

year 7 induction information booklet

**Contents**

Wellfield Academy Uniform Policy Page 3

Equipment Page 6

Online Payment System and Cashless Catering Page 7

Online Payments – A Brief Guide Page 9

Free School Meals Page 10

Example Breakfast Menu Page 11

Acceptable Use Policy Page 12

Home School Agreement Page 13

Lockers for Students Page 16

Class Charts Page 17

Term Dates and Key Dates Page 18

**Welcome to Wellfield Academy**

We are very excited that your child will be joining our school community. We know that they will enjoy their learning journey with us.

This booklet and accompanying documents contain all of the information you require to assist with your child’s transition to Wellfield and to complete the Year 7 induction forms.

**Answering Your Questions**

With this booklet you should also have the following,

* Year 7 Induction Forms Booklet;
* Privacy Notice for Students at Endeavour Learning Trust;
* Lancashire County Council Free School Meals and Pupil Premium Form;
* Uniform & School Status Information Letter – Update September 2022.

**Policies**

All school polices are available on the [Wellfield Academy website](http://www.whs.lancs.sch.uk/)

**Wellfield Academy Uniform Policy**

**Smartness and high standards of appearance are expected at all times.**

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.

Please ensure that:

* Clothing and personal property is named, particularly the PE kit;
* For health and safety reasons NO jewellery other than a wrist watch is worn. **I–watches and other watches that connect to the internet are not allowed;**
* Watches will need to be removed for physical education lessons. If students attend wearing non-compliant jewellery then this will be confiscated and returned at the end of the school week in the first instance. Persistent breach of the school rules may incur a longer confiscation period and a requirement for parents to collect;
* Any ear piercings are done at the start of the summer holidays so that your child does not wear earrings in school for any reason;
* Your child wears their School blazer correctly. E.g. sleeves must be fully down and not turned or rolled up;
* Only black coloured discreet hair accessories to be worn. No flowers or bows. All hair should be able to be tied back in practical lessons;
* Trainers or boots are NOT worn for school;
* Your child does not wear make-up. We only allow discreet foundation in Years 10 and 11. **No student in any year group must wear false tan or false eyelashes;**
* Your child does not have an extreme hairstyle including dyeing, dip-dyeing, bleaching or shaving (less than grade 2) / tram-lines or artistic designs. Hair must not obscure the eyes. Hair braided is only acceptable without beads or accessories;
* False, gel or acrylic nails are not worn. No nail varnish should be worn;
* **Outdoor wear e.g. jackets and coats are plain and dark in colour. Non–school jumpers, hoodies, cardigans, leather or denim jackets etc. are not permitted.**

Whilst items of school uniform can be purchased from local supermarkets and other shops, our uniform stockist for the school tie, skirt, girls trousers, blazer and PE kit is;

* Monkhouse: Fishergate Shopping Centre, Preston
* Order online - [Parent Guide (monkhouse.com)](https://www.monkhouse.com/parentguide)
* Order over the phone- [01772 259586](tel:01772259586)/ 0161 476 7216 - Monday to Thursday - 8.30am to 5pm, Friday - 8.30am to 3pm

Examples of footwear allowed:



Examples of footwear **not allowed** to be worn as shoes:



If parents are unsure, we advise you to contact the Student Services Team.

|  |  |
| --- | --- |
| **School Uniform** | |
| A black **knee length** thick pleated knee length skirt or black uniform trousers. | Black school regular fit trousers. Slim fit trousers are not allowed |
| A white collared shirt with top button fastened that can be tucked into the skirt/trousers. | A white collared shirt with top button that can be fastened and tucked into trousers. |
| **Black knee length socks or black tights (no less than 40 denier) without pattern.**  Socks must not be worn over tights. | **Black socks.** |
| Black Ziggy blazer with school badge  A purple, black and green school clip-on tie.  Black, sturdy sensible shoes. No boots. (see previous page)  Grey v neck jumper (OPTIONAL only worn with the Blazer)  Appropriate sturdy and suitable sized bag/s for equipment and PE kit.  Pencil case with correct equipment | |
| **Physical Education Kit** | |
| 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 | |
| Football boots and shin pads (parents will be informed if/when these are required) | |
| Trainers, non-marking sole | |

