



# Knutsford Academy

## Welcome Information

### Year 7 September 2026



## Contents

1. Welcome.....	1
2. Knutsford Academy – An Overview.....	2
3. Term Dates .....	3
4. School Day .....	4
5. Parent Communications .....	5
6. School Dinners and Free School Meals .....	7
7. Cashless Catering, ParentPay .....	8
8. The Academy Fund .....	9
9. Code of Conduct and Reporting Absence.....	10
10. Uniform.....	12
11. Transport and Locker Information .....	17
12. Data privacy for pupils, parents and carers.....	18
13. Guidance for completing the Student Data Form .....	18
14. Communication with the school.....	

## 1. Welcome



I am delighted you have chosen Knutsford Academy for the next stage of your child's education. It is one of fourteen 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 have chosen 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 possible start 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 meeting you at our Welcome Evening on Thursday 18<sup>th</sup> June, we are also looking forward to meeting your children again during our Transition Day on Thursday 9<sup>th</sup> July.

I look forward to welcoming your child to our vibrant school community when they join as our new Year 7 cohort in September.

Yours sincerely,

**Karen Key**

Headteacher

Knutsford Academy

## 2. Knutsford Academy - An Overview

Knutsford Academy provides secondary education to over 1400 pupils 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 with schools across 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 and are in the Top 25% of schools nationally for our sixth form results as measured by ALPS.

In autumn 2025 we received a letter from the Secretary of State for Education, Bridget Phillipson, who wrote 'your school's performance places it amongst the very best nationally and this is a significant achievement.'

## Our School 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 pupils 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 pupils to be confident citizens by providing world class opportunities.

### 3. Term Dates



#### Academy Term Dates 2026-27

INSET Days	School Opens	School Closes
<b>Autumn Term 2026</b>		
Tuesday 1 September Wednesday 2 September Friday 2 October	Thursday 3 September	Friday 23 October
HALF TERM SCHOOL CLOSED : Monday 26 October to Friday 30 October		
	Monday 2 November	Friday 18 December
CHRISTMAS HOLIDAY SCHOOL CLOSED Monday 21 December to Friday 1 January		
<b>Spring Term 2027</b>		
	Monday 4 January	Friday 12 February
HALF TERM SCHOOL CLOSED : Monday 15 February to Friday 19 February		
	Monday 22 February	Thursday 25 March
EASTER HOLIDAY SCHOOL CLOSED Friday 26 March to Friday 9 April		
<b>Summer Term 2027</b>		
	Monday 12 April	Friday 28 May
May Bank Holiday 3 May		
HALF TERM SCHOOL CLOSED : Monday 31 May to Friday 4 June		
Monday 19 July Tuesday 20 July Wednesday 21 July	Monday 7 June	Friday 16 July
<b>School reopens for 2027/28</b>		
Wednesday 1 September	Thursday 2 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 such as Berol (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)



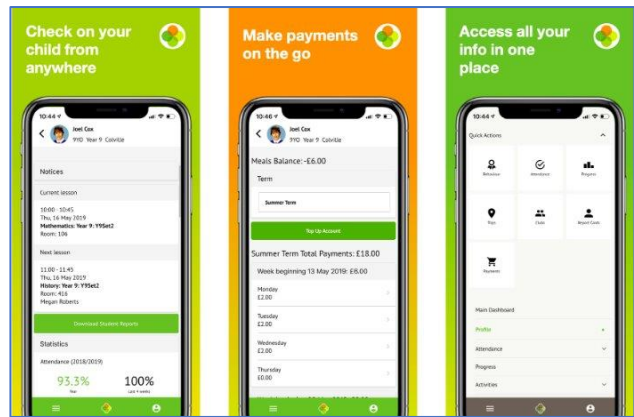
## 5. Parent Communications

### Arbor App

The Arbor app 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:

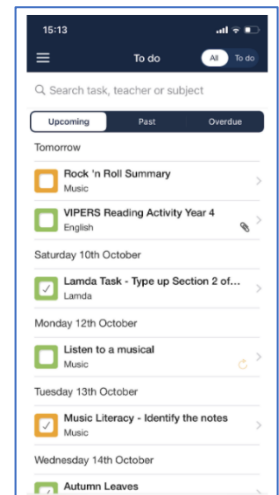
- Conduct – Praise and Behaviour points
- Attendance
- Progress Data
- Child information and contact details



### Satchel One App

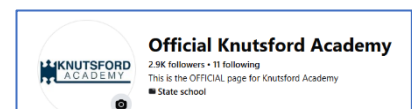
The Satchel One App helps parents stay engaged with their child's homework and timetable details.

