



# **Wey Valley Academy 2024/25** **Handbook for Families**

Part of the Ambitions Academies Trust  
*High Expectations Lead to High Achievers*

Website: [www.veyvalley-academy.co.uk](http://www.veyvalley-academy.co.uk)

Telephone: 01305 817000

Email: [Office@Weyvalley-academy.co.uk](mailto:Office@Weyvalley-academy.co.uk)

## Welcome from Wey Valley

Dear Parent or Carer,

Welcome to our Handbook for Families. We hope it will assist you in understanding more about Wey Valley Academy's policies and procedures. This is an 'A to Z' that is updated every year and if there is information you feel should be included, please let us know.

We are a community school and that means we know how important it is to get to know the parents and carers of our students. When there is information that you need to share with us, or something you need to find out from us, then we need to make this as easy as possible for you. Everything we do is based around three main principles:

- We are **truly comprehensive** and proud to be so. Providing opportunities for young people through education is our purpose.
- We are an **inclusive** school and that means we provide a calm, positive environment for our young people.
- We have **high expectations** of our young people and we model this in every interaction with them.

The Academy is not all about exam results (though these are important) as we very much believe in the power of sport, music and the arts. Our school productions, concerts and sporting clubs are all inspirational. We want all students to take part in the wider areas of school life and we can provide help where needed to enable them to do this. With support from you, I am confident that your child will be academically and socially successful and have a wonderful time at Wey Valley Academy during their time with us.

We are an open school and we want you to keep in touch. We certainly look forward to seeing you at our Parent and Carer Evenings and the many events that we stage throughout the year. Thank you for taking the time to read this document and I hope you find it useful.

Yours faithfully,

Wey Valley Academy

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## **ABSENCE**

Regular attendance at school is essential for good progress. It is also a legal requirement that your child attends school. It is expected that each student attends school 100% of the time. The only acceptable reasons for absence are student illness or family bereavement. If your child has an absence for one of these reasons then it must be reported to the school by telephoning the absence line before 9.00am on 01305 817059 **each day of absence** explaining the reason. This enables the school to keep records up to date and helps alleviate the fear of missing children.

For absence other than illness, we do not give permission for students to take leave during term time except under very exceptional circumstances. Any lesson missed is a valuable educational experience lost which cannot be replicated. Research demonstrates that absence undoubtedly hinders progress. We would therefore ask that you think carefully before you remove your child from school.

**Missing school seriously affects life opportunities.** Good school attendance (**95% or more**) gives your child the opportunity of success and helps develop skills for life.

Parents/Carers commit an offence if a child doesn't attend school regularly. In some cases, unauthorised absence may result in prosecution and/or a fine. Missing school damages a student's learning and their grades - research shows that **missing 17 days** of learning often leads to a **drop in a GCSE** grade.

**What do the percentages mean? 90%** attendance = equivalent of **1 day** missed in every **2 weeks** (10 days) or **4 weeks** of lessons in a year. Over the 5 years your child is at secondary school this is equivalent to missing **half a year** of learning.

## **ADDRESS**

The Academy's address is: Wey Valley Academy, 436 Dorchester Road, Weymouth, DT3 5AN **Telephone:** 01305 817000 **E-mail:** [office@weyvalley-academy.co.uk](mailto:office@weyvalley-academy.co.uk) **Website:** [www.weyvalley-academy.co.uk](http://www.weyvalley-academy.co.uk)

## **APPOINTMENTS**

If you have a query or would like to see a member of staff please do not hesitate to contact us. To make an appointment please telephone the school in advance to arrange a mutually convenient appointment. Staff may not, due to their commitments, be able to see you without an appointment.

## **BICYCLES**

Students who travel to school by bicycle may use one of our bicycle sheds. We are very conscious of the high cost of modern bicycles and recommend the use of secure locks such a 'D' lock as an extra to the locked shed. All bicycles are left at school at the student's own risk. Please note that electric scooters **are not allowed** on the school site.

## **BREAKFAST CLUB**

Breakfast club is open from 8.00-8.30am. All students are able to have a **free** breakfast at the Academy from 8am. The breakfast menu includes bagels, toast and preserves.

## **BULLYING**

The school is determined to challenge all forms of bullying. We will not tolerate any form of verbal, physical or online bullying. No student has the right to make other people feel insecure in the school. We have a robust anti-bullying policy, which is available on our website. Our anti-bullying council ensures that students' views on bullying are shared regularly with senior members of staff.