**All of our students are welcome to purchase and wear any items of uniform/PE kit regardless of gender.**

**If your son/daughter cycles to and from school they MUST wear a protective cycle helmet at all times.**

**Equipment**

Each day you **must** bring your equipment to school. Here is what you need, although some is provided as part of your welcome bundle:

Chromebook (fully charged)

* A pencil case
* 3 black pens
* HB Pencils and 2B pencils (for artwork)
* Clear ruler
* Eraser
* Colouring pencils and a pencil sharpener
* Protractor
* Scientific Calculator
* A small pocket English Dictionary and Thesaurus
* Easy learning Spanish Dictionary
* or a Collins Pocket Spanish Dictionary – colour edition

Not compulsory but a pen that has 4 different colours on can be useful – especially if it has purple and green on.

Lunch box/lunch bag if you bring a packed lunch so it doesn’t get squashed in your bag or damage your books.

Remember to check your timetable each night so you know what to pack. This also includes your PE Kit, homework, reply slips to letters, ingredients for food technology or letters from your parents/carers that you need to hand in.

As well as packing your equipment the night before it is ideal to make sure you have your uniform for the next day already too. Check you have a clean shirt and that you know where your tie is when you have unclipped it. Check your shoes are clean. When it is time for your blazer to be washed, make sure you empty all pockets so nothing is damaged when parents/carers put it in the wash!!



**Online Payment System and Cashless Catering**

The online payment system we use at Wellfield Academy is School Gateway. This enables parents to pay for trips, incidental school expenses, equipment and school meals. The introduction of online payments allowed us to install a cashless catering system with biometric identification.

**Online Payment System**

School Gateway is the online payments system which facilitates online payments and enables a purchase history to be viewed. Similar systems have already been installed in many schools nationally, bringing a number of important benefits to students, parents and schools:

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

Please access the system, either directly via <https://login.schoolgateway.com> or via the Parent section of Burscough Priory’s website. From here you will be asked to enter the email address and mobile number that is registered with school and then you are required to press the ‘send pin’ button which, in turn, will send a text message containing your PIN. Contacts who are listed as priority 1 or 2 on their child’s record are able to make payments through School Gateway. If you have any queries then please contact the school on [enquiries@wellfieldacademy.org](mailto:enquiries@wellfieldacademy.org)

**Cashless Catering**

The cashless catering facility is provided by Biostore. This is the company that manages the biometrics and canteen system. School Gateway integrates with this system.

In order to use the cashless catering system students simply place their fingertip on a scanner to make a payment for their food. The system does not record fingertips / fingerprints and an image of your child’s fingerprint is not stored. The information collected will be used solely for school purposes and held on the school system only. This technology is very secure and is commonly used within other schools across the UK and locally.

**Student’s Biometric Information**

The Academy wishes to use information about your child as part of the automated recognition system provided by Biostore for the purposes of using the cashless catering system. The **information** from your child that we wish to use, is referred to as ‘biometric information’. Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to obtain the written consent of a parent before being able to use a child’s biometric information. Once obtained, the biometric data is used and stored in accordance with the UK General Data Protection Regulations (UK GDPR).

Please be reassured that the law places specific requirements on schools when using personal information, such as biometric information about students for the purposes of an automated biometric recognition system.

For example:

* the Academy cannot use the information for any purpose other than those for which it was originally obtained and made known to parents;
* the Academy must ensure that the information is stored securely;
* the Academy must tell you what it intends to do with the information;
* unless the law allows it, the Academy cannot disclose personal information to another person/body – you should note that the only body that the Academy wishes to share the information with is Biostore. This is necessary in order to implement the cashless catering system.

