



The NEXT STEP

Welcome to Knutsford Academy



Information Guide – Year 7 September 2022

High academic standards and inspiring teaching
within a supportive community

Part of



Contents

- 1. Welcome.....1
- 2. Knutsford Academy – An Overview.....2
- 3. Term Dates3
- 4. School Day4
- 5. Parent Communications.....5
- 6. School Dinners and Free School Meals6
- 7. Cashless Catering, ParentPay7
- 8. The Academy Fund8
- 9. Code of Conduct and Reporting Absence.....9
- 10. Uniform10
- 11. Transport and Locker Information12
- 12. Data privacy for students, parents and carers13
- 13. Guidance for completing the Student Data Form.....16

1. Welcome

I am delighted you have chosen Knutsford Academy for the next stage of child's education. It is one of eight great schools in our growing and exciting educational trust - 'The Learning Alliance'.

All of our schools are incredibly friendly. Everyone involved in the school is ready to offer you and your child a very warm welcome.

We are immensely proud of our schools. They offer a fantastic range of educational and wider opportunities. Our talented and inspirational teachers and other staff help all children and young people to thrive.

Very best wishes,



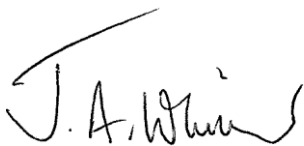
Mike Cladingbowl
Chief Executive
The Learning Alliance



Welcome to Knutsford Academy for your child's secondary education. Our carefully tailored transition programme aims to make the move from primary to secondary school as seamless as possible. We will do everything we can to help your child make the best start possible to secondary school life at the Academy in September especially after such a challenging 18 months with the Covid-19 pandemic.

This guide gives you and your child all the information you need about the Academy, including term times, uniform guidelines and school dinners, and there is more information on our website www.knutsfordacademy.org.uk. In addition to our planned Transition Day on Tuesday 19th July and we will also be confirming a welcome evening in June for new parents.

I look forward to welcoming your child to Knutsford Academy.



James Whittaker
Headteacher
Knutsford Academy



2. Knutsford Academy – An Overview



Knutsford Academy provides secondary education to over 1200 students aged from 11 to 19 in the historic town of Knutsford, less than 20 miles from the centre of Manchester and minutes from the M6 motorway. Students arrive in Year 7 from primary schools in Knutsford, Northwich and the south Manchester area. The school was formed in 1953 as Knutsford High School and still operates from its original site in the centre of the town. It transferred to Academy status in 2012.

Knutsford Academy is part of The Learning Alliance, a multi-academy trust, which also includes Cheshire Studio School, based on the same site as Knutsford Academy, Egerton Primary School in Knutsford and 6 additional schools across south Cheshire and north Staffordshire.

In recent years, the Academy has appeared in the Sunday Times Schools League table as one of the top 100 performing non-selective state secondary schools in the country, based on both A Level and GCSE results. In the summer of 2019, 83% of all GCSE grades were at 4 or above compared to a national average of 69%. Over the last five years, we have achieved a 100% pass rate at A Level in over 30 subjects and several of our sixth form students have progressed to Russell Group universities.

Our focus is driven by our three core values



Academic Excellence

We provide a supportive and challenging environment to ensure our students achieve academic excellence



Strong Community

We draw on the strength of our school community and have developed close links with the local community in and around Knutsford



World Class Opportunities

We aim to prepare our students for life beyond school by providing world class opportunities

3. Term Dates



SCHOOL HOLIDAY CALENDAR 2022-23

INSET Days (School Closed to pupils)	School Opens	School Closes
Autumn Term 2022		
Thursday 1 September Friday 2 September	Monday 5 September	Friday 21 October
HALF TERM SCHOOL CLOSED Monday 24 October to Friday 28 October		
Monday 31 October	Tuesday 1 November	Friday 16 December
CHRISTMAS HOLIDAY SCHOOL CLOSED Monday 19 December to Monday 2 January 2023		
Spring Term 2023		
	Tuesday 3 January	Friday 17 February
HALF TERM SCHOOL CLOSED Monday 20 February to Friday 24 February		
	Monday 27 February	Friday 31 March
EASTER HOLIDAY SCHOOL CLOSED Monday 3 April to Friday 14 April		
Summer Term 2023		
	Monday 17 April	Friday May 26
May Bank Holiday 1 May		
HALF TERM SCHOOL CLOSED Monday 29 May to Friday 2 June		
Thursday 20 July Friday 21 July	Monday 5 June	Wednesday 19 July
School reopens for 2022/23		
Monday 4 September Tuesday 5 September	Wednesday 6 September	

