



Walton Academy
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Essential guide to Walton Academy

We empower | We respect | We care

Part of  **Diverse
Academies**



Principal's welcome

I am extremely excited to welcome your son or daughter to Walton. This is the start of a brilliant journey for them at the academy. We want your child to be happy, feel valued and encouraged to be successful so that they achieve to the best of their ability in all aspects of academy life. There are many fantastic opportunities at Walton and I hope they make the most of them.

From the moment your son or daughter enters Walton they will find a safe, happy and aspirational environment. This allows all students to work hard and achieve their full potential. We know that your child will settle in quickly and will soon make friends.

This booklet is intended to help you support your child in having a flying start at the academy - this is something we feel very passionate about and we work hard to ensure this happens for all students. In the pages that follow you will find all of the information you need so that you and your child are fully prepared for their first days and weeks here.

Throughout your child's journey at Walton they will be supported by their teachers, peers and, of course, you as their parents/carers.

We take great pride in working as one team and we will work closely with you to ensure that this approach leads to success.

I am personally really looking forward to working in partnership with you to help your child develop and shine into an excellent citizen. I look forward to meeting all of our new students and getting to know them throughout their journey with us.



Mrs Jessica Leonard
Principal

Starting at Walton Academy

The essentials

We understand how daunting it can be both for parents and students when starting a new school, so here at Walton we are on hand to help guide you through this process.

Below you will find the essential information you need to get organised prior to your child starting with us and to help prepare them for their first few days and weeks here at Walton.

The academy day

Tutor time	8.55-9.10am
Period 1	9.15-10.05am
Period 2	10.10-11.00am
Break time	11.00-11.15am
Period 3	11.15am-12.05pm
Period 4	12.10-1.00pm
Lunch time	1.00-1.45pm
Period 5	1.50-2.40pm
Period 6	2.45-3.35pm



Uniform supplier

Our uniform is available from local outlets, **Downtown** and direct from Trutex – please see the website www.trutex.com/schooluniform When visiting the Trutex website, select ‘**Walton**’ to link to our full uniform brochure from which you can order online.

It is important that students arrive promptly at 8.45am as the movement bell sounds. At this time, students will move on to tutor time. Should your child be late, they must report to the academy reception and explain the reasons for being late before joining lessons. Students late to the academy will be issued with an academy detention at break time.

Our uniform

Here at Walton, we operate high standards and expect students to look smart and presentable at all times. Below are the **compulsory** uniform items you will need ready for your child starting at the academy.

Uniform expectations

Students must wear blazers at all times both to and from the academy and during the academy day (including lunch and break times). Students participating in sporting or performing arts activities will need to wear the appropriate uniform.

Main uniform

- Walton blazer
- ‘Walton Green’ shirts/blouses
- Walton school tie (to be worn with buttoned up shirts)
- Walton kilt – kilts should be purchased long enough to allow for growth. Those reaching 10cm above mid-knee will be deemed out grown and must be replaced
- Plain navy tailored trousers
- Plain black hard wearing school shoes (not open toe or sling-back) – flat soled or low heeled footwear suitable for use around the academy site and which provides appropriate safe protection in science labs and workshops (no trainers, boots or plimsolls)
- Plain natural, black or navy tights or plain white, navy or black socks
- Hair accessories, if worn, should be navy, black, dark green or natural hair colour

PE and performing arts kit

- Green and white Walton sports shirt
- Plain navy skort, shorts, jogging bottoms or sports leggings (boys to wear leggings under shorts for performing arts)
- Long navy socks and plain socks
- Sports trainers
- Football boots
- Shin pads

The full list of uniform items, including optional uniform items, can be found on our website. Please visit: www.walton-ac.org.uk/parents/uniform-and-equipment

Pre-loved uniform shop

Parents who require additional items of uniform can purchase them from our pre-loved shop at a reduced rate. Please contact the academy if you need support with this.

Make up and hair

- Hair must be of a natural colour and style – no tramlines or extreme cut
- No make-up to be worn
- Long hair to be tied back
- No false nails or coloured nail varnish to be worn

Jewellery

- One pair of small stud/hoop earrings to be worn in the lower lobe only (no other piercings are allowed including plastic retainers)
- A wristwatch may be worn

Equipment

Students must have the following items with them at each lesson.