**Providing your consent/objecting**

As stated above, in order to be able to use your child’s biometric information, the written consent of a parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child’s biometric information. Similarly, if your child objects to the use of their biometric information, then the Academy cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child’s biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

Please note that we are a cashless school and students who are not registered on this system will not be able to use the online payment system. These students will need to bring packed lunches.

Please note that when your child leaves the Academy, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

**WHAT TO DO NEXT**

**Please complete and sign the ‘Parental Consent for the Use of Biometric Information in School’ form which is included in the Year 7 Induction Forms booklet.**

**Please note that the form needs to be completed if consent is given or not.**

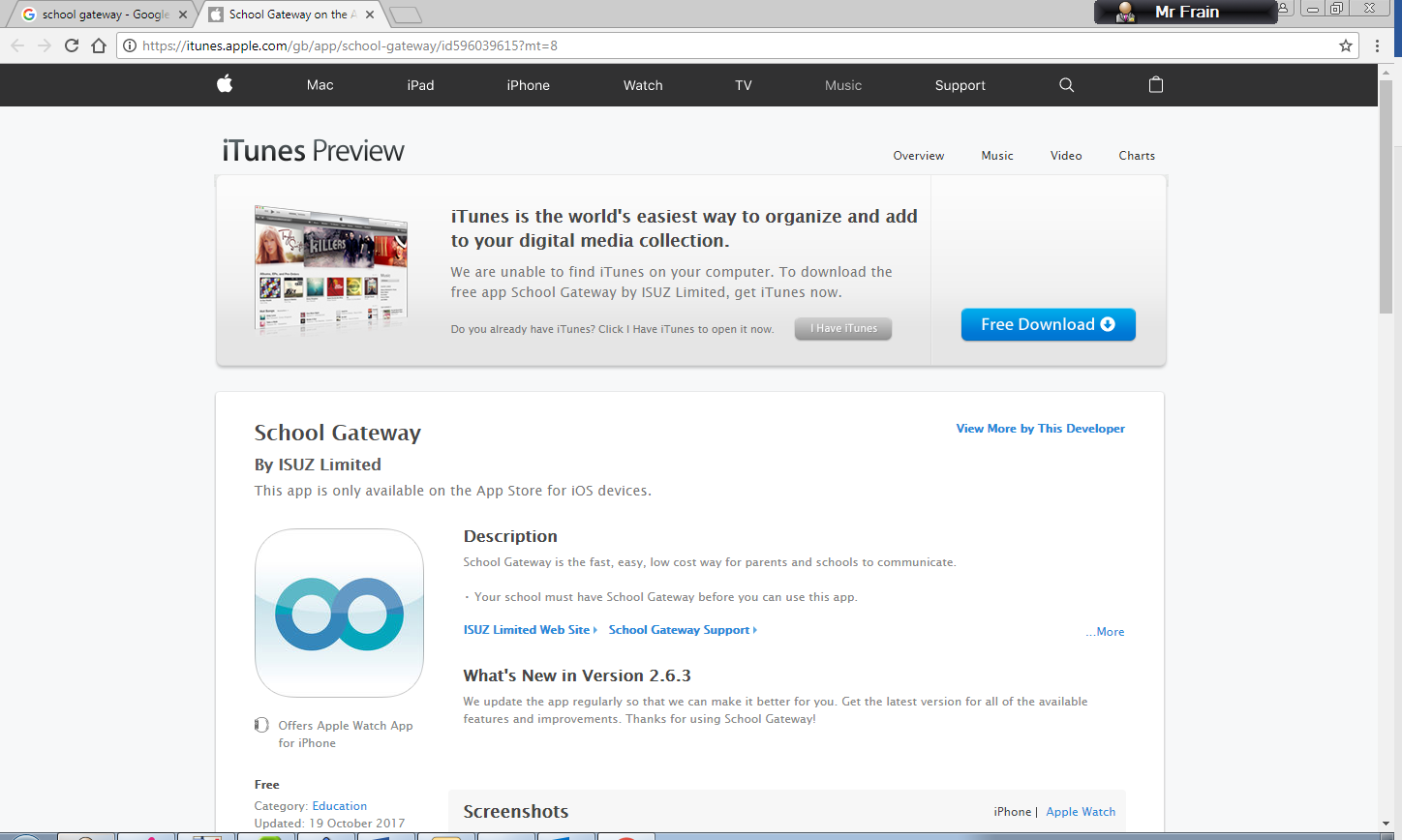
**When you have received your information regarding your online account, please register in order that you can make payments on line. This information will be sent to parents during late August, before the start of term.**

