



Winifred Holtby
Academy

Aspiration | Achievement | Respect

Home Academy Contract

2020/21



Aspiration • Achievement • Respect

Dear Parent/Carer

At Winifred Holtby Academy we firmly believe that the education of every student must be based on firm foundations that are agreed upon through a partnership between home and the Academy.

In order to foster and develop this relationship further we have put together this comprehensive agreement. The agreement clearly sets out the expectations we have of each other as we go through the process of educating your child.

During the induction process you will have the opportunity to read through the agreement and in conjunction with your child and an Academy representative sign the document. By formally signing the document all parties concerned will clearly understand the expectations and the roles and responsibilities of each other.

I hope you find this document of use in years to come and that you will be able to refer to it on a regular basis.

Yours faithfully

A handwritten signature in black ink, appearing to read 'M. Brown', with a small dot at the end.

Mr M Brown
Principal

Home Academy Contract

Student

As a student of Winifred Holtby Academy you must agree to the following

- Put 100% effort into all that you do and aim to have an excellent attitude to learning
- Be polite, courteous and respectful to others at all times
- Aim to be a resourceful, resilient, and a reflective learner applying the skills identified within the WHA Learner Profile
- Be prepared for learning by bringing a pen, pencil, ruler, Student Planner and bag to our Academy every day
- Bring PE kit and other items such as food technology ingredients when required to do so
- Follow all our Academy policies that have been approved by our Governing body. These are available through our website (please take time to read these policies) – www.winifredholtbyacademy.co.uk
- Accept the rights of staff to impose sanctions using the Academy's Behaviour Policy and accept the rights of others to learn in an environment free from disruption
- Follow reasonable requests from any member of staff the first time of asking
- Participate in extracurricular activities including house competitions
- Communicate effectively with your Tutor or House Team if you have an issue that needs resolving □ Wear our Academy uniform with pride
- Be punctual every day to the Academy and to every lesson and aim for 100% attendance
- Only use your mobile phone at the end of the day once you have reached the ground floor and are exiting the building. At all other points in the day phones are not permitted to be used in the building unless a member of staff allows you to do so
- Show your Parent/Carer your Student Planner on a weekly basis and ensure that it is signed and kept up to date
- Leave issues that happen outside of the Academy at the door and don't allow them to interfere with yours or others learning
- Read the Academy Student ICT Agreement and adhere to the Agreement at all times

Disclaimer: Students are responsible for all personal belongings. This includes Bikes / Scooters / Mobile phones / Uniform etc. The Academy cannot accept responsibility for loss or damage to personal belongings.

	Attitudes to Learning
6	An outstanding student who is highly motivated, ambitious and takes ownership of their academic progress. Possessing excellent enquiry and problem solving skills - an exemplary independent learner.
5	A student with a 'can do' attitude who consistently works hard. They demonstrate a strong commitment towards, and take full responsibility for, their learning within and beyond the school day.
4	A student with a positive attitude who completes work to a satisfactory standard but needs to identify their next steps in learning and develop good study habits to retain information more successfully.
3	A student whose obvious lack of commitment hinders their progress. They need to become motivated towards success and strengthen their resilience by 'sticking at it', in order to achieve their potential.
2	A poorly motivated student whose attitude to study often disrupts their learning and/or sometimes others. They need to be more self-disciplined and take responsibility for their behaviour and academic progress.
1	A student who is consistently disruptive and unprepared to learn, whose poor attitude and behaviour frequently stops the lesson from proceeding. Initially they must develop strategies to self-manage their behaviour.

Parents/Carers

Will be expected to:

- Ensure that your child has a positive start to the day by instilling good habits of:
 - Having a good night's sleep and getting up on time
 - Being equipped for learning at our Academy
 - Having breakfast
 - Arriving on time to the Academy
- **Attend parent/carer consultation evenings**
- **Attend meetings at the Academy to discuss any issues relating to your child**
- Discuss each day with your child and reiterate our expectations if necessary, Encourage and support learning and participation in extracurricular activities
- Contact the Form Tutor or House Team if any issues arise
- Ensure that homework is completed on time and sign your child's **Student Planner** on a weekly basis and use it to communicate with our Academy
- Adhere to Academy policies (available online at winifredholtbyacademy.co.uk or from the Academy reception)
- Support the Academy if your child's attitude to learning needs to improve and accept sanctions that are put in place for your child in line with our Behaviour Policy
- Maintain up to date telephone contact details, in the case of the Academy needing to speak to you about your child
- Be aware that our social media platforms are intended to support and share positive achievement, successes and important information regarding Winifred Holtby Academy. Please could you ensure that comments on our posts are positive? If you have any concerns or complaints, please contact the Academy using the various contacts which are available via our website; www.winifredholtbyacademy.co.uk. Please note that we may remove any comments that we consider inappropriate or negative.
- Please be clear that we will not tolerate the use of foul and abusive language or physical violence against our staff. If necessary, we will not hesitate to contact the police and legal action may be taken.

Academy

We will:

- Have high expectations of all our students and expect them to work hard, be polite and respectful to others
- Endeavour to deliver an outstanding learning experience in every aspect of Academy life so that all students can make good/outstanding progress
- Create opportunities for your child to represent the Academy in various organised activities
- Reward students when they excel and respond to negative behaviour with clear sanctions when expectations are not met
- Ensure all Academy policies are up to date and available on our website
- Ensure communication with parents/carers is clear and effective
- Act as role models, ensuring we are polite, respectful and work in a professional manner
- Contact you promptly when issues arise
- Listen and act upon your concerns
- Provide regular, high quality feedback that helps every child to make outstanding progress

Attendance and Punctuality Home Academy Contract

Student

I will:

- Attend our Academy promptly every day for both morning and afternoon sessions
- Arrive to every lesson on time
- Remain in my lesson
- Answer the register politely (good morning or afternoon)
- Use the **Student Planner** or bring a note to the Academy, on behalf of my parents/carers, explaining absence when necessary
- Record my attendance and punctuality in my Student Planner every week

Parents/Carers

We will / agree:

- Encourage our child to attend the Academy every day
- Encourage our child to be punctual

- Support the Academy in its aims to improve attendance and punctuality
- **Contact the Academy on the first day of absence**
- Avoid, wherever possible, holidays during term time
- Consult the Academy calendar or our website for key dates
- Ensure that any absences are accounted for
- Agree to and accept the mobile telephone usage policy as outlined (enclosed)
- Consent to my child using electronic mail and the Internet
- Understand that some material may be objectionable and I accept responsibility for setting standards for my child to follow when selecting, sharing and exploring information and media.

Academy

We will:

- Reward excellent attendance
- Take a register for every lesson
- Share attendance data with parents/carers and students
- Ensure the House Teams and Tutors support good attendance
- Act as role models to students by having good attendance and arriving to lessons on time
- Implement education legislation to encourage good attendance and punctuality

Students will fall into 5 categories of attendance:



Students with an attendance below 90% are classed as 'Persistent Absentees' The Academy works with all students and their families to raise attendance and will use the full remit of the law to issue fines or formal prosecutions where appropriate

Standards of Dress

After consultation with students, parents/carers, and staff of Winifred Holtby Academy, the Governors of Winifred Holtby Academy have agreed that the students will adhere to the following dress code without exception:

Academy Uniform

- **Academy blazer and badge**
- **Academy tie** (applicable to each year group)
- **Black trousers or skirt**
 - Trousers need to be black school trousers with a minimum 15cm hem at the ankle; jeans and leggings are not permitted. Skirts need to be of an appropriate length and should be no shorter than 2.5cm above the knee. Skirts must be tailored and Pencil or A 'Line in style. Clingy, jersey material is not appropriate.
- **Footwear**
 - Plain black patent leather/leather shoes with black soles
- **Unacceptable footwear**
 - Examples of unacceptable footwear are any variations of the following; high heels, trainers, canvas shoes, and sand shoes. Shoes must not be adorned with decorations, large buckles or colours which compromise its blackness
- **Shirts & blouses**
 - White long sleeve shirt/blouse
 - Short-sleeved shirts/blouses are acceptable in the summer term

Academy Uniform Optional

Plain black V-neck jumper adorned with the Academy logo/badge. **Non-Academy jumpers/sweatshirts are not acceptable.**

Badges on Blazer Lapels

Only authorised Academy badges or a charity/campaign badge may be worn. All other badges must be removed.