## **CALENDAR**

The calendar below contains information about our term dates and PCEs staff training days. We regularly update our website calendar area with other events, so please check regularly for any updates.

| <b>TERM DATES: 2024 – 2025</b>                |   |
|---|---|
| <b>Term 1</b>                                 |   |
| First Day of term for Students                | Wednesday 4 <sup>th</sup> September 2024                        |
| Last Day of Term for Students                 | Friday 25 <sup>th</sup> October 2024                            |
| <b>Inset Days - School Closed to Students</b> | <b>Monday 2nd September 2024<br/>Tuesday 3rd September 2024</b> |
| <b>Term 2</b>                                 |   |
| First Day of term for Students                | Monday 4 <sup>th</sup> November 2024                            |
| Last Day of Term for Students                 | Friday 20 <sup>th</sup> December 2024                           |
| <b>Inset Days - School Closed to Students</b> | <b>Friday 6th December 2024</b>                                 |
| <b>Term 3</b>                                 |   |
| First Day of term for Students                | Monday 6 <sup>th</sup> January 2025                             |
| Last Day of Term for Students                 | Thursday 13 <sup>th</sup> February 2025                         |
| <b>Inset Day - School Closed to Students</b>  | <b>Friday 14<sup>th</sup> February 2025</b>                     |
| <b>Term 4</b>                                 |   |
| First Day of term for Students                | Monday 24 <sup>th</sup> February 2025                           |
| Last Day of Term for Students                 | Friday 4 <sup>th</sup> April 2025                               |
| <b>Inset Day - School Closed to Students</b>  | <b>No Inset Day this term</b>                                   |
| <b>Term 5</b>                                 |   |
| First Day of term for Students                | Tuesday 22 <sup>nd</sup> April 2025                             |
| Bank Holiday                                  | <b>Monday 5th May 2025</b>                                      |

|  |  |
|--|--|
| Last Day of Term for Students                | Friday 23 <sup>rd</sup> May 2025       |
| <b>Inset Day - School Closed to Students</b> | <b>No Inset Day this term</b>          |
| <b>Term 6</b>                                |  |
| First Day of term for Students               | Monday 2 <sup>nd</sup> June 2025       |
| Last Day of Term for Students                | Friday 18 <sup>th</sup> July 2025      |
| <b>Inset Day - School Closed to Students</b> | <b>Friday 4<sup>th</sup> July 2025</b> |

### **CAREERS**

Wey Valley Academy provides independent information, advice, guidance and support to all of our students. We work within school and with further education establishments and training providers. We support students with all aspects of their transition through to their Post-16 choices and progression. If you want to find out more about the careers programme at Wey Valley Academy, please contact Jenny Rogers, Careers Lead: [Jennifer.rogers@weyvalley-academy.co.uk](mailto:Jennifer.rogers@weyvalley-academy.co.uk).

### **CATERING**

Wey Valley uses a cashless system (ParentPay). It is essential to set yourself up with this system when you join the Academy because we are unable to accept cash for food, me, trips, equipment etc.

At break time, students can buy a snack, drink, fruit or sandwich. At lunch time students can select from a choice of hot food, paninis, baguettes, pasta pots and salads. All of our food is prepared on-site by our catering team.

Parents and carers can view full account balances as well as items purchased via Parent Pay. Students registered for free school meals will have a balance automatically uploaded to their account daily; they can then choose to spend this at break or lunchtime. Should this allocation not be spent it will be removed from the account.

### **COMPLAINTS**

If you have any worries, concerns or complaints, please do not hesitate to contact us. Like any organisation, we do not always get things right, but we are keen to hear about ways in which we can improve the quality of our work with students and families. Please use the [Office@weyvalley-academy.co.uk](mailto:Office@weyvalley-academy.co.uk) email address to share any concerns and your email will be directed to the appropriate member of staff.

### **DAILY TIMETABLE**

In total, students have 20 timetabled lessons for 70 or 75 minutes per week excluding tutor time. The school operates a two-week timetable. Lessons are in the same time slot each week.

| <b>The Academy Day</b> |                      |
|------------------------|----------------------|
| <b>Breakfast Club</b>  | <b>08:00 – 08:30</b> |
| <b>Tutor</b>           | <b>08:30 – 09:00</b> |
| <b>Lesson 1</b>        | <b>09:00 – 10:15</b> |
| <b>Lesson 2</b>        | <b>10:15 – 11:30</b> |
| <b>Break</b>           | <b>11:30 – 11:50</b> |
| <b>Lesson 3</b>        | <b>11:50 – 13:00</b> |
| <b>DEAR / Lunch</b>    | <b>13:00 – 13:30</b> |
| <b>Lunch / DEAR</b>    | <b>13:30 – 14:00</b> |
| <b>Lesson 4</b>        | <b>14:00 – 15:15</b> |
| <b>End of Day</b>      | <b>15.15</b>         |

Students not involved in supervised activities, as part of the extended day, are asked to leave school site by 3.30pm.