**Online Payments – A Brief Guide**

The online payment system is provided by School Gateway. In order to make a payment to Wellfield Academy, you will need to use the following website address to register your account <https://login.schoolgateway.com> with your email and mobile number that the school holds on record for you.

**School Gateway – How Do I Sign up?**

Please activate your School Gateway account as soon as possible. It is quick and easy to do. Authorised parent/guardian contacts are able to sign up a School Gateway account.

***Preferred Option:***

* Download the **free app**: If you have a smartphone, please download School Gateway from your app store (iPhone and Android). The app shows the same information as the website PLUS it saves the school money when we send you a notification.

**OR**

* Visit the website: [www.schoolgateway.com](http://www.schoolgateway.com) and click on “New User”. You will receive a text message with a PIN number. Use this PIN to log into School Gateway.

The screen will open up with your Child’s Account. If you have more than one child at the school, you can select which child you are making the payment for.

You can now pick the items you want to pay for which may include school meals, calculators and school trips.

Once you have confirmed your payment your order will be displayed and you will also receive an email to confirm the payment from your bank and also to confirm the items purchased.

You can also use the system to check:

* Previous online transactions
* Catering items purchased in school

Some Frequently Asked Questions (FAQs) are available on the [School Gateway login page](https://login.schoolgateway.com/0/auth/login) and a Quick Reference Guide is also available on the Academy website under Parent Information. The School Gateway website has help for Parents if required at <https://schoolgateway.co.uk/help/>

**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. In addition to free lunches, those who are eligible can also have a free breakfast before school, 8.15am-8.35am.

You are entitled to claim for free school meals if you receive one of the following:

* Income Related Employment and Support Allowance
* Income Support
* Income Based Jobseeker’s Allowance
* Support Under Part VI of the Immigration and Asylum Act 1999
* Guarantee Element of State Pension Credit
* Child Tax Credit (**BUT NOT** entitled to Working Tax Credit and your annual income does not exceed £16,190)
* Working Tax Credit `run on` - *during the four week period immediately after your employment ceases or after you start to work less than sixteen hours per week*
* Universal Credit

Wellfield AcademyigHi 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 with £1.65 for breakfast and £2.20 for lunch. Please note that students cannot carry over the breakfast allowance to lunch, or ‘save up’ their allowance. Purchases beyond this amount are funded by parental 'top up'.

Claiming free school meals also helps us support your children further in school. We receive extra funding, known as the ‘pupil premium’, for every eligible student who is registered. The pupil premium grant is funding provided to schools to focus additional resources on helping students who are eligible in this category to reach their full potential, to make sure this is in line with their peers. The more students that are registered for free school meals, the more funding the school receives on their behalf. Please remember registering for free school meals does not mean your child has to take up free school meals if they do not want to but it does bring this ‘top up’ funding to enable us to ensure they are supported in other ways to make sure they can do their best.

