

Welcome to Eaton Bank Academy

Dear Parents / Carers,

I would like to extend a warm welcome to all parents of new students at Eaton Bank Academy. In this handbook we aim to provide parents with essential information. We hope it will be useful to you.

Confidence in a school comes from knowing and understanding what is happening within it. This booklet is only one stage in establishing that contact. We hope you will extend your knowledge through visits to the school and discussions with the staff. It is important that we should be confident in our shared responsibility because children are most successful when parents and school staff co-operate closely.

If at any time you require clarification on any aspect of school procedure or need further information, please do not hesitate to contact us.



Mr Ed O'Neill
Headteacher

CONTENTS

Our Aims

Student Progress and Report

- Our Tutorial System
- Reporting Student Progress
- Student Records
- Confidential Information
- Illness or Accidents in School
- Medication
- Education Welfare

Student Involvement

- The Student Senate
- Rewards
- Behaviour
- Learning Resource Centre
- Personal, Social, Health and Citizenship (PHSCE)
- Work Related Learning and Enterprise Education
- Religious Education and Assemblies
- Homework and Student Planners

Parent Involvement

- Friends of Eaton Bank (PTA)

Electronic Home / School Communication

- News
- Email
- Website

Aspects Of School Routine

- Timing of the School Day
- Attendance and Punctuality
- Equipment
- Personal Possessions / Mobile Phones
- Break and Lunchtime

Our Uniform

- School Uniform for Years 7 to 11
- For Physical Education
- Equipment List

Money Matters

- Insurance
- Charging
- Free School Meals
- Breakages/ Damage to School Property

Policy & Procedure

- Data Protection
- Safeguarding

Our Aims

At Eaton Bank Academy we are working to ensure that each child is able to maximise their potential within a supportive and caring environment.

We have three distinct aims which focus on the school's core values and principles, forming the 'framework' of our School Development Plan.

We work closely with parents to achieve the following:

- To have high expectations and enable everyone to achieve success.
- To celebrate high quality learning experiences in all areas of the Academy.
- To be at the heart of the community, and prepare everyone fully for their future lives.

Student Progress and Support

The progress of all our students is monitored regularly by tutors, teachers and our Learning and Progress Managers. Our SEND team provide support for students with special learning needs, ensuring they are supported across the curriculum to be able to access, enjoy and progress effectively in lessons alongside their peers.

Several students, including those with an Education, Health Care Plan are given targeted support in lessons by experienced and specialist support staff and Learning Support Assistants.

To enable us to promote high standards and ensure that all our students are well supported, we have a team of **Learning Coaches** whose job it is to check on the welfare of students and ensure that behaviour standards are high.

The Learning Coaches work closely with the Learning and Progress Manager of each year group, to ensure that every student achieves their full potential. The Learning Coaches also co-ordinate our lesson monitor system with tutors and teachers which allows them to monitor student behaviour and attendance lesson

by lesson and instigate rewards and sanctions.

Our Tutorial System

Your child will be placed in a Year 7 tutor group. Each tutor group has a form tutor and the tutor team for each year group is led by the Learning and Progress Manager.

The first point of contact within the school should always be your child's form tutor. The form tutor will determine which member of staff is best suited to deal with your enquiry, or they may deal with the matter directly. Alternatively, the matter may be referred to the Learning and Progress Manager, Learning Coaches, a specific teacher or a Curriculum Leader. Sometimes it may require the attention of the teacher in charge of Behaviour and Safeguarding, the Deputy Headteacher or the Headteacher.

By using this system of referral, the form tutor will be the centre of all dealings with your child, thus fostering a relationship between student and tutor which will greatly enhance the personal and academic development and progress of all students.

Reporting Student Progress

Our principal aim is to ensure that students make outstanding progress at Eaton Bank Academy. All students are challenged to achieve higher than average grades achieved nationally by students with the same KS2 results.