### **DUKE OF EDINBURGH AWARD SCHEME**

The scheme is open to all students over the age of 14 and gives an opportunity to progress to Bronze and Silver Certificate level. The award is divided into four areas of experience: service, skill, physical recreation and expedition. The scheme is well established and is popular with students. The scheme provides students with an opportunity to demonstrate personal achievement and contribute in a positive way to the community. Duke of Edinburgh's Awards are widely recognised by employers. For more information contact: [mark.salmon@weyvalley-academy.co.uk](mailto:mark.salmon@weyvalley-academy.co.uk)

### **EQUIPMENT**

Please ensure that your child has the following equipment available to use in their lessons. If you are unable to provide any of the equipment below, please contact your child's tutor to discuss alternative arrangements.

- Pencil case
- Two writing pens (one main and one spare)
- Pencils
- Pencil sharpener
- Rubber
- Ruler
- Scientific calculator (Casio FX-83GTCW is recommended)
- PE kit (see [uniform](#) section of our website)
- An appropriately sized backpack to carry the above and fit in A4 folders

Other equipment your child will find useful:

- Highlighters, Protractor & Compass

### **EMERGENCY CLOSURE**

In the unlikely event of a sudden closure, because of weather or other emergency situations, we will endeavor to contact you by text or email with the information. Please also look at our website: [www.weyvalley-academy.co.uk](http://www.weyvalley-academy.co.uk)

### **EXTRA CURRICULAR PROGRAMME**

Staff and students work together to provide a wide range of clubs and activities that take place throughout the year. The Art, Music and Performing Arts departments provide a large programme of musical, dramatic and artistic events and the Physical Education department runs a comprehensive list of sports fixtures and clubs. We encourage all students to take part in at least one of the activities on offer.

### **FIRE ALARM**

In the unlikely event of a fire, the alarm system will sound: this is a continuous bell sound. Students are required to leave the building by the shortest possible route and in an orderly manner. Students line up in tutor groups in designated areas on the MUGA.

### **HOMEWORK**

The school believes that homework is important for the educational progress of all children. A wide variety of homework is set on a regular basis for all students. As Parents/Carers, you can support your child by ensuring that homework is completed conscientiously and in the best possible conditions. If a student has a genuine difficulty in completing their homework or in meeting a deadline, they should make sure that they speak to their teacher before it is due to be handed in. Reading is also very actively encouraged.

Homework is set by teachers and recorded online. We are currently reviewing how we set and monitor homework and we will let you know of the outcomes of the review.

### **HOUSE SYSTEM**

We are introducing a House system in September and your child's whole tutor group will be assigned to one of the four Houses: **Eagle, Falcon, Kestrel** and **Osprey**. There will be many inter-house competitions throughout the year which we encourage all students to be involved in to gain House points and prizes. There will also be lots of other activities to get involved in, such as charity events and student councils etc.

### **LOST PROPERTY**

In the event of a student losing an item of property they should report to Student Reception. The best advice for a student who has lost something is to go back over their timetable, checking each room in turn. We request that all uniform is labelled.

### **MEDICAL**

First Aid for minor accidents and sickness is provided by a trained first-aider and children who feel unwell should report to the medical room near Main Reception. If your child is too ill to stay at school, we will contact you in order that you may collect your child and take them home.

In cases where hospital treatment is required, **it is essential that we have a contact number where we can contact parent/carers in case of medical problems. Please ensure that you have submitted a contact number to the school and notify us of any changes.**



Please inform the school of any serious medical conditions, e.g. epilepsy, diabetes, asthma or anaphylaxis. Physical education, chemistry and practical subjects can sometimes present difficulties, so students with a medical problem should inform their teacher should they anticipate any difficulties or feel unwell.

Students requiring medication should bring a note provided from parents or carers to Main Reception explaining the dosage and frequency of medication required.

### **MOBILE PHONES**

Mobile phones are not to be used in school and we operate on a 'confiscate on sight' basis. Students are welcome to bring a phone to school but they must be switched off during the day and placed securely in a bag. If seen being used, the phone will be confiscated and retained until collection at the end of the day from Main Reception. A 30 minute after-school detention will also be set. In emergencies, mobile phones can be used in the Office/Reception to contact parents. Please do not contact your child via their phone during the day, as this will encourage them to use their phone. If you need to get a message to your child, phone the office and they will get a message to your child.

### **MONEY**

All money for trips and other activities are to be paid for by Parent Pay.

### **PARENTS' EVENINGS**

In each year there is Parent and Carer Evening (PCE), which is designed so that you are able to meet your child's subject teachers to discuss academic progress. Students in year 11 have two PCEs.

Bookings for PCEs are made online by following a link from the [parents' evening section of our website](#). Parents and carers are invited to book appointments with the teachers they wish to see. Subject Parents' Evenings start at 3.45pm and finish at 6.45pm.

