

Principal: Mr I Garforth

Winterstoke Hundred Academy, Beaufighter Road,
Weston-super-Mare BS24 8EE
Tel: 01934 313 290 Email: wha-info@clf.uk
www.winterstokehundredacademy.clf.uk



2 September 2022

Dear Parent/Carer,

We are delighted and excited to welcome your child to our Academy on Monday 5th September, whether they are joining us for the first time, or are returning from a previous year.

The summer proved to be a busy time at WHA, with a number of students on site experiencing our Big Summer of Fun, or in the case of Year 13 students, collecting their results as the first exam cohort to leave WHA. 100% of the Year 13s who had applied to university were offered a place at their first-choice institution, and we're so proud of them for this remarkable feat.

In this letter, we'd like to remind you of some of the important processes, expectations, and procedures for our Academy.

Uniform

A reminder for all students in Years 7-9 of our uniform expectations. Our uniform guidance is available on our website, but we'd like to remind students that trousers and skirts should be black, skirts should reach to the knee, and be of non-clingy material, and footwear, whether shoes or trainers, should be all black, including laces and logos.

If you are at all unsure, please do contact us. Should a student arrive to school with items of clothing that do not match our uniform requirements, we always have spare clean loan items of uniform that students may borrow. Sixth form students do not have a uniform requirement, but are expected to dress in an appropriate manner for a place of work and business.

Equipment

Similarly, it may be useful to remind Parents and Carers what equipment is required at school. Students should ensure they bring:

- Black pen x2
- Pencil
- Ruler
- Rubber
- Pencil Sharpener
- Glue stick
- Re-usable water bottle
- Scientific calculator: Casio fx-85GTX (black)
- Knowledge organiser (we will give these to students in the coming weeks, but students should ensure they bring them to school every day)
- Reading book (can be borrowed from the school library)



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Lunch Arrangements

Students can choose to buy hot or cold food in the school dining room, or bring a packed lunch from home. Parents can top up their child's account via the Pay360 portal, and we will share your log in details with you shortly. In the first few days, where Parents and Carers have not been able to add funds to students' accounts, we will enable students to go into deficit on their accounts, and above all, will ensure that students are fed.

Should you wish to explore whether your child is eligible for Free School Meals, please do contact the Academy.

Attendance

We would like to extend a big thank you to all our Winterstoke Hundred Academy Parents and Carers for supporting your children to attend school and engage so well with their learning during the last academic year. We know that this reflects the value our families place on children learning in school every day. We are looking forward to working with all our existing and new students and families in this new academic year, to support best attendance and learning.

At Winterstoke Hundred Academy, we want and expect our students to attend school every day, unless they are really not well enough to. We believe that children who attend school regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education. Attending school on time every day also helps students form good habits which can stay with them throughout their educational journey and on into the workplace.

Return to School Arrangements

The first day and week of term are very important in helping pupils to settle into school and the school routine. **We know that children who attend every day during the first week of term are more likely to attend well over the year.** They are also better settled into the changes that happen in new academic years, and therefore more readily able to access learning than those who miss out.

Thank you for your support in ensuring your child returns to school **on the first day of term** Monday 5th September 2022. The start times have been staggered as follows for Monday morning only.

Year 7 - 08:30

Yr8 - 09:45

Yr9 - 09:45

Yr12 - 11:00

Yr13 - 11:00

We will ensure that on our students' first day, they receive the key information necessary, such as timetables and routes around the building, as well as receiving their locker and key. We are very mindful that students may be anxious about not having everything they need on day one – please do reassure them that we will be fully understanding of any issues around this.



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Arriving at School on Time

Arriving at school on time is not only essential for the student's own learning, it encourages habits of good timekeeping and lessens any possible classroom disruption. When a student arrives late, they miss crucial learning this can seriously disadvantage them.

Students can arrive from 8:00am and enter the building from 8:20am.

- All students are expected to arrive at school in good time for the start of the school day at [8:30am].
- If a student arrives at school after 8:35am, they will be marked in the register as late, and will have a late detention that day

Staff may ask to meet with Parents/Carers of students who arrive late to school, to discuss reasons for lateness and solutions to support them to attend on time.

Illness

Students should attend school on every day the school is open, unless they are really not well enough to.

Minor ailments should not be a reason for staying at home. If your child attends school when feeling slightly under the weather, but feels worse during the school day, they can let a member of staff know and we will contact you to let you know if we think your child needs to go home. If you aren't sure whether or not to send your child to school, please contact your child's Head of Year by ringing the usual absence line, and we will be happy to support and advise where appropriate.

If your child is too ill to attend school, you must notify the Academy between 07:30 and 08:30 on the first day of absence. If your child is ill for more than one day, you will need to notify the Academy on each morning of the absence, unless otherwise agreed.

To report an absence, contact press the extension number for your child's year group. This applies to all year groups including Post 16.

Please clearly explain the symptoms your child has, when the symptoms started, and when you expect your child to be well enough to return to school.

By law, schools must record all student absences and whether the absence is authorised or unauthorised.

Medical/Dental Appointments

Please try to avoid medical and dental appointments in school time. If this is unavoidable, arrange appointments so that the minimum school time is lost. Unless it is an emergency appointment, Parents/Carers are expected to let the Academy know about the appointment in advance. You should also provide evidence of the appointment, such as an appointment letter or card. Your child should still attend school for as much of the school day as possible.



