



3 January 2017

Dear Parents/Carers

On behalf of the senior team and staff at The Wellington Academy, I wish you a happy and successful 2017. As we enter a new calendar year, I am very excited about all the amazing plans and events we have planned at the Academy and hope that you will continue to support us in ensuring that your child has a truly outstanding year as we continue on our journey to outstanding. Please take time to review our newsletter showing all the great events which took place in Term 2 [http://www.thewellingtonacademy.org.uk/pages/newsletters/academy\\_t2-2016-17.php](http://www.thewellingtonacademy.org.uk/pages/newsletters/academy_t2-2016-17.php).

There are just a few areas we would like to focus on this half of the academic year which I will outline below.

### External exams

If you are the parent of a child in Y11, 12 or 13 we know that you would have already began to experience some of the obvious nerves you and your child/children may be experiencing during this very important time in their school life. We are working very hard as an Academy to ensure that your child is fully prepared in every way for their exams and ask that you continue to support your child at home with home learning, where you can, and in ensuring they meet all deadlines for coursework etc. In Y11 we will be maximising learning opportunities by introducing a community time revision and study support programme.

Information about this will follow shortly. If you have any questions before then please remember you can contact your child's tutor at any time.

### Punctuality and Attendance

To ensure your child has the best outcomes and takes full advantage of all learning opportunities it is

important that they are here every day and on time. It is also important that they attend all lessons on time and are ready for learning with the correct equipment. We will continue to run **lunch time late detentions** for pupils if they are late to school or any lesson during the day. You will **receive a notification** if your child is late to school or any lesson throughout the school day indicating that they were late and what late detention they will be attending. If they are late P1 to P4 they will do a same day, lunch time late detention. If they are late to P5, P6 or P7 (a small number of pupils attend P7 lessons) they will complete the detention the following day's lunch time. Failure to attend a lunch time detention will result in an automatic escalation of the detention to a C1. **Please encourage your child to be punctual.**

It is also very important that your child **attends school every day**. Please note that most absence requests will be rejected unless it is an emergency or an exceptional case. These will always be dealt with on a case by case basis by our Attendance Officer. Please avoid making medical appointments during school hours and where it is not possible to do so please attempt to send your child to school for at least part of the day as one day counts as two sessions; am and pm. Please note that if your child misses two sessions in a fortnight this will trigger a Level 1 attendance concern and your child will have an attendance meeting with their tutor. You will also be informed via email. If your child's attendance does not improve this will trigger a Level 2 which will result in a meeting with the progress leader and an attendance support plan for you and your child. Any further issues will be dealt with by our Attendance Officer and may involve working with the Wiltshire Education and Welfare team and other external agencies. Penalty fines may be issued if a child is considered to be persistently absent, which stands at attendance below 90%.

## **Uniform**

A uniform is a symbol of community and pride. We at the Academy take great pride in our uniform and will not tolerate uniform breaches. Please refer to our website to remind yourself of our uniform expectations <http://www.thewellingtonacademy.org.uk/pages/academy/uniform.php>. Please note the particular uniform expectations we have noticed which are slowly becoming issues which we would like you as parents to support with:

- Blazers **must** be worn at all times. They are not optional.
- A dark coat is allowed but can only be worn to and from school and outdoors. They must not be worn in the building or in lessons at any time.
- Hoodies and denim jackets are not allowed and must not be worn on the outside or inside of the blazers. These items may be confiscated if your child is seen wearing them.
- Facial piercing at not allowed. Students who attend school with facial piercings, including clear retainers will be isolated until it is removed.
- Hoop earrings are not allowed. Only stud earrings are allowed.
- Socks and tights must be black.
- Girls' skirts must be on or slightly above the knee.
- Makeup if worn must be natural and kept to a minimum. Eyelash extensions are not allowed
- Shoes must be completely black and polishable. Trainers are not allowed, except for during PE lessons.

If your child attends school with any form of uniform breach they will always be given the opportunity to correct it. Please note we do not have spare uniform for missing or incorrect items. If you or your child cannot correct their uniform during the day they will be entered into a same day or next available C1

detention as per the C system (please see attached). Also note that if your child persistently does not wear the correct uniform their sanction may be escalated to include possible isolation, twilight school, Saturday school or even exclusion. Please support us in ensuring your child is in the correct uniform every day.

