

Parent & Carer Welcome Pack



Aspire, Endeavour, Achieve

Trentham Academy *Induction Information*

[Trentham Academy](#)

*Trentham Academy is a proud member
of the City Learning Trust*





Meet the team:

Leadership & Pastoral

Senior Leadership Team

Mr M Whittingham	Headteacher
Mrs E Wagg	Deputy Headteacher
Mrs L Hadgett	Assistant Headteacher
Mr B Goddard	Assistant Headteacher
Miss J Jackson	Assistant Headteacher

Extended Senior Leadership Team

Mrs L Gaggini	Senior Lead Practitioner
Mrs E Hardacre	Senior Lead Practitioner
Mrs F Hissey	Senior Lead Practitioner (Transition)

Pastoral Leadership Team

Mrs J Shaw	Transition Coordinator
Mr B Brennan	Year 7 Progress Leader
Mr B Moss	Year 8 Progress Leader
Miss A Booton	Year 9 Progress Leader
Mrs L Griggs	Year 10 Progress Leader
Mrs E Hardacre	Year 11 Progress Leader

The purpose of this booklet is to provide information to new students and their Parents/Carers. If there are any questions that are not answered, please do not hesitate to contact the Academy.

We are committed to providing a quality educational experience in a caring environment.



Academy Organisation

Student experience

House System

The *House System* provides a family environment to support learning and students are allocated a house when they start at Trentham Academy. The tutor group meets every day and the Form Tutor is the first point of contact for you.

Curriculum

Our curriculum offers a broad range of both academic and vocational courses, which are highlighted below:

- English
- Mathematics
- Science
- Art
- Product Design
- History
- Geography
- Engineering
- Information Technology
- French
- Spanish
- Physical Education
- Media Studies
- Health & Social Care
- Religious Education
- Dance
- Music
- Photography
- Statistics
- Further Mathematics*
- Hospitality and Catering
- Enterprise

When students select their preference subjects in Year 8, they choose a humanities subject, a modern foreign language and 2 other preferred subjects, in addition to the core subjects of English Language, English Literature, Mathematics, Science, non-examined RE and non-examined PE.

*Further Maths is only completed by selected students.

Extended Learning

Extended learning (homework) at Trentham Academy is considered part of a student's school day. The students will be set extended learning; this serves two purposes:

1. To reinforce the ideas and concepts that have been introduced during lessons.
2. To encourage students to work independently extending learning further.

Monitoring Progress

All student progress is monitored regularly and shared with students and parents/carers. In order to do this, there are regular assessments in all subjects.

Following the assessments, we send a report home. This gives information on how a student is progressing in each subject (Achievement Update) and their attitude to learning in lessons (A2L).

Attitude to Learning and Extended Learning (A2L)

In every lesson your child is graded according to their attitude and behaviour in the lesson and an average grade accumulates as the year progresses. Your child can receive a '1' for exceptional performance, '2' for expected performance, '3' for below expectation and '4' for performing well below expectations and behaviour is a cause for concern.

Code of Conduct



Expectations of student conduct

Beyond having the right A2L, we also expect all students to follow the **Code of Conduct**.

Aspire, Endeavour, Achieve

- We work together to be successful.
- We are equally polite and respectful to members of staff, students and visitors to the Academy.
- We are resilient learners and take responsibility for our learning.
- We take pride in representing the Academy and ourselves.
- We respectfully follow the instructions of staff and prefects.
- We know that we have the freedom to express our opinions, but recognise that we also have a responsibility to respect the opinions and feelings of others.
- We embrace diversity and respect different cultures, faiths and beliefs, including those without faith.
- We make sure that we are all healthy and safe.
- We respect the democratic process and the rule of law.

*Trentham Values are British Values
British Values are Human Values*

Rewards:

- Students who meet these expectations in lessons will be rewarded with a Credit.
- Credits contribute to House competitions and to messages home, certificates and further awards.
- Students who produce work at a high standard will be rewarded with Merits – these also link into further awards.
- House points are given to students who perform acts of kindness and community consideration.

Sanctions:

- Students who choose not to behave appropriately in lessons will receive a verbal warning. If a student chooses to ignore this warning, a written warning will be recorded in the A2L Record that each student carries.
- A student receiving 10 written warnings in the space of a week will spend a day in the Resolution Room away from the rest of the Academy. Written warnings will also be given for lateness, inappropriate uniform, lack of equipment, failure to complete homework and inappropriate behaviour around the Academy.
- Students repeatedly receiving Written Warnings will receive detentions and additional time in the Resolution Room.
- You, as parents or carers, will be kept informed about repeated written warnings so that you can take action to avoid more being given. You will also be expected to sign the A2L record each week to show you are aware of what your child has been doing.
- Behaviour is always a choice, so by making the correct decisions there will always be an opportunity to receive a reward.



