

*The best way to predict the future...is to create it!*

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**PARENT INFORMATION BOOKLET**

Please retain booklet for reference. To view our policies please go to our website [www.samuelward.co.uk](http://www.samuelward.co.uk)

**2020 – 2021**

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**Welcome to Samuel Ward Academy**

Welcome to Samuel Ward, a wonderful school that places value on each individual, that aims to build confidence and responsibility in its learners and that has a proven track record of academic success.

Our ethos is one founded on the principle of mutual respect, a strong set of values, powerful, supportive relationships and high aspirations and ambition for all. We value honesty and integrity, stimulate creativity, foster independence and celebrate resilience. We expect everyone to be the best they can be, and yet strive to be more.

We are a school that sits at the heart of many local communities and that aims to be an inspiration for the people that live in them. We believe that every lesson of every day counts, because the best way to predict the future… is to create it.



Headteacher

**Our Purpose**

**“To ensure successful learners, confident individuals and responsible citizens”**

**Our Values:**

We learn from the past to develop wisdom, resilience and justice

We live in the present with responsibility, compassion and respect

We look to the future with hope, integrity and courage

* **Wisdom** – we gain wisdom through learning and doing. Wisdom is knowing what to do. It is knowing right from wrong, good from bad
* **Justice** – Justice is making sure we treat others and ourselves fairly
* **Courage** – Courage is being brave when we are scared. It is being able to do something when we feel bad or fear we might fail
* **Compassion** – Compassion is caring about others. It is wanting to help those who are hurting. Compassion is showing kindness to all people
* **Hope** – Hope is knowing and wanting good things to happen. Hope is doing what we can to make good things happen
* **Respect** – Respect honours the good things that others and we do. Respect values people and things for who and what they are. Respect honours people and things of special worth
* **Responsibility** – Responsibility is taking care of the people and things that are ours. Responsibility is keeping our promises. It is doing our duty for our family, school, community and country
* **Integrity** – Integrity is being honest. It is being trustworthy. Integrity is being true to yourself and your beliefs
* **Resilience** – Resilience is about being able to stay strong when things go wrong

**Our Commitment**

* To develop people
* To be outward looking
* To be learner focused
* To be community focused
* To enhance independent learning
* To be innovative and creative

**Welcome process**

There are Parents’ Transition meetings taking place from **Monday 30th March.** The time and date of your meeting is on the letter enclosed with this booklet. These meetings provide an opportunity to discuss successful transition and to ask any questions you may have. We encourage Year 6 students to attend these meetings but this is not essential. Please bring the **completed** **School Forms** booklet with you so that we can start registering your child’s details on our systems ready for the transition days in July. We will also collect your child’s Pupil Passport which they will have completed in school; this will tell us more about your child and give us an example of their finest work. If you are unable to attend the meeting please give your completed forms booklet to your primary school before the date of the meeting and they will pass it on to us.

**Induction**

New Year 7 pupils will spend 3 induction days at Samuel Ward Academy on **Wednesday 15th July to Friday 17th July**. This is an opportunity to get to know their Tutor, Head of Year and subject teachers as well as their new classmates. Any student who is entitled to claim free school meals will be able to do so.

Your son/daughter should wear their Primary School uniform, **black school shoes** and bring with them:

1. Basic writing equipment (pen, pencil, ruler, rubber and colouring pencils)
2. PE kit (trainers, shorts, PE polo shirt)
3. A packed lunch or dinner money to purchase food.

**New Parents’ Evening**

We would like to encourage all parents of new students to attend the New Parents’ Evening on the evening of **Wednesday 15th July.** There will be a presentation in the drama studio to welcome all to Samuel Ward Academy. Following the Headteacher’s presentation, you will be able collect your pre-purchased uniform if you have elected to have it delivered to school rather than your home.

**First Day in September**

Your son/daughter will begin Samuel Ward Academy on **Thursday 3rd September.** All students are required to arrive promptly in full school uniform. Students will gather outside the drama studio for an assembly at 8:40am.

