



CLAYTON HALL
ACADEMY



A GUIDE FOR PARENTS

Welcome to Clayton Hall Academy

We know that moving from primary to secondary school is an exciting and significant event in your child's life and we want to make it as smooth and worry free as possible.

Your child may still have a few worries about remembering the correct books and equipment or getting to know lots of new people. You may also have questions; where do they eat their lunch? What should I do if they are ill? Who should I contact if there is a concern? How can you best support and reassure your child whilst also encouraging them to be independent?

This booklet aims to provide you with the key information you need to make your child's transition to Clayton and throughout year 7.

Clayton Hall Academy – The GOLD Standard

The Gold Standard is the standard to which all others should be measured.

At Clayton Hall Academy we have designed our curriculum with pupil's learning at the centre. We recognise that a curriculum needs to be broad, balanced and offer pupils opportunities to grow as individuals as well as learners.

We intend to be the school of choice for our local community by

- Providing a **Gold Standard** education to all our students
- Delivering an **aspirational** curriculum leading to academic success.
- Taking a **tailored approach** to support individual success.
- Ensuring students become **resilient, independent** and **confident** citizens.

School leadership

Principal

Mrs Caty Reid

Vice Principal – Teaching & Learning

Miss Rachael Jones

Vice Principal – Assessment and Curriculum

Mr Gareth Morris

Assistant Principal – Inclusion

Mr Chris Dunleavy

Assistant Principal – Personal Development

Mrs Kerry Hulme

Assistant Principal- Behaviour and Welfare

Mrs Deb Kay

Associate Assistant Principal – Year 7 Progress and Digital Transformation

Mr Shaun Smith

School uniform

A school is a place of work. We want our students to appreciate that there is a difference between dress for work and the free self-expression which goes with dress for leisure time.

Coats, scarves, gloves and other items, which are not part of school uniform, should be removed when entering the foyer areas of all buildings. Such items of clothing should not be put on again while going between lessons, but only when students are about to leave the school premises.

These items will be checked as part of the Pastoral standards process.

1. Maroon blazer emblazoned with the Clayton Hall Academy badge: must be worn at all times
2. Skirts must be: knee length and fitting correctly with a minimum drop of 20 inches (this will be longer for taller students to allow for additional height and maintain knee length); not tight or figure hugging and must not ride up when the student walks. Pleated skirts are recommended.
3. Tights: if wearing skirts, students should wear black tights or black socks.
4. Socks: worn under trousers, socks should be black or dark coloured.
5. Trousers must be: black; plain tailored – with a defined waistband and zip; hang from the waist line; not be hipsters; not drag or touch the ground; not be denim, cargo material or Lycra; not be of tight or figure hugging material; not have logos on them; Girls should not have a belt or buckle either sewn to the trouser or loose; Students may use a black or brown belt, which must not have large buckles, and not have any branding or logos.
6. Shirts must not be fitted; must always be worn properly buttoned and tucked in.
7. Ties must be properly knotted and worn correctly.
8. Jumper: optional plain grey V-neck jumper may be worn underneath the school blazer
9. Shoes must be: plain black; without fancy patterns or buckles; must not be branded or have visible logos or symbols (e.g., Vans, Nike, Adidas); must not look like trainers or have rubber toe caps; must not be boots. Shoes with high heels (more than 2 inches), platforms, sling backs or no backs are not allowed for health and safety reasons.
10. Training shoes and pumps are not part of the school uniform. If students wear them at break or lunchtime to play sport, then they should change back into their shoes before their next lesson.
11. Jewellery, apart from one ear stud per ear and a watch, is not allowed. Jewellery should not be worn both for health and safety reasons and on the grounds of security.
12. Make-up is not allowed. Black or brown mascara is permitted on the top lashes only. No other make-up will be accepted, and students should not wear eyeliner, blusher, eyeshadow, foundation, lipstick or coloured lip gloss and balm. Nail Varnish, Nail Gel and extended nails should not be worn for health and safety reasons. Anyone arriving in school with obvious make up or nail varnish will be required to remove it.
13. Hair should be of a natural hair colour without extreme highlights (e.g., black on blonde or blonde on black) and should be business-like (no extreme cuts or styles). When taking part in sport and D&T students with long hair will be required to have it tied back with an elastic band or bobble.
14. General Appearance should be smart with no unauthorised piercings and/or tattoos including henna tattoos. If henna tattoos are required for cultural reasons, please consult the school. Where parents have allowed piercings or henna tattoos during the holiday period the healing process for piercings must have ended and all jewellery removed by the time school recommences. All visible signs of tattoos must have disappeared. No facial piercings of any sort are allowed in school.

