsequent occasion the phone is confiscated. For this reason, we hope you will impress upon your child the importance of following the simple rule of having their phone switched off and out of sight at all times, should they choose to bring it to school.

We understand that you may wish to allow your child to carry a mobile phone with them for safety reasons on the journey to and from school each day. If your child chooses to bring a mobile phone for this reason, then they do so at their own risk. The academy will take no responsibility for loss or damage to a mobile phone at school. If brought onto the school site, phones must be switched off and completely out of sight at all times. This means being placed securely in school bags and not blazer or trouser pockets.



Catering

School meal prices

The price of the meal of the day is £2.65. Prices remain comparable or below other secondary schools in the area.

Other matters

The range of menus the Catering Manager developed and implemented last year meet the Government's 'Healthy Eating' agenda and are enjoyed by students and staff.

Items available during morning break

Pizza Slice	80p	Toasted Tea Cake	80p	Bacon Roll	£1.05
Iced Bun	80p	Fruit Pot	90p	Vegan 'Sausage Roll	£1.30

Lunchtime - £2.65

Meal of the Day	A two course lunch, choose from a pudding, flapjack or cookie.
Jacket Potato Meal Deal	Filled Jacket Potato and a pudding, flapjack or cookie.
Panini Meal Deal	A Panini and a pudding, flapjack or cookie.

Items which can be brought separately

Slice of Cheese Pizza	£1.35
Panini - fillings available include Chicken, Cheese and Pepperoni	£1.90
Jacket Potato - fillings available include Tuna, Cheese and Beans	£1.90
Fresh Filled Baguettes	£2.10
Chicken Burger - available only on a Thursday	£1.90
Hot Pasta in Sauce	£1.35
Sandwiches/Rolls	£1.85

Homemade puddings	85p	Sweet Waffle	£1
Orange Flapjack	80p	Sultana Cookie	85p

Drinks

Juice carton	85p
Strawberry, banana or chocolate milkshake	70p
Bottled water	90p

Please note prices may be subject to change



South Wolds Biometric Systems

We use fingerprint recognition for our cashless catering system which allows students to purchase food and drinks during break and lunch times.

As a fingerprint is biometric data we must obtain parental permission to comply with the General Data Protection Regulations (May 2018) and the provisions of the Protection of Freedoms Act (2012).

For the sake of clarity, biometric information is information about a person's physical or behavioural characteristics that can be used to identify them.

We will record a biometric measurement taken from a student's finger but we will not record a fingerprint image. We will also take a photograph of the student to form part of the student record and allow recognition of students.

Information is stored in a highly secure database and will only be used for the reasons above. The least amount of data possible is stored and the data cannot be used by any other agency for any other purpose.

The school will not unlawfully disclose this information to any other person.

Should the school seek to implement any further biometric systems in the future further permission will be sought.

Current legislation requires schools to:

- ◆ Inform parents/carers about the use of biometric systems.
- ◆ Receive written permission from one parent/carer before processing biometric data about a student.
- ◆ Allow students to use an alternative way of being identified if they wish.
- ◆ Not allow students under the age of 18 to use biometric systems without consent.

Should you agree to the processing of your child's biometric information it is important that you sign and return the consent section on the data collection sheet.

When your child leaves the academy, or ceases to use the biometric system, their biometric data will be permanently deleted.

Should you wish to discuss this further please email office@southwolds.uk.

Acceptable Computer and Internet Use Statement

The South Wolds Academy & Sixth Form provides ICT resources for students to use, including computers, specialist software, access to the internet, shared group resources, school email and printing.

Students also have access to school resources and homework externally via Microsoft 365 and Show My Homework.

These are provided and maintained for the benefit of all students, and you are encouraged to use and enjoy these responsibly and help to ensure they remain available to all.

Equipment and School Network

- ◆ Do not install, uninstall, download, upload or alter any school software.
- ◆ Memory sticks may only be used with permission from a member of staff.
- ◆ Do not damage, disable or harm the operation of computers or intentionally waste resources.
- ◆ Computers and all associated hardware, cables, keyboards, mice, monitors, printers etc. should be left in full working order (as you found them) and any malfunctions reported to a member of staff immediately.
- ◆ Eating, drinking or chewing gum is not allowed in any ICT area.



