



INDUCTION BOOKLET 2024 INTAKE

Nothing but the best

Aspirational



Community
Centred



Inclusive



WELCOME

We are very excited that your child will be joining the Wellfield family. We know that they will enjoy their learning journey with us over the next 5 years.

This booklet contains all of the information you require to assist with your child's transition to Wellfield. You will also receive some data collection forms that are vital for you to complete.

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TOP
TIPS

There are lots of school policies on the school website. These are kept up to date. Please read these online by going to "Parent Area" then "Our Policies".

POLICY





SCHOOL VALUES

Our mission is to provide the very best for all of our community. This means creating an inclusive environment where staff and students, who are known as individuals, endeavour to be the best they can be in a highly aspirational community. Below are our school values that inform everything we do.

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We believe in the promise of each individual in our school and ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual best potential in an ambitious environment.



Community Centred

Equality of opportunity is central to our school and we invest heavily in genuinely knowing our staff and students as individuals so that everyone is included, supported and challenged to remove any barriers to success and provide the chance to be their very best.



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We foster authentic, positive relationships which are based on the foundations of respect, listening, kindness, support and constructive challenge. We are a school with a 'family feel' and one which genuinely cares about our whole school and local community.

THE WELLFIELD STANDARD

The Wellfield Standard has been developed with our students to ensure clarity around our core principles and expectations. It is a standard that all colleagues are committed to and, in a supportive manner, we continue to strive on a daily basis to ensure students uphold the standard by being aspirational, inclusive and community centred. These are the 'agreed consistencies' that all of the Wellfield community commit to.



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UNIFORM

Our school uniform is important to us. It is one way in which we identify ourselves as a school family and plays a valuable role in contributing to the ethos, setting an appropriate tone and instilling pride in our school. Smartness and high standards of appearance are expected at all times.

MAIN SCHOOL UNIFORM



All of our items of uniform/PE Kit are non-gender specific;

- White shirt with top button fastened and shirt tails tucked into trousers/skirt
- Black school trousers or school thick pleated skirt (skirts should be knee length, branded are optional)
- Black blazer with school badge. Blazers should be worn at all times around school.
- Clip-on school tie or traditional tie
- Optional : V-necked grey school jumper
- Plain, black socks (if wearing the skirt, socks should be long, but no higher than the knee and no patterns or bows)
- Or plain tights (minimum 40 denier) can be worn
- If hair covering is worn, it must be plain black

TOP TIPS

Students should practice tying their tie over Summer.

OUTDOOR CLOTHING

- Plain coloured coat (high viz strips are highly recommended, especially in winter)
- Casual outer garments such as non-school jumpers, hoodies, fleeces, cardigans, leather or demin jackets etc, are not acceptable
- Coats must be removed on entry into school buildings and should not be worn inside school buildings during the school day. Once removed, coats should be placed in bags or lockers
- We strongly advise that expensive branded outdoor clothing is not worn for daily school use as the school will not accept responsibility for the loss or damage to these



BAGS

Every student should have a school bag for school equipment and bring it every day. Bags should be sturdy and dark in colour.



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FOOTWEAR

Allowed: Plain, black, smart, sturdy shoes



TOP TIPS

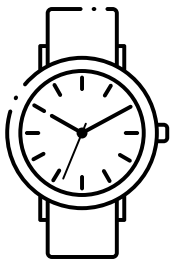
Contact us if you are unsure that your child's footwear will be allowed



Not Allowed: Boots, trainers, shoes with logos, flimsy ballet/court shoes, pumps, fabric or high heels

GENERAL APPEARANCE

JEWELLERY



- No piercings including earrings are allowed
- No jewellery allowed aside from a watch
- Smart watches, or items that connect to the internet are not allowed to be worn

TOP TIPS

It is really useful to be able to tell the time to follow their timetable. If they cannot yet, please practice over Summer with your child.

