



New Student Information



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Introduction



Welcome to your new school and the next exciting step towards your future. In this booklet, we aim to answer frequently asked questions to help you settle quickly and get on with the important business of learning and making friends.

At Weston Favell Academy, we expect all students to strive to achieve their best and we work hard to make this possible for you. You will need to participate fully, treat others with respect and believe in yourself as you grow and learn here.

Your tutor, Director of Key Stage and other members of staff are here to support you, so if you have any questions, please ask.

It is my wish that each and every one of you will leave us with the skills, qualifications and confidence to pursue your dreams.

Lorna Leventhal
Principal



The Academy Day



Students should arrive at the academy by 8.30 am and be ready for a prompt start in their first lesson at 8.40 am. Students who arrive after 8.40 am will need to report to Student Reception and will be registered as late.

All students must be on site by 8.30am.

Students to be on site by 8.30 am			
8.40 am	Period 1		
9.40 am	Period 2		
10.40 am	Break / Tutor	Years 7, 8, 12 and 13 BREAK A	Years 9, 10 and 11 TUTOR A
11.00 am	Tutor / Break	Years 7, 8, 12 and 13 TUTOR B	Years 9, 10 and 11 BREAK B
11.20 am	Period 3		
	Period 4a	Years 7, 8, 12 and 13 LUNCH A (12.20 – 1pm)	Years 9, 10 and 11 LESSON 4a (12.20 – 1.20pm)
	Period 4b	Years 7, 8, 12 and 13 LESSON 4b (1 – 2 pm)	Years 9, 10 and 11 LUNCH B (1.20 – 2pm)
2 pm – 3 pm	Period 5		
3pm	End of school day		

The only circumstances where the late arrival of a student will be authorised are those supported with proof of a medical appointment – other occasions of late arrival to the academy will result in the student receiving a detention.

Please ensure that a written message is sent into school with the student when they have to leave the academy for medical and dental appointments during the school day.

Positive Discipline begins at 8.30 am and students should be properly dressed and ready to adhere to all academy rules.

Equipment



All students must bring the following equipment with them to school every day. Any student without this equipment is not prepared for learning and will receive an equipment comment in their planner.

- Student Card
- A school bag large enough to carry an A4 folder
- A pencil case containing:
 - » Pens
 - » Pencils
 - » Ruler
 - » Rubber/Eraser
 - » Sharpener
- A scientific calculator
- Optional – coloured pencils/crayons



Basic replacement equipment can be purchased from the LRC during break and lunch or before and after school. Students **MUST** bring equipment for exams.

Uniform



The Weston Favell Academy has strict guidelines on uniform and all secondary students are expected to wear the full academy uniform.

The wearing of our distinctive uniform gives students a sense of 'belonging', helps foster pride in the academy and stops students coming to school in inappropriate clothing or footwear.

Students are expected to wear academy uniform when travelling to and from the academy, at all academy functions and on visits by parties or sports teams.

Jewellery is not allowed, except for one pair of small, plain, golden or silver coloured studs worn in the lobes of the ear. Earrings, rings, nose studs, tongue piercings or other facial jewellery, nail varnish, nail extensions and make up are not allowed.

Electrical devices, such as mobile phones and iPods are also not allowed in the academy.

THE ACADEMY TAKES NO RESPONSIBILITY FOR LOST OR STOLEN JEWELLERY OR ELECTRICAL ITEMS AS THEY ARE NOT ALLOWED ON THE ACADEMY SITE.



Excessive hair styles are not allowed and all pupils with long hair must have it tied back during Science, DT and PE lessons with a dark coloured hair bobble. All headwear must be black and 'cuts' of any shape or design are not allowed, nor are multiple hair colours.



