

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

Mrs E Wagg - Principal
Mrs L Hadgett - Vice Principal
Miss J Jackson
Mrs Y O'Connor
Mrs E Hardacre
Mrs L Gaggini
Mrs J Whittingham

Pastoral Leadership Team

Mrs E Boyles	Transition Coordinator
Mrs J Shaw	Transition Coordinator
Mr S Tidy	Year 7 Progress Leader
Mr B Moss	Year 8 Progress Leader
Miss A Green	Year 9 Progress Leader
Mr L Melin	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 at Trentham Academy creates a supportive, family-like environment that nurtures learning and personal development. Every student is assigned to a House upon joining the Academy. Tutor groups meet daily, and the Form Tutor serves as the primary point of contact for both students and parents/carers.

Curriculum:

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

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

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.

*A small number of students will study extra English and Mathematics.

Homework:

At Trentham Academy, homework is viewed as an essential extension of the school day. It plays a vital role in supporting student progress and serves two key purposes:

- To reinforce the knowledge and concepts introduced during lessons.
- To develop independent learning skills by encouraging students to extend their understanding beyond the classroom

Monitoring Progress:

Student progress is closely monitored and regularly shared with both students and parents/carers. To support this, all subjects include regular assessments. After each assessment period, we provide an Achievement Update report, which outlines how students are progressing in each subject.

Attitude to Learning:

At Trentham Academy, we use Class Charts to keep parents/carers informed about their child's behaviour and attendance. In every lesson, students have the opportunity to earn positive points for demonstrating good behaviour and actively engaging in their learning. Any concerns, including instances of negative behaviour, are also recorded and shared via the platform- ensuring you remain fully informed about your child's progress and development.



Code of Conduct

Expectations of student conduct

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

Aspire, Endeavour, Achieve

- We work together to achieve success.
- We show equal politeness and respect to staff, fellow students, and visitors to the Academy.
- We are resilient learners and take responsibility for our learning.
- We take pride in representing both the Academy and ourselves with integrity.
- We follow the instructions of staff and prefects with respect and cooperation
- We value our right to express opinions, while also respecting the views and feelings of others.
- We embrace diversity and show respect for all cultures, faiths, beliefs—and those with no faith.
- We are committed to keeping ourselves and others healthy and safe.
- We respect the rule of law and the principles of democracy.

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

Rewards

- Students who meet expectations in lessons or produce high quality work are rewarded through the Class Charts system.
- Acts of kindness, contributions to the academy community and upholding of academy values are also recognised and rewarded via Class Charts.
- Positive points are awarded throughout the year and can lead to a range of prizes and rewards.
- These points also contribute to House competitions and result in messages home, certificates, and additional recognition. Celebration assemblies take place every half term, where students are recognised for excellent attendance, positive behaviour, and for consistently demonstrating our academy values.

Sanctions:

- Students who choose not to behave appropriately in lessons will receive a verbal warning, which will be recorded on Class Charts. If a student fails to respond to the warning, a negative behaviour point will be issued and logged on Class Charts.
- Negative points may also be given for lateness, incorrect uniform, missing equipment, incomplete homework, or inappropriate behaviour around the Academy.
- Accumulating 10 negative points within a week will result in the student spending a day in the Resolution Room, away from the rest of the Academy. Students who repeatedly receive negative points will be issued detentions and may spend additional time in the Resolution Room.
- Parents and carers will be kept informed through Class Charts so that appropriate support and action can be taken to prevent further incidents.
- Behaviour is always a choice. By making positive choices, students will always have the opportunity to earn rewards and recognition.



Academy Expectations & Organisation

Timings, uniform and equipment

Structure of the Day

Tutorial	08:40 – 09:00
Lesson 1	09:00 – 10:00
Lesson 2	10:00 – 11:00
Break	11:00 – 11:20
Lesson 3	11:20 – 12:20
Lesson 4	12:20 – 13:20
Lunch	13:20 – 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 must wear full school uniform. This year, thanks to our partnership with Clive Marks, we are pleased to have significantly subsidised the cost of the full uniform. As a result, parents/carers only need to pay £23.55 per child for a complete uniform and therefore, it must be purchased from Clive Marks in the first instance.

- Black Blazer with embroidered Academy badge.
- All students must wear plain black trousers with an embroidered Academy badge on the front.
- 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 polishable 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). Ties can be purchased from the Academy Reception during normal Academy hours at a cost of £5 (subject to change as per supplier costs).
- 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.
- For further details please see the Academy website.

Replacement or extra uniform items may be purchased from any of the 3 main suppliers. These are Clive Mark, School's In and Smart uniform.



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 (girls only)
- Football boots (as required)

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 permitted in 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 and colouring is not acceptable.
- No nail varnish or false nails may be worn. Nails must be kept short.
- No false eyelashes may be worn.
- One single small gold or silver 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 | • iPad | • Calculator- Casio fx-83gt |
| • Green pen | • Highlighter | • Glue stick |
| • Pencil | • Pencil case | |
| • Ruler | • Eraser | |



iPads

At Trentham Academy, all students use iPads to enhance their learning experience. As digital natives, they are confident with technology, giving them access to a wide range of information and resources beyond traditional methods. iPads extend learning beyond the classroom and support creativity, collaboration, and independence, helping students become resilient, responsible, and reflective learners.