Students' progress is reviewed regularly by subject teachers, Heads of Faculty, Learning and Progress Managers and by Senior Leadership Team. Students who are underachieving are given additional advice and support and parents are encouraged to come into school to discuss any concerns and next steps.

Parents are kept informed of their child's progress through regular reports and annual parent-teacher consultation evenings, but if you are concerned at any time about the progress your son/daughter is making, please do not hesitate to contact their form tutor.

Student Records

All information recorded about students is available for their parents to see on request. In the interests of greater

efficiency, we have introduced computerised files on all students. These computer files contain only the basic data. These records are, of course, available for you to see if you so wish. **Please do let us know whenever any changes in your child's details occur. This information is essential in the event of an emergency.**

Confidential Information

If there is any confidential information which you feel we should know about in order to understand your child better, please write a personal letter to the Form Tutor or arrange a meeting with them.

In the Event of Illness or Accidents

If your child is taken ill or has an accident in school, qualified staff will administer first-aid. If it is felt that he/she is not well enough to remain in school then you will be contacted by the school office or a Learning Coach to arrange for his/her return home. **No student in Years 7-11 is allowed to go home without parental permission.** If necessary, your child will be taken to hospital by ambulance and, if you are not available, will be accompanied by a member of staff.

Medication

Your child will not be given any medication in school except by prior arrangement. A medical request form can be obtained from their Learning Coach. If your child requires regular medication, or has particular health requirements, you should inform their Learning Coach to allow the Academy to make the necessary arrangements.

Education Welfare

The Local Authority's Education Welfare Officer is responsible for supporting the Academy Attendance Officer on all matters relating to pupil attendance, punctuality and social welfare and can be contacted via the Attendance Officer on extension number 113.

Student Involvement

Representing the school...

There are a wide range of opportunities for students to represent Eaton Bank Academy. In sport, matches and practices will usually take place after school and occasionally on Saturdays. All transport to away matches will be arranged by the school. Students will know in advance of finishing times and when they can be

collected from school. Younger students awaiting collection by parents will always be supervised until collected. Senior students normally make their own way home, but only by agreement with their parents.

We ask all parents to sign a general parental consent form for out of school visits in order for students to be given your permission to take part in any after school activity.

School productions that involve various combinations of both the visual and performing arts provide opportunities for students to demonstrate their own artistic flair while representing the school. Beyond the school, events such as community productions and art exhibitions provide opportunities for students to display their talents to a wider audience. Students are actively encouraged to participate in local, national and international educational opportunities.

The Student Senate

The Eaton Bank Student Senate is made up of students from all years. They represent the wider body of students and meet regularly to discuss issues and concerns raised by students and staff. The Student Leadership Team feedback Senate decisions directly to senior staff and the Headteacher. As well as the important decision making role within the school, the Senate provides a means of developing leadership, teamwork and communication skills for its members.

Rewards

We believe that praise and reward is the key to effective teaching and learning. Celebrating achievement of all kinds is an important part of the fabric of our school culture. Students are recognised for their attainment, behaviour, attitude to learning, attendance and overall contribution to school life.

Behaviour

A happy and successful school is one where rules are made clear to students and there is an atmosphere of fair discipline and collective co-operation. Our rules have two main aims:

- ✓ to promote a courteous and considerate attitude towards others
- ✓ to encourage all children to be responsible and take pride in the school's reputation

We are proud to be members of Eaton Bank Academy and we ALL agree to follow the guidelines below to make our school a better place in which to work and learn. Our shared expectations are to:

- ✓ show mutual respect
- ✓ work hard at all times
- ✓ act responsibly
- ✓ be helpful and considerate
- ✓ listen and be listened to
- ✓ be fair and consistent
- ✓ celebrate success
- ✓ look smart
- ✓ care for the environment by keeping it clean, tidy and safe

We expect high standards of behaviour and discipline from all students. Discipline is firm and fair and if misconduct occurs, constructive remedies are always sought. Whenever the matter is considered serious, or the sanction involves a break in normal routine, parents will be contacted. We aim to be proactive and take a firm line with students who are beginning to misbehave so that early action prevents a more serious situation from developing.