Security and Privacy

- ◆ Always keep your password confidential; never use someone else's login name or password and do not allow anyone else to use yours under any circumstances.
- ◆ Use of AI (Artificial Intelligence) is seen as a tool for education purposes only. Misuse of AI will be classed as breaching this acceptable use policy.
- ◆ Other computer users should be respected and should not be harassed, harmed, offended or insulted.
- ◆ To protect yourself and the systems, you should respect the security on the computers. Do not attempt to bypass, alter or in any way access areas of the system which are restricted.
- ◆ If you suspect your account security has been compromised in any way, you should report it to a member of staff immediately.

Online

- ◆ You should only access the internet in school for authorised & supervised activities, using the school software.
- ◆ Your teacher will supply guidance on the type of websites to use, if in doubt ask first.
- ◆ These activities should not be undertaken unless asked to do so by a member of staff as a learning tool; gaming, surveys, quizzes, social networking, financial transaction, external emails, music, TV movies, news, sport, weather, maps, videos, images, animations, jokes, travel, fashion, shopping, products, celebrity, gossip, wiki's, blogs, chat, forums, tickets, shows, events, concerts, timetables, prices, venues, holidays.
- ◆ Do not use the internet to obtain, download, send, print, or display or otherwise transmit or gain access to materials which are unlawful, obscene, abusive or deemed in any way inappropriate.
- ◆ Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws, if in doubt ask.

School email

- ◆ Be polite and appropriate in all email exchanges.
- ◆ Only use the school email system for school purposes.
- ◆ Do not use or access your own private email accounts in school.
- ◆ Do not open the email attachments that have been sent from outside school.

Monitoring

- ◆ Every key you type and every program you run is recorded and logged (down to left and right mouse clicks). These logs are monitored and can be retrieved and checked when someone has not followed the rules in this policy.
- ◆ Your computers and screens can be continually monitored and recorded by our teachers, senior members of staff and the technicians from anywhere in the school and random checks are regularly made.
- ◆ Facebook, Twitter and many other Social Networking sites may provide information from students' accounts on request if they are involved in any serious unacceptable online activities such as bullying, harassment, hate crimes. This applies even if it happens outside school time. Don't post anything you would not be happy for the school to read.
- ◆ If you need to use a school device to take photos or record videos for school activities, you may only do so with permission from a member of staff. Any images stored on the device must be deleted by the end of the lesson. If an image needs to be saved for specific curriculum purposes at the instruction of your teacher, this should be saved as they direct you. Images must not be saved in personal accounts or shared with anyone else. Students and staff have the right to withdraw permission for their image to be stored at any time.

Access to ICT facilities is a privilege , not a right. Any student breaking the rules of this AUP will face action under the school's behaviour policy.



Physical Education

Our Aims

Our aim is to offer a balanced programme of exciting, challenging and enjoyable activities. We try and cater for students of all abilities and experiences. During your first year you will take part in Games, Gymnastics, Athletics and Dance. South Wolds facilities include a gym, sports hall, artificial pitch, hard courts, playing fields.

To work safely and efficiently we do ask that you:

- ◆ Bring the correct kit for the activity that you are due to take part in.
- ◆ Present your PE teacher with a note from home if you are unfit or unwell and cannot take part in the lesson.
- ◆ Even when you are ill or injured, you will be expected to be with your class/group and member of staff at all times, including outdoor lessons.
- ◆ In the interest of health and safety **LONG HAIR MUST BE TIED BACK** and **ALL JEWELLERY MUST BE REMOVED** before taking part in PE.

Extra Curricular Activities

The faculty offers a range of activities which can be recreational or for representing school teams. There are also a range of inter-tutor group competitions run over the year involving a variety of different activities.

Health and Safety

The Physical Education Faculty is constantly reviewing its safety policy regarding participation in a variety of activities, including hockey, football and rugby. This is in conjunction with the local authority safety guidelines and the governing bodies of all three sports.