**Term Dates 2020-2021**

### Autumn Term 2020

***PD Days*** - 1st and 2nd September   
**School Term Starts:**Thursday 3rd September to Friday 18th December  
**Half-term:** 26th to 30th October  
**School Term Ends:**Friday 18th December

### Spring Term 2021

***PD Day*** - 4th January

**School Term Starts:**Tuesday 5th January to Friday 26th March  
**Half-term:** 15th to 19th February  
**School Term Ends:**Friday 26th March

### Summer Term 2021

***PD Days*** - 19th and 20th July  
**School Term Starts:**Monday 12th April to Friday 16th July  
**Half-term:**31st May to 4th June  
**School Term Ends:**Friday 16th July  
***May Bank Holiday:*** Monday 3rd May

***\**** PD Day stands for Professional Development Day. These are days when teachers update their mandatory training such as safeguarding, and engage in additional work in line with the school’s development plan and priorities. Samuel Ward Academy is closed to students on these days.

**The school day**

**Period Time**

Registration 8.40am - 8.55am

Period 1 8.55am - 9.55am

Period 2 9.55am - 10.55am

Morning Break 10.55am - 11.10am

Period 3 11.10am - 12.10pm

Period 4 12.10pm - 13.10pm

Lunch 13.10pm - 13.50pm

Period 5 13.50pm - 14.50pm

On Tuesdays and Thursdays students have the option to participate in after-school clubs which run from 14:40pm until 15:40pm. School buses run later for all students on Tuesdays and Thursdays.

**Useful contacts**

|  |  |  |
| --- | --- | --- |
| Mr A Hunter | Headteacher | [head@samuelward.co.uk](mailto:head@samuelward.co.uk) |
| Dr K Geall | Deputy Head | [kgeall@samuelward.co.uk](mailto:kgeall@samuelward.co.uk) |
| Mr S Sumner | Deputy Head | [ssumner@samuelward.co.uk](mailto:ssumner@samuelward.co.uk) |
| Ms D Fenwick | SEND Coordinator | [dfenwick@samuelward.co.uk](mailto:dfenwick@samuelward.co.uk) |
| Miss S Ireland | Head of Year 7, Associate Senior Leader | [sireland@samuelward.co.uk](mailto:sireland@samuelward.co.uk) |
|  |  |  |

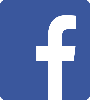
**Useful Telephone Numbers**

Samuel Ward Academy 01440 761511 [swa@samuelward.co.uk](mailto:swa@samuelward.co.uk)