Years 7 - 11 Uniform

Girls	Boys
Plain white school shirt (not polo shirts)	Plain white school shirt (not polo shirts)
Plain black trousers or skirt (jeans, cords, 'hipster', exposed zips and tight-fitting trousers are not allowed, skirts are to be no shorter than knee length and not fitted) Belts, if worn, should be plain with no studs	Plain black trousers Belts, if worn, should be plain with no studs
Academy tie	Academy tie
Academy V-necked pullover with the Academy logo • Purple jumper – Years 7 and 8 • Black jumper – Years 9-11	Academy V-necked pullover with the Academy logo • Purple jumper – Years 7 and 8 • Black jumper – Years 9 - 11
Black or grey socks with trousers, neutral or black tights with skirts	Black or grey socks
Sensible black shoes, flat soled or very low heels no more that 2cm high - no boots, trainers or canvas pumps are allowed (strictly no Vans or Nike black Air Force trainers)	Sensible black shoes - no boots, trainers or canvas pumps are allowed (strictly no Vans or Nike black Air Force trainers)

Outdoor coats may be of any style but should not be worn in the building. Coats must be removed by students before entering the building.

Denim coats, hoodies, body-warmer style coats and caps are not allowed.

Year 7&8 Uniform



PE Kit for all years:

- Black tracksuit bottoms with grey stripe
- Black short-sleeved sports polo shirt with purple panels and academy logo
- Black long-sleeved reversible sports shirt with purple panels and the academy logo
- Suitable trainers or other PE footwear

Please ensure that all uniform is marked with your child's name. There is always a great deal of uniform the ends up in lost property and most could be reclaimed if the items were clearly labelled.

Parents can find a link to our uniform supplier via the academy website. <http://www.westonfavellacademy.org/uniform/>

Parents are strongly advised to supervise the purchase of all clothing to be worn on the academy site.

The Principal's decision about uniform issues is binding and final.



Sixth Form Uniform

The Weston Favell Academy dress code for Sixth Form students embodies our belief that students' appearance should reflect the smart, professional environment in which they work. As such, students are required to wear 'business dress' whilst in the academy. The academy defines 'business dress' with the following items and associated rules:

Both boys and girls

- No facial piercings should be worn and jewellery should not be excessive.
- Student cards with lanyards should be worn at all times.
- Hair must not be worn in an extreme style, colour or 'cuts' of any shape or design.
- Shoes must be smart and polished!
- A plain jumper, smart/professional cardigan, or a tailored jacket may be worn.
- No Lycra or denim is allowed.
- Outdoor coats may be of any style but should not be worn in the building

Girls	Boys
Plain or pinstriped skirt/trousers. Skirts must be of appropriate length. Mini-skirts are not allowed and trousers must be tailored	Plain or pinstriped trousers
Tights and stockings must be plain coloured without patterns	A tie
Heels should be no higher than 4cm. Smart boots may be worn (maximum knee height) but UGG boots may not	A smart/professional shirt (ie plain, striped, checked)
Tops, shirts or blouses must be smart and professional and must not be strappy or low-cut	
Dresses may be worn but they must adhere to the points regarding skirt length and blouse tops	
Make-up must be discreet	

Parents are strongly advised to supervise the purchase of all clothing to be worn on the academy site. The Principal's decision about uniform issues is binding and final.

The Care of our Students



The welfare of our students is very important to us. We want our pupils to enjoy coming to the academy, to feel safe and to be successful.

We believe the most effective pastoral model is year based. Led by a Director of Key Stage, our year groups have a Pastoral Leader and a team of tutors. Each Key Stage has a Key Stage Office in the heart of the teaching environment which enables them to respond quickly to individual student needs.

Students are placed in tutor groups led by a form tutor who plays a major role in supporting each child within the group, and is the first point of contact for parents. Should you wish to make contact with your child's form tutor, please leave a message at reception and the tutor will endeavour to contact you as soon as possible. Alternatively, there is a list of staff and their emails on the academy website.

Each year group will have a parents' evening during the academic year when parents are able to visit the academy to speak to staff. These are published on the academy calendar.

Year 7 Base

We are proud of our dedicated Year 7 Base located within the academy which is for their use only. Year 7 students also have a separate lunchtime to the older students, allowing them to have a more relaxed meal and better access to resources such as the Learning Resource Centre.

