



SAMUEL WARD

The best way to predict the future...is to create it!

Chalkstone Way
Haverhill
Suffolk
CB9 0LD

Tel: 01440 761511
Fax: 01440 761899
E-mail: swa@samuelward.co.uk
Website: www.samuelward.co.uk

PARENT INFORMATION BOOKLET

Please retain booklet for reference. To view our policies please go to our website
www.samuelward.co.uk

2023-2024

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Welcome to Samuel Ward Academy

Dear Year 6,

I would like to welcome you to Samuel Ward Academy, a large comprehensive secondary school serving the communities of Haverhill and the surrounding villages.

We believe that we have a wonderful school. An ethos is an atmosphere or feeling that is unique to every school. Our ethos is to value every individual; to develop their honesty and integrity; to feed their creativity; to foster their resilience and independence. Above all, of course, we want our students to be successful learners.

One way we make sure that all students are successful learners is to make sure that all students are happy, confident members of the school community. Our pastoral and care systems are excellent, ensuring that we can respond quickly and flexibly to each student's needs.

Our expectations of students are high, but so are our expectations of everyone in the school. As a whole school, we are smart, polite and considerate. Through our day to day interactions, our structured personal development programme and the many opportunities for participation provided through the house system and our student democracy structures, we encourage our students to live by our school values:

We learn from the past to develop wisdom, resilience and justice

We live in the present with responsibility, compassion and respect

We look to the future with hope, integrity and courage

We believe that every lesson of every day counts, because the best way to predict the future... is to create it.

We look forward to creating the future with you.

Dr Geall
Head of School

Our Purpose

“To ensure successful learners, confident individuals and responsible citizens”

Our Values:

We learn from the past to develop wisdom, resilience and justice

We live in the present with responsibility, compassion and respect

We look to the future with hope, integrity and courage

- **Wisdom** – we gain wisdom through learning and doing. Wisdom is knowing what to do. It is knowing right from wrong, good from bad
- **Justice** – Justice is making sure we treat others and ourselves fairly
- **Courage** – Courage is being brave when we are scared. It is being able to do something when we feel bad or fear we might fail
- **Compassion** – Compassion is caring about others. It is wanting to help those who are hurting. Compassion is showing kindness to all people
- **Hope** – Hope is knowing and wanting good things to happen. Hope is doing what we can to make good things happen
- **Respect** – Respect honours the good things that others and we do. Respect values people and things for who and what they are. Respect honours people and things of special worth
- **Responsibility** – Responsibility is taking care of the people and things that are ours. Responsibility is keeping our promises. It is doing our duty for our family, school, community and country
- **Integrity** – Integrity is being honest. It is being trustworthy. Integrity is being true to yourself and your beliefs
- **Resilience** – Resilience is about being able to stay strong when things go wrong

Our Commitment

- To develop people
- To be outward looking
- To be learner focused
- To be community focused
- To enhance independent learning
- To be innovative and creative

Welcome process

Induction

New Year 7 pupils will be able to spend 3 induction days at Samuel Ward Academy from **Wednesday 19th July to Friday 21st July**. This is an opportunity to get to know their Tutor, Head of Year and subject teachers as well as their new classmates. Any student who is entitled to claim free school meals will be able to do so.

Your son/daughter should wear their Primary School uniform, **black school shoes** and bring with them:

- (a) Basic writing equipment (pen, pencil, ruler, rubber and colouring pencils)
- (b) PE kit (trainers, shorts, PE polo shirt)
- (c) A packed lunch or dinner money to purchase food.

New Parents' Evening

We will hold a New Parents' Evening on the evening of **Wednesday 19th July**. This presents an opportunity to meet key members of staff and find out more about life in Year 7. You will be able collect your pre-purchased uniform if you have elected to have it delivered to school rather than your home.

First Day in September

Your son/daughter will begin Samuel Ward Academy on Wednesday **6th September**. All students are required to arrive promptly in full school uniform. Students will gather outside the drama studio for an assembly.