4. School Day

	Lesson and Break Times
Registration	8:40 – 9:00am
Lesson 1	9:00 – 9.55am
Break	9.55 – 10:20am
Lesson 2	10:20 – 11:20am
Lesson 3	11:20 – 12:25pm
Lunch	12:25 – 12:55pm
Lesson 4	12:55 – 1:55pm
Lesson 5	1:55 – 3:00pm

What to bring on the first day

Suggested equipment in school bag:

- Pencil case
- 3 blue handwriting pens not biros (spares available from the Student Office for 20p)
- Pencil
- Rubber
- Pencil sharpener
- Ruler
- Protractor and set square
- Glue stick
- Highlighter pens
- Colouring pencils
- Green pen
- **No correction fluid/pens, please!** Students are encouraged to use one neat line to cross out, so that staff can see the nature of the correction



5. Parent Communications

Parent App

The Parent App is an online resource that helps parents stay engaged with their child's progress from a smart phone, tablet or PC.

At the start of term in September, you will receive an email inviting you to download the App for access to the following:

- Attendance data
- Timetable
- Conduct, including merits and behaviour
- Progress reports – see below
- Data audit – e.g. change of address - can be updated on the App
- SIMS Intouch emails

Satchel One App

All homework will be set via the Satchel One app.

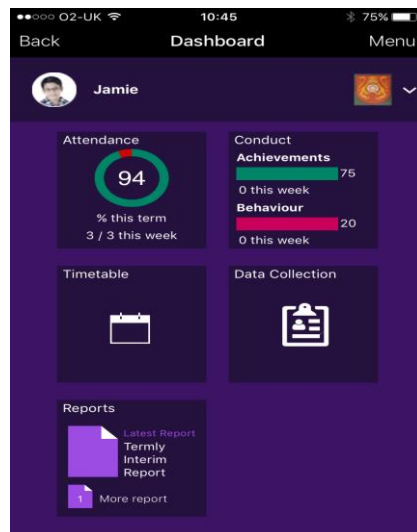
Progress reporting

Parents of Year 7 students receive three progress reports during the school year. A copy is placed in the student's planner which is a school diary primarily used to record homework, and can also be accessed via the Parent App.

Office 365

All students are provided with an Office 365 account that they can use both at school and at home, so that they can email teachers with homework queries. It also gives them access to Microsoft Word, Microsoft Excel and Microsoft PowerPoint for specific homework tasks.

Full details of how to register for these apps and systems will be provided in due course.



to

6. School Dinners and Free School Meals

Menus

The Academy offers a wide range of food in the canteen, including hot and cold meals, grab-and-go snacks and themed days with the global adventures menu which includes: The Speedy Italian, Deep South Diner, Bollywood Spice and Salsa & Sombreros. We work closely with our catering providers, Chartwells, to ensure menus offer healthy and nutritional options and can accommodate a range of dietary needs. In addition, we promote a range of healthy food campaigns, including Healthy Eating Week, Sugar Reduction and Fairtrade Fortnight.

Dietary Requirements

If your child has specific dietary requirement due to food intolerances or food allergies, we strongly advise that a Special Diet Form is completed. The Chartwells team will then discuss the requirements with you. Special Diet Forms are available from the canteens at both sites.

Free school meals

Children whose parents/carers receive the following support payments are entitled to receive free school meals:

- Income support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Income-related Employment and Support Allowance (ESA(IR))
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty’s Revenue and Customs) that does not exceed £16,190
- The Guarantee element of State Pension Credit
- Children who receive Income Support or Income Based Job Seekers Allowance in their own right are also entitled to receive free school meals

If you think you are eligible and don’t already receive free school meals, please call or email your local authority:

Cheshire East residents: freeschoolmeals@cheshireeast.gov.uk tel. 0300 123 5012

Trafford residents: freeschoolmeals@trafford.gov.uk tel. 0161 912 3265

Manchester residents: benefit.enquiries@manchester.gov.uk tel. 0161 234 5003



7. Cashless Catering, ParentPay

ParentPay is a cashless catering system that allows you to pay for your child's school meals and trips online, giving you more control and greater visibility over their food choices.