- School bag
- Plastic water bottle (no glass bottles)
- Pencil case
- Pens
- Pencils
- Ruler
- Rubber
- Pencil sharpener
- Calculator
- Protractor (maths)
- Compass (maths)
- Walton student planner
- Reading book
- House Badge (to be provided)

Students will be provided with a Walton student planner. This gives students vital information and the diary style section is used to record homework and notes. There is also a section on each double page for communication between parents/carers and the academy, especially the tutor. Student planners should be signed each week by a parent/carer and the tutor.

Travelling to the academy

By bus

Details for main routes can be found below and further information can be found by visiting www.lincsbus.info

The majority of contract buses will take students to the Grantham bus station where they will be able to board a connecting bus to Walton. Taxi companies will bring students direct to the academy forecourt.

Centrebus 27
Ancaster, Fulbeck, Syston, bus station

Mark Bland
Castle Bytham, Harlaxton Road

Marshall's X22A
Claypole, bus station

AC Williams 3957
Foston, bus station

AC Williams 5177
Little Humby, Ropsley, bus station/Walton

Marshall's X22
Newark, Balderton, bus station/Walton

Marshall's X23
Newark, Farndon, bus station/Walton

Centrebus 24
Long Bennington, bus station

Marshall's W22
Newark, Walton

AC Williams WM10
Osbourneby, bus station

Centrebus 28
Great Ponton, South Witham, bus station

Centrebus 28
Woolsthorpe, bus station

Marshall's X22B
Winthorpe, Collingham, bus station/Walton



Contact numbers

Centrebus	01476 563118
Abacus	01476 552000
Travel Wright Ltd	01636 703813
AC Williams	01400 230833
Tudor Coaches	01780 481367
Marshall's	01636 821138

On foot or by bicycle

Students residing close to the academy are encouraged to be as environmentally responsible as possible and walk or cycle. Students should use the pedestrian gate to enter or leave the site when travelling on foot. Students will be expected to walk alongside their bikes on Kitty Briggs Lane and not ride up the busy pathway. Cycle racks are available on site for those coming by bicycle and should be locked. Students should ensure their bicycle has been checked for safety and should always wear a helmet.



Park and Stride

Park and Stride is available from The Farrier and Grantham Squash Club to drop off in the morning and collect at the end of the day. To obtain a free Park and Stride pass, please contact us on enquiries@walton-ac.org.uk and we will send an application form. A parking permit will then be issued by Walton to be displayed in your car.

By car or taxi

If travelling by car, for health and safety reasons, parents must ensure that the driver does not block the entrance or enter the academy forecourt between the hours of 8.15-9.15am and 3.40-4.00pm. We ask all parents/carers to avoid parking on Kitty Briggs Lane.

Settling in

From day one, our priority is to make your child feel welcome and comfortable at our academy. We aim to ensure that the transition from another school, whether that be from a primary or when joining us mid-year, is as smooth as possible.

Arriving at Walton September intake

If joining us in year 7, students should arrive by 8.45am on the first day of school in September. They will be directed through the foyer and into the main hall to meet their pastoral team. Students will be escorted to the theatre for their welcome assembly, led by our principal.

Mid-Year admissions

If your child is joining us mid-year from another school, they should arrive at 9.00am and report to reception. They will be greeted by a member of the pastoral team and their student buddy.

On their first day, students should bring with them their school bag, pencil case containing pens, pencils, ruler, rubber, pencil sharpener and maths equipment (calculator, protractor, compass), this booklet, a reading book and their PE kit. If students are having a packed lunch, they need to ensure that it does not contain nut products due to the risks these pose to other students with nut allergies. Students are also encouraged to bring a plastic bottle of water, which can be refilled (no glass bottles).



The Walton 3 Rs

At Walton, we have a culture of kindness and our academy expectations, which all students should adhere to, are:

Ready Respectful Responsible

We have high expectations of all students and expect excellent behaviour.

Pastoral system

At Walton, we pride ourselves on having a strong sense of community. This is embedded within our pastoral systems and structures, and plays an integral part in the development of character and competition throughout the academy. In order to integrate our new students into our well-established community, we ensure they are fully supported by our experienced pastoral team. This team consists of both teaching and non-teaching staff giving us extended capacity to care for our students and to offer tailored support where necessary.

Lunch and catering services

Lunch is served in the foyer and main hall and we offer a wide range of nutritious meals, as well as breakfast and snacks at break times.