Academy Expectations & Organisation

Timings, uniform and equipment

Structure of the Day

The Academy runs a split lunch system, Year 7 will be allocated one of these lunchtimes.

Lesson 1	08:40 – 09:45
Lesson 2	09:45 – 10:45
Break	10:45 – 11:10
Tutorial	11:10 – 11:30
Lesson 3	11:30 – 12:30
Lunch	12:30 – 13:10
Lesson 4	13:10 – 14:10
Lesson 5	14:10 – 15:10

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Lunch	13:30 – 14:10
Lesson 5	14:10 – 15:10

Important to note:

- Students will remain on site at all times during the school day.

Standards in the Academy

Uniform:

All students are required to wear full school uniform which is as follows:

- Black Blazer (pre-embroidered with badge or can be purchased separately).
- All students must wear plain black trousers with an Academy logo on the front. These can only be obtained from any of the three main uniform suppliers. These are School's In, Clive Mark and Smart Uniform.
- White Shirt - this must be long enough to be tucked in. It must also button up to the neck.
- Plain black flat leather or leather-looking shoes. They must be able to be polished and must have no visible logos or stripes. Trainer style shoes, regardless of the retailer's description, are not allowed. Canvas or fabric shoes are not allowed. Formal office wear only.
- School tie (ties indicate the house to which your child has been allocated by means of a coloured stripe)
- Plain black jumper (optional) to be worn as well as a blazer, not instead of it. Cardigans or sweatshirts must not be worn. No Hoodies or jackets under blazers.
- Ties (£5) and badges (£4) can be purchased from the Academy Reception during normal Academy hours.
- For further details please see the Academy website



PE Kit

- Trentham Academy sports top
- Black Trentham Academy shorts
- Black socks
- Sports Trainers with non-marking soles
- Shin pads/gum guards
- Trentham Academy drill top (optional)
- Plain black Trentham Academy sports leggings (optional)
- Football boots (as required)
- Trentham Academy Tracksuit trousers (optional)

Academy Expectations & Organisation - continued

Timings, uniform and equipment

The Academy is unable to insure the belongings of students and cannot therefore accept any liability for the loss of, or damage to, personal property whilst on or left on, the premises. Please ensure all items are clearly named.

Hairstyles, Make-up and Jewellery

- Extreme hairstyles and colours are not suitable for school.
- We recognise that, as students get older, make-up may help with self-esteem. Therefore, discreet make-up may be worn, but students will be asked to remove it if it is deemed excessive. As a general guide, one shade of foundation is acceptable; brightly coloured eye shadow and lipstick are not. Equally, exaggerated eyebrow shaping is not acceptable.
- No nail varnish, false eyelashes or false nails may be worn. Nails must be kept short.
- One single small plain stud in each ear is permitted; the stud must be worn in the lower part of the earlobe and must be removed for PE. Otherwise, the only jewellery allowed is a watch and absolutely no other piercings are allowed.

Basic Equipment

Every student is expected to provide the following basic items of equipment for every lesson:

- Black/Blue pens
- Green pen
- Pencil
- Ruler
- iPad
- Coloured pencils
- Pencil case
- Eraser
- Calculator
- Glue stick



iPads

All students use iPads to enhance their learning. As digital natives our students are familiar with new technology which provides a wealth of information and resources beyond that which traditional teaching can provide. iPads are an effective learning tool that offers the opportunity to extend learning far beyond the classroom. At Trentham Academy, we build technology into the learning experience of our students. We are developing independent learners who demonstrate resilience, responsibility and reflection in their learning habits and we support a creative and collaborative curriculum.

Whilst at school your child will use their iPad:

- As a research tool
- To take notes and/or create exam revision materials
- As an assessment tool
- To significantly enhance the learning experience

Whilst at home your child may use their iPad:

- To complete extended learning activities and submit them to a teacher
- To work collaboratively with their peers on group projects
- To complete coursework
- To access the school learning platform and review revision materials

[iPad Booklet](#)

Academy Expectations & Organisation - continued

Timings, uniform and equipment

Firefly firefly

Firefly is the school learning platform. It is used to provide each student with details of extended learning tasks and also contains important school information. The site can also be accessed by parents/carers.

