



## Essential guide to Walton Academy

### Walton Academy

Harlaxton Road, Grantham, Lincolnshire, NG31 7JR

### Contact us

01476 563251

[enquiries@walton-ac.org.uk](mailto:enquiries@walton-ac.org.uk)

[www.walton-ac.org.uk](http://www.walton-ac.org.uk)

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## Principal's welcome

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**I am extremely excited to welcome your son or daughter to Walton. This is the start of a brilliant journey. 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 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 for both parents and students when starting at a new school, so here at Walton we are on hand to guide you through this process.**

We have a great working relationship with our local primary schools and visit the vast majority of new year 7 students at their primary school during the summer term. We invite parents into the academy for an information evening just before our year 6 transition programme in July. Students joining us at other points in the year or in other year groups will be invited to the academy with their parents/carers prior to their start date.

In this section, 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.



**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 reason for being late before joining lessons.**

## The academy day

<b>Tutor time</b>	8.50-9.10am
<b>Lesson 1</b>	9.15-10.05am
<b>Lesson 2</b>	10.10-11.00am
<b>Break</b>	11.00-11.15am
<b>Lesson 3</b>	11.20-12.10pm
<b>Lesson 4</b>	12.15-1.05pm
<b>Lunch time</b>	1.05-1.45pm
<b>Lesson 5</b>	1.50-2.40pm
<b>Lesson 6</b>	2.45-3.35pm

## Our uniform

Here at Walton, we operate high standards and expect students to look smart and presentable at all times. Here are the compulsory uniform items you will need ready for your child starting at the academy. Please do ensure that you name all of your child's uniform and equipment.

### Our suppliers

Our uniform is available from the local outlet **Downtown** and direct from **Trutex** - please visit their website [www.trutex.com/schooluniform](http://www.trutex.com/schooluniform) When visiting the Trutex website you will need the school code which is **LEA00672SC** to access the online brochure and purchase uniform.

### 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 - compulsory items

- Walton blazer
- 'Walton Green' shirts/blouses
- Walton school tie (to be worn with button collar shirt)
- Walton kilt - kilts should be purchased long enough to allow for growth. Those reaching 10cm above the mid-knee will be deemed outgrown and must be replaced
- Plain smart navy tailored trousers (these can be purchased from any retailer)
- Formal plain black hard wearing school shoes. Shoes must be flat soled or low heeled and suitable for use around the academy site, offering appropriate safe protection in science labs and workshops. Trainers, boots or other alternatives are not acceptable footwear for school
- Plain natural, navy or black tights or plain navy or black socks only
- Hair accessories, if worn, should be navy, black, dark green or natural hair colour

### PE and performing arts kit - compulsory items

- Green and white Walton sports shirt
- Plain navy or black skort, shorts, jogging bottoms or sports leggings (boys to wear leggings under shorts for performing arts lessons). These can be purchased from any supplier and must be plain
- Long navy socks and plain sport socks
- Sports trainers
- Football boots
- Shin pads

## Optional items of uniform

- Plain navy v-neck knitted jumper
- Additional base layers for PE in cold weather – these must be plain navy or black and must be worn under the compulsory Walton PE kit
- Black ballet or jazz shoes for performing arts lessons. Most students undertake these lessons in bare feet
- Walton Academy navy quarter zip PE fleece
- School coat – coats cannot be worn during lessons

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](http://www.walton-ac.org.uk/parents/uniform-and-equipment)

## 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. Please note that smart watches must not be worn at the academy.

## Make up and hair

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

## Pre-loved uniform

Parents who require additional items of uniform can purchase them from our pre-loved uniform shop (subject to availability). Please contact the academy or visit our website for further information if you need any support with this.

## Equipment

### Students must have the following items

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

## Student planners

The student planner 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 the main routes can be found on our website.

Please visit: [www.walton-ac.org.uk/parents/buses-and-transport/](http://www.walton-ac.org.uk/parents/buses-and-transport/)

Further information can be found by visiting [www.lincsbus.info](http://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.

