



# WESTON FAVELL ACADEMY

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Dear Parent/Carer

## **Welcome Back**

Firstly, I hope that you have all enjoyed a restful and pleasant break with your families and had some time to enjoy the lovely sunshine we have had. I am writing to give you important information about the start of next term.

## **Academy Calendar & Paperless Communication**

All communication from the academy will be either via email or the Xpressions app. Your child's reports, exam timetables, detention notifications etc will be sent out electronically. Please see the enclosed letter for all the details and please ensure the contact details we hold for you are correct. The academy calendar is now available to view via the Xpressions app – please refer to the attached letter for more information on how to upload the app.

## **Positive Discipline**

We have made some minor refinements to our system to make it operate more effectively and focus on progress in lessons. We have produced a revised electronic version of the PD booklet and added some further coding for comments so it is easier for staff, students and parents to understand why a PD comment is being given. The booklet is available to view on the academy website, please take time to familiarise yourself with the revised contents of as we will be operating the PD system immediately on our return after the summer break.

## **Start of Term Arrangements 2018 – 19**

The academic year starts as follows:

- **Wednesday 5th September – Years 7, 8, 9 10, 11 & 13 should all arrive for 8.30am ready for registration at 8.40am.**
- **Wednesday 5<sup>th</sup> September - Years 12 should arrive for 11.20am and go straight to the Sixth Form Study Area.**

On Wednesday students must arrive in full uniform and initially report to the following areas by 8.30am where they will then be directed to their tutor rooms:

Year 7 – Main Hall, enter via the same main doors as transition day.

Year 8 – Lower area by the Year 7 base

Year 9 – Lower Tarmac, outside DT

Year 10 – Rear playground behind the Sports Hall

Year 11 – The rear playground, by the tennis courts

Year 12 – Sixth Form Study Area at **11.20am**

Year 13 – Sixth Form Study Area

Thereafter there will be no line ups and students will be expected to get themselves on time to their first lesson which commences at 8.40am. Students will not need to bring any PE kit for day one.

## Uniform

Please see the Academy website for the uniform guidelines and expectations. All students should be in full and correct uniform at the start of term, including proper school shoes. Any student not adhering to this will either be sent home to amend their uniform, be lent clean second hand uniform, or be put into isolation.

## Student Planner

The student planner remains crucial to the effective operation of Positive Discipline.

All students will be issued with one free planner at the start of the academic year. Students **MUST** have their planner with them at all times in the academy. I hope that you will support us in this by emphasising the need for students to have their planner as an essential piece of equipment. If a student loses their planner, they will be required to purchase a replacement planner at a cost of £2.50.

On a daily basis you will be able to see clearly student rewards, comments and detentions. Please take time to look at the planner each week.

## Attendance and Punctuality

Attendance is vital to achieve success. We want all our students to strive for an attendance target of a minimum **96%** and attend the academy on time. All students must be on site for 8.30am ready for the start of registration at 8.40am.

If a student is late for any lesson they will receive a late comment in their planner. If a student arrives late for school before 9am, without appropriate proof for the reason, they will be issued with a late comment. However, any student arriving after 9am, without appropriate proof for the reason, will be issued with an SLT detention. It is imperative therefore that you support us in ensuring that your child arrives promptly to the academy every day.

## Timings of the Academy Day

All students must be on site by 8.30am at the latest so they are ready for registration which starts at 8.40am. The staggered lunch over Period 4 this year will be as follows:

- Lunch A – Years 7, 8, 12 and 13 - 12.20pm – 1.00pm
- Lunch B – Years 9, 10 and 11 – 1.20pm – 2.00pm

The academy day will end for all students at 3.00pm although there will continue to be a wide range of extra-curricular, intervention and catch up sessions. You will be informed of these on a regular basis. I hope that you will encourage your son/daughter to take part in the wide range of activities and support that the academy has on offer.

## Staffing Updates

We have recruited some new members of teaching staff who are all well qualified and experienced, they will be listed on the academy website and your child will meet them over the coming days.

We have also appointed two new Pastoral Leaders, Mrs Parrett will be taking over Year 9 and Miss Bingham will be looking after Year 8. We also have a new Library Manager, Mrs Galer.

Following a couple of summer weddings, we have a few of name changes to be aware of, Miss Thompson is now Mrs Waller, Miss Adams is now Mrs White and Miss Algar is now Mrs Price and Miss Cooper is now Mrs Collingwood.

On a sadder note Mrs Emma Moss, a Deputy Principal, will be taking a leave of absence from the academy following a diagnosis of MND. Our heartfelt wishes go to her and her family at this challenging time and we will be focusing our Charity days this year on fund raising for MNDA (Motor Neurone Disease Association)

The Library will not be open to students before, during or after school, until Monday 10<sup>th</sup> September due to the change of Manager. The new LRC Manager, Mrs Galer, requires some time to organise the usual academy routines, these would normally have been completed over the summer holidays. We thank our students in advance for their patience in this matter.

Finally, there is a change to the previously published term dates, the academy will now close for Christmas on Thursday 20<sup>th</sup> December, not the 21<sup>st</sup> as previously stated.

If you have any queries about the start of term, please contact the main reception at the Academy.

We look forward to welcoming all our students back for the 2018–2019 academic year.

Yours sincerely



**Mrs L Leventhal**  
**Principal**