

IMPORTANT INFORMATION FOR FAMILIES

Communication

We place high value on open communication with families to develop a partnership that enables all pupils to make the best possible progress at the academy.

There are a variety of ways we communicate with families which are arranged on a personalised basis to meet the child's needs, and this usually agreed with the family and teacher. Staff are able to communicate: face-to-face before or after school, by telephone, email and at parent consultation evenings.

Every child has an annual review of their EHCP in addition to parent consultation evenings and annual reports.

Timings of the school day

Mondays to Fridays from 8.30am to 2.30pm.

Absence

If your child is unable to attend school, please can you contact the school via telephone before 8.30am using the main switchboard number. Please leave a message on the answerphone if it is before school opening.

Policies

The school has various policies covering pupils' behaviour, management of data held, health care of our pupils and safeguarding.

Full details of our policies can be found on the school website. If you have questions regarding any of the policies, please do not hesitate to contact us.

Food at School

The school has a healthy food policy and aims to encourage pupils to make healthy food choices. Hot and cold food is available to order from our kitchen. School lunches comprise of a two-course school dinner. There is a daily vegetarian, meat and sandwich option freshly prepared on a daily basis by our dedicated catering team. Pupils are also welcome to bring their own, healthy packed lunch.

Payment of school lunches

We use the School Money online payment portal. You will be able to log in to this website and upload funds to cover the cost of your child's school dinners. Once we have processed this data collection pack, an email will be sent to you with your password to access the site so you can log in.

For reference the 'School Money' link is:

<https://login.eduspot.co.uk/public/portal/parent/?app=schoolmoney&source=website&version=20190314>

Please note you will not be able to log in until you have received your introductory email with password from our admin team.

Uniform

Uniform at the academy consists of:

- A plain, blue sweatshirt (or with the academy logo on) for pupils up to Year 8
- A plain, green t-shirt or polo shirt (or with the academy logo on) for pupils from Year 9–11
- A plain, black blazer can be worn for pupils in Year 10–11.
- Black school trousers or a black knee length skirt
- Black shoes or trainers (not coloured trainers)
- In the summer pupils can wear black shorts

PE/LOTTC kit at the academy consists of:

- Plain blue/green t-shirt top (or with the academy logo on)
- Plain black shorts (or with the academy logo on)
- Black track/jogging bottoms or leggings
- Indoor trainers
- Hoodie (if required)

PE kit with the school logo is available to order.

You can purchase our uniform with embroidered logo from <https://myclothing.com/>

We understand that many of pupils will have specific sensory needs around clothing and therefore will have their own preferences when selecting uniform. You can select from a range of styles/ options on 'My clothing' to suit your child's needs.

If your child requires a specific item or fabric that is not available on 'My Clothing' we just ask that purchases made outside of 'My Clothing' meet our uniform curriculum colour scheme.

Additional uniform advice

Hair – hairstyles should be suitable for school. Rainbow colours and tram lines are examples of what is not suitable.

Piercings – one earring in each ear is acceptable for school. More than one earring and facial piercings are not acceptable. All piercings should be taken out or covered for P.E., LOTTC or physical and sensory sessions.

Transport

If you will require support with transport to/from school for your child. Please apply through the local authorities SEND transport team. A digital version of this form and contact details for the team can be found here: <https://services.wiltshire.gov.uk/SENDTravel/Home/SEND11>