### Contact numbers

<b>Centrebus</b>	01476 563118
<b>AC Williams</b>	01400 230833
<b>Marshalls</b>	01636 821138
<b>Mark Bland</b>	01780 751671

### 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](mailto: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 3.00-3.45pm. 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 will initially be invited in to meet their head of year along with their parents/carers for an admissions meeting when a start date will be agreed. On their first day, they should arrive at 9am 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.

For mid-year admissions, we recommend that students bring in a packed lunch for the first couple of days, until their Wisepay account is set up. 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.

## 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 recognition 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 recognition and rewards are: 100% attendance awards, edge pledge awards, wellbeing warrior awards, faculty superstars and student of the term. Many of these awards are given out in our termly celebration assemblies or at our special Achievement Evenings.

## 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 that they are fully supported by our 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.

## Safeguarding

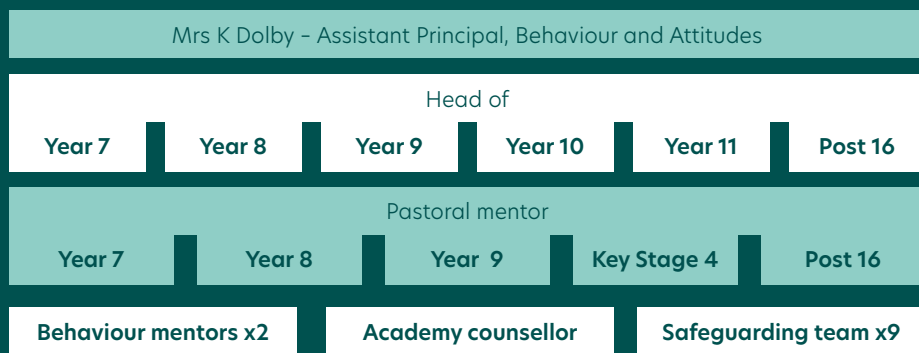
We are very proud that safeguarding at Walton is a culture and we have a range of support in place for students to assist them with any concerns they may have. Safeguarding is everyone's responsibility. We take safeguarding very seriously and we ensure that all students are safe at the academy at all times.

Together with providing excellent pastoral care to all of our students, we also ensure that students are kept up to date with the correct knowledge and information to keep themselves safe online and in society. We clearly inform students of what methods of communication they can use whilst in the academy if they need to speak to someone or report an issue.

### Designated Safeguarding Lead -

Mrs K Dolby

**Email** - [safeguarding@walton-ac.org.uk](mailto:safeguarding@walton-ac.org.uk)



## 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' 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 interest by joining one of our lunch or after-school clubs. Clubs cover diverse interests across sports, dance, music, art and drama, as well as specific 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 Resource Centre

Our Learning Resource 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. A locker key can be ordered through Wisepay for a small charge.

## 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.

If parents/carers need to pass on an important message to their child during the academy day, please telephone the academy. Students who need to contact their parents/carers during the academy day should go to student services where this will be considered and facilitated if necessary.

During learning time in lessons students may also be asked to use their phone 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. Persistent misuse of mobile phones will result in parental contact and parents being asked to come in to the academy to collect the device.



## Attendance

At the academy, we are determined to do all we can to help our students maximise their life chances and encouraging good attendance is a vital element in this respect. Staff at the academy work closely with students and parents/carers where we feel that attendance issues are creating barriers. Besides the benefits of learning important social skills, regular school attendance leads to the best educational outcome for our children.

### Our expectations at Walton

#### Group 1 100% - 97%

**No concern** - Students with this attendance should achieve the best grades they can leading to better prospects for work, college or university.

#### Group 2 96.9% - 95%

**Concern** - Students with this attendance are likely to achieve their target grades and have good opportunities for work, college and university.

#### Group 3 94.9% - 93%

**Risk of under achievement** - Students with this attendance find it difficult to achieve their best.

#### Group 4 92.9% - 90%

**Severe risk of underachievement** - Students with this attendance are missing a month of school per year and may drop an exam grade; it will be difficult for them to achieve their best.

#### Group 5 89.9% and below

**Extreme risk of underachievement** - Students with this attendance are missing a year of school over the five years of secondary education; it will be almost impossible to keep up with work.