**Absence Number**

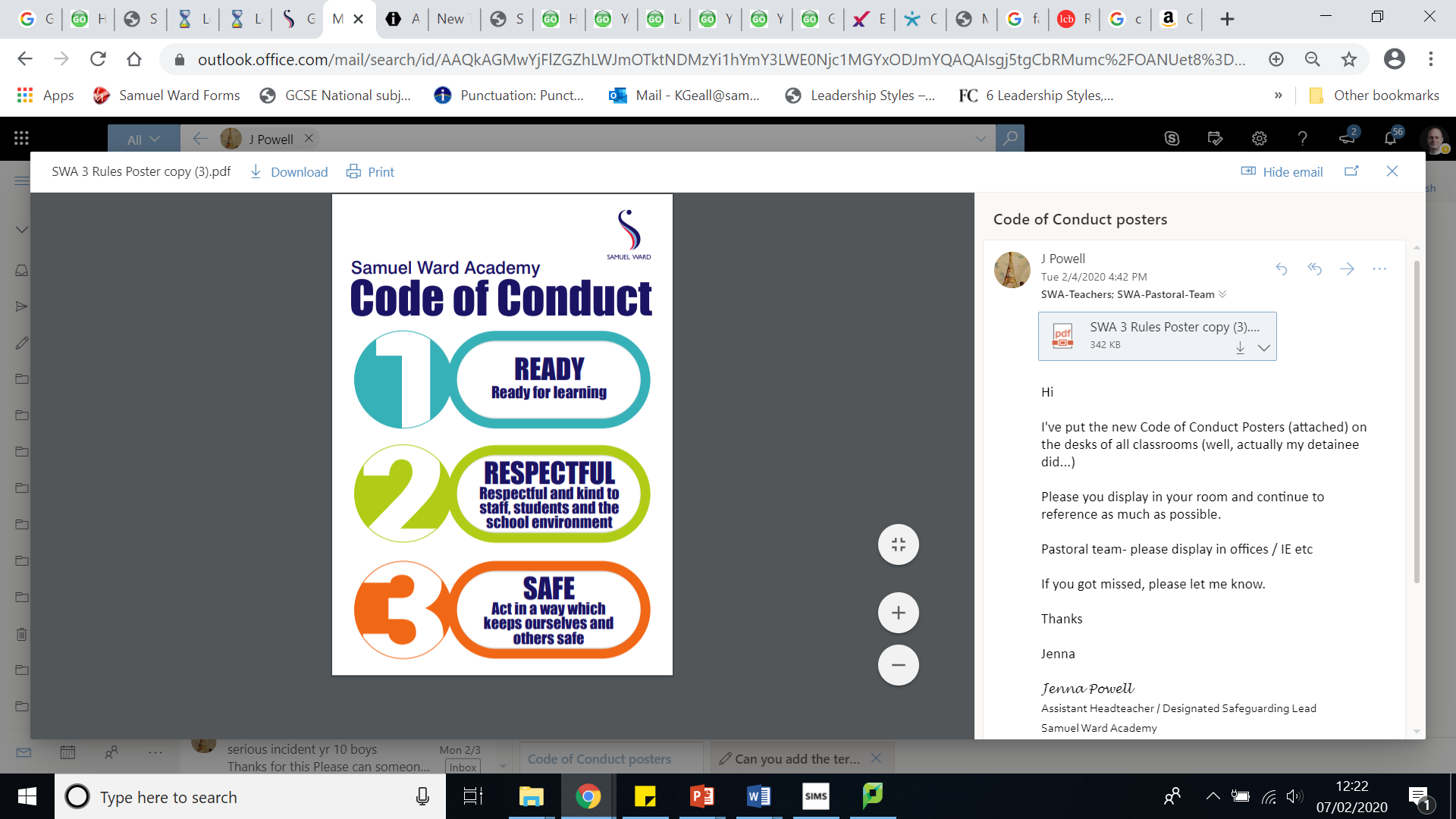
Mrs A Barnes 01440 760332 [abarnes@samuelward.co.uk](mailto:abarnes@samuelward.co.uk)

 School twitter: @SamWardAcad

 School facebook: <https://en-gb.facebook.com/samuelwardacademy/>

**Expectations for Learning**

Our code of conduct is very simple. We expect students to be:



The school policies are available on the school website [www.samuelward.co.uk](http://www.samuelward.co.uk) paper copies are available on request.

**Students must:**

* Wear the school uniform correctly and tidily
* Bring the correct equipment: Pens, pencils, ruler, rubber, coloured pencils, planner and clothing needed each day
* Return communication slips promptly
* Attend regularly and punctually
* Walk sensibly and quietly around the building
* Be prepared to start every lesson promptly
* Not bring gum into school
* Not be seen with their mobile phone in school
* Place all litter in bins
* Not enter the building or restricted areas without adult permission except in an emergency
* Avoid any verbal or physical abuse
* Follow staff instructions
* Work sensibly without disturbing others
* Complete all homework within allotted time

The rules of the Academy are for the safety and convenience of pupils and staff. It is expected that courtesy and common sense will be practised at all times and that all members of the school will follow the expectation for learning.

**Classroom Behaviour**

Teachers will reward students’ efforts and good behaviour with reward points every lesson, R1 to R4. Students receiving R4 rewards will be awarded a certificate presented by the headteacher. Poor behaviour will be recognised with consequence points C1 to C4 as described in our behaviour policy: see <https://samuelward.co.uk/policies> for full details.

Students receiving a C3 consequence will be set a thirty minute detention that day. A C4 will result in a 60 minute detention that day. Parents will be notified of these detentions.