The behaviour, attitude and achievement of students is closely monitored in school. At Eaton Bank we have a lesson by lesson recording system and staff record points according to behaviour and application in lessons using an electronic data base. If students fall short of the expected standards, then they are referred via an electronic student data base. The Learning Coaches meet regularly to discuss the data base entries and apply the necessary support strategies. The school follows a Positive Behaviour for Learning Programme which can, for inappropriate behaviour, result in a student being given a break or after school detention. Serious misdemeanours such as bullying or theft are uncommon and are not tolerated.

Students whose behaviour either persistently disrupts the learning of others or threatens the welfare of others may be temporarily excluded from the school. However, the school operates an Internal Exclusion Room as a strategy for serious breaches of discipline before moving to fixed term exclusions. Permanent exclusion is the school's final disciplinary sanction.

Learning Resource Centre

The LRC is a vibrant place which offers all students a place to work, revise and reflect in an educational environment. It is open all day for students and staff to use for

lessons, small group work, intervention work and private study. At break and lunchtime it may be used as a homework or reading hub and a quiet area is available for reading for pleasure.

The LRC has a wide range of books, both fiction and non-fiction which cater for all abilities.

Personal, Social, Health and Citizenship (PHSCE)

At Eaton Bank Academy we believe that we need to prepare students to become active citizens in our society. We want our students to be willing and able to participate in their community, and maintain healthy positive relationships with others. The PSHE curriculum gives students the opportunity to explore issues to enable this (such as Sex Education) in a safe and age appropriate setting. Students are taught by their tutors or by a specialist trained staff in 'collapsed, off timetable days'. Where possible outside providers, such as the Police, charities or businesses come into school to deliver learning activities and experiences outside of the normal classroom environment.

Work Related Learning and Enterprise Education

We believe in the need to provide students with the skills, knowledge and information to enable them to make considered educational and career decisions which are consistent with their abilities and needs. Careers education features within the Personal, Social, Health, Citizenship Education programme. We work closely with a range of local and national providers to ensure breadth of experience and opportunity for our students. Students in all years will experience a range of work related learning opportunities during their time at Eaton Bank Academy.

Religious Education and Assemblies

In accordance with the Education Act, regular assemblies and Religious Education are provided for all students. This is non-denominational and non-evangelical, seeking to provide a background for Christian understanding and an appreciation of other faiths. We encourage discussion as well as respect for others' views. We often use Art, Music, Literature, Science, Humanities, Dance and Drama as vehicles to express moral and spiritual values.

The Education Act allows for the possibility of withdrawing children from religious education and worship. Any parents with worries on this matter should contact the Headteacher.

Homework and Student Planners

Homework is an important extension of work done in lessons. From their first year in the school, homework encourages self-discipline and initiative in students. It is also important because it enables parents to discuss school work with their children and monitor their progress on a day to day basis.

The amount of time that students spend on homework gradually increases as they progress through the school and we expect that everyone will have work to do on each weekday evening. In the Lower School we would expect students to spend between 45 minutes to an hour and a half on homework. In the Upper School we would expect the time taken to be between 10 to 12 hours a week. In the Sixth Form, we would expect students to study for 20 hours a week at home.

All students are provided with a homework timetable by their tutor. Homework can be set in many different ways. For example, it could involve written or online practice activities, independent research or extended projects. Computers are available at break time, lunchtime and after school.

Students in all years write details of work set into their Student Planners. Tutors and Learning and Progress Managers check these planners regularly and parents are asked to do so as well. Planners are also used to record key dates and events. Students are expected to have their planner with them in every lesson.

