

## OUR MISSION



Deliver a world-class education that equips children for an aspirational future of life-long learning.

Equip our students with a strong foundation built on Christian values.



Celebrate the Christian faith through education, worship and personal exploration.

Place no limits on what can be achieved, ensuring opportunities are not restricted by self-belief or circumstance.



Provide knowledge, skills and experiences that enable our students to make meaningful choices.



Develop positive and conscientious global citizens of great character, who take responsibility for their future.



Provide a safe and inclusive learning environment where all can thrive.



# WEST GRANTHAM

Church of England Secondary Academy

## NEW STUDENT INFORMATION BOOKLET 2024/25

Principal: Ms Clare Barber

The West Grantham Church of England Secondary Academy  
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DIOCESE OF SOUTHWELL  
& NOTTINGHAM  
MULTI ACADEMY TRUST



## WELCOME TO THE WEST GRANTHAM CHURCH OF ENGLAND SECONDARY ACADEMY

I am very proud to be the Principal of this fantastic school, supported by the Diocese of Southwell and Nottingham Multi Academy Trust.

Our mission is to provide outstanding provision for all our pupils and support them through every stage of their journey with us. We believe that education is more than academic; we are successful because we work as a family, supporting academic and pastoral needs to develop inquisitive, resilient and well-rounded students who reach their full potential. We work hard to inspire and nurture our students, whatever their age, so that they feel both safe to explore their education and challenged to succeed at every level.

I am also incredibly fortunate to serve this community and we believe that students deserve the best, so that they go on to become successful people, whatever their chosen field.

Children at our academy can expect staff to believe in them; to break down barriers and improve progress. Our curriculum is broad and balanced and caters to the needs of the individual student, including a range of extra-curricular activities to support further interests.

We develop exceptional students, and we welcome visitors to our school, to see for themselves.

Ms C Barber  
Principal



## PARENT/CARER ADMISSION CHECKLIST

- Please complete and return these forms to the Academy as soon as possible:
  - Admission form
  - Acceptable Use Agreement
  - Medical and allergy information
  - Photo and media consent
  - Local area visit consent
  - ICT permission
  - FSM and Pupil Premium Application
- Buy school uniform and label all uniform items
- Create online payment and messaging system account – My Child At School (MCAS)

## STUDENT CHECKLIST

- Check I have all my equipment ready for my first day
- Read through my Student Planner and familiarise myself with the Academy Day
- Check which Tutor Group I am in
- Familiarise myself with my timetable
- Find out where my Tutor room is and which classrooms my lessons are in



## REWARDS

Students earn positive points during their time at the Academy. These can be awarded at any time during the school day, either in lessons or for positive behaviour in the school community. These points will be awarded by staff, and parents and students will be able to view the points awarded, and the reasons for them, on MCAS.

Students have the option every half-term to “cash-in” their points for an experience of their choice. These vary from an arts and crafts afternoon, a movie afternoon, a sports afternoon or a games afternoon in the library.

## TUTOR TIME

Each day starts with a 30-minute Tutor Time where students have time to build positive relationships with their Tutor and Tutor Group. Each day there is a timetabled Tutor Group activity including Collective Worship, personal reflection and interventions/support for both reading and numeracy, alongside planner checks and bespoke support from tutors. Every Friday morning, Tutor Time is extended to 45 minutes and all students take part in our Enrichment Programme.

## ACADEMY DAY

Years 7 and 8		Years 9, 10 and 11	
Tutor Time	8.30am to 9.00am	Tutor Time	8.30am to 9.00am
Period 1	9.00am to 10.20am	Period 1	9.00am to 10.20am
Break	10.20am to 10.35am	Period 2	10.20am to 11.45am
Period 2	10.35am to 12.00pm	Break	11.45am to 12.00pm
Lunch	12.00pm to 12.30pm	Period 3	12.00pm to 1.15pm
Period 3	12.30pm to 1.45pm	Lunch	1.15pm to 1.45pm
Period 4	1.45pm to 3.00pm	Period 4	1.45pm to 3.00pm

## FIRST DAY AT THE ACADEMY

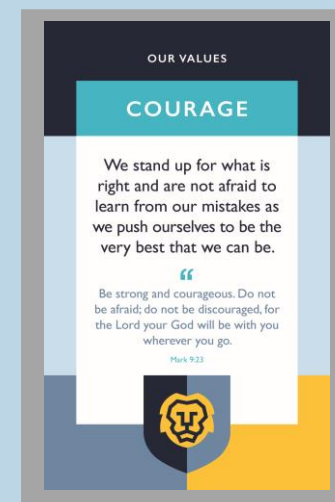
From their very first day at the Academy our priority is to make your child feel welcome and part of the West Grantham family. We will ensure that your child’s transition into the Academy is as smooth as possible.