[Help with firefly](#)

[Firefly login](#)

[Accessing-school-systems Firefly help](#)

Mobile Phones

The Academy **will not** allow students to use a mobile phone during the academy day. Students will be allowed to have a mobile phone on them but must be turned off and in their bag. Students who feel ill must go to the Academy office and staff will call home if necessary. Phones used inappropriately will be dealt with according to the academy behaviour policy.

Around School

To help to maintain a pleasant and safe environment for everyone, the following rules are in place:

- Smoking on school premises or in school uniform is not permitted at any time. This includes electronic cigarettes.
- For safety reasons, certain areas of school are deemed to be out of bounds. At break and lunch times, students are expected to use only designated areas.
- Students will remain on school grounds throughout the school day.
- Chewing gum and fizzy drinks are not allowed in school.
- Students may only drink water/squash during lessons.



Academy Administration

What to do when...

From time to time, there are occasions when parents/carers and students have to deal with an unusual occurrence in school.

Absence: Please telephone the school on the first and every day of a student's absence by calling the school- **01782 883200 and then selecting option 1** and leaving your child's name and form and reason for absence. Alternatively, you could email Trentham@clt.trentham.coop or use the gateway app to message. We use a system that means that any unreported student's absence from school will receive an automated text asking parents/carers to contact the school to inform us of why the student is absent. Please note the school will not authorise holidays during term time.

Lateness: If a student arrives late (after 8.40am), they will be given a Late Mark. The marks are entered in the Electronic Register and monitored regularly.

Medical Appointments: Where possible, we would appreciate medical appointments to be arranged out of school hours or in holiday time. If it is impossible to arrange an appointment out of Academy hours, a request for a student to attend an appointment should be made by email. Medical evidence of the appointment will also be required. A student should take their letter to the main office where it will be copied for our records. When leaving for an appointment, students must sign out at the main office.

Change of Contact Details: It is important that we are kept informed of any change of address, phone number or email address. Please inform us in writing or via Firefly & Schoolcomms. For those parents who have registered for Firefly & Schoolcomms, please ensure your email is kept up-to-date.

Illness During the Day: If your child is taken ill, we may need to contact you. Please inform us of any emergency contact numbers.

Medicines in the Academy: If a student must take medicine prescribed by a doctor or painkillers, please fill in a Medication Permission form and hand it into reception. Students cannot have medicines including painkillers on their person in the academy.

Confidentiality: All information required or given by parents/carers is treated in the strictest confidence and complies with GDPR. Please see our website for further information.



Academy Administration (Continued)

What to do when...

Form Tutor:

Form tutoring is of crucial value to our school community and an essential part of our Home-School liaison and are a conduit for building positive relationships with parents/carer and the students.

The form tutor is parent and carers' first point of contact for any additional support or to alert us to issues that may need to be resolved.

Safeguarding:

We have a dedicated team to support the students. If you have any safeguarding concerns please contact the academy and request to speak to a member of the safeguarding team.

School Gateway



All school related [communication, reports, and payments](#) go through School Gateway – it is the central hub of information for our parents – so to stay up to date with what's going on at school make sure you download the app for free. Just search *School Gateway* in your App store and download.

Apple iPhone users, download the app here: schoolgateway.co.uk/iosdownload

Android phone users, download the app here: schoolgateway.co.uk/androiddownload

Your login details will be automatically generated using the contact information Trentham Academy already has, so please make sure the details we hold for you are up to date.

You can also login to the online version of School Gateway via this site if you do not have a smart phone, although we do recommend using the app if possible as it makes it far easier to get hold of parents when we need to please see the School Gateway site here: <https://schoolgateway.co.uk/>.

[Accessing School Systems - Trentham Academy](#)

As above Canteen payments are made through the Gateway app. In order to view any lunch items and balances on lunch money accounts you will need to download the Till app as below. # What do I need to do?



Till App 4+
Taking control of school meals
My Pebble
Designed for iPad
Free

If you have an up-to-date smartphone then please visit the Google Play store if you use Android or the Apple App store if you use iOS. If you don't use an Android or Apple device we're really sorry but for now you can use the schools online payment system.

For those who are using Android and Apple, in the search function please type Till App or use these links below:

Google Play store if you use Android

<https://play.google.com/store/apps/details?id=couk.mypebble.till>

Apple App store if you use iOS

<https://apps.apple.com/us/app/till-app/id1551622451>

You will be presented with a number of options. Scroll through these until you locate the app icon with a green circle. Tap this to move to the next screen. From here you can read further details and confirm the app has been developed by our new catering system provider Pebble. Download this app onto your device.