Parent Involvement

At Eaton Bank Academy, we believe very strongly that the education of young people is a partnership between teachers, parents and students. We appreciate that parents expect, not only to be fully informed about the progress their child is making at school, but also to be involved in their education.

PTA

As parents of students at Eaton Bank Academy, you are automatically a member of our PTA, "Friends of Eaton Bank". Our PTA is a mixture of enthusiastic

parents and staff that work together for the benefit of Eaton Bank Academy and since September 2014, the PTA have raised over £4000 for the school with raffles, events and fundraising activities. You are more than welcome to join us as a full committee member, get involved with events or simply email if you have some ideas to share. You can contact us on ebapta@eatonbank.org or access the school homepage for details of our next meeting. We look forward to seeing you!

Electronic Home / School Communication

News

Each term we publish an electronic newsletter containing information about school events and students' achievements. The Eaton Bank Academy website is also regularly updated with school news, photographs and upcoming events. For those who use social media, the school has Twitter accounts and a Facebook page, details of which can be found on the school website. We also send regular press releases to the local press so that the wider community can join with us in celebrating students' successes.

Email

To improve the speed and efficiency of communication between home and school, we use email as our primary means of contacting parents. Please ensure that if you have an email address, you let us have this and update us if it changes. We will also send letters home with students and occasionally text messages.

If you do not wish the school to use this information, please ask for it to be removed from your data sheet. You may, of course, contact the school via the email address: postpoint@eatonbank.org if this is a more appropriate method for you.

Website

A vast array of information can be found on our website, including the curriculum for each subject and staff contact details. If you cannot find what you need please contact the school office so that we can get the information added to the website for you.

Aspects of School Routine

Timing of the School Day

A regular school day for the students is:

| | |
|----------|---|
| 8.45 am | Core time with form tutors |
| 9.00 am | Period 1 |
| 10.00 am | Period 2 |
| 11.00 am | Break |
| 11.20 am | Period 3 |
| 12.20 pm | Lunch |
| 1.05 pm | Period 4 |
| 2.05 pm | Period 5 |
| 3.00 pm | End of school: extra - curricular and learning support sessions |

Each student will be provided with an individual timetable in September and this will be housed in a student planner.

Attendance and Punctuality

The school day begins promptly at 8.45am with core time, in which students will be registered for attendance and punctuality. Uniform, student planner and equipment are also checked daily by the form tutor.

All students must be present within school at the times specified. In the event of your child's absence from school **we require a telephone call/e-mail before 9:30am, on EACH day of absence followed by confirmation in writing in their student planner.** This information is essential for statutory purposes. Absence without prior notification will result in a telephone call from the Attendance Officer to clarify or confirm the absence. Dentists and doctors' appointments should be made outside school hours where possible. If appointments have to be during school hours students should come into school on the day of the appointment before and / or after with proof of the appointment.

The Education Act 1996 makes it a criminal offence for a parent to "fail to secure their child's regular attendance at the school". The recent amendments to the 2006 Regulations remove any reference to family holidays, extended leave and the statutory threshold of ten school days. The amendments also make it very clear that Headteachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances.

If exceptional circumstances apply, a Leave of Absence form must be completed in advance and returned to Mrs Bent, our Attendance Officer. These forms can be collected from Mrs Bent and are also available on our website. Email requests can be sent to Mrs Bent at j.bent@eatonbank.org

Equipment

Students should come to school prepared for the school day. The basic equipment below is essential in enabling your child to achieve success:

- Blue or black pen
- Pencil
- Ruler
- Rubber
- Purple pen (for students to respond to marking and feedback; these are available to purchase in our Learning Resource Centre)
- Coloured pens/pencils
- Scientific calculator
- Pencil case
- USB Stick

There will be other equipment specific to the various subjects but the above is a great starting point.

All students are provided with a school planner to aid organisational skills and this must be brought to school every day and taken to every lesson. The student planner will be signed every week by your child's form tutor.