There's no need for children to bring cash into school - you can top up the balance online using one of the payment methods accepted. Your balance will be updated daily based on the meals your child selects. Alternatively, there are pay points in the school canteen for coin and note top up payments.

There is a daily spend limit of £5 which can be increased or decreased by written request to the student office. Please note, there is no facility for an overdraft on the system – children can ask a member of staff in the school office to contact home should they need to top up online.

We will send you logon details in July, so that an account can be opened. For more information, please visit the ParentPay website: www.parentpay.com

Students entitled to free school meals will also use the same system with the daily allowance automatically credited for use at break and lunchtimes - unspent free school meals allowances will not be carried over to subsequent days. Should your child wish to use the breakfast service, additional funds will need to be added.

What does ParentPay do?

- Enables you to pay for food
- Enables you to pay for school trips
- Offers a highly secure payment site
- Gives you a history of all the payments you have made
- Allows the merging of accounts if you have more than one child at school
- Shows you all items available for payment relevant to each of your children
- Emails a receipt of your payment to the email address you register

How does ParentPay help you?

- Gives you the freedom to make payments to school whenever and wherever you like
- Stops you having to write cheques or search for cash to send to school
- It can send you a reminder if the school dinners balance is starting to get low
- Helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- Is quick and easy to use

How do I get started?

- We will send you an activation letter in July to enable you to set up your ParentPay account
- The activation letter will contain a personal activation username and password to enable you to logon to ParentPay
- During the activation process you will be guided through changing your username and password to something more memorable; you can also merge your accounts if you have more than one child at Knutsford

8. The Academy Fund

What is it?

The Academy takes great pride in the quality of its school productions and events, encouraging wide participation in sport and providing comfortable environments for students to learn and to relax at break times.

The Academy Fund has been established to offer greater opportunities for our students with the help and support of our parents/carers. Through the fund, we ask parents/carers to donate on a monthly basis and all the proceeds are used to fund specific projects. Over the past two years through the Academy Fund the school has been able to purchase the following:

- 2 defibrillators, with one based at each site
- a new soundboard for the main hall at Bexton Road
- new books for the school library
- new kits for football and netball teams
- outdoor seating for social areas
- equipment for the Construction classroom

A monthly donation of £5 goes a long way to help improve our facilities and equipment. Donations are eligible for gift aid, enabling the school to claim back the basic tax rate. Any support for the Academy is greatly appreciated as we strive to achieve our mission of excellence for all.

We have provided forms within the induction pack, including a standing order mandate for monthly payments and a gift aid form. These are also available on our website: <https://www.knutsfordacademy.org.uk/academyfund/>

Childcare Vouchers

Have you any remaining childcare vouchers that are not going to be used? Parents have previously very kindly donated these to the Academy Fund. If you are interested in donating any dormant vouchers, please contact the school or email at contact@knutsfordacademy.org.uk.



9. Code of Conduct and Reporting Absence

We have high expectations of all our students at Knutsford Academy. Our code of conduct sets out clear expectations of student behaviour and attitude to learning. All students are expected to:

- Attend lessons on time with the right equipment
- Be smart and wear the correct school uniform
- Follow routines and instructions
- Complete classwork and homework to a high standard
- Respect others and the environment

Students are expected to

- Bring to school a blue handwriting pen, pencil, pencil sharpener, eraser, ruler and glue stick – all in a pencil case
- Have the right equipment for lessons (e.g. scientific calculator and protractor for mathematics, PE kit)
- Wear the correct uniform properly
- Ensure all classwork and homework is presented to a high standard

Please note:

- Mobile phones must be switched off, kept out of sight and are the responsibility of the student and not the school
- Misuse of mobile phones will result in confiscation and may result in parental collection
- Banned items: dangerous items such as matches, aerosols, chewing or bubble gum, correcting fluid will be confiscated until parents/carers collect them
- Smoking/e-cigarettes are not permitted on school premises or during the journey to and from school

Reporting absence from school

Parents/carers should report student absence by contacting the main office on (01565) 632277 **each morning of absence before 8.30am** to allow us time to notify Form Tutors before lessons begin.