Summer School

Summer School will run during the week commencing the **21st August**. In recent years this has been fully funded. Due to budget constraints full funding may not be possible this year but we will endeavour to secure what funding we can and keep the cost to families to a minimum. Further details of the Summer School and instructions on how to book will be sent out in the next few weeks.

Term Dates 2023-2024

Autumn Term 2023

PD Days – 4th & 5th September

School Term Starts: Wednesday September 6th to Thursday 21st December

Half-term: 23rd October to 3rd November

School Term Ends: Thursday 21st December

Spring Term 2024

PD Day – Wednesday 3rd January

School Term Starts: Thursday 4th January to Thursday 28th March

Half-term: 19th to 23rd February

School Term Ends: Thursday 28th March

Summer Term 2024

PD Day Monday 15th April

School Term Starts: Tuesday 16th April to Friday 19th July

Half-term: 27th May to 31st May

PD day – Friday 28th June (to be confirmed)

School Term Ends: Friday 19th July

May Bank Holiday: Monday 6th May

*PD Day stands for Professional Development Day. These are days when teachers update their mandatory training such as safeguarding, and engage in additional work in line with the school's development plan and priorities. Samuel Ward Academy is closed to students on these days.

The School Day

Period	Time
Registration	8.40am – 9.00am
Period 1	9.00am – 10.00am
Period 2	10.00am - 11.05am
Morning Break	11.05am - 11.25am
Period 3	11.25am - 12.25pm
Period 4	12.25pm - 13.30pm
Lunch	13.30pm - 14.20pm
Period 5	14.20pm - 15.20pm

Useful Contacts

Mr A Hunter	Executive Headteacher	head@samuelward.co.uk
Dr K Geall	Head of School	kgeall@samuelward.co.uk
Mr P Butterworth	Deputy Head	pbutterworth@samuelward.co.uk
Mrs V Eldred	SEND Coordinator	Veldred@samuelward.co.uk
Mrs J Nichols	Head of Year 7 Sept 23	JNichols@samuelward.co.uk

Useful Telephone Numbers

General Enquiries

Samuel Ward Academy 01440 761511 swa@samuelward.co.uk

Absence Number

Mrs A Barnes 01440 760339 abarnes@samuelward.co.uk



School twitter:

@SamWardAcad



School facebook:

<https://en-gb.facebook.com/samuelwardacademy/>

Expectations for Learning

Our code of conduct is very simple. We expect students to be:



The school policies are available on the school website www.samuelward.co.uk

Paper copies are available on request.

Students must:

- Wear the school uniform correctly and tidily
- Bring the correct equipment: Pens, pencils, ruler, rubber, coloured pencils, planner and clothing needed each day
- Return communication slips promptly
- Attend regularly and punctually
- Walk sensibly and quietly around the building
- Be prepared to start every lesson promptly
- Keep mobile phones switched off and in their bag unless asked to use them in a lesson
- Take responsibility for their litter and put it in the bin or recycling bin where one is available
- Treat everyone with consideration and kindness

- Follow instructions the first time, without argument
- Take pride in their work – do the best they can in all lessons
- Complete all homework within allotted time

The rules of the Academy are for the safety and convenience of pupils and staff. It is expected that courtesy and common sense will be practised at all times and that all members of the school will follow the expectation for learning.

Classroom Behaviour

Teachers will reward students' efforts and good behaviour with reward points every lesson, R1 to R4. Students receiving R4 rewards will be awarded a certificate presented by the headteacher. Poor behaviour will be recognised with consequence points C1 to C4 as described in our behaviour policy: see <https://samuelward.co.uk/policies> for full details.

Students receiving a C3 consequence will be asked to leave the classroom and continue working in the learning apart room and will be set a 30-minute detention that day. Students refusing to leave the room, failing to go to the learning apart room, or failing to follow instructions in the learning apart room will receive a C4 which will result in a 60-minute detention that day. Parents will be notified of these detentions.