Then what's the next step?

Please email hello@tillapp.support for your unique registration code.

When you first register on the app you'll be given a choice of selecting which profile type you would like.

Please select 'parent' and follow the registration steps.

You can share the pupil registration code with your child if you'd also like them to stay up to date with their balance.

Can multiple parents or carers have access to the Till App?

Yes, each parent or carer will need to download Till App via the Google Play or Apple App store. They will need to request a unique registration code for a parent profile. Please ensure they select 'parent' and follow the registration steps. They should also be issued additional registration codes for each of the children they want linked to their account.

What if there's a technical issue with Till App?

If you're experiencing a technical issue with Till App or you've got a suggested improvement then please use the support function in Till App or email: hello@tillapp.support

If you think your contact details need updating please ensure you contact the school with up to date details.



Online Safety

Information and guidance

The Child Exploitation and Online Protection Centre (CEOP) have issued the following guidance to help you keep your child safe online. A link to the CEOP site can be found on the school website.

Learn how to protect your child online:

- The online world is integral to how children stay in touch with their friends, and access to the internet is now available like never before. However, there are inherent risks associated with new technologies and it is essential for young people and their parents / carers to understand how to reduce these risks.
- The Child Exploitation and Online Protection (CEOP) Centre is the UK's national child protection agency. At CEOP, we believe the start of the new school year is the perfect time to speak to your child about how they use the internet and how they can stay safe online.

Through the ClickCEOP advice and help centre, members of the public can access guidance on a broad range of topics to help protect their children, or alternatively report a concern directly to CEOP.

CEOP's Children and Young People's programme, Thinkuknow, is used in schools nationwide to educate young people about how to stay safe online. As parents, you play a fundamental role in this aspect of their education. To stay up to date with further information and advice, visit www.thinkuknow.co.uk/parents to find information on:

- What are the risks posed to your child online?
- What can you do to protect your child?
- Where can you go if you are concerned?

We want to help you and your family stay safe online, there are some simple steps below that you can follow to achieve this. CEOP has been working with social networking sites such as Facebook, and other major providers to put internet safety advice at the fingertips of your child, through the ClickCEOP application.

Facebook Users: Visit www.facebook.com/clickceop to add the 'ClickCEOP' app to your profile and ask your children to do the same. The app is free and easy to use, and gives you immediate access to internet safety advice as well as being able to report any suspicions to us. If you become a 'friend' of the page, we will invite you to our free online safety surgeries and send you updates. By clicking on 'Add the App' on the left hand side of our Facebook page you can add the 'ClickCEOP' button to your profile.



Online Safety

Information and guidance

Web Browsers: If you use Firefox, Internet Explorer or Google Chrome, you can customize your browser, enabling users to see the ClickCEOP button, regardless the website.

By following the guidance above, you can help protect your child to ensure they are enjoying the internet safely. You may also find further guidance and app-specific parent information on our website and e-safety Firefly page.

If you would like to discuss issues raised in this information, please contact Mrs Hadgett or Mrs Gaggini on the Academy phone number.

General Data Protection Regulations (GDPR)

Trentham Academy aims to ensure that all personal data relating to students and parents is collected, stored and processed in accordance with the 'General Data Protection Regulation' (GDPR) and the Data Protection Act 2018.

Please refer to our GDPR Policy and Privacy Notices on the Academy's website [GDPR Policy](#). If you are unable to access the website, please contact the Academy and we will provide you with paper copies.

If you have any questions about how the GDPR affects you, please contact the school.



Term Dates

2023-2024

Autumn Term 2023

INSET Days	Monday 4th September and Tuesday 5th September
School Opens (to students)	Wednesday 6th September
Half Term	Monday 30th October to Friday 3rd November
School Opens (to students)	Monday 6th November
INSET Days	Friday 24th November and Monday 27th November
Christmas Holiday	Monday 25th December to Monday 8th January

Spring Term 2024

Inset Day	Monday 8th January
School Opens (to students)	Tuesday 9th January
Half Term	Monday 12th February to Friday 16th February
School Opens (to students)	Monday 19th February
INSET Day	Friday 22nd March
Easter Holidays	Monday 25th March to Friday 5th April

Summer Term 2024

School Opens	Monday 8th April
May Day	Monday 6th May
Half term	Monday 27th May to Friday 31st May
School Opens	Monday 3rd June
INSET Days	Monday 17th June and Tuesday 18th June
School Closes (For students)	Friday 19th July
Inset Days	Monday 22nd July



United by our values, we place children and young people first in everything we do.