



Parent Handbook

*Taking you step-by-step
through starting school*



Ambition and achievement for all

ambition & achievement for all

Our mission is to set high expectations for our students, to instil a strong work ethic and a sense of purpose and belonging. We will never give up on our students or accept excuses for failure. Through inspirational teaching and strong pastoral care we will ensure that all our students achieve their ambitions



Stephen Henry, Principal, says...

It's great news that your son or daughter is starting at our wonderful academy. Thank you for selecting us!

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the academy.

Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the academy office on 01772 719060 and we will be happy to help!

Policies and term dates

On page 14-15 are details of some important policies you need to know about...and page 16 has term dates.

Welcome

Welcome to Fulwood Academy and I look forward to getting to know you and your child.

STEP 1: Pupil ADMISSION FORM

Fulwood Academy

Step 1

Legal Surname:	Legal Forename(s):
Preferred Surname:	Preferred Forename(s):
Middle Name:	Date of Birth:
Address:	Gender: Male / Female (Please circle)
Town/City:	Post Code:
Email:	Preferred Gender if different:
	Home Telephone Number:

Parent/Guardian contact details – please supply details of all persons who have parental responsibility	
Priority 1 Contact details	Priority 2 Contact details
Name: () Mr () Mrs () Ms	Name: () Mr () Mrs () Ms
Relationship: () Mother () Father () Guardian	Relationship: () Mother () Father () Guardian
Date of Birth:	Date of Birth:
Address:	Address:
Town/City:	Town/City:
Postcode:	Postcode:
Telephone Numbers:	Telephone Number:
Mobile:	Mobile:
Email:	Email:
Work:	Work:

Please provide additional emergency contact numbers in case of illness or accident	
Priority 3 Contact Details:	Priority 4 Contact Details:
Name:	Name:
Relationship:	Relationship:
Telephone Number:	Telephone Numbers:
Mobile:	Mobile:

Does your child have any brothers or sisters in Fulwood Academy? If so please state	
Name (s):	Year / House:

Childs previous school (s)	
School Name:	Address:
Start Date:	Leaving Date:

Travel Arrangements: Please indicate your first choice of transport	
() Walk () Bicycle () Car/Van () Dedicated school bus () Public bus () Taxi () Other	

Meal Arrangements: Please specify options from the list below:					
Type of Meal	Monday	Tuesday	Wednesday	Thursday	Friday
Academy Meal					
Packed Lunch					

Please state below any special dietary needs your child may have eg: Allergies, vegetarian, no pork etc.

Is your child in receipt of free school meals? () Yes () No

Medical Information: (Please also complete Medical Needs section)	
Medical Practice / GPs Name:	Address:

Pupils Name:

Ethnic Background: Please tick one box only to indicate your child's ethnic background			
White:	<input type="checkbox"/> Any other white background <input type="checkbox"/> White British <input type="checkbox"/> White Irish	Mixed:	<input type="checkbox"/> Any other mixed background <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Back Caribbean
Asian or Asian British	<input type="checkbox"/> Any other Asian background <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani	Black or Black British	<input type="checkbox"/> Any other black background <input type="checkbox"/> Black African <input type="checkbox"/> Black Caribbean
Chinese	<input type="checkbox"/> Chinese	Other Ethnic Background	<input type="checkbox"/> Any other ethnic group <input type="checkbox"/> Gypsy/Roma <input type="checkbox"/> Traveller of Irish Heritage

About the languages your child speaks:	
Home Language (language spoken at home)	First Language spoken

National Identity – Please circle	
Welsh	English
Scottish	Irish
British Other	Prefer not to say

Country of Birth and Nationality	
Country of Birth: (where born)	Your child's Nationality: (the country that has /or will issue a pass-port for your child)

Religion: Please indicate by circling one of the following	
Christian / Jewish / Hindu / Muslim / Sikh / Buddhist / Other / None / Refused	
If any other religion please state which:	

OTHER INFORMATION

Special Needs	
Does your child have any Special Educational Needs <input type="checkbox"/> Yes or <input type="checkbox"/> No	
Please state below which Special Educational Needs your child has:	