If a student misses a detention, the time will be doubled for the next day

It will be the responsibility of parents to arrange transport home after a detention

Repeated failure to attend detentions may result in internal exclusions

Please note that while Samuel Ward Academy makes every effort to work with parents in ensuring children behave well and thrive, schools do not require parental consent for after school detentions. Behaviour points can be viewed by parents and students through our online system called Go4schools as described below.

Organisation and Equipment

In order for our pupils to fully access teaching and learning, they should ensure they have the following basic equipment every day:

- A school bag large enough to hold all the necessary equipment
- All the necessary exercise and work books needed for the specific lessons of the day
- At least 2 blue/black pens
- At least 2 pencils and a rubber
- A ruler
- Coloured pencils
- Full school PE kit in a separate bag on days where PE is timetabled
- Their student planner
- Reading book

Students who fail to bring the required equipment to school will receive a 20 minute detention after school on Tuesday.

We recommend that students also carry with them:

- A scientific calculator
- The appropriate language dictionary
- A protractor

Planners

Each student will be issued with a planner for his/her academic year containing various useful resources. In addition to e-mail, parents may use the planner to deliver messages to the form tutor. Our online platform, Go4schools, provides much of the daily information from school that historically would have utilised a planner.

Reporting on Progress

At Samuel Ward Academy we strongly believe that the parents of our pupils, and the children themselves, need to know how well they are doing, what the barriers to their further success are and what strategies we need to deploy in order to overcome them together. To this end, pupils at Samuel Ward Academy are regularly assessed formally. This information is then reported in the form of a progress check published through Go4schools. In this 'snapshot' of their son/daughter's learning, parents are able to see their child's target grades, their current levels and additional information about their behaviour for learning and homework.

Smoking and Prohibited Items

Samuel Ward Academy is a non-smoking site. It is an offence to smoke anywhere on the school site.

Any student caught smoking including e-cigarettes or being equipped to smoke will be referred to the Head of Year and Inclusion Officer. There will be an initial 1 day internal exclusion followed by incremental addition with each offence. Parents will be informed and the offence will be recorded on the school information system.

Our behaviour policy describes examples of prohibited substances and items students must not bring into school.

Students found to be carrying illegal substances will be reported to the police and will face permanent exclusion

School Uniform

Full school uniform is compulsory. It can be purchased from the retailer, School Colours, online through our school website: <https://samuelward.co.uk/uniform> Many items are also available from other high street suppliers.

OPTION 1	OPTION 2
Navy Blue suit	Navy Blue suit (female cut)
Blue long or short sleeved shirt	Blue long or short sleeved blouse
Navy clip-on tie	
Navy Jumper (optional)	Navy Jumper (optional)
Coloured house badge	Coloured house badge
Plain black/navy socks	Plain black/navy socks
Black leather-style formal shoes	Black leather-style formal shoes
PE	PE
Grey hooded sweatshirt	Grey hooded sweatshirt
Grey polo shirt	Grey polo shirt
Plain Navy / black track pants	Plain Navy/ black track pants
Navy shorts	Navy shorts
Navy sports socks	Navy sports socks

- Pupils may wear 1 watch and 1 pair of small earrings (no more than 5mm diameter), one in each ear, which must be removed before PE lessons for health and safety reasons
- Hair should be of a natural colour, without dyed streaks and in a style that does not distract pupils or staff
- A thin plain navy blue hair-band to hold hair in place may be worn
- Plain, black, flat leather style shoes must be worn
- A suitable sized school bag

We do not allow

- Hats or other headgear apart from in very cold or very hot weather
- Trainers (except for PE) or unsuitable footwear must not be worn
- Body or face piercing (*one small stud earring in each ear lobe is allowed*)
- Shaved heads, tramlines, two toned hair or extreme hairstyles
- Beaded hair braiding
- Nail varnish or false nails
- Team football strips for PE
- Any jewellery other than that listed above

Ordering uniform

School Colours will be available at Samuel Ward Academy on Monday 27th June 4pm – 7pm to enable uniform sizing. You will receive an invitation for a date and time but there is some flexibility in the system. Uniform orders can be sent to your home for a fee or delivered free to Samuel Ward Academy. Please note that orders can take 2 weeks to be delivered. If delivered to the school then the uniform can be collected on 19th July during the Parents' Information Evening if ordered in sufficient time.