We operate a secure cashless catering system called Wisepay – this allows the academy to take credit and debit card payments online both for the canteen and for school trips. Parents and carers can conveniently top up Wisepay online at any time. For more information, visit: www.wisepay.co.uk

Rewards

We operate a rewards first culture at Walton and endeavour to recognise students in as many ways as we possibly can. Achievement points (APs) are awarded to students for a number of reasons, including excellent effort or outstanding work. The APs that students achieve go towards tutor group totals and then towards the whole school achievement competition. In addition to APs, we also award 'feel good Friday' cards. These can be physical postcards sent home or electronic versions, and are given to students who go above and beyond or achieve individual targets and who deserve an extra pat on the back.

Other examples of rewards are: bronze, silver and gold badges for APs, 100% attendance awards, edge pledge awards, core value nominations, wellbeing warrior awards, faculty superstars and student of the term. Many of these awards are given out in our termly celebration assemblies.

Tutor time

Students will start each day with tutor time, and will follow a tutorial programme completing activities based around our character curriculum.

This is an ideal time for students to continue to build positive relationships with their form and have an opportunity to share any concerns in the morning. Pastoral support can be offered following this if needed.

One day a week, students will have a 'core day'. This is a time for students to reflect on their own achievements and consider personal targets to improve. Students work together as a tutor group and establish weekly targets and support one another.

The pastoral leader will deliver an assembly during the week, giving them the opportunity to share the weekly successes and focus on key themes suitable for the cohort. All other days will be filled with exciting activities and resources for the students to work on with their tutor.

Character education

We are really keen to develop our students' character throughout their time with us at Walton. This is a focus of our tutorial programme, but also embedded within the curriculum.

Through the development of the LORIC attributes (Leadership, Organisation, Resilience, Initiative and Communication), students at Walton will develop the skills needed to be rounded individuals with the best life chances. We have established 'the edge pledge' initiative which gives students challenges to complete. Once they have completed certain challenges, they are then rewarded with bronze, silver and gold status in each attribute.

Extracurricular activities

We offer a wide range of extracurricular activities at Walton. Students can meet new friends who share common interests by joining one of our lunch or after-school clubs. Clubs cover diverse interests across sports, dance, music, art and drama, as well as special study and revision groups. We also offer The Duke of Edinburgh's Bronze Award and PiXL Edge. Students will hear about clubs within their tutor groups, as well as from details displayed on screens around the academy.

Homework

Homework is an important part of life at the academy and all year groups must do extra study at home. Homework ensures teachers can check that students understand their work, helps students to think for themselves and practise working on their own. Students should write the instructions for homework in their student planner, including the date when homework is due. Parents/carers must sign the diary once per week.

Learning Resources Centre

Our Learning Resources Centre is open for students to use before and after school, as well as at break and lunch times. We operate a book loan system and students can also book a computer to complete homework on.

Personal belongings

Students are advised to clearly label their property and are responsible for the security of their personal possessions. Personal property, including uniform and PE clothing, must be clearly marked with the student's name. The academy is not liable for any lost or stolen items.

To keep belongings safe, students will be allocated a locker when they start at the academy. Parents are asked to pay a deposit for the locker, which will be reimbursed when students leave Walton.

Mobile phones

Students are allowed to have mobile phones, however these should be switched off and out of sight from the moment students come onto the academy site. Phones should not be out at any time. When the bell goes at 3.35pm at the end of the day, students are allowed to be on their phones on the academy site.

During learning time in lessons students may also be asked to use their phones to access one of the learning apps we use to support their learning and assessment. Teachers will go through clear expectations with students within the lesson. Students that bring in any electronic devices and valuables do so at their own risk.

Any misuse of mobile phones will result in confiscation of the phone and an academy detention will be put in place.

Parent checklist

- ☐ Buy uniform and equipment and label my child's belongings
- ☐ Check bus and travel routes to the academy
- ☐ Activate Wisepay account
- ☐ Activate Weduc parent account
- ☐ Pay £5 deposit for locker via Wisepay
- ☐ Provide contact details to the academy including an email address and a mobile phone number
- ☐ 'Like' and follow the academy on social media
- ☐ **IMPORTANT: Complete the data collection sheet for my child in full and return to Walton ASAP**
- ☐ Complete medical information sheet for my child and return to Walton ASAP

Communications with parents

Keeping you updated

At Walton, we work to ensure parents and carers are fully engaged with life at the academy and aim to provide strong communication links. As well as being invited to parents' evenings, you will receive regular updates and progress reports about your son or daughter, alongside invitations to attend a range of events as part of the Walton community.

Weduc

At Walton we use Weduc to enable parents and carers to do the following.