This approach has been adopted in all of the secondary academies within the Greenwood Dale Foundation Trust and has proven to be very popular with parents and students alike. It has also been praised by Ofsted as a measure of 'national best practice'.



Sixth Form



As a Sixth Form student, you will be expected to develop greater levels of independence in your approach to learning, the management of time and the development of a broad range of skills beyond your academic courses.

The Sixth Form Study Centre is an area which is tailored to meet specific learning needs. There is an area in which students can work in groups and several areas which facilitate silent and independent study for use by the whole Sixth Form during personal study periods.

We want to support all our young people to develop into highly effective citizens able to aspire to achieve their dreams. To prepare them to be active participants in the wider society, we expect all our Sixth Form students to be positive role models to our younger students and to contribute to the wider academy community. We offer a range of student leadership opportunities for our students:

- Sixth Form President and Vice President
- Sixth Form Council
- Fundraising
- Language Leaders
- National Citizens Service
- Prefect
- Reading Leaders
- Sports Leaders
- Young Enterprise



We expect all our Year 12 students to contribute to the wider academy through participation in this leadership programme and develop a range of leadership skills which will help them in the next stages of their development. Year 12 students are also required to complete a one week work experience placement in the summer term as part of their development.

Extra-Curricular and Trips

We offer a wide variety of extra-curricular activities at the Weston Favell Academy. All departments offer regular after school clubs for students to attend. A full timetable of activities is published on the academy website at the start of each academic year, and is updated every term with any relevant changes.

Alongside these clubs, there are many curriculum based trips throughout the year to support student learning, for example, drama groups are taken to see a West End show as part of their studies.

Each year, led by the DT department, the academy organises a cross-curricular project culminating in an exhibition of the students' work. The success and momentum of these projects have built year on year from War Horse to 'Legacy', 'Beyond Legacy', and now Phantasia. The impact of our cross-curricular projects, most notably War Horse, can be seen in the wider community working with primary schools and others.

A regular favourite is the annual skiing trip that provides the opportunity for students from all year groups to visit Arcalis in Andorra. For our Sixth Form students, the exciting World Challenge Project saw Key Stage 5 students fundraise to support their expedition to India in 2016 and now plans are in place for Swaziland 2018.

Weston Favell is also very proud of its partnership with DHL through their 'Look into Logistics' programme which is an initiative available to Key Stage 4 students. This programme provides them with opportunities to develop their employability skills working with DHL mentors.



Learning Resource Centre



The LRC is open from 8.00am to 4.30pm Monday to Thursday and 8.00am to 4.00pm on Fridays. It is supported by full-time qualified librarians as well as a team of excellent student librarians. It is stocked with an extensive range of up to date resources, computers and iPads which can be used for research and homework. The LRC is an open access area which caters for the needs and abilities of all students.

The LRC is a diverse area which promotes reading for pleasure and it is a positive learning environment; encouraging students to socialise and make friends as they read and learn. The librarians run a weekly quiz with a variety of themes from You-Tubers to Zombies - it's a fantastic way to meet like-minded people. The Wednesday afternoon book club is also very popular; with students from across the school sharing their love of all things book related (and biscuits)! We invite a wide variety of authors and illustrators to visit us every year and we also offer additional special rewards and trips for excellent performance in the Accelerated Reader programme.

All students are encouraged to borrow books from the moment they start at the Weston Favell Academy. They can borrow up to 2 books at a time for a maximum of 2 weeks. Accelerated Reader Millionaires and Sixth Form students may borrow up to 4 books at any one time.



Show My Homework



Show My Homework is now a well-established method of administering homework within the academy allowing students to access an online personalised homework calendar which is connected to an individual student's timetable.

Easily accessible from a phone, computer tablet, laptop and many other devices, it allows students and parents to be clear about the homework that is to be completed. All students should aim to complete all of the homework set by the teacher. Linking into the Positive Discipline system, a student that fails to hand in a piece of homework on the specified date will be issued with a C2 planner comment; an accumulation of comments can add up to a detention or even an isolation!