Service Children in Education	
Are you a Services family	

This information was provided by: Parent/Guardian (please indicate which)

Parent /Guardian signature:

SUPPPORTING Pupils WITH MEDICAL NEEDS

Part 1

Pupil Medical Information	
Name of Pupil:	Date of Birth:
Condition or illness: Please include any physical disabilities including hearing and sight as well as conditions such as asthma, migraine, diabetes, epilepsy, allergies.	
Any other medical/mental health conditions you would like to mention:	
Does your child carry medication? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please complete Part 2 also	
Does your child's condition require the Academy to keep emergency medication or instructions: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If 'Yes' please complete Parts 3 and 3a	

Parent's/Carer's signature: _____ Date: _____

Note: It is essential that the Academy be informed if the condition or illness should change.

It is the responsibility of the parent/carer to inform the Academy of any changes in contact numbers, medication, or the pupil's condition.

Part 2

Request for pupil to carry his/her medication	
This part must be completed by parent/guardian:	
Condition or Illness:	
Name of Medicine (s):	
Contact Information	
Parent Guardian name:	
Daytime Phone number:	
Relationship to child:	
I would like my son/daughter to carry his/her medication for use as necessary; (please circle)	
Signed	
Date:	

This form must be completed on behalf of every pupil and returned to the Academy

Note: It is essential that the academy be informed if the medication should change. It is the responsibility of the parent/carer to inform the academy of any changes in contact numbers, medication, or the pupil’s condition. Please sign that you have read the form even if it doesn’t apply.

SUPPPORTING PupILS WITH MEDICAL NEEDS

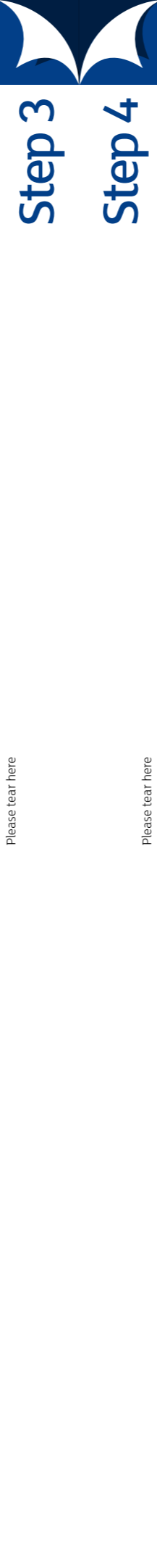
Part 3

Emergency Pocedure for a Pupil with Medical Needs		
Name of Pupil:		Date of Birth:
Conditions (include description of conditions and details of pupil’s individual symptoms)		
Emergency procedure:		
Signed:	Relationship to child:	Date:

Note: It is essential that the Academy be informed if the recommended procedure should change.

It is the responsibility of the parent/carer to inform the Academy of any changes in contact numbers, medication, or the pupil’s condition.

Clinic/Hospital contact	GP
Name:	Name:
Phone No:	Phone No:



Part 3 a

Parental Agreement for Academy to Administer Meedicine	
The Academy will not give your child medicine unless you complete and sign this form, and the Academy has a policy that the staff can administer medicine	
Date for review to be initiated by:	
Medical condition or illness:	

Medicine	
Name/type of medicine (see container):	
Expiry Date:	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the Academy needs to know about	
Self Administration Yes/No	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

I understand that I must deliver the Medi- cine personally to:	A member of the Reception team
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The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Fulwood Academy staff administering medicine in accordance with the Academy Policy. I will inform the Academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s): _____ Date: _____

Home –Academy Agreement

The Academy will:

- Provide a safe, caring and stimulating environment for your child.
- Ensure your child achieves their potential as a valued member of the Academy community.
- Provide a balanced curriculum that meets their individual needs.
- Instil in your child high standards of work and behaviour through building good relationships and developing a sense of responsibility.
- Recognise, praise and celebrate your child’s achievement
- Maintain regular communication about all Academy matters.
- Promote a wide range of extra-curricular activities.
- Offer opportunities to be involved in the Academy.