### Absence from school

Parents and carers should be aware of changes regarding unauthorised absence from school, which were effective from September 2015. The academy is not able to authorise absence from school for holidays. Absences for other reasons can only be authorised in exceptional circumstances and requests must be made in writing to the Principal. Please check the school website for term dates before booking holidays as these differ from Lincolnshire County Council.

If your child is not well enough to attend school, please telephone the academy by 8.45am to let us know the reason for his/her absence. You can also email [studentabsencewalton-ac.org.uk](mailto:studentabsencewalton-ac.org.uk) to notify us. You must contact us each day until your child returns to the academy.

[www.gov.uk/school-attendance-absence](http://www.gov.uk/school-attendance-absence)

**Lunch is served in the foyer and main hall by our in-house catering team and we offer a range of nutritious meals, as well as breakfast and snacks at break times. Menus are refreshed each term and can be viewed on our website.**

**Please note we are a nut-free site due to a life-threatening nut allergy, please do not send any nut products in packed lunches or snacks.**

We operate a 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. Your child will be provided with a Wisepay card upon joining us, and parents/carers will be sent their login details during the summer break for year 7 students, and within the first couple of days if your child is joining us at any other time during the school year.

For more information please visit [www.wisepay.co.uk](http://www.wisepay.co.uk)

The academy's WisePay organisation code is **99884754**.

### Free School Meals

We know that having a nutritious meal during the school day is important for children's health, wellbeing and learning – and we want to ensure that all children who are eligible for free school meals benefit from this scheme.

Your child may be able to receive free school meals if you get any of the following:

- Income support
- Income based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – your household income must be less and £7,400 a year (after tax and not including any benefits that you get).

If you think that your child may be eligible, you can apply online at [www.lincolnshire.gov.uk/school-pupil-support/apply-free-school-meals](http://www.lincolnshire.gov.uk/school-pupil-support/apply-free-school-meals) or telephone them on **01522 782030**. If your application is approved, the council will inform the academy and start providing free meals. We treat all recipients with complete discretion and children in receipt of free school meals use their Wisepay card at lunchtime the same as all other students.

We are here to help, so please contact us if you have any queries or concerns.

## Parent checklist

- Buy uniform and equipment and label my child's belongings
- Check bus and travel routes to the academy
- Activate Wisepay account
- Activate account on our parental engagement app
- 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.

## Parental engagement app

At Walton, we use a parental engagement app 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
- See key events on the academy calendar
- View your child's achievement points, behaviour points and attendance

Our parental engagement app 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.

Only parents/carers with parental responsibility for a young person can have access to the parental engagement app. If you have any queries about this, please speak to our admissions team.



## Email/text

The majority of communication from the academy is sent by email so it is really important for 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 message 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 via the parental engagement app notifying them of the date. Year 11 and year 13 students will have two parents' evenings to enable effective communication regarding key stage 4 and 5 courses.

## Data points

Three times per year, your child will be formally assessed by subject teachers to inform parents of current progress. This will be uploaded to the parental engagement app. 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 and carers to make payments and 'top-up' their child's card instantly. It 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 it during the academy day. Visit: [www.wisepay.co.uk](http://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](http://www.walton-ac.org.uk)

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



@WaltonGrantham



@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 academy life at Walton. All data we hold complies with UK privacy laws and the General Data Protection Regulations (GDPR).**



## Student admissions forms and consent sheet

Along with this booklet, you will have been provided with a set of admissions forms for your child. We ask that parents and carers carefully 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 their admissions form. Only legal names will appear on official correspondence. If a name has been changed we will require a copy of the deed poll and/or birth certificate. Please ensure that you always notify us of any changes to your home address and emergency contact details including phone numbers and email addresses of parents and carers.

## 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.

## 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 events and achievements. Below 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 and complete the section regarding photo consent on the admissions forms.

- 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, events with guest speakers and external visitors, 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 judgment regarding the suitability of ages and their use. You may withdraw your consent at any time.

## 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.

**We hope you have found this essential guide to Walton helpful. We are excited to welcome you and your child to the academy and to having a positive relationship with you whilst you are part of our academy community.**

Please retain this booklet to refer back to. If you have any additional questions, please visit our website which contains lots of useful information, telephone us on **01476 563251** or email us at **enquiries@walton-ac.org.uk**