If any parent has any concerns or worries regarding the purchase of equipment, please contact your son or daughter's form tutor.

Personal Possessions / Mobile Phones

As we cannot accept responsibility in the event of loss or damage to personal possessions, students are advised not to bring valuable items to school such as iPods, mobile phones and large amounts of money. We understand that mobile phones provide both parents and students with security, however **during lessons mobile phones must be turned off and kept in bags out of sight.** Students are discouraged from using mobile phones for social communication during the school day.

At Eaton Bank Academy we operate a 'see it, lose it' policy; if a phone is inappropriately used it will be confiscated and kept at Student Services until the end of the school

day. If this is repeated a parent/carer will be required to attend school to collect it. The photo/video facility on a mobile phone must not be used during the school day.

Students who bring instruments to school for music tuition should place these in the custody of the music department for safety. Parents are advised to ensure that instruments are 'covered' by household insurance arrangements.

Break and Lunchtime

Our dining hall and canteen area provides sufficient space to seat students across two sittings during a single lunch break.

All students are expected to be on the site at lunch time. As a school we are keen to provide a safe and secure environment at all times. By keeping our students on site over the lunch period, this can be achieved. **Only in exceptional circumstances** will students be given permission, in conjunction with parents and a senior member of staff, to leave the school site at lunch time. We would expect students who are going off-site at any time of the day to be collected from school by a parent or carer.

Chartwells have been providing the catering at Eaton Bank Academy since 2013; all food is prepared fresh on site and menus meet the government guidelines to ensure each student receives a nutritious meal.

The service on offer includes:

- Breakfast club where students can enjoy a hot or cold breakfast every morning. Hot drinks and fresh juice are available.
- Mid-morning break where students can buy cold drinks, toast, bagels, sliced pizza, or a bacon sandwich.
- Lunch where students can buy a main meal of the day, such as jacket potatoes, panini's, hot pasta with a sauce, pizza, cold sandwiches, boxed salads, fruit pots, and great meal deals that change every half term.

We operate a cashless catering facility in conjunction with ParentPay. This helps us to keep dinner queues to a minimum, reduces the need for students to carry cash, and enables parents to see what their children are eating.

A link to the ParentPay website can be found on our website. Usernames and passwords are issued to parents in

advance of the Year 6 induction days and copies can be obtained from the school office by calling 01260 273000 or emailing postpoint@eatonbank.org.

Our Uniform

Wearing a smart, high quality uniform is just one of the ways in which we believe we can raise aspirations among our students, because what we wear affects how we feel about ourselves, how we behave and how others relate to us.

All items of school uniform represent excellent value and may be purchased locally from:

**DP Sportswear
Bromley Road
Congleton**

www.dpsportswear.co.uk

- Green blazer with embroidered school logo*.
- Plain white shirt (short or long sleeved).
- Tie with embroidered school logo (separate design for lower school and upper school)*.
- Knitted mid grey V neck jumper* (optional).
- Prescribed grey pleated school skirt*. Knee length.
- Mid grey tailored trousers (boys & girls*).
- Black low heeled substantial school shoe. No trainers.
- Socks and tights must be plain black or grey and tights must not be patterned.
- Bags should be of the 'rucksack' variety with two shoulder straps.
- Green windbreaker jacket with embroidered school logo (optional).

*All items marked with an asterisk should only be purchased from DP Sportswear

Additional rules relating to uniform and appearance:

- No hooded sweatshirts or trainers may be worn in the school grounds except

during PE lessons. These will be confiscated and collected at the end of the school day.

- No scarves or coats may be worn indoors.
- Blazers must be worn at all times except where permission is given by a teacher to remove them.
- No jewellery, except for one small stud in each ear lobe, and no other facial or body piercings permitted. Watches are permitted.
- Students will be asked to remove excessive makeup and hair decorations.
- No extreme hairstyles or unnatural coloured hair.
- Clear nail varnish is permitted.