If you think that you may be eligible, please complete the ‘**Lancashire County Council Free School Meals and Pupil Premium’ form** which is included in this pack and send it to the Pupil Access Team directly at: **Pupil Access Team South, Level 1, Christ Church Precinct, County Hall, Preston, PR1 8XJ Tel: (01772) 531809**

If you have any further questions or queries regarding free school meals email finance@wellfieldacademy.org

**Example Breakfast Menu**

Each morning here at Wellfield we have **‘The Breakfast Club’** from 8.15am to 8.45am (no food purchased after 8.35am)every day in the Dining Room. This is one way of making extra sure that our children are fully awake and fuelled up for the day, but it is also an opportunity for them to meet their friends and start the day happy and motivated. Our current menu includes the following:

* Choice of cereal – 60p
* Toast – 25p
* Crumpet – 35p
* Half Bagel – 35p
* Full Bagel – 70p
* Cheese on Toast – 65p
* Bacon or Sausage Barm – £1.15
* Choice of fruit – 30p
* Choice of yogurts – 50p
* Pot of grapes – 70p
* Tea – 40p
* Hot Chocolate – 60p
* Selection of cold drinks

Your child has the opportunity to sit and relax with friends.

Lunch items for later in the same day can be pre-ordered at The Breakfast Club

Breakfast Club is available to attend from **Monday 5th September 2022**

Come along and *‘Start Your Day The Breakfast Club Way!’*

**Acceptable Use Policy & Network Use Permission Pupil Guidelines**

As part of the school’s technology programme we offer students supervised access to computers including the internal network, email and the Internet. Before being allowed to use the computers, all students must obtain parental permission and both they and you must sign the **‘Network Use Permission’** **form** as evidence of your approval and their acceptance of the school rules and associated policies. The form is included in the Year 7 Induction Forms booklet.

The Acceptable Use Policy is available in the policies section of the school website**.**

Access to computers will enable students to explore thousands of libraries, databases, and bulletin boards. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

Whilst our aim for Internet use is to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. However, ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

Whilst on school premises, staff will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

Additional action may be taken by the school in line with the existing policy regarding school behaviour. For serious violations, suspension or expulsion may be imposed. Where appropriate, police may be involved or other legal action taken.

**Home School Agreement**

At Wellfield Academy we are very fortunate to have supportive parents who recognise that educating young people is a process that involves a strong partnership between home and school, positive working relationships and clear lines of communication. The aim of this home-school agreement is to work together to ensure a safe and positive school environment.

**‘Great schools at the heart of our communities’**

**Our Schools are driven by our Trust values:**

**Truly Collaborative** - We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of everyone in our Trust, our families and the communities we serve

**People Centred** - We foster authentic, positive relationships which are based on the foundations of respect, listening, kindness, support and constructive challenge. We are approachable, open and honest

**Inclusive** - Equity of opportunity is central to our practice, and we will invest time, training and resources so that everyone is included and has the best chance to be their very best

**Unique** - We are firmly committed to recognising, celebrating and investing in the individuality of all our children and young people, each staff member across the Trust and the distinct ethos and identity of each of our schools

**Aspirational** - We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual best potential

**Parent Responsibilities:**

**I/We agree to**

* Ensure that my child arrives at school on time and before 8.40am and that they are prepared for lessons that start at 8.45am;
* Ensure that my child wears full school uniform appropriately;
* Ensure that my child attends regularly and provide a phone call to the attendance line with an explanation if my child is absent;
* Attend Tutor and Subject Consultation Evenings to discuss my child’s progress;
* Support my child with the organisation and completion of homework;
* Support and reinforce the school’s policies and guidelines for behaviour and regularly review my child’s achievements and behaviours through the school’s ClassCharts system;
* Let the school know about any concerns or problems that might affect my child’s work or behaviour;
* Work together with staff for the benefit of children. This includes approaching the school to make appointments to discuss and resolve any issues of concern;
* Park with consideration and respect for others when delivering and collecting children from school.

**Students Responsibilities:**

**I agree to:**

* Attend school regularly aiming to achieve an attendance of 98%;
* Arrive at school on time before 8.45am;
* Be fully prepared for lessons with the correct equipment;
* Wear school uniform properly and be tidy in my appearance;
* Adhere to the school rules and procedures;
* Do all my classwork and homework to the best of my ability and hand it in to meet the deadlines set by staff;
* Be polite and considerate to others in the school community;
* Respect the school environment and its wider community;
* Strive to reach my individual targets.