If your child is joining us in year 7, they should arrive at reception at 8.30am on the first day of term in September. They will be greeted by the senior leadership team and taken to their Tutor Group.

If your child is joining us midyear from another school, they should arrive at 8.30am on their first day. They will be greeted by a member of the pastoral team

All new students should bring with them their school bag, fully equipped pencil case, and their PE kit.

Although your MCAS account will not be active until your child’s first morning, they will still be able to purchase a hot school dinner on their first day and the amount will be deducted from your account the following day. If your child is entitled to a free school meal, we will provide them with a hot school dinner from their first day. Students should bring a plastic bottle to refill with water as we do not sell single use plastic bottles of water.



## TRANSPORT AND ARRIVAL TIME

Students who live nearby are encouraged to walk or cycle to school. All students should arrive at school ready for an 8.30am start. A member of the senior leadership team will greet students at the front pedestrian gate from 8.15am each morning. A free breakfast of bagels and cereals is available to all students from 8.15am each morning.

Cycle racks are available for those coming on bicycle. Students should wear a helmet and bring a secure lock for their bike as the Academy cannot accept responsibility for loss or damage.

If travelling by car, please ensure the driver drops and collects away from the school gates on The Grove or The Avenue. If travelling by bus, details of all main routes and further information can be found by visiting [www.lincsbus.info](http://www.lincsbus.info). To find out if your child qualifies for school transport, please contact Lincolnshire County Council Transport - [TSG@lincolnshire.gov.uk](mailto:TSG@lincolnshire.gov.uk).

## MOBILE PHONES

Students are not permitted to use their mobile phone during the school day. Phones should be switched off on arrival and not switched back on until the end of the school day when the student has left the site. Misuse of their mobile phone will see it confiscated and a detention issued. The mobile phone will remain in school until it is collected by the student's parent/carers.

## PASTORAL

Our values of Ambition, Belief, Courage, Integrity, and Love are embedded within our Pastoral Team who play a key role in supporting your child as they transition and settle into Academy life. The Pastoral Team work closely alongside your child's Tutor to ensure they are well cared for and, where necessary, tailored support is provided.

## CATERING

Lunch is served in two sittings, one for Years 7 and 8 and one for Years 9, 10 and 11. We offer a DfE school food standard's compliant menu which is nutritious and affordable. In addition, we offer a free breakfast of bagels or cereal for all students to ensure they have a nutritional breakfast to start their day. For more information on our catering and menus, please visit our website:

<https://www.wgacademy.org.uk/parents/catering/>. Meals are paid for via secure cashless catering on MCAS. Parents/carers can top-up their child's account at any time.

No make-up, jewellery, body piercings, nail polish, false/acrylic nails, fashion badges/bracelets are allowed. Any 'ear-piercing' must be done in the long summer holiday as no ear jewellery can be worn in the academy. Inexpensive watches are acceptable but watches, such as the Apple Watch etc, which can carry data and allow communication are not permitted under any circumstance to fall in line with our policy on electronic devices

## EQUIPMENT

Students must have the following items with them for each lesson:

- Student Planner – your child will be given a planner on their first day. Replacements are charged at £5.70
- School bag
- Plastic water bottle
- Pencil case
- Pens
- Pencils
- Ruler
- Rubber
- Pencil sharpener
- Calculator
- Protractor
- Compass



The Student Planner includes important information and a section to record homework. The planner is also used as a communication tool between the Academy and home. It should be signed each week by a parent/carers and the student's Tutor.

Students should clearly label their property and they are responsible for the security of their personal possessions. The Academy is not liable for any lost or stolen items.

Student Planners that have been damaged, must be replaced.



## UNIFORM

Our uniform expectations are high, and we expect all students to look smart and presentable at all times. Below are the uniform items you will need to purchase ready for your child to start at the Academy.

Students must wear their blazers at all times whilst in school. Students must wear their PE kit for all sporting activities and PE lessons.

- Navy blazer with Academy logo\*
- Light blue long/short sheet formal blouse/shirt
- Navy Academy tie\*
- Mid-grey pleated knee length skirt/mid-grey cotton formal tailored school trousers
- Plain mid-grey formal trousers
- Plain grey or black socks/tights
- Plain grey V-neck knitwear (optional)
- Plain black formal shoes (no heels, boots, plimsolls or trainers)
- Formal outdoor coat
- Hair accessories should be plain black, grey or navy

The PE Department maintain the Academy's high standards of uniform at all times. Therefore, students are required to bring the required kit to **ALL** of their Physical Education lessons.