15. Overalls are recommended for practical work in laboratories and workshops to protect uniform from damage by chemicals. An old cotton shirt would be suitable if an overall is not available. Students' clothing is at risk without a covering.

16. PE Kit: White sports top with school logo and appropriate house coloured flash. Maroon shorts or skirts. Football socks in house colour. Black tracksuit bottoms, loose fit, not leggings style. Shin pads and gum shield. Sports Trainers (not pumps or fashion, e.g., Converse/Vans). Plain black waterproof top (optional). Maroon PE hoodie (optional). All sportswear should be plain with minimum logos or stripes.

Any student persistently flouting this Dress Code will be reported and suitable steps taken to prevent repetition.

Uniform Stockists

Smart School Uniform

Harvey House, Hassell St, Newcastle-under-Lyme, Newcastle ST5 1AR

Telephone: 01782-713650

Email: shop@smartuniform.co.uk Website: <http://www.smartuniform.co.uk>

National Schoolwear Centre

99-101 Stafford Street, Hanley, Stoke on Trent

Tel: 01782-272991

Email: shop@nsc-hanley.co.uk Website: www.nsc-hanley.co.uk

We hope that all parents will support our efforts to maintain high standards of dress at school.

Communication

Good communication between home and school helps every child do well at school.

Teachers, Form Tutors and House Leaders may contact you by telephone to let you know about your child's progress, good and bad!

It is important to keep your phone and email contacts up to date so that we can reach you in an emergency.

Email

If you have a query about your child's education or welfare, then contact your child's House Leader by using their email addresses listed below.

Name of House	Name of House Leader	Email
Ambition	Ms Lucy Beaman	lucy.beaman@claytonhall.academy
Determination	Ms Sarah Perry	sarah.perry@claytonhall.academy
Integrity	Ms Devon Coffey	devon.coffey@claytonhall.academy
	Mr Simon Nicholls	simon.nicholls@claytonhall.academy
Valour	Mr David Wallbank	david.wallbank@claytonhall.academy

SENCO – Special Education Needs Co-ordinator is Mrs Rhodes victoria.rhodes@claytonhall.academy

Not sure who to speak to?

If you are unsure about who you need to speak to, please contact the school reception team we will be happy to direct your call to the right person:

Telephone: 01782 367650 **Email:** office.clayton@claytonhall.academy

The main reception is open from 8am until 4.00pm daily. If you wish to contact your child during the school day, please ensure you go through the school and not to your child directly (i.e., via their mobile phone). Remember students cannot use their mobile phones on site during the school day and if seen these will be removed from the student to collect at the end of the school day. See mobile phones section at the end of this booklet.

GroupCall

The school uses GroupCall to send letters and points of information electronically to groups of parents at the same time. We use email and/or text messages within GroupCall.

Please make sure we have your correct email address and mobile number.

Facebook and Twitter

The school has a Facebook account and twitter feed. This provides up to date information from school only and is not a means for parents to communicate with school. We post lots of interesting information, reminders and celebrate success through our social media outlets.

Facebook: www.facebook.com/claytonhallacademy/

Twitter: [@ClaytonHall4049](https://twitter.com/ClaytonHall4049)



School Website

There is lots of information on the website for parents which is constantly being updated.

Our website is <http://www.claytonhallacademy.org>

Absence

We need to know that your child is at school. It is important that you let us know promptly if your child is not going to be in school and the reason.

Please telephone 01782 367650 and choose Option 1, as early as possible on each day of absence.