- View your child's timetable
- Access reports as soon as they are published and view previous reports
- Keep contact and medical details up to date
- Access information about your child's attendance
- See key events on the academy calendar

Weduc can be accessed via a web platform or by downloading an app for tablets and mobile devices. As your child is registered at Walton, you will be sent invitation details of how to log on to the website or app to start tracking your child's progress at the academy.

Email/text

We ask parents to supply us with an email address. Important documents will still be issued by letter. Sometimes the academy will need to contact parents or carers quickly, for example, if the academy is to close early. To do this we will use text messages and/or email to the first priority contact only. To ensure that we communicate effectively please remember to update us of changes to contact numbers and emails.

Parents' evenings

Parents' evenings for all year groups are held throughout the year. Parents and carers will receive a letter notifying them of the date. Year 10 and 11 students will have two parent evenings to enable effective communication regarding key stage 4 courses.

Data points

Three times per year, your child will be formally assessed by subject teachers to inform parents of current progress. Parents are able to contact the academy to discuss any concerns they have about these data points.



Online payments for parents/carers

Wisepay is the cashless system used by the academy to enable parents and carers to pay for their child's food (lunch and snacks) and trips and visits. It is a secure online payment system that allows parents/carers to make payments and 'top-up' their child's card instantly, and is available 24/7.

All new parents/students to the academy will be sent unique registration details, in order that their Wisepay account can be created. Parents/carers should then visit the Wisepay website to add funds and top up their account in order that their child can use this during the academy day. Visit: www.wisepay.co.uk

Newsletter

At the end of each term, the principal issues a newsletter for parents/carers to celebrate achievements at the academy, inform you of upcoming events and trips and to provide academy-wide updates.

Web and social media

The Walton website has a dedicated 'parent' section to enable you to access all essential information, see: www.walton-ac.org.uk

We also post regular updates on our social media channels, including Facebook and Twitter.



@WaltonGantham



@walton_academy

Personal data and consents

Please read this important information about the data we need to collect about your child as part of their enrolment and continuing academic life at Walton. All data we hold complies with UK privacy laws and the General Data Protection Regulation (GDPR).

Student information and consent sheet

Accompanying this information booklet is the data collection sheet. We ask that parents or carers complete the form at their earliest convenience and return it to the academy. It is essential that every part of the form is completed in full.

If your son or daughter is using a name other than their legal name then please make this clear on the data collection sheet. Only legal names will appear on official correspondence. If a name has been changed we shall require a copy of the deed poll and/or birth certificate.

Trips and educational visits

Your child will have many exciting opportunities to take part in off-site visits throughout his/her time at Walton. Parents and carers also have the responsibility to notify visit leaders of any relevant information or medical issues affecting their child's participation.

Medical information

Please complete the medical information section in full. Please note it is your responsibility to ensure that medical information is up to date at all times.

Photography of students

We may wish to take photographs and videos of students for a variety of reasons ranging from archive records to marketing and press coverage of achievements. In order to comply with the General Data Protection Regulation, we are required to seek the permission of parents and carers before recording such images.

Opposite is a list of the types of images that we may wish to take of your child during his/her time at the academy. Please read the list carefully then complete the section regarding photo consent on the data collection sheet.

- Individual/group photographs of children working in classrooms etc., for display in school where the child's first name and year group will be displayed.
- General photographs of children working in classrooms or around the academy for our archives (which could be published at some point in the future as a record of an era).
- Photographs of academy events and achievements (e.g. educational visits, sports day, dance and drama etc.) for academy publications, social media, and the website. The full name of the student will not be used, only first name and year group.
- Press articles and photographs for news stories on achievements, awards, involvement in sports and student successes may be used for external promotion and issued to the media. The full name of the student will not be used when issuing the press release. Should the media request full names of students, parental consent will be sought.
- Photo portraits by professional photographers to be offered for sale to parents and carers.

All photographs and images of children will be taken, used and stored in accordance with the academy's photography and videography policy, which requires staff to exercise professional judgement regarding the suitability of ages and their use. You may withdraw your consent at any time.

If you have any queries about the above, please do not hesitate to contact us: enquiries@walton-ac.org.uk

Student checklist

- ☐ Familiarise myself with the academy day
- ☐ Check which tutor group I am in
- ☐ Find out where my tutor room is
- ☐ Take a look at the extracurricular clubs on offer
- ☐ Make sure I have my school bag and all equipment with me for my first day