At the start of term in September, you will receive an email inviting you to download the App.



### Facebook

Stay in touch with School events, showcases of student work and our Stars of the Week via our Facebook page.



### Rewards Programme

Knutsford Academy offers an exceptional and unique rewards programme that runs throughout the academic year. This well-established programme recognises and rewards pupils for their strengths, achievements, progress, academic successes, and commitment to the school values. Our business partners are proud to collaborate with us, providing prizes each term for our 'Star of the Week' programme, which is open to pupils in Years 7–13. Prizes typically include items such as a bike, headphones, or a £100 voucher.



## **Progress reporting**

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

A copy is placed in the student's planner.

## **Office 365**

All pupils 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: [Year 7 Transition | Knutsford Academy](#)

## **Staff Contact**

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

**Mrs Key**, Headteacher [kky@knutsfordacademy.org.uk](mailto:kky@knutsfordacademy.org.uk)

**Mrs Thatcher**, Deputy Headteacher (Academic) – [atr@knutsfordacademy.org.uk](mailto:atr@knutsfordacademy.org.uk)

**Mr Soulsby**, Deputy Headteacher (Pastoral) – [mso@knutsfordacademy.org.uk](mailto:mso@knutsfordacademy.org.uk)

**Mr Parr**, Assistant Headteacher with responsibility for Westfield Drive Campus - [cpr@knutsfordacademy.org.uk](mailto:cpr@knutsfordacademy.org.uk)

**Assistant Head of Year 7 and 8** - Mrs Szkolar - [nsr@knutsfordacademy.org.uk](mailto:nsr@knutsfordacademy.org.uk)

**Mrs Southall, Student Support and Safeguarding** - [lsl@knutsfordacademy.org.uk](mailto:lsl@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.

STREATERIES LUNCH MENU WORLD				
WEEK 1 21/04/25, 12/05/25, 02/06/25, 23/06/25, 14/07/25, 04/08/25, 25/08/25, 15/09/25, 06/10/25				
<b>MON</b> Authentic Italian	<b>TUE</b> Caribbean Fusion	<b>WED</b> Home Style	<b>THU</b> Asian	<b>FRI</b> Chips & More
<b>MAINS</b> Penne Bolognese Bake with Creamy Garlic Topping Veggie Bolognese Bake with Creamy Garlic Topping	Caribbean Brown Chicken Stew Creamy Rasta Pasta	Roast Pork & Stuffing with Gravy Maple Butternut Puff Pastry Slice	Crispy Bang Bang Chinese Chicken Chinese Style Vegetable Curry	Chesse From: Battered Fish Sausage or Veg Sausage (battered or plain) Margherita Pizza Chicken Nuggets Chips
<b>SIDES</b> Italian Tomato & Greens Salad	Rice n Pea Callaloo	Skin On Garlic Roasties Red Cabbage & Carrots	Soy & Garlic Noodles Stir Fried Asian Vegetable	Minty Peas, Baked Beans, Gravy or Curry Sauce
ITALIAN TOMATO PASTA DAILY		PASTA & NOODLE POTS		ITALIAN TOMATO PASTA DAILY
GARLIC PULLED CHICKEN ALFREDO (PASTA)		CHINESE CHICKEN CURRY (NOODLES)	CLASSIC MEATBALL MARINARA (PASTA)	SWEET & SOUR VEG (NOODLES)
<b>DELI KITCHEN</b> HOT GRAB & GO	PERI BUTTERMILK CRUNCH WINGS	BBQ CHICKEN WRAP	CHICKEN TIKKA MASALA PIZZA SLICE	MEXICAN HOT CHILLI BEAN BURRITO
<b>BIG BOWL SALAD</b>	CHICKEN TIKKA & MINT YOGHURT	CHICKEN TIKKA & MINT YOGHURT	RAMEN INSPIRED NOODLE SALAD WITH EGG	RAMEN INSPIRED NOODLE SALAD WITH EGG
<b>DESSERTS</b>	Aspens Cookies	Sticky Toffee Pudding with Custard	Classic Iced Sprinkle Sponge	Brownie Trifle Pot
Daily Meal Deals Regular Chef's Specials	DAILY - JACKET POTATOES - BEANS - CHEESE - TUNA MAYO OR SIMPLY PLAIN		Freshly Made From Scratch <b>DAILY!</b>	Fresh Cut Fruit & Yogurt Pots Available Daily
HANDCRAFTED DELI SANDWICHES, BAGUETTES, WRAPS, SALADS & MORE!				