Signature Principal:

As parents/carers we will:

- Ensure our child attends the Academy every day, on time, in correct uniform and properly equipped for learning.
- Inform the Academy of any concerns or problems that may affect your child’s work, behaviour or attendance.
- Support the Academy policies on learning, behaviour, dress and appearance.
- Support the Academy homework policy and encourage other home learning opportunities.
- Attend all Parents’ Evenings and consultations concerning your child’s progress or behaviour.
- Take an active interest in life at Fulwood Academy and the part your child plays in it.

Signature of Parent/Carer:Date.....

The pupil will:

- Attend the Academy every day and arrive on time.
- Bring all the equipment needed every day and a bag to keep it all in.
- Wear the full Academy uniform and be smart and tidy in appearance and adhere to the uniform policy.
- Complete all my classwork and homework to the best of my ability.
- Be polite and courteous to others and do what my teacher tells me.
- Respect the feelings, views and property of others in the Academy.
- Help to keep the Academy free from litter, graffiti and vandalism.
- Adhere to the ICT user agreement that I have signed.
- Follow and comply with all Academy rules and expectations.
- Take an active part in the academy’s extra-curricular programme

Signature of Pupil:Date.....

**By signing the above, all parties (the Academy, parents/carers and pupil) agree to work together collaboratively in order to maximise the child’s progress and achievement*

Step 5

Step 6

Please tear here

RESPONSIBLE INTERNET USE CONSENT FORM

Parent’s Consent for internet access

I have read and understood the Academy rules for responsible internet use and give permission for my son/daughter to access the internet. I understand that the Academy will take all reasonable precautions to ensure pupil cannot access inappropriate materials. I understand that the Academy cannot be held responsible for the nature or content of materials accessed through the internet. I agree that the Academy is not liable for any damage arising from use of the internet facilities.

Signed:	Date:
Please print name:	

Parental consent for web publication of work and photographs

I agree that, if selected, my son/daughter’s work may be published on the Academy web site. I also agree that photographs that include my son/daughter may be published subject to the Academy rules; photographs will not use pupil’s full names.

Signed:	Date:
Please print name:	

Pupil’s agreement

I have read, agree and understand the ICT mobile devices agreement. I will use the computer system and internet in a responsible way and will follow the expectations.

Signed:	Date:
Please print name:	

MOBILE PHONE POLICY

I confirm that I have read and understood the mobile phone policy:

Pupil Name:	
Pupil Signature:	
Parental Name:	
Parental Signature	
Date:	

Please tear here

Pupil AND PARENTAL ICT USER AGREEMENT

Security and privacy

- I understand that hacking of any nature is strictly prohibited. I will not attempt to access material belonging to anyone else without specific permission.
- I will use only my own user identification to log on to the network. I will not reveal my password to any other person. I understand that keeping my password secure is my responsibility.
- After logging on, I understand that I should not leave a networked computer unattended, even for a short time, without logging off.
- I understand that the use of inappropriate material and software is strictly prohibited.
- I will not load or download inappropriate material or software from the internet, e.g. games or chain mail.
- I will not attempt to access restricted sites or to use 'social media' sites.
- I understand that I may not under any circumstances send or access racist, obscene or illegal material.
- I understand that the Academy tracks material accessed on the web and that I am responsible for all material accessed using my user identification.

Messaging Services (Email, IM, VoIP, Social Media)

- I will use messaging services and its associated facilities including, address book in a sensible and appropriate manner. In particular, I will not send or forward offensive or inappropriate material to individuals or to groups of e-mail users. I understand that 'chain mail' and related items are forbidden.
- If I receive any form of inappropriate internet/social media correspondence, I will report it immediately to a member of staff during the Academy day and to parents/carers out of Academy hours.
- I will NEVER give out personal details on email or arrange to meet someone I do not know.
- The use of social media and messaging is forbidden.
- The Academy reserves the right to examine and to monitor any internet sites visited and e-mails exchanged.

Social Media

I accept that ultimately the Academy cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies, this is to keep pupils safe and to prevent them from accessing inappropriate materials.