- Navy and white sports polo shirt with logo\*
- Navy shorts/skirt\*
- Navy sports socks
- Sports trainers
- Navy outdoor sports top (optional)

\* compulsory items. For further details on our uniform policy and the full list of uniform items and where you can buy them, please visit our website: <https://www.wgacademy.org.uk/parents/uniform/>. Our uniform supplier is SchoolGuise, and they can be contacted on 01400 269888 or by email to [orders@schoolguise.co.uk](mailto:orders@schoolguise.co.uk).



## ONLINE PAYMENTS

All payments are made through our cashless system on MCAS. We do not accept cash payments. This system enables parents/carers to securely pay for their child's lunch, trips, and equipment. On your child's first day, you will be issued with unique registration details to create your account.

## WEBSITE AND SOCIAL MEDIA

We regularly update our website with information about the Academy. Our website address is [www.wgacademy.org.uk](http://www.wgacademy.org.uk). We also post good news and information on Facebook and X:



@West Grantham Secondary



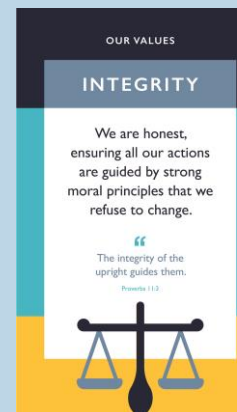
@WGSecondaryAcad

## ADMISSION INFORMATION AND CONSENT

We ask that you complete your child's admission form at your earliest convenience and return it to the academy. It is important that every section of the form is completed in full.

As part of our admissions process, we ask for, photo and media permission, local area visit consent and ICT permission. Please ensure that you complete all of these forms and return them to the school with the admission form.

We also ask for medical and allergy information. It is essential that you provide us with as much information as you can about your child's medical history and keep us updated with your child's medical information at all times.



## PARENTAL COMMUNICATION

We collaborate with parents and carers to build good relationships. Our aim is to keep all parents and carers updated on life at the academy via our parent app, My Child At School (MCAS).

Through this app you will be able to see your child's timetable, progress report, attendance record, and their behaviour (positive and negative), including points and detentions. We will also use this app to communicate notifications to you. To receive this information, please ensure we have the up-to-date email and mobile number for all contacts with parental responsibility.

Parents/carers also have the opportunity to meet with their child's class teachers and discuss their child's progress at our year group parents' evenings. You will receive an invite via MCAS and will be able to book appointments via the online booking system on MCAS.

## REPORTS

The Academy formally assesses students three times per year in KS4 and two times per year in KS3, and this data is reported to you via MCAS. You are able to contact your child's Tutor to discuss any concerns you have about your child's progress report.

## HOMEWORK

Homework is an important part of school life, and all students are expected to do extra study at home. There is a homework timetable in place (which will be available at the start of term), and students are expected to write their homework in their Student Planner and ask their parents to sign their planner each week to confirm they have completed it.

Homework is set to:

- Encourage pupils to develop effective study skills and time management techniques and the self-discipline needed to be lifelong learners.
- Consolidate, reinforce, and extend the material covered in lessons.
- Prepare students for new learning activities.
- Enhance opportunities for independent learning
- Involve parents and carers in pupil learning.
- Create channels for home-school dialogue



## TERM DATES

	MON	TUE	WED	THU	FRI	
August	26	27	28	29	30	
September	2	3	4	5	6	AUTUMN TERM 1 33 DAYS
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
October	30	1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
November	28	29	30	31	1	AUTUMN TERM 2 40 DAYS
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
December	25	26	27	28	29	
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
January	23	24	25	26	27	SPRING TERM 1 29 DAYS
	30	31	1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
February	20	21	22	23	24	
	27	28	29	30	31	
	3	4	5	6	7	
	10	11	12	13	14	
March	17	18	19	20	21	SPRING TERM 2 28 DAYS
	24	25	26	27	28	
	3	4	5	6	7	
	10	11	12	13	14	
April	17	18	19	20	21	
	24	25	26	27	28	
	31	1	2	3	4	
	7	8	9	10	11	
May	14	15	16	17	18	SUMMER TERM 1 23 DAYS
	21	22	23	24	25	
	28	29	30	1	2	
	5	6	7	8	9	
June	12	13	14	15	16	SUMMER TERM 2 37 DAYS
	19	20	21	22	23	
	26	27	28	29	30	
	2	3	4	5	6	
July	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30	1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
						<b>190 DAYS</b>
Teaching days						Bank Holidays – 26 August 2024, 25 and 26 December 2024,
Inset						1 January 2025, 18 and 21 April 2025, 5 and 26 May 2025
Holidays and Bank Holidays						