### Free school meals

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

- Income support (IS) or 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)

Pupils 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. Pupils who receive free school meals are entitled to a free breakfast (£1.00 credit per day) at breakfast club from 8.15am every 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 pupils 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 pupils.

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, registration and reporting absence from school

We have high expectations of all our pupils at Knutsford Academy. Our code of conduct sets out clear expectations of student behaviour and attitude to learning.

### All pupils 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

## Tutor Time and Registration

The school day begins promptly at **8:40am** with the bell signalling pupils to make their way to their form rooms. Form Tutors will greet pupils at the door, and registration will begin promptly at **8:45am**; pupils arriving after this time are marked as late.

Morning registration is a crucial part of the school day. It ensures that pupils are prepared for learning, providing a structured opportunity for Form Tutors to:

- Check in with pupils, addressing any immediate needs.
- Ensure that uniform and equipment standards are met.
- Distribute important notices.
- Foster positive relationships by offering consistent pastoral support.

Form Tutors, led by the Heads of Year, also deliver a weekly programme of activities designed to support academic, social, and personal development. This includes:

- **Assemblies** – Themed to align with national observances (e.g. Black History Month, World Mental Health Day) or part of our SMSC (Spiritual, Moral, Social, and Cultural) curriculum.
- **Literacy** – Activities that promote shared or guided reading, helping pupils become confident and fluent readers.

- **Votes for Schools** – Pupils engage in discussions and debates on current issues, casting votes and making their voices heard on topics that matter.
- **Pastoral Review** – Pupils reflect on their achievements, including praise points, behaviour incidents, and attendance. Weekly awards such as Star of the Week and Head of Year awards are also given.

### Reporting absence from school

Parents/carers should report student absence by calling 01565 633294. **Parents/carers must make this contact each morning of absence before 8.30am** to allow us time to correct registers.

**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. If the school is unable to make contact, then staff will need to complete a safe and well check. **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: [www.knutsfordacademy.org.uk/parents/absence](http://www.knutsfordacademy.org.uk/parents/absence)

## 10. Uniform

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

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 for orders to ensure delivery for the start of term is August 2<sup>nd</sup>. SWI advise that you place your uniform order as soon as possible.

### Knutsford Academy School Uniform – Years 7 – 11

#### Compulsory branded uniform:

Only **two** branded items are **compulsory** – the blazer and new design tie. For September 2026, all pupils will be provided with a new design tie free of charge.



#### Optional branded uniform:

The new design skirt is optional; the alternative is plain black tailored trousers.

**Please note:** For September 2026, as Year 11 pupils will not be with us for a full academic year, they may wear their current black pleated skirt.



<b>Compulsory branded uniform:</b>	
Navy Blazer with embroidered the Academy School logo	From SWI
New design school tie – clip on	From SWI
<b>Optional branded uniform:</b>	
New design skirt	From SWI
<b>Non-branded uniform:</b>	
Plain white shirt	Any stockist
Plain black tailored trousers	Any stockist
Plain navy blue knit ‘V’ neck jumper - can be worn beneath the blazer but not instead of.	Any stockist
Plain black socks - ankle or knee length	Any stockist
Plain black tights	Any stockist
Smart all black shoes (more guidance provided below)	Any stockist
Plain black or navy Hijabs/head scarves	Any stockist
<b>September 2026 – Year 11 only</b>	
Black box pleat skirt	Any stockist

## **Student Uniform and Appearance Standards and Expectations**

At Knutsford Academy, we expect all pupils to take pride in their appearance and wear their uniform to the highest standards. These rules and our expectations are clear; they are displayed on corridors around the building and are regularly reinforced through assemblies and form tutor presentations. We ask that pupils adhere to the following expectations:

**Blazers:** The Knutsford Academy blazer is compulsory. It may be removed in lessons or outside but must be worn when transitioning between lessons and at all formal school events.