- All mobile devices are prohibited at any time of the academy day. They are not to be used for any reason.
- I will not take and then share online, photographs of other children (or staff) at academy events without permission.
- Social networking and media sites: I understand that the Academy has a clear policy on the use of social networking and media sites and I support this.
- I understand that the academy takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.
- I will support the academy by promoting safe use of the internet and digital technology at home. I will inform the academy if I have any concerns.
- The whole academy community is reminded of the CEOP (Child Exploitation and on line Protection) report abuse process:

<https://www.thinkuknow.co.uk/parents/browser-safety/>

ACCEPTABLE USE POLICY FOR
MOBILE PHONES/DEVICES

Purpose

The increased ownership of mobile phones and other electronic devices such as iPods requires that Fulwood Academy, pupils and parents take steps to ensure mobile devices are used responsibly. At Fulwood Academy we have a complete ban on mobile phones and any other electrical devices. Pupils are encouraged to leave their electrical devices at home. If they choose to bring them into academy they must remain out of sight. If they are caught in position of an electrical device then this will be confiscated. If this is their first offence then the pupil can collect it from reception at the end of the day. If it is confiscated a second time the parents must come in to academy to collect the phone.

If a pupil is caught in possession but refuses to hand over the phone then this will result in the pupil being placed in isolation until the situation is resolved.

1. **Emergency contact** - Emergency contact with pupils should be made through our academy office (01772 719060) and not via pupils. Similarly, pupils can use the academy office should urgent contact be required with parents or carers.
2. **Integrated cameras** - Cameras integrated into mobile phone are not suitable for use in academy. Using the camera function of the phone without permission will lead to the above sanctions. It is not uncommon for pupils to take photographs and video footage and post these on internet sites. Since the taking of unauthorised images is not allowed in academy, it follows that posting images that have been taken in academy is not allowed and will result in serious sanctions being imposed. Any pupils sharing/distributing images will also be sanctioned
3. **Internet access on mobile phones** - Mobile phones are no longer permitted for use when researching a topic or sourcing information on the internet, as the Academy has wireless netbooks and networked PCs for this. We employ an IT company who regularly maintain and update our internet firewall.
4. **Mobile phone misuse use out of academy** - Mobile phone misuse is not restricted to occurrences in academy. It may involve misuse outside of academy and can adversely affect other pupils, this is taken very seriously. Examples of this include:
 - Taking, transferring , storing and distributing inappropriate images/material
 - Harassment or bullying by phone or text
 - Uploading or downloading photographs or video footage taken in academy.
5. **Responsibility for mobile phones** - The Academy accepts no responsibility for replacing mobile devices that are lost, stolen or damaged whilst on the Academy property or on academy trips. It is for this reason we would encourage you to keep your child's device at home during the academy day.

At Fulwood Academy, we would ask parents/carers to ensure that their child adheres to this policy by signing and returning the enclosed document

Please tear here

Key information

What are our academy times?

- 8.45am Registration and assembly/tutorial.
- 10.45am – 11.05am Break.
- 12.45pm – 1.30pm Lunch.
- 3.10pm – End of day.

Uniform

In defining a uniform the academy hopes that it will instil:

- Pride.
- Support positive behaviour and discipline.
- Encourage identity with, and support for our academy, ethos.
- Ensure pupils of all races and backgrounds feel welcome.
- Protect children from social pressures to dress in a particular way.
- Nurture cohesion to promote good relations between different groups of pupils.

Boys

- Blazer academy design with logo.
- Charcoal Grey V-neck pullover with academy logo to represent appropriate House colour.
- Academy clip-on tie with stripe to represent appropriate House colour.
- Charcoal grey trousers.
- White shirt (standard academy type).
- Black shoes (polishable). *

Boys P.E. kit

- Academy blue shorts with academy logo.
- Academy blue sports shirt (reversible to represent appropriate House colour).
- Trainers for indoor lessons (not black soles).
- Rugby or soccer boots and shin pads.
- Academy blue sports socks.
- Swimming trunks and towel.
- Black tracksuit bottoms/top (optional) with academy logo.