Hair

- Extreme hair styles or hair colour are not acceptable; this includes dip-dyed hair. Hair colour must conform to one natural colour. Hair must not be extreme in its cut or augmented by extreme extensions or adornments. Hair longer than collar length is to be fastened up for PE/D&T and Science

Jewellery

Students will **NOT** wear excessive amounts of jewellery.

- **Earrings**
 - One pair of sleepers or studs
 - All items used to stretch the ear lobe are banned in our Academy; this includes such items as flesh tunnels, ear tunnels, plugs, stretchers, tapers or anything to that effect
- **Rings**
 - **One** signet or plain ring may be worn, but **MUST** be removed when requested, eg, in PE or when preparing food
- **Watches**
 - A watch may be worn
- **Other forms of jewellery**
 - Bangles, bracelets and other forms of personal decoration must be removed on the Academy site
 - One charity bracelet / band may be worn

Piercings

Facial and body piercings are also not permitted. These must be removed on entry to the Academy site.

Make-up

Students are permitted to wear make-up which has been applied subtly and is natural in tone. Students wearing make-up which has been applied heavily, or is unnatural in tone will be asked to remove it. False eyelashes and other unnatural body enhancements are not acceptable and are required to be removed.

Personal Property

The Academy will not accept responsibility for loss, misplacement, theft or damage of personal property.

Cloakrooms are not provided. Students must take responsibility for keeping their belongings safe as they move around the Academy. Bag stores are provided in every classroom. Lockers are also available for students to use (contact Student Services).

Students who do not wear the correct Academy uniform may be refused entry onto the Academy site and will be instructed to return home to change unless there are extenuating circumstances. Students will be expected to return to our Academy immediately once changed.

Physical Education Kit

Students are expected to wear the following during P.E. lessons:

- Navy blue polo shirt/t-shirt (polo shirts embroidered with our Academy logo) Fitted female polo shirts are available
- Navy blue shorts/tracksuit bottoms (no logos or brands)
- Warm top for outdoor lessons
- Trainers for Sports Hall, Gym and Astroturf
- Football boots for outdoor field activities
- Swimwear and a towel for swimming lessons (your child will be informed when these lessons will take place)

• **Home Academy Contract**

I have read and understood the terms set out in the Home Academy Contract. I will endeavour to uphold my part of the Home Academy Contract.

Student

Signed: Date:

Print Name: Tutor Group:

Parent/Carer

Signed: Date:

Print Name: Tutor Group:

Representative of the Academy

Signed: Date:

Print Name: Tutor Group:

YOUR COPY

**PLEASE KEEP THIS BOOKLET FOR FUTURE REFERENCE
THANK YOU**

Contacting the Academy

We believe that the person who knows your child best is the Form Tutor. Therefore, we would recommend that you contact the Form Tutor in the first instance if you have any concerns regarding your child.

Staff should be contacted in the following order:

1. Form Tutor
2. House Team – House Leader/Assistant Head Of House)
3. Deputy Headteacher - Head of House
4. Assistant Headteacher via the Headteachers' P.A.
5. Headteacher via the Headteachers' P.A.

Please be advised that if you wish to meet with any of these staff, you will be provided with the next available appointment. An appointment system is in place as we cannot guarantee that staff will be available to meet with you should you arrive at the Academy without making an appointment.

Useful Contact Details:

Academy Main Switchboard: 01482 826207
Email address: enquiry@winifredholtbyacademy.com

TERM DATES 2020/2021

Autumn Term 2020				
Mid-term Holiday				
Re-open	Close Half-Term	Re-open	Closed for staff Training	Close
Tues 8 September	Thurs 22 October	Mon 2 November	Fri 4 December	Fri 18 December

Spring Term 2021			
Mid-term Holiday			
Re-open	Close	Re-open	Close
Tues 5 January	Fri 12 February	Mon 22 February	Fri 26 March

Summer Term 2021				
Mid-term Holiday				
Re-open	Closed May Day	Close	Re-open	Close
Mon 12 April	Mon 3 May	Fri 28 May	Mon 7 June	Fri 23 July

Please check our website for key dates such as Parent Consultation Meetings along with other important information.