Should we receive no notification of absence, in the interests of safeguarding, the school will endeavour to contact parents/carers by telephone. **Please let us know of any change to contact details as soon as possible.**

Request for leave of absence in term time

Headteachers may not grant leave of absence during term time unless in exceptional circumstances. Request for Absence forms are available from the school office or via the website:

<https://www.knutsfordacademy.org.uk/absence/>

10. Uniform

School uniform and PE Kit can be ordered on line from *SWI Schoolwear* link via our website:

<https://www.knutsfordacademy.org.uk/uniforms-dress-code/>

Please note that orders can be made from June 1st and the deadline to ensure delivery for the start of term is 2nd August. SWI are experiencing supply chain issues as a result of the pandemic and advise that you place your uniform order as soon as possible.

Sizing guidelines

Details on sizing are available on the SWI website.

Years 7, 8 & 9

Boys	Dark Blue Blazer	With embroidered logo	From Supplier
	Black Trousers	Classic cut	From Supplier
	School Tie	Blue/grey three stripe tie (clip on or traditional)	From Supplier
	White Shirt	Plain white shirt from any stockist	
	Socks	Black ankle socks	
	Black Shoes	Traditional plain black shoes - no trainers, boots, canvas or logos	
	Outdoor Wear	Shoes must not resemble trainers e.g. no Velcro fasten-overs Plain navy blue or black coat - no visible logos and no 'hoodies'	
Girls	Dark Blue Blazer	With embroidered School logo	From Supplier
	Black skirt	Box pleat style knee length	From Supplier
	School Tie	Blue/grey three stripe tie (clip on or traditional)	From Supplier
	White Shirt	Plain white shirt from any stockist	
	Socks or Tights	Black ankle length socks or black/neutral tights	
	Black Shoes	Traditional plain black shoes - no trainers, boots, canvas or logos	
	Outdoor Wear	Plain navy blue or black coat - no visible logos and no 'hoodies'	

Sports Kit

Boys	Aptus S/S Training Top	From Supplier
	Aptus Essentials Multi Sports Top	From Supplier
	Aptus Football Shorts	From Supplier
	Aptus Coolmax Socks	From Supplier
	Thermal Base Layer	From Supplier
	Aptus Training Pants	From Supplier
	Trainers & Football Boots	
Girls	Aptus Female Training Top	From Supplier
	Aptus Full Zip Training Top	From Supplier
	Aptus Female Training Shorts	From Supplier
	Aptus Female Skort	From Supplier
	Aptus Female Leggings	From Supplier
	Aptus Coolmax Socks	From Supplier
	Trainers	

Uniform guidelines

- No jewellery is permitted (including studs or earrings). Any other body piercings must be removed
- Blazers must be worn at all times but may be removed following staff permission
- Shirts must be tucked in at all times, including to and from school
- The School discourages the use of make-up
- Extreme hairstyles are not allowed. These are defined as hairstyles which in our opinion do not follow social conventions, can be considered to be part of an unsuitable fashion trend or would not be considered appropriate in many work environments. Examples of extreme hairstyles would include: patterns, logos and/or designs coloured or cut into the hair
- Coloured hair where the colour is considered not to be a natural hair colour
- Expensive items of clothing should not be worn or brought into school
- Please ensure that all items are clearly named/labelled
- Students' school bags must be appropriate for carrying A4 books, stationery, sportswear and other necessary equipment
- Uniform regulations, including those for outdoor clothing, apply to the journey to and from school, as well as on school premises
- Students should not bring more money into school than they should reasonably need for food, drink and travel
- Hair longer than shoulder length must be neatly tied back

11. Transport and Locker Information

Getting to and from Knutsford Academy

Most students who live in Knutsford will walk or catch a local bus to and from school. For those who live further afield, there are trains operated by Northern Rail and there are dedicated coaches from Altrincham, Hale, Sale, Stretford, Urmston and Flixton operated by Elite.