HAIR

- Hair should not obscure a student's vision or pose a health and safety risk
- Extreme hairstyles or colourings are not allowed. Hair should be cut no shorter than grade 2 and should be natural in colour
- Hair accessories should be small, plain and black
- Shaved patterns in hair or eyebrows will not be permitted
- Facial hair should be tidy and is therefore at the discretion of the Head



MAKEUP



- Any make up, including false tan worn in school, should be minimal and discreet.
- Nail varnish, false eye lashes or false nails are not allowed



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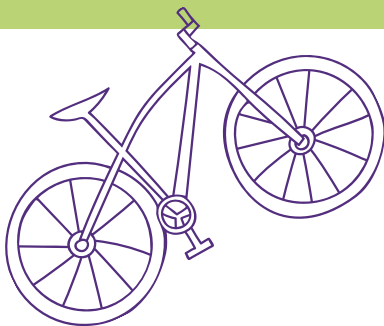
PE KIT

All students;

- Wellfield Aptus essentials training t shirt with logo
- Wellfield Aptus essentials ¼ zip training top with logo (optional)
- Wellfield Aptus essentials skort with logo
- Wellfield Aptus essentials short with logo
- Aptus essential leggings
- Black sports socks
- Trainers, non-marking sole
- Football boots and shin pads (parents will be informed if/when these are required)



TRAVELLING BY BICYCLE



- Bikes can be left in the bike sheds near the Sports Hall. They should be locked up
- If your son/daughter cycles to and from school they **MUST** wear a protective cycle helmet at all times
- Students biking to school should do so responsibly following the rules of the road

UNIFORM PRIDE

TOP TIPS

Make sure students empty their blazer pockets before they are washed!

Students who wear their uniform in pride usually also take pride in their work and their behaviour. It sets the high standards we want students to aspire to.

Merits will be awarded for those with correct/smart uniform.

De-merits will be incurred if they do not wear their uniform correctly- it should be worn with pride at all times.



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PACKING YOUR BAG

Each day students must bring their equipment to school. Here is what they will need;

COMPULSORY EQUIPMENT



- A pencil case
- 3 black pens
- HB Pencils and 2B pencils (for artwork)
- Clear ruler
- Eraser
- Protractor
- Scientific Calculator



Students should also have a reading book in their bag at all times. If they do not have one, we can support them in obtaining one.

OPTIONAL BUT RECOMMENDED



- A small pocket English Dictionary and Thesaurus
- Easy learning Spanish Dictionary or Collins Pocket Spanish Dictionary – colour edition
- Highlighters
- Colouring pencils and a pencil sharpener
- Whiteboard pen
- Purple/green biro (multi-colour click pens are good for this)

ORGANISATION

- Remember students should check their timetable each night so they know what to pack
- They should repack their pencil case after doing homework
- Also they must not forget their PE Kit, homework/school books and reading book
- Being organised at night will help them to make a good start the next morning

TOP TIPS

At high school packing a school bag should be a student's job not their parents. They may need some support to begin with.

LOCKERS

Lockers are located at various points across school. If your son/daughter chooses to take advantage of this, they will be allocated a locker and will need to provide their own lock and key or combination lock.

We operate an online payment system and lockers can be paid for through this. In September, you can request the 'Wellfield Academy Agreement for Rental of Locker' form for you to complete and return to school should you wish to rent a locker.



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FOOD AND DRINK

DRINK- WATER ONLY

- Students will need a refillable water bottle filled each day- water helps concentration
- No other drinks apart from water are allowed. Banned drinks such as fizzy pop and energy drinks will be confiscated
- Water and milk is sold in the school canteen



PACKED LUNCHES



- Students should use a lunch box/lunch bag if they bring a packed lunch so it doesn't get squashed in their bag or damage their books
- They are advised to bring healthy snacks for break time as lunch is probably later than it was at primary
- Nut products should not be brought into school

CANTEEN PURCHASES

- Breakfast- available to purchase between 8:15am and 8:35am
Items such as cereal, toast, crumpets, fruit and yoghurt etc are available
- Break- purchases such as toast, sausage and bacon sandwiches and garlic bread are available
- Lunch- a wide range of hot dinners and sandwiches are available with a daily changing menu

TOP TIPS

Students can vary the days that they have their own packed lunch and school dinners.