### **PERSONAL DATA**

We hold information about your child both electronically and in hard copy. This includes contact details, national curriculum assessment results, attendance information, behaviour information and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. We use this personal data to:

- Support learning
- Monitor and report on progress
- Provide appropriate medical and pastoral care
- Assess the quality of our service

It is vital that the data we hold is kept up-to-date. If anything changes, including your contact details or their medical information during the school year, please contact [office@weyvalley-academy.co.uk](mailto:office@weyvalley-academy.co.uk) with the new information. All data that you share with us is subject to General Data Protection Regulation (GDPR).

## **PUNCTUALITY**

It is important that students arrive at school on time each day. This ensure they are ready to begin the day along with all of the other students and is preparation for employment and adult life. Students arriving after registration must sign in at Reception. The morning session starts at 8.30am. Detentions are issued to students who are late without reason. If your child is going to be late to school due to an unavoidable reason, please call the Office (01305 817000) or send them into school with a note explaining the reason for being late.

## **ROAD SAFETY**

We encourage students to travel to school either on foot or by bike where possible, as part of a healthy and active lifestyle. Please ensure your child is aware of their personal safety on the roads and that they are clearly visible especially on the dark winter evenings.

## **SEND**

You can contact the SEND department by emailing the main office ([office@weyvalley-academy.co.uk](mailto:office@weyvalley-academy.co.uk)) who will then forward it to our SENDCO, Mrs Hannah Dyer. Hannah, or one of the SEND team, will then respond to your email.

## **SMOKING**

Wey Valley Academy has a 'No Smoking or Vaping Policy' for all visitors to the school site. Smoking and vaping are not permitted by students within or in the vicinity of the school. Smoking and vaping are also forbidden on all trips and out of school activities. Students are not allowed to bring any smoking or vaping material onto the school site under any circumstances.

## **TUTOR GROUPS**

On entry to the school, each student is placed in a Tutor Group. The Tutor meets the group every morning, and is the most important contact a child has with the staff. The Tutor is there to register attendance, monitor progress, help students to organise their work, and provide guidance if there are any problems.

If you have any concerns regarding your child, please contact their tutor in the first instance. You can contact them by leaving a message with reception or sending an email to [Office@Weyvalley-academy.co.uk](mailto:Office@Weyvalley-academy.co.uk) with the tutor's name as the subject.

All tutors or the Head of Year will endeavour to contact you within 48 hours of receiving your message.

## **SAFEGUARDING**

Safeguarding students is our main priority. We have a team of skilled and experienced safeguarding leads who should be contacted if you ever have any concerns about the safety of a young person at the Academy. The Designated Safeguarding Lead is Mr Pete Lydford (Vice Principal for Inclusion) who can be contacted using the email: [Pete.lydford@weyvalley-academy.co.uk](mailto:Pete.lydford@weyvalley-academy.co.uk). Mr Lydford leads the safeguarding team at Wey Valley. Parents and Carers can also contact Lorraine Vass, our Deputy Safeguarding Officer: [Lorraine.vass@weyvalley-academy.co.uk](mailto:Lorraine.vass@weyvalley-academy.co.uk).

## **SCHOOL UNIFORM**

We expect students to wear the correct school uniform and PE kit as it helps the students identify as members of the Wey Valley Academy community. We have adapted the uniform in recent years to try to reduce costs for parents and carers.

Our uniform can be purchased online from our new supplier, Price & Buckland, from our website ([The Wey Valley Academy \(pbuniform-online.co.uk\)](https://www.pbuniform-online.co.uk))

A summary of required uniform items is below:

- Wey Valley blazer
- Trousers or skirt (jeans and leggings **are not** permitted)
- Shirt / blouse
- Wey Valley House tie
- Wey Valley jumper or plain black jumper (sports logos are not permitted).
- Shoes should be plain black. No coloured logos are allowed.

Jewellery: a pair of stud earrings may be worn but multiple ear piercings and ***nose/septum piercings are prohibited.***

More information about our uniform can be found in the 'uniform' section of our website: <https://weyvalley-academy.co.uk/parents/uniform/>.

**Note:** for September 2024 **only**, we will be providing all students with a House tie in September, so there is no requirement for parents to order a tie.

## **WATER**

We encourage students to drink water during the day. The school provides drinking fountains for students to use at break and lunchtimes. Students may bring a clear plastic water bottle into school and can drink water from this at any time providing that it does not disrupt a lesson or compromise health and safety. Students must refill their water bottles during break or lunch and will not be permitted to leave lessons to refill their bottle.



**PLEASE KEEP THIS BOOKLET IN A SAFE PLACE**

**FOR FUTURE REFERENCE**

Published June 2024

The information contained in this booklet was correct at the time of publication but may be subject to change at any time.