As a consequence the school advises that all students, male and female, have shin pads and appropriate footwear, i.e. football boots suitable for grass and a pair of training shoes suitable for both indoor and outdoor activities. It is also recommended that students purchase and are encouraged to wear a mouth guard for further protection, especially in rugby and hockey.

PE Kit for all students

- ◆ School branded black PE t-shirt, available from our uniform supplier.
- ◆ Students may choose from black shorts, black sports leggings or tracksuit bottoms. These may have a coloured logo but should not be patterned.
- ◆ Trainers with laces and non - marking soles. Outdoor PE can sometimes be muddy so trainers should be suitable for these conditions.
- ◆ Black or white ankle or sports socks. Please note for health and hygiene reasons, students are not permitted to wear tights for PE lessons

OPTIONAL KIT - Mouth guard, football boots or astro boots, shin pads, black knee length socks.

Please note if your son or daughter wishes to take part in any extracurricular football, hockey or rugby, then, football boots, shin pads and black knee length socks are compulsory.



Parents' Evenings and Reports

There are a variety of ways in which we report your child's progress during Year 7:

- ◆ You will receive an initial assessment and be invited to a virtual Parents' Evening during the first half term when you will meet your child's tutor
- ◆ Interim Assessments
- ◆ Parents' Evening with subject teachers
- ◆ These are held virtually via a video call system, full guidance is on the website under the parents section

Parents' & Carers' Guide for Booking Appointments

Browse to <https://southwoldsacademy.parentseveningsystem.co.uk/>

Step 1: Login

Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile phone.

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R Monamara	Andrew	French	L4

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

Time	Mr J Brown (SENCO (A2))	Miss B Patel (Class 10E (HS))	Mrs A Wheeler (Class 11A (L1))
16:30	Ben	Andrew	Ben
16:40		✓	
16:50	+		+
17:00	+		+

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you would like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

Teacher	Student	Subject	Room
Mr J Brown	Ben	ENGLISH	A2
Mr J Sinclair	Ben	English	E6
Mr J Sinclair	Andrew	English	E6
Mr J Sinclair	Ben	History	H6
Miss B Patel	Andrew	Mathematics	M2
Miss Wheeler	Andrew	Science	S2

Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.

Assessments, Tests and Grouping Arrangements

In Year 7 we focus initially on settling students into the academy, introducing them to new subjects and ways of working. Some setting will take place in key subjects. Student progress is measured and monitored regularly. However, please be aware that these groups may be changed as appropriate throughout the year.

Clubs, Societies and Fixtures

There are lots of opportunities which are advertised via student notices throughout the year.

Educational Visits

The school runs a variety of educational visits for all years with students invited to express an interest in taking part.

Data Collection Sheet

We may need to contact parents/carers in an emergency. Please complete and return the Data Collection Sheet sent to you no later than the **15th March 2024**. Please ensure that you notify the school of any changes to phone numbers and email addresses.

Medical Care

Please contact the academy with any medication or allergies information by email cmorris@southwolds.uk

Transport

Outlying catchment areas are served by commercial buses which are organised by Nottinghamshire County Council Transport and Travel Services.

To see if you are eligible and to apply for a bus pass please call the Contact Centre at Nottinghamshire County Council on 0300 500 8080 or you can apply and pay online at www.nottinghamshire.gov.uk/travel-under16. If you are not eligible for a bus pass through Nottingham Transport they will provide you with details of the bus company you need to contact.

Is your Child entitled to Free School Meals?

If you think your child may be eligible for Free School Meals please call The Contact Centre on the following number, 0300 500 80 80 or visit <http://www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk> for more information. If your child receives Free School Meals and attends a primary school within Nottingham City Council you will need to re-apply through Nottinghamshire County Council on the number above.