Holiday in term time

In 2013 amendments to the Education Regulations 2006, make clear that a Headteacher may not grant any leave of absence for holiday during term time unless there are exceptional circumstances. Therefore, leave of absence during term time for a family holiday will only be authorised if the parent or carer can prove that the circumstance for the request is exceptional.

Further details can be found in our Attendance policy on our school website.

Cashless School – Using ScoPay

Clayton Hall Academy is a cashless school. Meals and trips are paid online and ScoPay is the schools preferred route for topping up canteen credit, paying for school trips, music tuition etc.

Once registered a single log-in will give you access to all relevant items for each of your children. Kindly register straightaway to avoid disappointment as information for all trips open to your son/daughter will be emailed via this system.

Please do not hesitate to contact the finance team should you have any difficulty with ScoPay at finance@uetrust.org or call 01782 973000 and choose option 4.



Meals

Our external caterers, Chartwells, provide school lunches which are very good and always have a big range of filling and healthy options. Approx. £2.50 pays for a full meal and a drink.

Chartwells use our cashless system which will involve a finger imprint to withdraw the funds from your child's account. See the section on ScoPay for further information.

The catering manager is happy to discuss any special dietary requirements. Please call the main school reception and ask for the catering team.

There are designated areas to eat for pupils who want to bring their own lunch.

There are also water fountains in school for pupils to use, but these require you to bring your own plastic container as no cups are held on site. It would be helpful for your child to bring a plastic bottle each day. This also cuts down the cost of lunch!

Dining Service times:

Breakfast: 8.15am-8.45am
Break: 10.10am-10.30am
Lunch: 12.30pm-1.10pm



Virtual Parents' Evenings

Due to the pandemic we moved to Virtual Parents' Evenings. They will continue in this way throughout 2021-22. During the year there will be opportunities for you to meet with teaching staff to discuss your child's progress. In addition, you are welcome to make appointments to meet, or speak, with the staff at a mutually convenient time; please don't wait for Parent's Evening to raise concerns or celebrate successes. Bookings for parents' evenings are made online and details will be sent home by 'Groupcall' and letter shortly before each event. Please see the calendar for the dates of these meetings.

Reports

You will get two reports per year about your child's progress. These are emailed to you via GroupCall.

Years 7 to 9 – This report focusses on 'banded targets'; Progress Descriptors; and attitudes to learning and home learning.

In Years 10 and 11 – The report links to current working grades and specific graded targets; and attitudes to learning and home learning. We also publish Pre-Public Exam grades (PPE's – which are our versions of mock exams) Should you have any concerns about your child's progress you are also welcome to contact the relevant House Leader or class teacher.

On our website there is further information about the reports and a presentation on 'how to make the best use' of the school report. <http://www.claytonhallacademy.org/parents/reports/>

Targets and Setting – to feed into reports

In Year 7 we use a range of data available to us to create aspirational banded targets for our students. This includes SATs, when they are available, Teacher Assessments but most importantly CATs tests which filter into the national Fischer Family Trust Database.

We use this data to broadly set our students in some core subjects. In others they remain in broadly mixed ability groups, which is proven to aid accelerated progress. Within the core subjects these 'sets' will be reviewed as appropriate and especially in light of the data that the CATs tests provide.

CATs tests

These are cognitive reasoning tests which students can't and shouldn't try to prepare for. We aim for all students to complete a series of three short online CATs tests within the first full week of school. They are nothing to be concerned about.

They measure verbal, non-verbal, quantitative and spatial reasoning. The results of which are standardised with approximately 25,000 students each year and compared to previous years; they give an accurate indication of a student's ability across a range of subjects.



Digital Transformation

Microsoft365 and TEAMS

We are very proud to be a recognised Microsoft school; and alongside our third year of 1:1 iPad devices for students we are advocates for the whole Office 365 suite.

It is used widely in lessons and Microsoft Teams has been our driver for delivering homework and remote learning since September 2019. As well as being used for Homework, it is also where we store lesson resources for students to revisit, refresh, revise as required and it is a way students can communicate easily and securely with their teachers.

Students will get introduced to Microsoft365 and TEAMS from day 1 in September. We have a wealth of guides and guidance on our dedicated webpage - [click here](#) for access.