Useful phone numbers

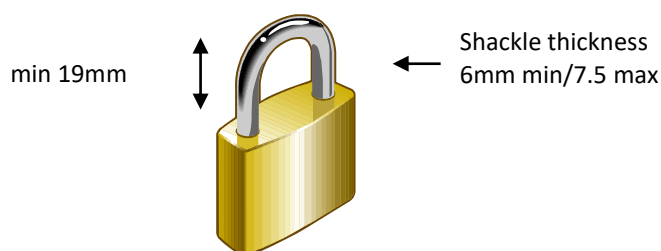
Elite:	(0161) 480 0617; (0161) 969 5117; schooltransport@eliteservicesltd.com
Northern Rail train enquiries:	08442 413454 or visit www.northernrail.org
Cheshire East Transport Department:	0300 123 5012
Local bus routes (Arriva North West):	08712 002233

Locker information and conditions of use

Lockers are allocated to all students.

- Students are expected to keep lockers clean and tidy
- Lockers are to be emptied at the end of each school year. The school will dispose of any items left in lockers at the end of each school year
- Students should bring a padlock and key - see diagram below (combination locks are not suitable)
- It is the responsibility of the student to ensure that they remember their padlock key each day. A spare key may be kept in the student office
- Students should not change lockers without permission as this could result in their padlock being cut off

Please note the school takes no responsibility for valuables left in lockers.



12. Data privacy for students, parents and carers

General Data Protection Regulation (GDPR) and Data Protection Act 2018

Knutsford Academy is a data controller for the purposes of the Data Protection Act. We collect personal information from students, parents and carers. As such, we may receive information about students from their previous school, local authority and/or the Department for Education (DfE).

The categories of student information that we collect, hold and share about students and parents include:

- Personal information (such as name, unique pupil number (UPN), unique learner number, address, school system ID photographs and telephone number)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Special Educational Needs information (such as EHCP reviews, information from specialist assessors and clinical specialists etc.)
- Other personal information including relevant medical information provided by students, parents/carers or others who support the wellbeing and education of students which it is necessary to share with the staff looking after a child to ensure their wellbeing and effective education
- Behaviour and achievement information (such as records of incidents, records of achievement awards logged by teachers)
- Assessment information (including the results of external and school assessments)
- Records of tasks set for students and feedback given
- Any qualifications held (for older students)
- Information about course choices, career aspirations post-16

We use this student and parent information to:

- Support student learning
- Monitor and report on student attainment, progress and attendance
- Keep children safe regarding medical conditions or emergency contacts
- Provide appropriate pastoral care
- Assess the quality of our services
- Comply with the law regarding DfE data collections and data sharing

Any decision made about an individual student as a result of using this personal information will always involve a member of staff and never be solely automated. Under GDPR, the lawful bases for processing student information are:

- We use the data only in ways that are necessary for the education of your child and the normal functioning of the school, and we design our systems to prevent unauthorised access and to manage access appropriately within the organisation.
- In some cases, we collect and use student information to protect the vital interests of students or staff (e.g. with the medical information we process).

Collecting student and parent information

The Academy will collect student information from previous schools, from the Local Authority (Cheshire East Council), from the DfE or from parents and carers during the admissions process. Much of this is mandatory but we will indicate on our data collection and data checking forms whether you are required to provide certain student information to us or if you have a choice in this.

Consent

There are some types of information that we use that are not essential for the job we do. We need consent to process:

- Biometric information (the thumb recognition system we use in the canteen)
- Photographs or videos or other information that we take to use for marketing or publicity

(e.g. the school website, Academy Updates or newspaper articles)

In these cases, we ask parents of students in Years 7-11 for permission to use the information via the admissions form or, in some cases, an educational visit letter. In the case of Year 12 and 13 students, we will seek permission from the individuals themselves during the admissions process.

If students do not want us to use information, photographs or videos for publicity or similar, they should tell the member of staff at the time or the data protection officer and we will not do so.

Storing student and parent information

We hold student information for the set amount of time shown in our data retention schedule, which is available on the Academy website, and in line with IRMS guidelines. We expect to retain most student information until an individual is 25 years of age. Data is normally archived or deleted securely unless we have received a specific request from an individual to delete data.