## **Complaints and concerns**

May I please remind you to use the published Academy's complaints and concerns system if you have any concerns about your child. It is very important for us all to maintain a positive relationship as agreed when we signed the home/school agreement when your child started at the Academy. We will also endeavor to address any concerns/complaints as per our Academy system and will always try to ensure any matters are fully investigated, dealt with swiftly and communicated effectively to you.

I will be running a Head of Academy clinic once a week. The day and time will follow shortly. Please refer the links below in the meantime if you have any urgent concerns, but do remember that your child's tutor is your first point of reference if you need any academic or pastoral issues addressed.

<http://www.thewellingtonacademy.org.uk/pages/contact/complaint-form.php>

<http://www.thewellingtonacademy.org.uk/documents/policies/Complaints.pdf>

## **Rewards and RESPECT**

We are very pleased this term to welcome Mrs Katy Woods to the Academy. Mrs Woods is our new Deputy Head of Academy. Mrs Woods will replace Mr Bond and will specifically be in charge of behaviour, welfare, safety and SEN at the Academy. Mrs Woods formerly worked as an Assistant Principal at Harrow Way school in Andover and has extensive knowledge and expertise in both whole school leadership but also in the area she will have direct responsibility for at the Academy.

One of the projects Mrs Woods is very keen to work on and develop this term is our whole Academy

rewards and achievements systems. We hope you have enjoyed receiving emails notifying when your child receives a house point, however, we would like to create even more opportunities for your child to receive praise and rewards as a way of us saying we appreciate them for having excellent approaches to and

behaviours for learning. We will also be reviewing our student RESPECT pledge and ensure we reward those behaviours in the pledge in a more consistent and regular way across the Academy. We will send out our reviewed Reward and RESPECT system shortly.

### **Community opportunities**

Finally we are very excited about the opportunity for you as parents and carers to join us for family lunch this term; information and invitations with the logistics of how it will work will follow shortly. Please also note our parent's evening dates [http://www.thewellingtonacademy.org.uk/pages/academy/parent\\_evening\\_schedule.php](http://www.thewellingtonacademy.org.uk/pages/academy/parent_evening_schedule.php). If your child is in Year 9 there will be a range of events on this term to help you and your child make informed choices about their GCSEs.

We have a very active PTA and continue to encourage you to get involved. Please contact Ms Lisa O'Keefe our Chair if you wish to get involved in future projects <http://www.thewellingtonacademy.org.uk/pages/parents/pta.php>.

Our KS3 Enrichment lessons continue to grow and develop and we are excited to introduce additional Enrichment opportunities such as Hair and Beauty, Dance and Floristry this term. If you have a particular talent or skill and think you can work with a small group of KS3 students please contact our Enrichment tutor Lucy Bennett on [lucybennett@thewellingtonacademy.org.uk](mailto:lucybennett@thewellingtonacademy.org.uk) if you wish to get involved.

As promised in a previous letter, I will forward the names of all our new staff who will be joining us this term who we are very excited to welcome to the Academy.

May this year be truly happy, may you and your family achieve great things and may you continue to move forward in achieving your dreams and limitless aspirations.