***If a student misses a detention, the time will be doubled for the next day***

***It will be the responsibility of parents to arrange transport home after a detention***

***Repeated failure to attend detentions may result in internal exclusions***

Please note that while Samuel Ward Academy makes every effort to work with parents in ensuring children behave well and thrive, schools do not require parental consent for after school detentions. Behaviour points can be viewed by parents and students through our online system called Go4schools as described below.

**Organisation and Equipment**

In order for our pupils to fully access teaching and learning, they should ensure they have the following basic equipment every day:

* A school bag large enough to hold all the necessary equipment
* All the necessary exercise and work books needed for the specific lessons of the day
* At least 2 blue/black pens
* At least 2 pencils and a rubber
* A ruler
* Coloured pencils
* Full school PE kit in a separate bag on days where PE is timetabled
* Their student planner
* Reading book

We recommend that students also carry with them:

* A scientific calculator
* The appropriate language dictionary
* A protractor

**Planners**

Each student will be issued with a planner for his/her academic year containing various useful resources. In addition to e-mail, parents may use the planner to deliver messages to the form tutor. Our online platform, Go4schools, provides much of the daily information from school that historically would have utilised a planner.

**Reporting on Progress**

At Samuel Ward Academy we strongly believe that the parents of our pupils, and the children themselves, need to know how well they are doing, what the barriers to their further success are and what strategies we need to deploy in order to overcome them together. To this end, pupils at Samuel Ward Academy are regularly assessed formally. This information is then reported in the form of a progress check published through Go4schools. In this ‘snapshot’ of their son/daughter’s learning, parents are able to see their child’s target grades, their current levels and additional information about their behaviour for learning and homework.

**Smoking and Prohibited Items**

Samuel Ward Academy is a non-smoking site. It is an offence to smoke anywhere on the school site.

Any student caught smoking including e-cigarettes or being equipped to smoke will be referred to the Head of Year and Inclusion Officer. There will be an initial 1 day internal exclusion followed by incremental addition with each offence. Parents will be informed and the offence will be recorded on the school information system.

Our behaviour policy describes examples of prohibited substances and items students must not bring into school.

**Students found to be carrying illegal substances will be reported to the police and will face permanent exclusion**

**SCHOOL UNIFORM**

**Full school uniform is compulsory and can only be purchased from the retailer, School Colours, online through our school website:** [**https://samuelward.co.uk/uniform**](https://samuelward.co.uk/uniform)

|  |  |
| --- | --- |
| **OPTION 1** | **OPTION 2** |
| Navy Blue suit | Navy Blue suit (female cut) |
| Blue long or short sleeved shirt | Blue long or short sleeved blouse |
| Navy clip-on tie |  |
| Navy Jumper (optional) | Navy Jumper (optional) |
| Coloured house badge | Coloured house badge |
| Plain black/navy socks | Plain black/navy socks |
| Black leather-style formal shoes | Black leather-style formal shoes |
| **PE** | **PE** |
| Grey hooded sweatshirt | Grey hooded sweatshirt |
| Grey polo shirt | Grey polo shirt |
| Navy track pants | Navy track pants |
| Navy shorts | Navy shorts |
| Navy sports socks | Navy sports socks |

* Pupils may wear 1 watch and 1 pair of small earrings (no more than 5mm diameter), one in each ear, which must be removed before PE lessons for health and safety reasons
* Hair should be of a natural colour, without dyed streaks and in a style that does not distract pupils or staff
* A thin plain navy blue hair-band to hold hair in place may be worn
* Plain, black, flat leather style shoes must be worn
* A suitable sized school bag

**We do not allow**

* Hats or other headgear
* Trainers (except for PE) or unsuitable footwear must not be worn
* Body or face piercing *(one small stud earring in each ear lobe is allowed)*
* Shaved heads, tramlines, two toned hair or extreme hairstyles
* Beaded hair braiding
* Nail varnish or false nails
* Team football strips for PE
* Any jewellery other than that listed above
* Smartwatches

**Ordering uniform**

School Colours will be available at Samuel Ward Academy on Wednesday 3rd June 3:00pm – 7:00pm and Thursday 4th June 4:00pm – 8:00pm to enable uniform sizing. You will receive an invitation within your transition pack. Uniform orders can be sent to your home for a fee or delivered free to Samuel Ward Academy. Please note that orders can take 2 weeks to be delivered. If delivered to the school then the uniform can be collected on Wednesday 15th July during the Parents’ Information Evening if ordered in sufficient time.