FREE SCHOOL MEALS

If your child is eligible, it means they can enjoy delicious, healthy meals without the bills and fuss of making packed lunches.

Wellfield Academy actively encourages all families entitled to free school meals to apply. No-one else will know that your child qualifies as we use a cashless system that means that payment is discreet. Your child's catering account will be topped up daily automatically for lunch. Please note that students cannot use their allowance at break, or 'save up' their allowance. Purchases beyond this amount are funded by parental 'top up'.

Check online your eligibility- <https://www.gov.uk/apply-free-school-meals>



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THE SCHOOL DAY



START OF THE DAY

- Students must be in school by 8:40 am
- Breakfast club is open from 8:15 am
- There are various locations that students are able to go to in a morning, they will be shown in September
- Punctuality is very important

TIMES OF THE DAY

8.40am	Start of school day, movement to Personal Tutor Time
8.45am	Personal Tutor Time/Assembly
9.05am	Lesson 1
10.05am	Lesson 2
11.05am	Break
11.22am	End of break warning bell
11.25am	Lesson 3
12.25pm	Lesson 4
1.25pm	Lunch
1.57pm	End of lunch warning bell
2.00pm	Lesson 5
3.00pm	End of School Day

EXTRA CURRICULAR

- Extra curricular activities take place at lunch and after school
- A timetable will be shared with parents in September
- Our current timetable can be viewed on our website, so you can see the range of activities we have

TOP TIPS

Attendance is vital. If students feel just a little unwell, they should come into school, we will look after them and decide if they need to go home.



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CLASSES AND HOUSE SYSTEM

HOUSES



Students will be placed in one of 3 Houses; Campbell, MacArthur or Sharman. Working as a house community to win competitions including their individual merits contributing to the house total

VERTICAL TUTORS

Students will start each day in your vertical tutor group. This group will have a mixture of year 7, 8, 9, 10 and 11. The older students in your tutor group will help them to settle into school. Activities will take place each day in tutor to help them to develop as a person and make their time at Wellfield Academy successful.

LESSONS

- Classes at Wellfield Academy are mixed attainment. Students will not be in sets.
- They will study a range of subjects in lessons that are 1 hour each
- Subjects they will study:
 - English
 - Maths
 - Science
 - History
 - Geography
 - Religious Education
 - Spanish
 - Art
 - Computing
 - Drama
 - Food
 - Design Technology
 - Music
 - PE
 - Personal Development



TWO WEEK TIMETABLE

- We operate a 2 week timetable.
- Students will have 25 lessons during week 1
- Students will have another 25 lessons in week 2 and they may be in a different order



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REWARDS AND BEHAVIOUR

Our Rewards and Behaviour guidelines have been developed to ensure that all of our students are provided with 'Nothing but the Best' to help create a culture of high challenge and high support. We expect all staff and students to consistently uphold 'The Wellfield Standard' each and every day. Where the Wellfield Standard is met, we celebrate and reward success. In cases when the standard is not met, we have a culture of high challenge along with high support.

REWARDS

Here are some of the example of rewards within this school:

- Merits
- Phone calls home
- Postcards
- Stickers
- Hot chocolate/Milkshake with the Head
- Weekly tutor presentations (every Monday)
- Dining room fast pass
- SLT Award (certificate)
- Headteacher's Award (certificate)
- 'Nothing but the Best Work Wall' and celebration of work displays
- Tutee of the week
- Star of the Week
- Half termly/termly subject awards



SANCTIONS

Our focus in school is on rewarding the positives, however, when students fall short of expectations the following may happen:

- **De-merits** both inside and outside of class when not meeting the expectations of "The Wellfield Standard"
- In class escalating sanction:
 - **Chance**- students who are opting out and are actively not meeting behaviour expectations will have this brought to their attention. This will be a clear verbal warning with an explanation given to a student and a reminder of how they can be the best version of themselves.
 - **Choice**-Students who, having been given a clear verbal chance to improve their behaviour and are still not meeting expectations should have this brought to their attention as a 'Choice' and be redirected by indicating the behaviour that is expected.
 - **Consequence**-If the same student resumes behaviour that is disruptive to the learning of themselves or others, then the member of staff will ring the school office for the student to be removed from class as a Consequence. They will continue their learning in reintegration.