Girls

- Blazer academy design with logo.
- Charcoal grey V-neck pullover with academy logo to represent appropriate House colour.
- Either charcoal grey pleated skirt or charcoal grey trousers.
- Black knee-length socks (not over the knee) or plain black tights.
- White rever collar blouse or shirt and tie.
- Black shoes (polishable). *
- Pupils must bring a school bag everyday large enough to carry an A4 folder

Girls P.E. Kit

- Polo shirt with coloured panel to represent appropriate House colour.
- Black shorts with academy logo.
- Trainers (not black soles).
- Black sports socks.
- Black track suit bottoms/top - optional (with academy logo).
- One-piece swimming costume and towel. Swimming cap.
- Academy red sweatshirt (for dance only.)

*No plimsolls or sports footwear.

Purchase of academy uniform items

All items of academy uniform can be obtained from Monkhouse in Preston. Telephone 0161 476 7202. Email: buying@monkhouse.com. Website: www.monkhouse.com

Labeling of uniform

All items of uniform, P.E. and swimming kit must be clearly labelled with the pupil's name.

Food in academy

No food or drink is allowed anywhere apart from in lockers/bags and pupils will only be allowed to eat and drink before academy, at break and at lunchtimes, and only then in the canteen. If your child has a medical condition that requires alternative arrangements please inform their Pastoral Support Manager and they will be issued with a pass.

Commitment to healthy eating

In light of the current national concern of the level of childhood obesity and the health risks posed by sugary and fatty foods, we are also keen to help your child lead as healthy a lifestyle as possible. Therefore, we ask that you speak with them about the food they are bringing to academy or buying on the way to academy.

To show our commitment to this healthier lifestyle we will be reviewing the food and drink we offer the pupils at the academy with a view to encouraging a more balanced diet. Research suggests this promotes greater levels of concentration and productivity at academy.

Free academy meals

You can claim free academy meals for a child up to the age of 16 who lives with you and who you are responsible for as long as you are in receipt one of these qualifying incomes:

- Income Support.
- Income Related Employment and Support Allowance.

- Income Based Jobseeker's allowance.
- Support under part VI of the immigration and Asylum Act 1999.
- Guarantee element of State Pension Credit.
- Child Tax Credit and are not entitled to Working Tax Credit and your annual income, as assessed by the Inland Revenue, does not exceed £16,190.
- Working Tax Credit 'run on'. i.e. the payment you receive for a further four weeks after you stop qualifying for Working Tax Credit.
- Universal Credit.

Drinks in academy

We try to encourage pupils to drink more water and less sugary or high energy/caffeine drinks, and for that reason they are not allowed to bring drinks other than water into the academy. Water coolers are situated throughout the building.

Mobile phones

At Fulwood Academy we have a complete ban on mobile phones and any other electrical devices, and pupils are encouraged to leave their electrical devices at home. If they choose to bring them into the academy they must remain out of sight. If they have an electrical device out then it will be confiscated. If this is their first offence then the student can collect it from reception at the end of the day. If it is confiscated a second time the parents must come in to school to collect the item.

If a pupil is caught in possession but refuses to hand over the phone, this will result in the pupil being placed in isolation until the situation is resolved.

Accessories, hairstyles and jewellery

Extreme haircuts such as shaved heads or lines in hair, are not allowed. Hair must be of a natural colour. If this is breached then the pupil will be placed in isolation until the situation is resolved. In the interests of security and safety, jewellery is not allowed. If any pupil comes to the academy with any form of piercing then they will be asked to remove it. If the pupil fails to do this they will be placed in isolation until the situation is resolved. Where additional items of clothing are worn, e.g. for religious reasons, these may be purchased from uniform supplier Monkhouse.

Frequently Asked Questions

Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the academy office and we will be happy to help!

Absence

Fulwood Academy recognises the importance of excellent attendance and punctuality in order that pupils can maximise their potential in academy, and that they can be well prepared for the demands of adult life. Ensuring a child’s regular attendance at academy is the parent/carers legal responsibility and permitting absence from academy without a good reason is an offence in law and may result in prosecution. The academy expects pupils to be in academy every day, barring serious illness or accident.

