



# 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.

A handwritten signature in black ink, appearing to read 'Ed O'Neill'.

Mr Ed O'Neill  
Headteacher



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## 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 **Pastoral Managers** whose job it is to check on the welfare of students and ensure that standards of behaviour are high.

The Pastoral Managers work closely with the Learning and Progress Manager of each year group, to ensure that every

student achieves their full potential. The Pastoral Managers 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, Pastoral Manager, 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. 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, a qualified staff member will administer first-aid. If it is felt that your child is not well enough to remain in school then you will be contacted by the school office or a Pastoral Manager 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 Pastoral Manager. If your child requires regular medication, or has particular health requirements, you should inform their Pastoral Manager 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 to 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 Pastoral Managers 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**

EATON BANK ACADEMY

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 Education (PSHCE)**

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 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 spend 20 hours per week on independent study.

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 and parents have access to the "Insight" parent portal, which is used by all teachers to record details of homework set and submitted.

## **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. 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 [postpoint@eatonbank.org](mailto:postpoint@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, an Instagram page 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.

### **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.

### **"Insight" Parent portal**

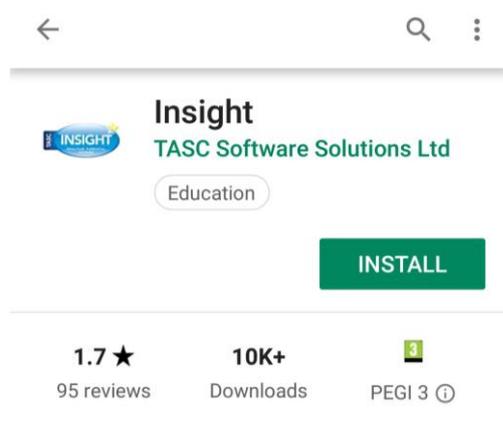
Insight allows you to check and amend your child's information, including all emergency contact details, address and medical details. Insight will also let you view your child's timetable, school reports, parents' evening bookings, exam timetables, and most importantly, homework information.

Initially, one parent for each child will receive an email from us containing a

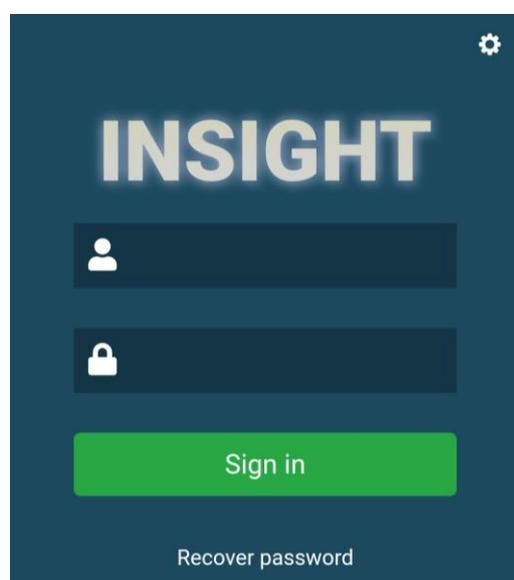
username and password. This will go to a parent who, according to our records, lives at the same address as the child. If there are two parents who both live at the same address the email will go to the first parent listed in our database who is named as a priority one contact. This is most likely to be the person who applied for the school place.

Later in the term, user accounts are created for all additional contacts, with differing access depending upon whether or not they share an address with the child and/or with the other parent/carer.

Insight also has an app, which is available for download from the Apple store or Google Play.



To use the app you will need to press the cog symbol (top right in image below) and enter the web address <http://parents.eatonbank.org> before entering your newly issued username and password into the relevant fields.



The app can be used by students as well as parents, but not during lessons.

## 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 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 Hillier, our Attendance Officer. These forms can be collected from Mrs Hillier and are also available on our website. Email requests can be sent to Mrs Hillier at [m.hillier@eatonbank.org](mailto:m.hillier@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.

The Catering at Eaton Bank Academy is provided by Aramark Ltd. 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 snacks and cold drinks.
- Lunch where students can buy a main meal of the day, 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 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](mailto: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**

[\(www.dpsportswear.co.uk\)](http://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).
- Mid Grey tailored shorts\* (boys and girls)
- Black low heeled substantial school shoe. Leather or leather effect with no bright or coloured sports markings. No boots or 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 for Year 7.

\*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. No false nails.

## 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)
- Sports trainers
- Football boots. **Please see school website for guidelines for appropriate football boots for the 3G Pitch** (boys and girls).

## 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**

As a member of the Fallibroome Trust, the majority of our policies can be found on the Trust website, including the Privacy Notices for Parents and Pupils:

<http://www.fallibroometrust.com/policies-2/>

In addition, there are some school-specific policies on the Eaton Bank Academy website

<https://www.eatonbankacademy.org/about/school-resources-policies-and-forms/useful-resources-and-forms/>

### **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.

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The 2020/2021 Parent Handbook was produced in the Summer Term 2020 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

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