**Other useful information**

**Absence**

If a student is ill and unable to attend school, parents should please telephone the Attendance Officer. If your child has vomited or had diarrhoea, please keep them away from school for at least 24 hours, to prevent illnesses from spreading.

**Biometric Scanning: Buying Food from School**

We operate a biometric scanning system for school lunches. This is a system that incorporates the latest technology and eliminates the need to carry cash throughout the day. The system will recognise the finger print of your child at the pay points and tills. Money can be added to your child’s account via ParentPay or he/she can pay cash at the pay points located in school.

**Communication to Parents and Go4schools**

Samuel Ward Academy now functions on an almost paperless system of communication. Please ensure we have the correct contact details for you including an email address and mobile telephone number. General school letters are e-mailed to parents and information will be available on the website [www.samuelward.co.uk](http://www.samuelward.co.uk). Samuel Ward Academy uses the Go4schools online reporting and assessment system. This system is updated every day and displays a students’ timetable, their attendance, behaviour points from all their lessons, their current grades and their homework. We also issue our progress checks through Go4schools. Full training on this system will be provided in the autumn term.

**Contact Details**

Please complete the data collection sheet carefully. It is essential that we are able to contact you at all times in case of emergency. Please put the contacts in the order you wish to be contacted. If any details change eg: telephone numbers – including mobile and email address please notify the school immediately and we will update our records.

**Feeling Ill at School**

If a student feels ill in school they should tell their class teacher who will assess the situation. If needed, the student will be given a note and sent to the school office where they will be assisted by a qualified first aider. They will sit in the medical room until they feel better or, if necessary, parents will be contacted and they will be sent home. It is against the school rules for students to contact parents on their mobile telephone, they must report to the school office.

**General Concerns**

Should you have any general concerns, please do not hesitate to contact the school. In the first instance a message should be passed to your child’s Tutor who will know your child better than any other member of staff, although you can also contact the Head of Year for your child.

**Leave of Absence**

Students should only be taken out of school during term time in exceptional circumstances. Any short absences of one or two days must be requested on a Leave of Absence form. These forms are available from the school office or on the school website. Forms must be submitted at least 10 school days before the absence. Holidays are not permitted during term time.

**Leaving the School Site**

If students have appointments during school day please inform us in advance through the attendance office or school reception. Students should leave their lesson and sign out at reception.

**Lunch**

**Pupils are not allowed to leave the school site at lunchtime**, they may bring a packed lunch or buy a meal from the school canteen. School meals must be paid for via your Parentpay account and can be paid daily or weekly: please see below for details of this system. Please note payments may take up to 24 hours to show on your child’s account.

**Medication**

Regular or short term medication (such as antibiotics) taken by pupils should be handed in to the school office until required.

**Mobile Phones and other Valuables**

Students may not use mobile telephones, smartwatches or music players in school. Students are advised not to bring valuable items into school as the school cannot accept liability for these items.

If students are caught using these items they will be confiscated for the rest of the day. The item will be logged by the school office staff and then returned to the student at a specified time. If you need to contact your child during the school day please telephone the office and we will contact your child. Ringing your child directly puts your child in the position of breaking the school rules.

**Timetables**

Students will be given a timetable on their first day at Samuel Ward Academy and will write their timetable into their Planner. Students should check their timetable on Go4schools or their planner each evening to organise the books and equipment they need for the next day.

**Sex Education**

As part of PSHCE education, your child will be studying Sex and Relationship Education during KS3. There will be a lesson by Ms Burford, supported by the school nurse, about Sexually Transmitted Infections and barrier contraception. This is an important part of the curriculum which dispels many myths in a secure and safe environment.