Equally, good quality homework that goes above and beyond can accumulate more stamps and greater rewards at the Purple Point shop.

For more information, please follow the Show My Homework link on the academy website. If you are experiencing any user issues with Show My Homework, please email the support network: help@showmyhomework.co.uk who will be able to help you quickly.

It is compulsory that all students take responsibility for activating and regularly using their Show My Homework account. All students are expected to engage with their independent learning tasks.





GCSEPod is a free app for students in Years 10 and 11 studying towards GCSE examinations. It is a powerful tool that places learning, revision and homework in the hands of the students – literally!

GCSEPod contains over 3,500 audio visual podcasts, each 3-5 minutes long and shares exam topics in a snappy way. It links directly to your exam boards so that you know you are revising the right things! It is highly visual and can be accessed via mobile phones, tablets or computers. You can stream live, download and create playlists.

With the national changes to the GCSE system – more examinations, more content to learn, greater challenge in the depth of learning required - GCSEPOD is a fantastic tool to learn and revise knowledge for the new GCSE exams. It is free to students and there is no password required from the school – simply visit www.gcsepod.com, click 'log-in' and '**new here, get started**' to access this brilliant revision tool.

Flipped learning: why wait until your teacher delivers a particular topic? All exam units and topics are available to you from the September of Year 10; get a head start, browse the content and start learning at the pace you choose.

For more information - www.gcsepod.com



Our students love it!

“
It has every topic
I need and it's
really useful.
”

“
It makes revision easy
and gives me confidence
for my exams.
”



Positive Discipline and Purple Points

The academy follows the Positive Discipline (PD) system which ensures that all students follow strict rules with regards to attitude to learning, professional appearance and behaviour both in lessons and around the academy site.

Students are rewarded with stamps if they produce excellent classwork, homework, or are deemed to have gone above and beyond our basic expectations in any way. Students receive certificates for reaching certain milestones, and members of the senior team also reward students who are recommended by their form tutors for outstanding achievements.

Students are able to spend their reward stamps each term on items such as stationery, sweets and sports equipment at the Purple Points shop. Alternatively, students can save up their Purple Points throughout the year and use them to get money off school trips. Year 11 students also have the opportunity to use their accumulated Purple Points to pay for end of year memorabilia such as year books, leavers' hoodies and the Prom!



Alternatively, If students do not adhere to academy rules, they will be sanctioned in line with the PD pyramid. Sanctions can range from a planner comment up to compulsory attendance at our [2 to 5 School](#) or even a fixed term exclusion.

Any student that receives 8 comments in one week will spend at least a day in isolation.

Progress and Reports



You may be aware that there is much change going on in education across all phases including a new National Curriculum, new, more challenging GCSEs as well as revisions to the style and structure of A level studies. This is all happening over the next few years and as such you and your son/daughter will experience these changes. Please be assured that you will be kept informed of the changes that are relevant to you and your child as they move through the academy. However, if you do have any concerns or queries, please do not hesitate to make contact with a member of the Senior Leadership Team in the first instance.



One of the first changes that you may notice if you have had a child go through the academy in the past is the frequency and content of the progress checks that we will complete. Parents/carers will be sent a progress check at regular times during the year. This allows you to see how your child is progressing in their studies by matching their current progress against their target progress for that point in the year. During Years 7 and 8, this will be reported in terms of their progress Emerging, Developing or being Secure in each particular subject.

There is a formal parents evening once a year when parents have the opportunity to talk to their child's teachers about their progress and achievement.

The academy calendar is published on the Group Xpressions app and also features on the academy website. This contains the dates for parents' evenings and information on reports for the academic year.

Student Council



At Weston Favell we like to give students the opportunity to share their views and express their opinions on a wide range of issues, for example rewards and recognition of achievement, charity fundraising, food in the restaurant and sports facilities. We have a framework of Student Council meetings to enable this to happen in a structured and democratic way.