For Physical Education

PE Kit from DP Sportswear:

- Sports polo shirt including printed school badge and personal initials*
- Hooded top including printed school badge and personal initials *
- PE shorts* (boys and girls) or 'skorts' (girls only – optional)
- PE socks*
- Black training pants* or black leggings
- Shin pads (compulsory for football)
- Mouth guard for rugby (desirable)
- Sports trainers or astro-turf trainers, football boots (optional).

Equipment List

- Blue/black pens
- Purple pen
- Pencils
- Pencil eraser
- Pencil sharpener
- Pencil case
- Ruler
- Compass
- Coloured pencils
- Protractor
- Scientific calculator (available from the school shop)
- USB memory stick

Money Matters

Insurance

Students attending the school are not insured against personal injury or accident

while on educational premises or taking part in recognised activities outside the school unless the injury has occurred as a result of negligence (i.e. public liability). The only exception is for school trips overseas, when personal accident insurance cover for the students is provided as part of the specific insurance for the trip.

The school expects all staff and students to accept full responsibility for their personal possessions - including money - and to consider taking out personal insurance to cover any risks.

Charging

Parents may be asked to contribute to the cost of visits and materials and equipment for practical subjects. Before your child starts such an activity you will be asked to confirm your willingness to make this contribution. These are voluntary contributions. When there is hardship please notify us so that we can make appropriate arrangements. If insufficient voluntary payments are forthcoming we may have to cancel the trip or activity.

Free School Meals

If your child is already receiving free school meals when they join Eaton Bank Academy, this information will automatically transfer to us. There is no way for other children to know that your child is receiving a free meal. This is one of the benefits of the cashless system. Free school meals are provided for children of parents in receipt of income support. Please ring the free school meals helpline on 0300 123 5012 for further information.

Breakages / Damage to School Property

We fully understand that accidents do occur from time to time that cause damage to school property: furniture, equipment, text books, etc. On the rare occasion that damage is caused wilfully, or through negligence, we will normally send you a bill to cover either the cost of repair or a replacement.

Policy and Procedure

The full suite of school policies can be accessed on our website under www.eatonbankacademy.org/about/parents-information/useful-resources-and-forms/

Data Protection

The school holds information on students in order to support their learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. Parents are allowed to inspect their child's files. Written notification to the school is required.

Safeguarding

Eaton Bank Academy fully recognises the contribution it can make to protect and support children in our school. Our Safeguarding Policy has three main elements: Prevention, Protection, Support, and applies to all members of the school community.

The designated school Safeguarding Officer is Mr M James and the Deputy Safeguarding Lead is Miss E Griffen, to whom any concerns or issues must be reported immediately.

The 2017 / 2018 Parent Handbook was produced in the Summer Term 2017 and was accurate at the time of going to print. Specific details are subject to change. The school will undertake to keep parents informed of significant changes during the course of the year. Further information about the school can be found on the school web site.

If a parent has any concerns or questions regarding the information contained in this handbook, please do not hesitate to contact the Academy

PRIVACY NOTICE for Pupils in Academies

Privacy Notice - Data Protection Act 1998

We Eaton Bank Academy are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

If you want to see a copy of the information about you that we hold and/or share, please contact Mrs A Turner.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

http://www.cheshireeast.gov.uk/council_and_democracy/council_information/data_protection.aspx

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus> tel: 0370
000 2288

Julie Gibbs
The Data Protection Officer
Cheshire East Council
Westfields
Middlewich Road
Sandbach
Cheshire
CW11 1HZ
email: julie.gibbs@cheshireeast.gov.uk
tel: 01270 686606

In addition for Secondary and Special Schools

Once you are aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the address of you and your parents (and your date of birth) and any further information relevant to the support services' role.

However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16th birthday. Please inform (Insert name of School Administrator) if this is what you or your parents wish.

For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm or the LA website shown above.