Absence Procedures

If a child is absent parents/carers must:

- Telephone the academy as soon as possible, preferably before 8.45am 01772 719060 or attendance office direct line: 01772 779007, on each day of absence stating the reason for absence.
 - Save evidence in the form of appointment cards, prescriptions or referral letters should these be required at a later date.
- If a child is absent we will:
- Telephone the school attendance office 01772 779007 , as soon as possible, preferably before 8.45 am, on each day of absence stating the reason for absence.
 - Send in evidence in the form of appointment cards, prescriptions or referral letters should these be required at a later date.

Holidays in term time

The Principal will not grant holiday requests unless there are very exceptional circumstances. All holiday requests should be in writing to the Principal. This is in line with current government legislation.

Medication in academy

Wherever possible, children are allowed to carry their own medication so it can be accessed for self-administration quickly and easily. Children who can take their medicines themselves or manage procedures may require an appropriate level of supervision; if it is not appropriate for a child to self-manage, relevant staff may help to administer medicines and manage procedures for them.

Consent

No child under the age of 16 should be given prescription or non-prescription medicines without their parent/carer’s written consent, other than in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parent/carer. In such cases, every effort should be made to encourage the child or young person to involve their parents/carers while respecting their right to confidentiality.

Insulin

Medicines, other than emergency medication such as insulin, must not be handed over to the academy staff as we do not accept responsibility for either looking after medication or for administering non-emergency medicine. The academy can only accept prescribed medicines if these are in date, labelled, provided in the original container as dispensed by a pharmacist, and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to academics inside an insulin pen or a pump, rather than in its original container.

Clubs, activities and enrichment

The new extra-curricular program at Fulwood Academy has been crafted to immerse our young learners to new experiences and activities that they would not have access to through their routine academic program. We provide a vast assortment of clubs and activities that are expertly delivered by specialist staff and underpinned by strong community links that offer opportunity for development and growth. We believe in exposing our young learners to new experiences and promoting the development of key skills that will enhance and enrich the student as a whole. A small selection of the clubs we have offered previously are:

- Japanese
- Film Club
- Boxing Training
- Gardening
- Radio Production
- Minecraft Club
- Coding Club

Duke of Edinburgh Award Scheme

Fulwood Academy has run the Duke of Edinburgh Award scheme since September 2011. Each year it has grown as more and more pupils hear about the experiences they can have. Currently there are over 30 year 11 and sixth form participants for this year’s Duke of Edinburgh Bronze Award. It will soon be offered to year 10 as part of their extra-curricular program.

Helping to support children’s learning at home

Homework is designed to improve achievement and help our pupils to develop the skills and attitudes they will need for successful lifelong learning. It requires careful planning and integration into the scheme of work of each curriculum area. Learning at home is an essential part of the pupils’ education.

Independence

Homework should give pupils the opportunity to practise at home the work covered in class, and help pupils work towards developing skills independently. Homework should also help our pupils to become confident in their learning.

Objectives

The objectives in giving homework are:

- To establish consistent study patterns.
- To reinforce subject matter learned in class or prepare for new learning.
- The development of research skills.
- To establish independent learning skills.
- To show progress and understanding.
- To provide differentiated and challenging work for all pupils.
- To provide feedback in the evaluation of learning.

Internet safety

E-safety education is provided in the following ways:

- E-safety is delivered through ICT, PHSE and other lessons/tutor sessions and assemblies and will cover the use of ICT/modern technologies in academy and outside academy.
- Pupils are taught to be critically aware of the materials and content they access on-line and be guided to validate the accuracy of information.
- Rules for the use of ICT systems/internet in academy will be explained to all pupils.

Our full policy on E-safety can be found on our website www.fulwoodacademy.co.uk under Policy Documents.

Issues concerning children’s welfare

If you have an issue concerning your child, please speak to his or her tutor or Pastoral Support Manager as the first point of contact.

SRE lessons

Fulwood Academy believes that Sex and Relationship Education is an entitlement of all pupils and an integral part of each pupil’s emergence into adult life. Our task is to empower our pupils with knowledge and positive values and attitudes to enable them to make informed choices which they feel are right for them.