If you have any concerns regarding this part of the curriculum, please do not hesitate to contact Ms Burford as follows:

* Telephone: 01440 761511
* Email: [dburford@samuelward.co.uk](mailto:dburford@samuelward.co.uk)

**School Nurse**

The school nurse visits the school on a regular basis and with the help of the school health team offers routine immunisation, health promotion, support and advice. If you feel your son/daughter would benefit from seeing the school nurse please contact your child’s Tutor or Head of Year. The health team contribute to the schools PSHCE programme and are always readily available.

**Free School Meals**

**Claiming free school meals for students attending a school in Suffolk:**

Suffolk County Council is committed to promoting the health and well-being of children, providing assistance for children from supported households to have their meals free of charge while at school.

Your child will get free school meals if you receive any of the following:

* Income Support
* Income based Job Seeker’s Allowance
* Income related Employment and Support Allowance
* Guarantee element of State Pension Credit
* Child Tax Credit **but no element of Working Tax Credit** and have an annual income (as assessed by HM Revenues & Customs) that does not exceed £16,190
* If you are supported under Part VI of the Immigration and Asylum Act 1999
* Working Tax Credit during the four-week period immediately after your employment finishes or after you start to work less hours per week
* Universal Credit (provided you have an annual net earned income of no more than £7,400 (£616.67 per month), as assessed by earnings from up to three of your most recent assessment periods).

To check if your child is eligible, apply online for an immediate response or call 01473 260989 for advice.

<https://www.suffolk.gov.uk/children-families-and-learning/schools/school-meals-uniforms-and-trips/apply-for-free-school-meals/>

**ParentPay**

**(Online Payment Service)**

Samuel Ward is a cashless School. Therefore, you are required to use ParentPay as your method of payment for all purchases including school lunches, school trips and revision guides etc.

**What does ParentPay Do?**

* Enables parents to pay for school trips, music tuition, etc. through a highly secure payment site
* Gives you a history of all the payments you have made
* Allows the merging of accounts if you have more than one child at school
* Emails you a receipt of your payment to the email address you register

**How does ParentPay Help You?**

* Gives you the freedom to make payments to school whenever you like
* Eliminates the need for writing cheques or searching for cash to send to school
* Gives you peace of mind that your payment has been made safely and securely
* Helps with budgeting, payments are immediate, there is no waiting for cheques to clear
* Payments for many of the larger trips can be made by instalments up to the due date
* ParentPay is quick and easy to use

**How does ParentPay help our School?**

* ParentPay reduces the administrative time spent on banking procedures
* Keeps accurate records of payments made
* Payments do not bounce
* Reduces paper waste
* Allows for easy and quick refunds to be made back to the payment card
* Improves communication between the school and parents concerning payments
* Offers a more efficient payment collection process, reducing the amount of money held on school premises

**How Do I Get Started?**

We will send you an activation letter to enable you to set up your ParentPay account. The activation letter will contain a personal activation username and password to enable you to login to ParentPay. During the activation process you will be guided through changing your username and password to something more memorable; you can also merge your accounts if you have more than one child at Samuel Ward.

**Please note there is a 24 hour update period before your money shows on your child’s account.**

More information can be found on the ParentPay website [www.parentpay.com](http://www.parentpay.com)

**Curriculum Support**

The Curriculum Support Department offers additional support to students with special educational needs and disabilities.

**Curriculum Support Department Staff**

The department consists of the Special Educational Needs Coordinator (SENCo), Deputy SENCo, SEN teacher, higher level learning support assistants and a number of subject-based learning support assistants (LSAs).

**The Curriculum Support Department can help in a number of ways:**

* **In class support** from LSAs
* **Curriculum Support room** where individuals and small groups can receive specialist help with literacy or numeracy.
* **Assessment** to identify and monitor additional needs
* **Exam support and access arrangements** for public exams
* **Breakfast, Lunch and Homework Clubs** where individual help can be accessed.
* **Liaising with external agencies** to seek expert advice
* **Enhanced transition support** from KS2-3
* **The school is fully accessible** for students with physical and/or sensory needs.

The SEND Information Report can be found on the Samuel Ward Academy website and has detailed information about the way the academy supports students with special educational needs and disabilities.

The academy’s SEND Policy is also available on the website: <https://samuelward.co.uk/special-educational-needs>