At the start of the academic year, each tutor group will elect representatives to sit on a Year Council. Subsequently, the Year Councils will elect two representatives for the overall Student Council. The Student Council is chaired by the President of the Sixth Form and meets once a term and is attended by representatives of the Extended Leadership Team.

The Student Council is able to identify issues which it would like all Year Councils to discuss and respond to, and equally individual Year Councils are able to raise specific issues which are of concern to their year group.



Groupcall Xpressions



In order to be kinder to the environment and ensure prompt and effective communication, the academy now operates a paperless system for all contact with parents. This can be by text, email or the Groupcall Xpressions app. It is therefore essential from the outset of your child's education at the Weston Favell Academy that we hold the most current email addresses and mobile number, and keep us updated of any changes as and when they occur.



Groupcall Xpressions is a free application that parents can download and provides a timeline of activities including messages and also access to a live academy calendar of events. In our busy lives where mobiles and tablets are part of daily life, this app will allow you to keep up to date with your child's education and events at the academy.

When your child joins the academy, you will be issued with instructions on how to download the app to your mobile phone or tablet to start receiving updates and messages.



Finance and Student Reception



Finance Reception

The Finance Reception is located in the atrium at the front of the academy. Students are able to access the Finance Reception at certain times of the day for the following enquiries:-

- Cashless catering queries including temporary lunch cards
- Planners
- Online payments
- Trip/school event payments
- Payments for photographs
- Student cards
- Queries for free school meal students
- Application forms and collection of bus passes for free school transport
- Uniform collection/order forms (please note that uniform is ordered through Price & Buckland)
- Application forms and management of peripatetic music lessons



Student Cards - Students will be issued a student card when they start at the academy which can be used for the cashless catering system and printing. Sixth Form students will also use them to sign in and out of the academy. The academy operates a cashless catering system where parents/students can add money to accounts by the following methods:

Reval machines -there are two Reval machines which are located in the atrium and the restaurant. Students are able to add money onto their cards before school (8am to 8.30am), break and lunchtime. All notes and coins are accepted with the exception of 1p and 2p coins.

Online Payments - it is possible to top your child's account up online. Instructions on how to do this will be sent once your child starts at the academy. The minimum amount you can top up is £10. Student accounts are updated every hour so please allow time if you are adding money to your child's account at lunchtime. Online payments are also used for selected trips. Details will be included in the trip letter where this option is available.



Finance and Student Reception

Daily limits - students have a daily limit of £5. If you want this to change then please notify Finance Reception in writing.

Free School Meals - if your child is entitled to free school meals then this will be automatically added to their account each day; currently this is £2.30 per day. This can be used at break or lunch but not both. If your child would like to buy other food, you will need to add money to their account. The entitlement is included in their £5 daily allowance.

Forgotten cards - if a student has forgotten their card, they can be issued with a temporary card from Finance Reception at the following times:

• Years 7, 8, 12 and 13 – after 12.30pm

• Years 9, 10 and 11 – after 1.30pm

However, please note that students who have forgotten their card will receive a comment in their planner as it is considered to be part of the required equipment.

Forgotten money - if your child forgets their lunch money, they can receive a loan of up to £2.30. A message will be sent via Groupcall to inform you that your child has had a loan, this will need to be repaid the following day. Students are only entitled to one loan per term ie Autumn, Winter, Summer. If the money is not repaid or if the system is abused, the academy reserves the right to refuse future loans.

Lost cards – lost cards should be reported to Finance Reception immediately in order that the card can be blocked and a temporary card issued. Subsequent cards will be issued but students will be subject to receiving a comment in their planner. If the card is not found, there will be a £5 charge for a replacement.

Damaged cards - if a card is damaged or defaced, there will be a charge of £5 for a replacement. Please note that as these cards contain a chip, they can be easily broken if bent. We therefore, recommend that the cards are kept in the card holder provided.