Regards



Ms Phillip  
Head of Academy



## The Wellington Academy Behaviour for learning guide

Level	Sanction	Likely behaviour that led to sanction	Managed by	Communicated to	Follow up
	Verbal Warning Name on board (visual)	Low-level disruption (as outlined in respectful behaviours poster)  Failure to RESPECT the Student Pledge	Classroom teacher	Student only	Praise student when desired behaviour adopted  Make a note of repeated warnings in planner to better inform reporting Approach to Learning Grades
C1	45 minute detention	A continuation of low level behaviour- as above.  Pupil will be sent to safety net class  Other poor behaviours which require a sanction. For example: <ul style="list-style-type: none"> <li>• Dropping litter</li> <li>• Uniform violation</li> <li>• Truancy</li> </ul>	Classroom teacher, Head of Department	Parents and Form tutors (automatically via iSAMS)	C1 logged electronically by the member of staff on iSAMS  Automated email sent. If contact cannot be made then email forwarded to the year office.  Work will be completed in this session in order to catch up.
C2	90 minute detention	A failure to attend a C1, safety net or isolated for poor behaviour for learning.  Other poor behaviours which require a sanction. For example: <ul style="list-style-type: none"> <li>• Alleged bullying</li> <li>• Dropping litter repeatedly</li> <li>• Repeated uniform violations</li> <li>• Repeated truancy</li> <li>• Smoking</li> </ul>	Classroom teacher, Pastoral and progress teams	Parents, Form tutor and Pastoral and progress teams (automatically via iSAMS)	C2 logged electronically by classroom teacher on iSAMS  Automated email sent. If contact cannot be made then email forwarded to the year office.  Work will be completed in this session in order to catch up.
C3	120 minute SLT detention  Set on Friday after school	A failure to attend a C2.  Other poor behaviours which require a sanction. For example: <ul style="list-style-type: none"> <li>• Bullying</li> <li>• Repeated smoking</li> <li>• Willful damage to school equipment/ property</li> </ul>	Progress Leader and SLT as appropriate.	Parents, Form tutor and Pastoral and progress teams (automatically via iSAMS)	SLT record students as having served detention.  Work will be completed in this session in order to catch up.




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C4	<p>Internal exclusion</p> <p><b>C2 and C3 detention must be repeated and completed.</b></p>	<p>A failure to attend a C3.</p> <p>Other serious behaviours issues which require a sanction. For example:</p> <ul style="list-style-type: none"> <li>• Repeated disruption in detention</li> <li>• Instances of continually poor and disruptive behaviour</li> </ul>	SLT	<p><b>(automatically via iSAMS) Parents will be notified by Pastoral and progress teams or SLT with year office support.</b></p>	<p>Parents must come in to discuss issues and actions required to improve.</p> <p>'Twilight' learning and Alternative timetable personalisation considered.</p> <p><b>Saturday morning detention considered.</b></p>
C5	Fixed term exclusion	<p>A failure to complete a C4.</p> <p>Other very serious behaviours which require a sanction. For example:</p> <ul style="list-style-type: none"> <li>• Verbal and physical assault</li> <li>• Illegal activities</li> <li>• Persistent disruption of learning</li> <li>• Other violations as listed in the Academy behaviour policy</li> </ul>	SLT	<p><b>Parents will be notified by Pastoral and progress teams or SLT with year office support.</b></p> <p><b>SIF completed by Pastoral and progress teams via SLT.</b></p>	<p>Parents must come in to discuss issues and actions required to improve.</p> <p>Traffic light behaviour contracts compulsory</p> <p>FAP referral considered and other agency support/ guidance.</p>

# Respectful Behaviour



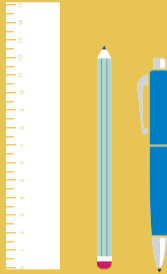
**BE ON TASK**  
writing, reading, speaking or listening attentively



**FACE THE SPEAKER**  
face the person speaking to you



**PLANNER OUT**  
have your planner on the desk displaying green, amber or red



**EQUIPMENT READY**  
have the correct equipment with you for the lesson

1. Write your name
2. Clearly write the date
3. Attempt all questions
4. Sit quietly when finished

**FOLLOW INSTRUCTIONS**  
start work quickly, following instructions



**ENTERING CLASSROOM**  
enter and leave the classroom in an orderly way



**RESPECT FOR OTHERS**  
speak respectfully to each other and to the teacher



**SPEAKING IN CLASS**  
speak only when appropriate, no calling out unnecessarily



**FOLLOW DIRECTIONS**  
follow all teacher directions without argument



**DISTRUPTIVE BEHAVIOUR**  
avoid other disruptive behaviours (tapping, whistling etc.)



**PHYSICAL CONTACT**  
avoid aggressive physical contact (pushing, kicking etc)



**STAY SEATED**  
stay in your seat unless you have permission or in an emergency