Each member of staff has received data protection training and the Trust will ensure that student data will be securely stored within:

- the Academy's school information management system (SIMS)
- Microsoft Office 365
- Lockable cabinets and offices

Cloud Services

In common with most schools, we use 'cloud-based' services for the storage and processing of some of the data we hold about students. In all cases, we remain the data controller and we ensure the services we use are compliant with legislative requirements. We also check that the information is stored only within the EU and do not routinely transfer it abroad. These services include Alps Connect, Capita SIMS, Capita SIMS Groupcall, Chartwells caterers, Mploy (work experience), Doodle (Science e-learning), EVOLVEAdvice, FFT Aspire, , MathsWatch, Method Maths, Microsoft Office 365, ParentPay, Pearson ActiveLearn, SISRA Analytics (progress and assessment analysis), Schoolcloud and UCAS. In all cases, we hold a signed contract with the service provider which requires them to protect student information and only process it for the purposes we intend.

Sharing student information

We do not share information about our students with anyone unless it is a legal requirement or we have appropriate consent from parents/carers or the individual. We routinely share student information with:

- Schools, colleges or similar that students attend after leaving us

- Our Local Authority (Cheshire East Council) ¹
- The DfE
- The primary school that the student attended to support our collaboration on school improvement.

We may, in extreme circumstances, need to share information with organisations such as the NHS, school nurse, safeguarding agencies or the police.

National Pupil Database (NPD)

The NPD is owned and managed by the DfE and holds information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources, including schools, local authorities and awarding bodies.

We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Students) (England) Regulations 2013.

The Department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

Individual rights to access personal information

Individuals have the right to access their data or educational record, to ask us to correct it where it is wrong and in certain circumstances ask us to delete the data or limit what we do with it. If you want to see what data we hold about you, you can make a subject access request by contacting the Data Protection Officer, or any other member of staff and explaining that you wish to see the data that the school holds about you. We will then provide you with access to what information we hold about you in printed or electronic copies of the data where the law requires us to do this.

¹ We are required under section 507B of the Education Act 1996 to pass some information about you to our Local Authority (LA) Youth Support Service for young people aged 13-19 years (25 years for students with a learning difficulty). We must provide the names and addresses of you and your parent(s), and any further information relevant to the support services' role. We may also share data with post-16 providers to secure appropriate support on entry to post-16 education and training. Parents, or students if aged 16 or over, can however ask that no information beyond names, addresses and your date of birth be passed to the support service. Please tell Student Services or the Systems Manager (contact details below) if you wish to opt out of this arrangement or if you want to receive a copy of the information that we hold about you.

If you think that we are not processing your data fairly, correctly and legally then you have the right to complain. The following options are available to you:

1. Contact the Data Protection Officer to discuss your concerns; most queries can be dealt with successfully in this way
2. If you are not satisfied with the outcome, the Academy's complaints policy is published on our website.
3. You may also contact the Information Commissioner's Office which oversees the way we process data:
<http://ico.org.uk/concerns/>

13. Guidance for completing the Student Data Form

Contact details

The schools' primary form of communication with parents/carers is by email. Please provide an email address to receive communications. **It is vital that you inform the school should your contact details change at any time.**

Ethnicity

Black - African	Black - Caribbean	Any other black background
White - British	White - Irish	Any other white background
Bangladeshi	Pakistani	Indian
Chinese	White and Asian	Any other Asian background
White and Black African	White and Black Caribbean	Any other mixed background
Gypsy/Roma	Traveller of Irish Heritage	Any other ethnic group

Religion

Buddhist	Christian	Hindu
Jewish	Muslim	Sikh
No religion	Other religion	

Acceptable use policy for internet-based technologies

We provide students with access to the internet via their school account. Access is filtered and we regularly check for attempts to visit unauthorised sites. We also provide students with access to email using their school login details from both inside and outside school. We monitor emails that are sent from this account for messages that are either to large groups or that use inappropriate language. **We provide all students with access to their school drives from home using the school Learning Platform. Please circle YES or NO on the Student Data Form as agreement to this.** This will remain in place for the duration of your child's time in school and we retain the record of both you and your child's consent to this agreement.