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Unexplained Absences

The Academy will follow up any student absences where the Parent/Carer has not contacted us to explain why, or where we are unclear about the actual reason for absence.

Following up unexplained absences can take up a lot of school time, so please do ensure you contact the Academy to avoid us having to do this. If you fail to notify us of the reason for your child's absence, it will be recorded as unauthorised.

Where the Academy has cause for concern about the actual reason for a student's absence, staff may seek additional information or evidence from Parents/Carers regarding the absence, and/or make a home visit to verify the reason. If the reason cannot be verified and the Academy has cause to believe the reason given may not be genuine, Parents/Carers may be asked to provide proof of the reason. If satisfactory proof is not provided, the Academy may record the absence as unauthorised.

Unauthorised absences may result in a Penalty Notice or Prosecution.

Important Reminder About Term Time Leave

Attending school every day throughout a term helps children and young people maximise their learning in the classroom and enjoy the benefits of their educational experience. It really does make a difference.

We would therefore like to remind Parents and Carers that the Academy will not authorise any leave of absence in term time, unless satisfied the reason for the absence is exceptional. The absence should be for the shortest time possible; if an absence is agreed, the Principal will decide how many days of absence will be authorised.

We ask Parents and Carers to request permission for leave of absence in advance, and to only request absence if time off school is absolutely necessary. Any requests should be put in writing and wherever possible at least four weeks' notice should be provided. The Parent or Carer who the child normally lives with should make the application. Forms are available from the Academy. We may ask to meet with you to discuss your request.

We also ask Parents and Carers not to make plans without discussing with the Academy first, so that we can make good decisions together.

Family emergencies also need careful consideration. It may not always be appropriate, or in the best interests of the child, to miss school for emergencies which are being dealt with by adult family members. Wherever possible, please try to make alternative arrangements for your child so they can still attend school.

Please do not take your child out of school without requesting leave or telling the Academy why your child will be absent. When Parents/Carers notify us of a term time absence via the term time leave request form, it is for two purposes:

- To seek authorisation (only exceptional circumstances will be authorised)
- To tell us where your child is, if the planned absence goes ahead.

It is really important that we know where children are, as we have a duty to ensure they are safe. If we don't know why a child is absent, we will follow our safeguarding procedures.



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Parents/Carers are reminded that unauthorised term time leave may result in a Penalty Notice or Prosecution.

To assist Parents/Carers in booking holidays and arranging other events, please find detailed below the term dates and inset days for this academic year. Our term date information can also be found here.

	First day of term for students:	Last day of term for students	Inset Days/Bank Holidays
Term 1	Monday 5 th September 2022	Wednesday 19 th October 2022	Inset Days: Thursday 1 st September 2022 Friday 2 nd September 2022 Thursday 20 th October 2022 Friday 21 st October 2022
Term 2	Monday 31 st October 2022	Friday 16 th December 2022	
Term 3	Wednesday 4 th January 2023	Friday 10 th February 2023	Inset Day: Tuesday 3 rd January 2023
Term 4	Tuesday 21 st February 2023	Friday 31 st March 2023	Inset Day: Monday 20 th February 2023
Term 5	Monday 17 th April 2023	Friday 26 th May 2023	Bank Holiday: Monday 1 st May 2023
Term 6	Monday 5 th June 2023	Friday 21 st July 2023	Inset Day: Friday 7 th July 2023

Assessment and Reports

Reports

Reports will be issued twice a year including at Progress Evenings. Details of these for this academic year are detailed in the table below. Students will be given a DOOYA grade, which is a holistic teacher assessment of where a student is in their learning compared to age-related expectations. This is based on what they have covered in the curriculum. It considers classwork and homework as well as assessments that are completed across the CLF.

	Year 7	Year 8	Year 9	Post 16
Progress Evening	13 th July 2023	23 rd February 2023	6 th March 2023	29 th March 2023

In addition to the above dates Year 7 will have a Tutor Evening on 23rd November where they will have the opportunity to meet with their child Tutor to discuss how they have settled in to Winterstoke Hundred.

Year 9 will be choosing their options later this year and the year 9 Progress Evening will have more information about the process as well as meeting with subject staff to discuss the courses we have on offer at Key stage 4.



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MCQs

Students complete 4 sets of MCQs (Multiple Choice Questions) throughout the year in KS3. They will be issued with knowledge organisers in each subject to revise for these and given a timetable so that they can plan revision accordingly. These are completed in the computer rooms under examination conditions.

	MCQ 1	MCQ 2	MCQ 3	MCQ 4
Dates	10.10.22 – 19.10.22	5.12.22 – 16.12.22	27.2.23 – 10.3.23	8.5.23 – 19.5.23

Post 16 Assessment Window Dates

Year 13 Pre-Public Exams 7.11.22 – 11.11.22

Year 12 and Year 13 Pre-Public Exams 21.2.22 – 3.3.23

Year 12 Pre-Public Exams 26.6.23 – 30.6.23

If you have any questions about the information provided, or any other attendance related questions, please contact your child's Head of Year, either by phone or by email.

We have tried to ensure this letter answers as many questions as possible, but if you are unsure about anything, please do not hesitate to contact the Academy.

Best wishes,

A handwritten signature in black ink, appearing to be 'I Garforth', written over a light blue horizontal line.

Ian Garforth
Principal



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