Student iPads

We are now in the third year of roll out of our student 1:1 iPad adoption programme. With all students having access to iPads in all their lessons, teachers are able to blend the learning with more traditional methods. Our students show even higher levels of engagement and progress than before we introduced the scheme and we use them in a range of ways on a day-to-day basis to enhance our students' experiences.

It is an expectation for our students to join this scheme*, through our dedicated provider, or to be part of our 'Bring Your Own Device' scheme.

Once we reach the 'Going Live' date, to be published at a later date, students must bring their iPads to school every day, fully charged.

More details on the scheme are on our dedicated webpage – [click here](#) for access.

Our Virtual Launch for the scheme is planned for very early September.

**Please note: We have a small number of devices for students to borrow if parents decide not to engage in this scheme.*

Behaviour for learning (BfL)

At Clayton Hall we want to celebrate excellent behaviour in lessons. We use a 'Behaviour for Learning' system where students can be awarded both **Achievement** points and **Behaviour** points. There will be a series of rewards and celebrations for pupils who accrue achievement points. We want to celebrate these students and recognise their excellent behaviour which impacts on their learning. One of the biggest changes for your child when moving to secondary school is going from one teacher to lots of teachers, with different classrooms and books to remember.

Here are a few tips:

- *Make a copy of your child's timetable (it will be in their planner) and keep it on display so you and your child can refer to it.*
- *Encourage your child to pack their bag the night before as PE kit and cooking ingredients are hard to assemble during the morning rush.*
- *Make sure your child brings their smart start every day: this is pen, pencil, ruler, calculator.*
- *A good start to the day is important to set your child up for the day ahead. Breakfast is an important part of a good routine.*

Frequently asked questions

What should I do if my child is ill?

Children are sometimes taken ill when they are at school and we have staff trained in basic first aid to deal with this. If your child is unable to stay at school, we will contact you to come and collect them. However, please do not send your child to school in the hope that there will be treatment available as we do not have any medical professionals employed by the school.

We would always encourage you to send your child into school.

What should I do if my child has an existing medical condition?

If your child has a serious medical condition such as a nut allergy or asthma which may require additional help or support in school then please contact Mrs Kay, Assistant Principal, how we can help: deb.kay@claytonhall.academy or call 01782-367650.

What should I do if my child needs to take medication in school?

If your child needs to take medication on a long- or short-term basis e.g., antibiotics, then please contact your child's House Leader.

What should I do if my child has an accident outside school?

If your child suffers a serious injury such as breaking an arm or leg then please contact your child's House Leader, and appropriate provision can be put in place, so they don't miss out on valuable lesson time.

Can my child bring a mobile phone or music player into school?

Mobile phone **must not be used on school site**. If you need to contact your child in an emergency, please phone the school directly and we will contact your child as soon as possible.

If a student is found with a mobile phone, headphones or personal music player during the school day they will:

- Have the item confiscated and it will be placed in a named envelope in the safe in the House Office to be collected at the end of the day. The student will be issued with an after-school detention.
- Students who repeatedly use mobile phone or music players during the school day will have the item confiscated as above and will need a parent/carer to collect it.

Pupils are responsible for their own belongings. Clayton Hall Academy accepts no responsibility for any loss or damage to any electronic device (mobile phone, personal music players etc.)

Complaints procedure

At the first sign of any concern – get in touch. Please do not wait until the issue has grown or until a Parents Evening, even if it is only a couple of weeks away.

We sincerely hope that you won't feel the need to complain. Equally we know that we won't get everything right for everyone. Please contact the school to discuss any issues or concerns that you may have. There are a number of people in school who should be able to resolve your complaint. However, should this fail, you can put your complaint in writing and address it to Chair of the Governing Body, c/o Clayton Hall Academy, Clayton Lane, Newcastle, ST5 3DN. A copy of our complaint's procedure can be found on our website.



United Endeavour Trust

Clayton Hall Academy is part of the United Endeavour Trust, which also includes Sir Thomas Boughey and Newcastle Academy.

Further details are out on our website under Governance.

Further information is available on our website www.claytonhallacademy.org