Whilst at school your child will use their iPad:

- As a research tool
- To take notes and/or create exam revision materials
- To access and use OneNote class books.
- As an assessment tool
- To significantly enhance the learning experience.

Whilst at home your child may use their iPad:

- To complete homework and extended learning activities.
- Submit work to teachers.
- To work collaboratively with their peers on group projects
- To complete coursework.
- To access the school learning platform and review lesson and revision materials.

Academy Expectations & Organisation - continued

Timings, uniform and equipment

Mobile Phones:

Students are not permitted to use mobile phones during the Academy day. While students may carry a phone, it must be switched off and kept in their bag at all times. If a student feels unwell, they should report to the Academy office, where staff will contact home if needed. Any misuse of mobile phones will be addressed in line with the Academy's behaviour policy.

Around School:

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

- Smoking or vaping is strictly prohibited at all times on school premises and while wearing school uniform.
- For safety reasons, certain areas of the school are out of bounds. During break and lunchtime, students must remain in designated areas.
- Students are expected to stay on the school grounds for the entire school day.
- Chewing gum and fizzy drinks are not permitted.
- Only water or squash may be consumed 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 notify the school on the first day and every subsequent day of your child's absence by calling 01782 883200, selecting option 1, and leaving your child's name, form, and reason for absence. Alternatively, you may email Trentham@clt.trentham.coop or send a message via the Gateway app. Our system automatically sends a text message to parents/carers if a student's absence has not been reported, prompting you to contact the school with the reason. Please note that holidays during term time will not be authorised.

Lateness:

Students arriving after 8:40 am will receive a late mark and be issued a 40-minute detention on the same afternoon. These marks are recorded in the Electronic Register and monitored regularly. Persistent lateness will lead to escalated sanctions in accordance with the behaviour policy.

Medical Appointments:

Where possible, we kindly ask that medical appointments be scheduled outside of school hours or during holidays. If this is not feasible, please submit a request for your child to attend an appointment by email. Medical evidence of the appointment will also be required. On the day of the appointment, students should bring a copy of the appointment letter to the main office, where it will be photocopied for our records, if it has not already been received electronically. When leaving the Academy for an appointment, students must sign out at the main office.

Change of Contact Details:

Please keep us informed of any changes to your address, phone number, or email address by notifying us in writing via the main Academy email. Ensuring your contact details are up to date helps us maintain effective communication.

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 any medication prescribed by a doctor or painkillers, please contact the academy on the main academy email for a Medication Permission form. Please ensure any medicine is dropped into school by the parent/carers. **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.



Free School Meals:

If your child currently receives free school meals this **will not be automatically continued into Secondary school, please see [Free school meals | Free school meals | Stoke-on-Trent](#)** You must apply again via this link [Citizen Portal - Sign in](#) for the next stage of their education. Please apply after the 1st of August for Secondary School Phase.

If you think your child may be eligible also please see the criteria [Free school meals | Free school meals | Stoke-on-Trent](#) Please note that all new successful FSM applications will be subject to regular eligibility checks by the local authority (at the moment this check will take place on the 28th of each month as per the local authority)

If you think your child may be eligible also please see the criteria [Free school meals | Free school meals | Stoke-on-Trent](#) Please note that all new successful FSM applications will be subject to regular eligibility checks by the local authority (at the moment this check will take place on the 28th of each month as per the Local Authority). If, following the checks, a child is no longer eligible for Free School Meals the free school meals will end. Parents will receive an email notification advising that your child is no longer eligible. The Local Authority will also notify the school, and we will update our records accordingly to remove access to Free School Meals in the canteen.

Form Tutor:

Form tutoring is a vital part of our school community. It helps us maintain strong connections with families and fosters positive relationships between students, parents, and carers. For this reason, your child's form tutor is the primary point of contact for any additional support or to raise any concerns that may need addressing.

When you contact the academy, your message will be passed on to the relevant member of staff. We ask that staff respond to messages within 72 hours to ensure they are able to manage their workload effectively around their teaching timetable.

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.

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.

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

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.

If you require any support, please see the help guides at [School Gateway – Parent Support \(parentpaygroup.com\)](https://parentpaygroup.com)

[Accessing School Systems - Trentham Academy](#)

Term Dates

2025-2026

Autumn Term 2025

INSET Days	Monday 1 st September and Tuesday 2 nd September
Academy Opens to students	Wednesday 3 rd September
Half Term	Monday 27 th October to Friday 31 st October
Academy Opens to students	Monday 3 rd November
INSET Days (provisional)	Friday 28 th November and Monday 1 st December
Christmas Holiday	Monday 22 nd December to Friday 2 nd January

Spring Term 2026

INSET Days	Monday 5 th January
Academy Opens to students	Tuesday 6 th January
Half Term	Monday 16 th February to Friday 20 th February
Academy Opens to students	Monday 23 rd February
INSET Day (provisional)	Friday 27 th March
Easter Holiday	Monday 30 th March to Friday 10 th April

Spring Term 2026

Academy Opens to students	Monday 13 th April
May Day Bank Holiday	Monday 4 th May
Half Term	Monday 25 th May to Friday 29 th May
Academy Opens to students	Monday 1 st June
INSET Days (provisional)	Monday 29 th June, Tuesday 30 th June
School Closes for students for Summer Holidays	Friday 17 th July
INSET Day	Monday 20 th July



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

