



# Welcome to Knutsford Academy

## Information

### Year 7 September 2024



**High academic standards and  
inspiring teaching within a supportive community.**





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## 1. Welcome



I am delighted you have chosen Knutsford Academy for the next stage of your child's education. It is one of fifteen primary and secondary schools across the North West in 'The Learning Partnership' multi-academy trust.

All 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,

**Dan Thomas**

Chief Executive

The Learning Partnership



Welcome to Knutsford Academy. We are delighted that you chose us 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.

This guide gives you and your child all the information you need about the Academy, including term times, uniform guidelines and school dinners. There is more information on our website: [www.knutsfordacademy.org.uk](http://www.knutsfordacademy.org.uk)

In addition to our planned Transition Day on Wednesday 10<sup>th</sup> July, we will also meet with you at 6pm on Wednesday 20<sup>th</sup> June in our Hall at Westfield Drive for a welcome evening.

I look forward to welcoming your child to Knutsford Academy in September and am confident that they will be happy here and achieve their full potential.

**Karen Key**

Headteacher

Knutsford Academy

## 2. Knutsford Academy - An Overview

Knutsford Academy provides secondary education to over 1300 students aged from 11 to 19 in the historic town of Knutsford. 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 and is part of The Learning Partnership, a multi-academy trust, which also includes Cheshire Studio School, based on the same site as Knutsford Academy, Egerton Primary School in Knutsford and 12 additional schools across south Cheshire and north Staffordshire.

The Academy has a strong track record of academic excellence in comparison to local and national schools. In recent years, we have 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.

## Our Educational Values



**Ambition:** We provide academic excellence and personal development. We have the highest expectations and work hard to achieve them.



**Respect:** Our schools are built on positive relationships. We are calm, polite and appreciative of each other.



**Kindness:** We are an inclusive school. We care about each other and celebrate each other's unique differences.

## Our Educational Vision



**Academic Excellence:** We provide a supportive and challenging learning environment to ensure our students achieve academic excellence.



**Strong Community:** We promote a strong sense of belonging within our schools and work supportively with our local community.



**World Class Opportunities:** We develop our students to be confident citizens by providing world class opportunities.

### 3. Term Dates



#### SCHOOL HOLIDAY CALENDAR 2024-25

INSET Days (School Closed to pupils)	School Opens	School Closes
<b>Autumn Term 2024</b>		
Monday 2 September Tuesday 3 September	Wednesday 4 September	Friday 25 October
HALF TERM SCHOOL CLOSED Monday 28 October to Friday 1 November		
Monday 4 November	Tuesday 5 November	Friday 20 December
CHRISTMAS HOLIDAY SCHOOL CLOSED Monday 23 December to Friday 3 January 2025		
<b>Spring Term 2025</b>		
	Monday 6 January	Friday 14 February
HALF TERM SCHOOL CLOSED Monday 17 February to Friday 21 February		
	Monday 24 February	Friday 4 April
EASTER HOLIDAY SCHOOL CLOSED Friday 7 April to Monday 21 April		
<b>Summer Term 2025</b>		
	Tuesday 22 April	Friday 23 May
May Bank Holiday 5 May		
HALF TERM SCHOOL CLOSED Monday 26 May to Friday 30 May		
Monday 21 July Tuesday 22 July	Monday 2 June	Friday 18 July
<b>School reopens for 2025/26</b>		
Monday 1 September Tuesday 2 September	Wednesday 3 September	

## 4. School Day

	Lesson and Break Times
Registration	8:40 – 9:00am
Lesson 1	9:00 – 10:00am
Lesson 2	10:00 – 11:00am
Break (25 mins)	11:00 – 11:25am
Lesson 3	11:25 – 12:25pm
Lesson 4	12:25 – 1:25pm
Lunch (45 mins)	1.25 – 2.10pm
Lesson 5	2.10 – 3:10pm

## Knutsford Academy Equipment List

- Pencil case
- 3 handwriting pens (blue or black)
- Green pens for self and peer assessment
- Pencil
- Rubber
- Pencil sharpener
- Ruler
- Protractor
- Compass
- Glue stick
- Highlighter pens
- Colouring pencils
- Scientific calculator (we recommend Casio fx-83GT CW)



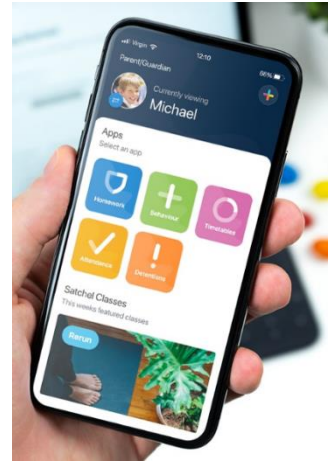
## 5. Parent Communications

### Satchel One app

The Satchel One 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:

- Timetable
- Conduct – Praise and Behaviour points
- Homework tasks and deadlines



### Progress reporting

Parents of Year 7 students receive three progress reports during the school year.