Other Useful Information

Absence

If a student is ill and unable to attend school, parents should please telephone the Attendance Officer. If your child has vomited or had diarrhoea, please keep them away from school for at least 24 hours, to prevent illnesses from spreading.

Biometric Scanning: Buying Food from School

We operate a biometric scanning system for school lunches. This is a system that incorporates the latest technology and eliminates the need to carry cash throughout the day. The system will recognise the finger print of your child at the pay points and tills. Money can be added to your child's account via ParentPay or he/she can pay cash at the pay points located in school.

Communication to Parents and Go4schools

Samuel Ward Academy now functions on an almost paperless system of communication. Please ensure we have the correct contact details for you including an email address and mobile telephone number. General school letters are e-mailed to parents and information will be available on the website www.samuelward.co.uk. Samuel Ward Academy uses the Go4schools online reporting and assessment system. This system is updated every day and displays a students' timetable, their attendance, behaviour points from all their lessons, their current grades and their homework. We also issue our progress checks through Go4schools. Full training on this system will be provided in the autumn term.

Contact Details

Please complete the online data collection sheet carefully. You can find it here:

<https://forms.office.com/e/yECbPxvS88>

It is essential that we are able to contact you at all times in case of emergency. Please put the contacts in the order you wish to be contacted. If any details change eg: telephone numbers – including mobile and email address please notify the school immediately and we will update our records.

Feeling Ill at School

If a student feels ill in school they should tell their class teacher who will assess the situation. If needed, the student will be given a note and sent to the school office where they will be assisted by a qualified first aider. They will sit in the medical room until they feel better or, if necessary, parents will be contacted and they will be sent home. It is against the school rules for students to contact parents on their mobile telephone, they must report to the school office.

General Concerns

Should you have any general concerns, please do not hesitate to contact the school. In the first instance a message should be passed to your child's Tutor who will know your child better than any other member of staff, although you can also contact the Head of Year for your child.

Leave of Absence

Students should only be taken out of school during term time in exceptional circumstances. Any short absences of one or two days must be requested on a Leave of Absence form. These forms are available from the school office or on the school website. Forms must be submitted at least 10 school days before the absence. Holidays are not permitted during term time.

Leaving the School Site

If students have appointments during school day please inform us in advance through the attendance officer or school reception. Students should leave their lesson and sign out at reception.

Lunch

Pupils are not allowed to leave the school site at lunchtime, they may bring a packed lunch or buy a meal from the school canteen. School meals must be paid for via your ParentPay account and can be paid daily or weekly: please see below for details of this system. Please note payments may take up to 24 hours to show on your child's account.

Medication

Regular or short term medication (such as antibiotics) taken by pupils should be handed in to the school office until required.

Mobile Phones and other Valuables

Students may not use mobile telephones, smartwatches or music players in school. Students are advised not to bring valuable items into school as the school cannot accept liability for these items.

If students are caught using these items they will be confiscated for the rest of the day. The item will be logged by the school office staff and then returned to the student at a specified time. If you need to contact your child during the school day please telephone the office and we will contact your child. Ringing your child directly puts your child in the position of breaking the school rules.

Timetables

Students will be given a timetable on their first day at Samuel Ward Academy and will write their timetable into their Planner. Students should check their timetable on Go4schools or their planner each evening to organise the books and equipment they need for the next day.

School Nurse

The school nurse visits the school on a regular basis and with the help of the school health team offers routine immunisation, health promotion, support and advice. If you feel your son/daughter would benefit from seeing the school nurse please contact your child's Tutor or Head of Year. The health team contribute to the schools PSHCE programme and are always readily available.