Limits - it is possible to limit the type of food your child eats (for example, no orange juice or doughnuts) or the amount of money they can spend. Please contact Finance Reception if you wish to make such changes.

**For more information on trip payments, debt policies and music lessons, visit our website:
www.westonfavellacademy.org**

Finance and Student Reception



The Student Reception is also located at the front of the academy in the atrium. It is accessible to both parents visiting the Main Reception area, and also to students within the main body of the building. The Student Reception Team is available to assist parents making contact with the academy by phone or in person as well supporting students. They offer assistance with:

- Reporting student absence (see the following details on how to report a student absence)
- Timetable queries
- First Aid/students who are ill
- Contact with home



Opening times for Student Reception and Finance Reception		
Start of the day	8.15 am – 8.30 am	
Break time	10.40 am – 11 am	BREAK A Years 7, 8, 12 and 13
	11 am – 11.20 am	BREAK B Years 9, 10 and 11
Period 4 and staggered lunches	12.20 – 1 pm	LUNCH A Years 7, 8, 12 and 13
	1.20 pm – 2pm	LUNCH B Years 9, 10 and 11
After school	3 pm – 3.30pm	

Finance and Student Reception



Reporting Student Absence

Please contact the academy before 8.30am on 01604 402121 and choose Option 1 to report a student absence. Parents of students who are absent and have not notified the academy will be contacted either by telephone or letter seeking an explanation for their absence.

Only 10% of students with poor attendance achieve 5 A- C at GCSE while students leaving with 5A's over a lifetime will earn £350,000 more than those leaving with 5 C's.*

The Finance Reception and Student Reception are both available for all parental enquires from 8.30 am to 3.30 pm daily. Please do not hesitate to contact the academy should you require information on any financial or student matters.



Catering - 'Our Kitchen'



Our in-house catering is provided by a company called Amey. Working together with Amey, our restaurant is open daily at break and lunchtimes, and is also open for students eligible to attend breakfast club at 7.30am. The newly branded restaurant offers fresh, nutritious, high street style looking food such as wraps, panini's, fresh pasta, and curries, and the facilities are enjoyed by both students and staff.



Free School Meals



Financial assistance is presently available to students whose parents are in receipt of the following benefits:-

- Income Support
- Income based Job Seekers Allowance
- Child Tax Credit, with no element of Working Tax Credit*, and a household income below £16,190 (as assessed by HM Revenue and Customs)
- Support under Part VI of the Immigration and Asylum Act 1999
- Guarantee Element of State Pension Credit

To register for financial assistance, apply online by visiting www.northamptonshire.gov.uk – enter 'free school meals' in the search section and follow the instructions on how to apply online.

All eligible benefits are checked using the online checking system provided by the Department for Education which connects with your benefit providers and informs us of your eligibility for financial assistance.

Eligibility for financial assistance is confirmed by Northamptonshire County Council on a regular basis and we request that you inform the Weston Favell Academy should your circumstances change and you are no longer in receipt of benefits.

The academy reserves the right to reclaim any academy benefits that are overpaid as a result of any financial misinformation received.

** Please note that these thresholds change each year and up-to-date figures may be obtained by contacting Northamptonshire County Council*



Northamptonshire
County Council

Policies



The following policies are available on the academy website to download and print:-

<http://www.westonfavellacademy.org/academy-policies/>

- Anti-bullying policy
- Charging and remissions policy
- Communications with parents
- Complaints procedure
- Equality for pupils policy
- Health and Safety on Educational visits
- Pupil Behaviour and Exclusions policy
- SEN and Disability policy

... plus many more.



If you would to request a copy of any of our policies and procedures, please contact the academy on 01604 402121 or email admin@westonfavellacademy.org and staff will arrange for a copy to be sent to you.



Weston Favell Academy

Booth Lane South
Weston Favell
Northampton
NN3 3EZ



To report a student absence or if you have any queries, please call us:

01604 402121



Email us on:

admin@westonfavellacademy.org



For more information please visit:

www.westonfavellacademy.org



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