A copy is placed in the student's planner.

### 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 and other educational apps and systems will be provided in September.

### Website

Our Academy website includes all the information which you will require including details of upcoming events: [www.knutsfordacademy.org.uk](http://www.knutsfordacademy.org.uk)

### Staff Contact

During the Transition process you can contact staff with any issues or queries.

**Mr Parr, Assistant Headteacher** - [cpr@knutsfordacademy.org.uk](mailto:cpr@knutsfordacademy.org.uk)

**Head of Year 7** - [To be confirmed](#)

**Mrs Jones, Student Support and Safeguarding** - [ajo@knutsfordacademy.org.uk](mailto:ajo@knutsfordacademy.org.uk)

**Mrs Williams, SENDCO** - [sws@knutsfordacademy.org.uk](mailto:sws@knutsfordacademy.org.uk)

**Mrs Bamping, Year 7 Transition Administration** - [vbg@knutsfordacademy.org.uk](mailto:vbg@knutsfordacademy.org.uk)



## 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. We work closely with Aspens, our catering provider, to ensure menus offer healthy and nutritional options which can suit a range of dietary needs. In addition, we promote a range of healthy food campaigns, including Healthy Eating Week and Sugar Reduction.

### 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 catering 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](mailto:freeschoolmeals@cheshireeast.gov.uk) Tel. 0300 123 5012

Trafford residents: [freeschoolmeals@trafford.gov.uk](mailto:freeschoolmeals@trafford.gov.uk) Tel. 0161 912 3265

Manchester residents: [benefit.enquiries@manchester.gov.uk](mailto: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 is 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](http://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. Students who receive free school meals are entitled to a free breakfast (£1.00 credit per day).

### What does ParentPay do?

- Enables you to pay for food, school trips/visits and resources
- 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
- Sends 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 Fund has been established to offer greater opportunities for our students with the voluntary help and support of our parents and carers. Through the fund, we ask parents and carers to donate monthly and all the proceeds are used to fund special projects. The suggested amount is £5.00 per month.

The Academy Fund is currently being used to purchase the school minibus, fund books for the new library on Bexton Road and sports equipment for breaktimes at Westfield Drive.

If you feel able to contribute to our Academy Fund, along with many of our other families, it would be very much appreciated and help us to continue to offer the very best facilities and resources for our students.

You can set up a standing order with your bank using the details below:

KA Fund Donations

Sort Code: 20-53-85

Account Number: 23613623

Thank you.



## 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:

- Arrive on time and in the correct uniform to all lessons.
- Be properly equipped for all lessons.
- Listen carefully and follow instructions.
- Be **ambitious**, working to the best of your ability when completing classwork and homework to the highest standard.
- Be **respectful** towards others and our environment.
- Show **kindness** towards everyone in our community.

### Please note:

- Mobile phones must be switched off and kept out of sight; misuse of mobile phones will result in confiscation and parental collection
- The Academy is not liable for damage to any expensive items (such as phones, smart-watches, bikes or jewellery) which are brought into school by a student
- Banned items: dangerous items such as matches, aerosols, chewing gum or 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.

**MOMENTS  
MATTER,  
ATTENDANCE  
COUNTS.**

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 your 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

By accepting a place at Knutsford Academy, all parents/carers and students are agreeing to these uniform rules and standards.

### Compulsory Uniform:

Navy blazer with embroidered Academy logo	From SWI
Plain white shirt	Any stockist
Black classic cut trousers – to be worn on the waist	Any stockist
Black box pleat skirt – to be worn knee length to mid-thigh	Any stockist
School tie – clip on or traditional tie	From SWI
Plain black tights	Any stockist
Plain black socks – from ankle to knee length	Any stockist
Smart all black shoes (more guidance provided below)	Any stockist
Navy craft apron with embroidered Academy logo	From SWI
<b>Optional:</b>	
Plain navy blue knit 'V' neck jumper – can be worn beneath the blazer but not instead of.	Any stockist
Plain black or navy Hijabs/head scarves	Any stockist

### General Presentation/Appearance

Students should take pride in their appearance. They are expected to always be well presented and smartly dressed as they represent themselves and the school.

- The top button of shirts must be fastened, the knot of the tie must cover the top button.
- The school tie should be worn to the waistband.
- Shirts must be always tucked in.
- Trousers must be worn to the waist.
- Skirt length must be from the knee to no higher than the middle of the thigh.
- The school blazers are compulsory and are expected to be always worn but can be removed in classrooms with the permission of the teacher. The exception to this rule is during periods of hot weather when we will relax the rule as appropriate.
- Blazer sleeves must not be rolled up.
- A navy blue knit 'V' necked jumper can be worn underneath the blazer but not instead of.
- Socks should be plain black with no logos or markings and are not to be worn over the knee.
- No coats, hoodies or sweatshirts are to be worn in the building.