Check online on the school website for a more detailed version of the Rewards and Behaviour Policy.

TOP
TIPS

After a consequence, the next lesson is a fresh start.



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IMPORTANT SYSTEMS

COMMUNICATION/BEHAVIOUR APP

An online system is in place which teachers use to track achievement and behaviour throughout the school day. We believe in working closely with parents and one of the key benefits of this system is that we are able to securely share your child(s) achievement and behaviour report with you and so keep you up to date in real-time.

This system is used to share information with parents about:

- Achievement Points
- Behaviour Points
- Attendance
- Homework
- Detentions



If you have more than one child at the school, you can use the same parent account to view achievement data for all your children.

You will receive your individual parental login once your child has started at Wellfield Academy and a Parents User Guide will be shared with you then.

ONLINE PAYMENT APP

Wellfield Academy is a cashless school. We use an online payment system which enables parents to pay for trips, incidental school expenses, equipment and school meals. Please note this will only go live for new parents from September.

This facilitates online payments and enables a purchase history to be viewed and brings a number of important benefits to students, parents and schools:

- Simple to use internet and mobile app-based user system
- Payments are made online so they are secure and reliable
- Parents can view what purchases have been made
- Reduce the risk of students losing cash



Details of how to use this system will be sent before your son/daughter starts in September.

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TIPS

You can only log into these systems when your child starts in September. So more detail will follow.



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COMMUNICATION



Communication between school and parents is different in high school. A student's classroom teacher cannot speak to you each day on the gate. However communication is still really important. Here are some of the main ways we can communicate with you and how you can communicate with us.

School communication with parents:

Email- You will receive letters and messages via email. Please check the inbox of the email address you have provided us with daily. Tell us straight away if this changes.

Via APP- You will receive notifications via the communication/behaviour APP, we recommend you enable notifications and check on a regular basis.

Telephone- You may receive calls from your child's Head of Year, Tutor or Teachers.

Social Media- We recommend you follow us on social media as we share updates on a regular basis.

Parents evening- Please make a note of the dates of parents evenings your engagement in these is vital.

Parents communication with school:

Email- You can email via enquiries@wellfieldacademy.org and your email will be forwarded to the correct person.

Telephone- You can call the school office and they will try to put you through or will arrange a convenient time for the member of staff to get back to you.

Drop ins- We have scheduled drop ins that you can attend should you have any queries.



emails to
enquiries@wellfieldacademy.org
will be forwarded to the right
person. Put FAO if you know who
you would like to contact

TOP TIPS

Contact us **straight away** if
you have any concerns, the
quicker we know the quicker
we can provide solutions.



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PREPARING FOR TRANSITION

STUDENT TASKS TO DO OVER SUMMER:



Make sure you learn how to tie your tie!

Continue to read throughout the Summer. Reading helps you with so many elements at high school.

 **READ MORE**

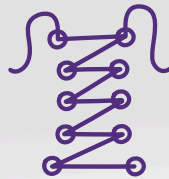
Continue to practice your times tables, they will help you a lot in your maths lessons.



Make sure you know how to tell the time, punctuality to lessons is important.



Make sure you can tie your own laces.



Stay active, physical activity is good for your mental health.



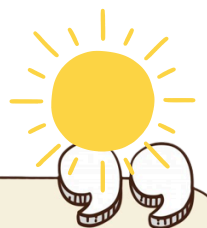
Keep a good sleep routine. This will help your transition back to early mornings.



If you can practice your journey to school. This will alleviate first day nerves.



TOP TIPS



Enjoy your summer and try not to worry, nerves are normal and you will be well supported.