**Shirts:** Shirts should always be tucked in neatly, and the top button must be fastened.

**Ties:** The new design clip on tie should cover the top button.

**Skirts/Tights:** The new design skirt is **optional**. Pupils who chose to wear this skirt are not permitted to shorten the skirt by rolling it at the waistband. The school reserves the right to direct any individuals who persistently breach our expectations to wear trousers.

**September 2026 - Year 11 only** - Pupils may choose to wear the new design skirt, black tailored trousers or a black pleated skirt. If they choose to wear the black box pleated skirt. The school reserves the right to direct any individuals who persistently breach our expectations on skirt length to wear trousers for the rest of the academic year.

**Trousers:** Plain black **tailored trousers** must be worn at the waist and should be appropriate in fit and style (not excessively tight or baggy).

**Socks/Tights:** Pupils should wear either plain black socks (ankle length or below the knee) or black tights.

**Jumpers:** A navy blue knit 'V-necked' jumper may be worn underneath the blazer (optional).

**Jewellery:** Pupils are allowed to wear **one** small stud in each ear. Pupils are not allowed to wear any other jewellery including rings and/or bracelets. Further guidance is provided in this policy.

## Footwear

Please ensure that you are clear on the guidelines we provide and expect as a school before purchasing before school shoes rather than being led by your child's fashion preferences.

- Sensible, plain, all black traditional **shoes** should be worn for school – this **does** include the brand 'Kickers' and black leather 'AirForce One'.
- Sports trainers are **NOT** permitted to be worn with school uniform (Nike, New Balance, On, Adidas, Converse, Vans). Also: No boots, canvas pumps or footwear with logos on them.
- Sports trainers are expected to be worn for practical lessons such as PE.

### Examples of suitable school shoes:



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



## Knutsford Academy Practical Kit – worn for PE, Dance and Drama lessons – Years 7-11

### Girls' Practical Kit

For practical subjects only **two** branded items are **compulsory**. A short sleeve top and a longer sleeve top for warmth. All other current branded items remain available and may still be purchased if families wish.



<b>Compulsory branded practical kit:</b>	
Navy/sky short sleeve training top	From SWI
Navy/sky long sleeve training top	From SWI
Shin Pads - Compulsory for safety	Any stockist
<b>Non-branded practical kit:</b>	
Plain black sports leggings	Any stockist
Plain black tracksuit bottoms	Any stockist
Plain black shorts – must be mid-thigh leg length	Any stockist
Plain black training/football socks	Any stockist
Trainers & football boots	Any stockist
Gum shield - Recommended for safety	Any stockist

<b>Optional branded practical kit:</b>	
Navy/silver skort	From SWI
Navy/silver training shorts	From SWI
Navy/silver leggings	From SWI
Navy/silver training pants	From SWI
Navy thermal base layer	From SWI
Navy/silver coolmax socks	From SWI
Navy apron	From SWI

### Boys' Practical Kit

For practical subjects only **two** branded items are **compulsory**. A short sleeve top and a longer sleeve top for warmth. All other current branded items remain available and may still be purchased if families wish.



<b>Compulsory branded practical kit:</b>	
Navy/sky short sleeve training top	From SWI
Navy/sky long sleeve multi-sport long sleeve top	From SWI
Shin Pads - Compulsory for safety	Any stockist
<b>Non-branded practical kit:</b>	
Plain black training/football shorts	Any stockist
Plain black tracksuit bottoms	Any stockist
Plain black training/football socks	Any stockist
Trainers & football boots	Any stockist
Gum shield - Recommended for safety	Any stockist

<b>Optional branded practical kit:</b>	
Navy/silver training/football shorts	From SWI
Navy/silver training pants	From SWI
Navy thermal base layer	From SWI
Navy/silver coolmax socks	From SWI
Navy apron	From SWI

- All items of PE kit should be clearly named/labelled to assist with returning items that have been left behind. Unnamed items are put into lost property.
- Sports trainers are expected to be worn for practical lessons, such as PE. School shoes, 'Fashion' trainers, or pumps are not suitable.
- If pupils are excused from PE, they are expected to have a note from parents/carer.
- If pupils do not bring their own PE kit to lessons, they are expected to borrow spare kit from school and still participate.