Free School Meals

Claiming free school meals for students attending a school in Suffolk:

Suffolk County Council is committed to promoting the health and well-being of children, providing assistance for children from supported households to have their meals free of charge while at school.

Your child will get free school meals if you receive any of the following:

- Income Support
- Income based Job Seeker's Allowance
- Income related Employment and Support Allowance
- Guarantee element of State Pension Credit
- Child Tax Credit **but no element of Working Tax Credit** and have an annual income (as assessed by HM Revenues & Customs) that does not exceed £16,190
- If you are supported under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit during the four-week period immediately after your employment finishes or after you start to work less hours per week
- Universal Credit (provided you have an annual net earned income of no more than £7,400 (£616.67 per month), as assessed by earnings from up to three of your most recent assessment periods).

To check if your child is eligible, apply online for an immediate response or call 0345 606 6067 for advice.

<https://www.suffolk.gov.uk/children-families-and-learning/schools/school-meals-uniforms-and-trips/apply-for-free-school-meals/>

Students at Samuel Ward eligible for free school meals are also entitled to a free breakfast to the value of 70p from the kiosk in C block each morning from 8.30am

We also offer free sanitary products

Discounts on revision guides

Discounts on trips

ParentPay (Online Payment Service)

Samuel Ward is a cashless School. Therefore, you are required to use ParentPay as your method of payment for all purchases including school lunches, school trips and revision guides etc.

What does ParentPay Do?

- Enables parents to pay for school trips, music tuition, etc. through a highly secure payment site
- Gives you a history of all the payments you have made
- Allows the merging of accounts if you have more than one child at school
- Emails you a receipt of your payment to the email address you register

How does ParentPay Help You?

- Gives you the freedom to make payments to school whenever you like
- Eliminates the need for writing cheques or searching for cash to send to school
- Gives you peace of mind that your payment has been made safely and securely
- Helps with budgeting, payments are immediate, there is no waiting for cheques to clear
- Payments for many of the larger trips can be made by instalments up to the due date
- ParentPay is quick and easy to use

How does ParentPay help our School?

- ParentPay reduces the administrative time spent on banking procedures
- Keeps accurate records of payments made
- Payments do not bounce
- Reduces paper waste
- Allows for easy and quick refunds to be made back to the payment card
- Improves communication between the school and parents concerning payments
- Offers a more efficient payment collection process, reducing the amount of money held on school premises

How Do I Get Started?

We will send you an activation letter to enable you to set up your ParentPay account. The activation letter will contain a personal activation username and password to enable you to login to ParentPay. During the activation process you will be guided through changing your username and password to something more memorable; you can also merge your accounts if you have more than one child at Samuel Ward.

Please note there is a 24 hour update period before your money shows on your child's account. More information can be found on the ParentPay website www.parentpay.com

Curriculum Support

The Curriculum Support Department offers additional support to students with special educational needs and disabilities.

Curriculum Support Department Staff

The department consists of the Special Educational Needs and Disability Coordinator (SENDCo), Deputy SENDCo, SEND teacher, higher level learning support assistants and a number of subject-based learning support assistants (LSAs).

The Curriculum Support Department can help in a number of ways:

- **In class support** from LSAs
- **Curriculum support room** where individuals and small groups can receive specialist help with literacy or numeracy.
- **Assessment** to identify and monitor additional needs
- **Exam support and access arrangements** for public exams
- **Breakfast, lunch and homework clubs** where individual help can be accessed.
- **Liaising with external agencies** to seek expert advice
- **Enhanced transition support** from KS2-3
- **The school is fully accessible** for students with physical and/or sensory needs.

The SEND Information Report can be found on the Samuel Ward Academy website and has detailed information about the way the Academy supports students with special educational needs and disabilities.

The academy's SEND Policy is also available on the website:

<https://samuelward.co.uk/special-educational-needs>