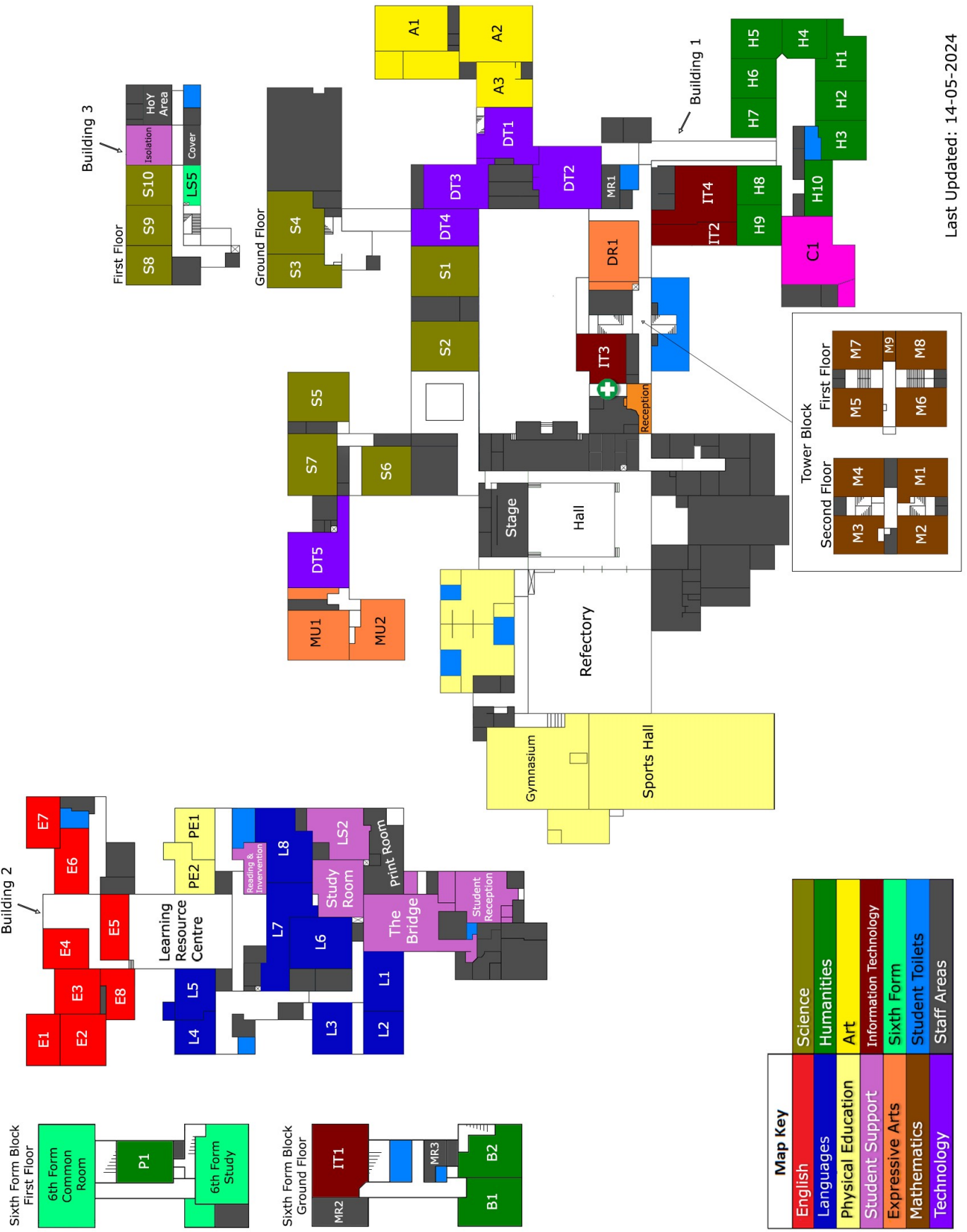
D of E

The Duke of Edinburgh's Award is the world's leading achievement award for young people. It is a balanced programme of activities that develops the whole person – mind, body and soul – in an environment of social interaction and team working. Young people progress through three levels of D of E programmes to achieve a Bronze, Silver or Gold Award.

Taking part builds confidence and develops self-esteem. It requires persistence, commitment and has a lasting impact on the attitudes and outlook of all young people who do their D of E.

Participants are aged between 14 and 24. The South Wolds Academy and Sixth Form offers students in Year 9 and above the opportunity to work towards achieving their Duke of Edinburgh Awards.





Map Key	
English	Science
Languages	Humanities
Physical Education	Art
Student Support	Information Technology
Expressive Arts	Sixth Form
Mathematics	Student Toilets
Technology	Staff Areas