## 11. Transport and Locker Information

### Getting to and from Knutsford Academy

Most pupils 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

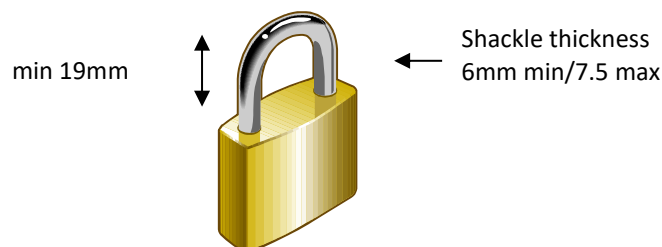
Local bus routes (Arriva North West): 08712 002233

### Locker information and conditions of use

Lockers are allocated to all pupils.

- Pupils 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.
- Pupils should bring a padlock and key or combination lock.
- 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.
- Pupils 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 pupils, parents and carers

Knutsford Academy is a data controller for the purposes of the Data Protection Act. We collect personal information from pupils, parents and carers. As such, we may receive information about pupils 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

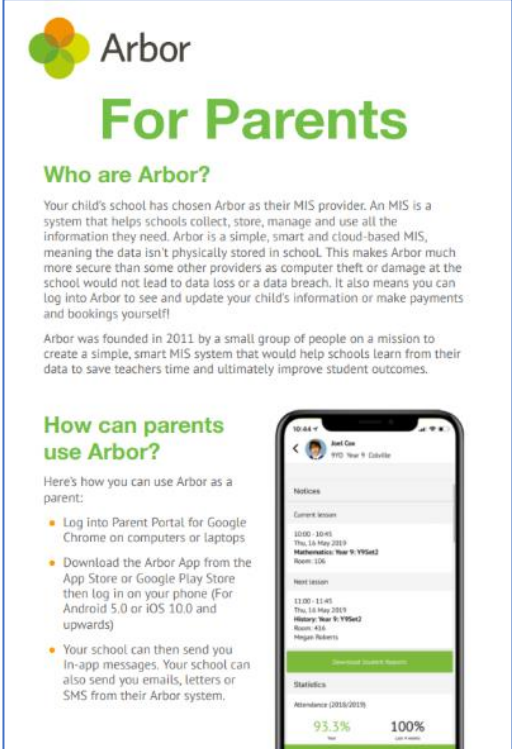
There is an electronic data and consent form which we ask you to complete in the first instance. You will be able to check and amend your personal and contact data within the Arbor App in September.

### 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 pupils 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 pupils 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 pupils 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.



The flyer features the Arbor logo at the top left, consisting of three overlapping circles in orange, green, and blue. To the right of the logo, the word "Arbor" is written in a dark grey font, and "For Parents" is written in a large, bold, green font. Below this, the heading "Who are Arbor?" is followed by a paragraph explaining that Arbor is a cloud-based MIS system that helps schools collect, store, manage, and use information. It notes that data is not physically stored in school, making it more secure. A second paragraph states that Arbor was founded in 2011 by a small group of people on a mission to create a simple, smart MIS system to help schools learn from their data to save teachers' time and improve student outcomes.

The section "How can parents use Arbor?" is followed by a list of three bullet points: logging into the Parent Portal for Google Chrome, downloading the Arbor App from the App Store or Google Play Store, and the school sending in-app messages, emails, letters, or SMS. To the right of this text is a smartphone screen displaying the Arbor app interface. The screen shows a user profile for "Sam Cox" (Year 9, Catholic), a "Notifications" section with "Current lesson" details (10:00-10:45, Thu, 16 May 2019, History Year 9, Y9Soc2, Room: 106), and a "Statistics" section showing "Attendance (2018/2019)" with a bar chart showing 93.3% and 100%.

## 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, contact numbers or emails.
- 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 Arbor and Satchel apps.
- 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 and meeting with you on Thursday 18<sup>th</sup> June at 5.00pm**