**Social Media:**

Social media and social networking sites play an important role in the lives of many youngsters. This agreement gives clarity to the ways in which social media is used by students, school staff and parents at Wellfield Academy.

* Parents should make complaints through official school channels rather than posting them on social networking sites. Parents who do this will be requested to attend a meeting at which the relationship between school and home will be discussed and parameters set;
* Parents should not post malicious or fictitious comments on social networking sites about any member of the school community. In the event that any pupil or parent/carer of a child educated at Wellfield Academy is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. The school will also expect that any parent/carer or pupil removes such comments. In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites;
* Cyber-bullying and the use by any member of the school community to humiliate or intimidate another by inappropriate social network entry will be dealt with as a serious incident of bullying.

**In order to support a calm and safe school environment, the school does not tolerate:**

* Disruptive behaviour which interferes with the operation of a classroom, an office area or any other part of the school grounds;
* Using loud and/or offensive language;
* Threatening harm or the use of physical aggression towards another adult or child;
* Approaching someone else’s child in order to discuss or chastise them;
* Physically damaging or destroying school property;
* Abusive, threatening, malicious or inflammatory emails, phone or social network messages;
* Smoking and the consumption of alcohol or other drugs or accessing the school site whilst intoxicated.

**Lockers for Students**

As students move from primary to high school one of the major changes they will notice is the amount of equipment they have to carry. In order to help manage this transition and avoid the need to carry heavy bags, we have a number of lockers in school available to rent.

The lockers are located at various points across school. If your son/daughter chooses to take advantage of this storage facility, they will be allocated a locker and given a key.

As you are aware we operate an online payment system within school and before school starts in September you will receive a letter providing you with details of how to set up an account for this online payment system. Once the account has been set up, the system will then allow parents to pay for trips, incidental school expenses including lockers and equipment. Before school starts in September, **you will also receive the ‘Wellfield Academy Agreement for Rental of Locker’ form for you to complete and return to school at the start of the school term. Please note this form needs to be signed by both parent and student.** Costs will also be included in this letter. For those in receipt of Free School Meals please contact school.

Although we have a quantity of lockers, there are insufficient for every student in school and Year 7 students are given first refusal, so if your child is keen to rent a locker then the form should be returned to school at the start of the autumn term.

**ClassCharts for Parents**

ClassCharts is an online system 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 using ClassCharts 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.

ClassCharts is used to share information with parents about:

• Achievement Points

• Behaviour Points

• Attendance

• Homework

• Detentions

**What is ClassCharts for Parents?**

You will be able to use ClassCharts to keep track of your child's achievements, access behaviour reports, report an absence, view assigned homework tasks and track scheduled 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.

ClassCharts for parents can be accessed via the website, or iOS and Android apps.

**We recommend that you allow this app to send push notifications**

**You will receive your individual parental login once your child has started at Wellfield Academy.**

Further information about ClassCharts and the **ClassCharts Parents User Guide** can be found on the [school website](https://www.burscoughprioryacademy.org/).



**Term Dates 2021 2022 and Key Dates**

**Autumn Term 2021**

INSET day Thursday 1st September

INSET day Friday 2nd September

Term begins for students Monday 5th September

* *Years 7 & 11 in school all day*
* *Review day for Years 8, 9 and 10 attending for Individual appointments only*

Open to all Students Tuesday 6th September

Half-term break Monday 24th October - Friday 28th October

End of Term Friday 16th December (12.30pm)

**Spring Term 2022**

INSET day Tuesday 3rd January

INSET day Wednesday 4th January

Open to all Students Thursday 5th January

Half-term break Monday 13th February – Friday 17th February

End of Term Friday 31st March (12.30pm)

**Summer Term 2022**

Open to all Students Monday 17th April

Bank Holiday Monday 1st May

Half-term break Monday 29th May - Friday 2nd June

End of Term for students Thursday 20th July (12.30pm)

INSET day Friday 21st July

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