School uniform and PE Kit can be ordered from SWI Schoolwear link via their website [www.swischoolwear.co.uk](http://www.swischoolwear.co.uk) and details on sizing are also there. 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 advise that you place your uniform order as soon as possible.

### Footwear

- Sensible, plain, all black traditional **shoes** should be worn for school – this does include the brand ‘Kickers’.

### Examples of suitable school shoes:



- No sports trainers (Nike, Puma, Converse, Adidas, Vans etc) are to be worn unless medical evidence can be provided to the Head of Year/Assistant Headteacher.
- No boots, canvas or footwear with logos on them.

### Examples of footwear that are NOT suitable for school:



If you are in any doubt about the suitability of the shoe you are buying for school, please do not hesitate to contact your child’s form tutor or Head of Year to avoid incurring additional cost.

## PE Kit - Years 7 to 11

Navy/sky blue training top	From SWI
Navy/sky multi-sport top	From SWI
Navy/silver shorts	From SWI
Navy/silver training pants (optional)	From SWI
Navy thermal base layer (optional)	From SWI
Navy/silver Coolmax socks	From SWI
Trainers & football boots	Any stockist
Recommended safety – shin pads and gum shield	Any stockist

Navy/sky full zip training top	From SWI
Navy/sky training top	From SWI
Navy/silver training shorts	From SWI
Navy/silver leggings	From SWI
Navy/silver skort (optional)	From SWI
Navy/silver trainer pants (optional)	From SWI
Navy/silver Coolmax socks	From SWI
Trainers	Any stockist
Recommended safety – shin pads and gum shield	Any stockist

- Long hair is expected to be tied up for PE. Students are expected to be equipped with a bobble as part of their kit if required.
- 'Fashion' trainers or pumps are not suitable for PE lessons
- If students are excused from PE, they are expected to have a note from parents/carer in their planner.
- All items of PE kit should be named to assist with returning items that have been left behind. Unnamed items are put into lost property.

If students do not bring their own PE kit to lessons, they are expected to borrow spare kit and still participate.

## 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 dedicated coaches from Altrincham, Hale, Sale, Stretford, Urmston and Flixton operated by Elite.

### Useful telephone numbers

Elite: (0161) 480 0617; (0161) 969 5117; schooltransport@eliteservicesltd.com

Northern Rail train enquiries: 08442 413454 or visit [www.northernrail.org](http://www.northernrail.org)

Cheshire East Transport Department: 0300 123 5012

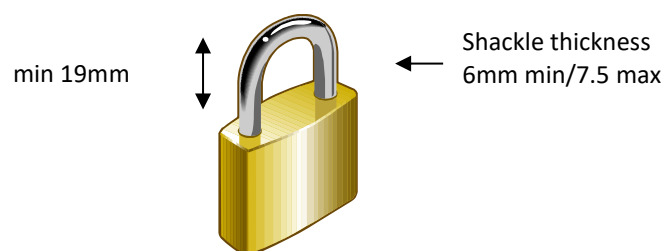
Local bus routes (Arriva North West): 08712 002233

### 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

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). Full details of our data protection policy and privacy notices can be found on our website.

## 13. Guidance for completing the Student Data Form

You will have been sent an electronic data form to complete. Please see the guidance below to help you to do this.

### 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.**

### 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 your and your child's consent to this agreement.



## 14. Communication with the school

Along with many of the other schools in Cheshire East we subscribe to the 'Parents' Charter'. By accepting a place at Knutsford Academy, you agree to the 'Parents' Charter' as outlined below.

Our **Parents' Charter** outlines how we all work together for the best interests of our children. It is our expectation that we have a mutual respect to form a safe and productive environment because that is when our children learn best.

### Communication

- Communicate any issues in an appropriate manner. We will always do the same. Any intimidatory behaviour, physical or verbal abuse towards our staff will not be tolerated.
- Use appropriate channels to share concerns. In the event of a grievance or complaint, respond proportionately and not through social media. We always seek to resolve issues together.
- Keep the school informed of any changes of address or contact numbers.
- Attend Parents' Evenings and discussions about your child's progress.
- Make sure the school is aware of any concerns that may affect your child's learning opportunities and wellbeing.
- Monitor your child's SatchelOne app.
- Consult the school website for curriculum updates and ways in which you can support your child at home.

### Standards and Expectations

- Support the school's behaviour policy, including sanctions. Remember that children have their own perception on things. We expect parents/carers to respond to incidents in a rational way.
- Share the successes that your child has outside of the school so that we can celebrate them together.
- Respect and support all school policies.
- Take an interest in your child's participation in school life and encourage them to join in a wide range of activities both during and after school.
- Support and encourage your child to follow the school values of ambition, kindness and respect.
- Ensure your child comes to school every day and is punctual. This will give your child the best opportunity to achieve.
- Ensure your child is fully equipped with a school bag and materials they will need to access lessons. We can support you if you are struggling to provide equipment.

**We look forward to welcoming your child to Knutsford Academy.**