Human development, relationships, sexuality and family

Through the academy’s Sex and Relationship Education we aim to offer pupils a planned programme of education about human development, relationships, sexuality and family life which is developmental and appropriate to the age and maturity of the child. It should provide a programme that is inclusive to needs of all pupils regardless of gender, orientation, beliefs or background.

Special Educational Needs

At Fulwood Academy we are committed to providing an appropriate, high quality education for all of our pupils. We believe that every one of them, including those identified as having special educational needs and/or disabilities have a common entitlement to a challenging academic and social curriculum, which is readily accessible to them, and for them to be fully included in all aspects of academy life.

Equally valued

We also believe in the provision of an orderly and supportive environment in which to access it. We believe that all children should be equally valued in our academy. We strive to eliminate prejudice and discrimination, and to develop an environment where all children can flourish and feel safe. We aim to engender a sense of community and belonging, and to offer new opportunities to learners who have experienced previous difficulties. We aim to provide each pupil with the support they require to:

- Be healthy.
- Be safe.
- Enjoy and achieve.
- Make a positive contribution.
- Achieve economic well-being.

Frequently Asked Questions

Individual needs

This does not mean that we will treat all learners in the same way, but that we respond to learners in ways which take account of their varied life experience and needs. Fulwood Academy is committed to inclusion. We believe that educational inclusion is all about equal opportunities for all learners, whatever their age, gender, ethnicity, impairment, attainment or background. We pay particular attention to the provision for, and the achievement of different groups of learners.

Full details of how we support pupils with SEN can be found on our website www.fulwoodacademy.co.uk under SEND Information Report.

Charging policy

At Fulwood we recognise the valuable contribution that a wide range of additional activities can make to pupils’ all-round educational experience and to their personal and social development. The majority of activities and events connected with learning are provided without charge. However, there are several activities that cannot be provided without asking for financial contributions and we therefore reserve the right to make a charge in the following circumstances:

- Academy trips and residentials in academy time – the board and lodging element of the residential experience and outdoor pursuit courses.
- Activities outside academy hours – the full cost of journeys, trips and overnight stays in the UK and abroad which take place at weekends and during holidays, which are deemed to be optional extras.
- Materials – the cost of materials or ingredients for design and technology and good technology, if parents have indicated in advance that they wish to own the final product.
- Acts of vandalism and negligence – we reserve the right to recover part or the whole cost of damage to buildings or equipment which is the result of vandalism of negligence by a pupil.
- Examination fees – if a pupil has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the pupil attends for examination.
- Individual instrument tuition – the cost to the pupil of providing any instrument tuition not part of normal academy provision.

Nothing in our charging policy precludes the academy from inviting parents to make voluntary contributions. Please note that children of parents who do not contribute will not be discriminated against but that if insufficient contributions are received, the trip or activity may be cancelled.

Emergency arrangements

We will, of course, endeavour to keep the academy open if at all possible, but severe weather conditions could make it necessary to close the academy if it were dangerous or unreasonably difficult:

- For children or sufficient numbers of staff to reach academy and provide an adequate educational service.
- For children or staff to journey to and return from academy safely and without undue delay.

Contact numbers

In the event of the academy being unable to open, or having to close during the day due to worsening weather or similar unforeseen circumstances, parents will be contacted by text message. An early release will only be contemplated in very extreme circumstances. All parents/carers are urged to ensure that mobile phones are always switched on and audible in case we are trying to contact you.

We will also post the information on our website and on local radio stations, including Radio Lancashire: www.radio.lancashire@bbc.co.uk.

Stay in touch

The academy appreciates that during bad weather children may arrive later than normal but parents should endeavour to contact the academy to let them know they are on their way if likely to be delayed. The academy recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into academy. In such instances parents should inform the academy of the circumstances of this exceptional situation.



Working with parents

Parental involvement

The Ofsted Parent View survey gives you the chance to tell Ofsted what you think of our academy, from the quality of teaching to dealing with bullying and poor behaviour. The survey can be completed at any time; you don’t have to wait until the academy is being inspected. To take part in the survey, click the Ofsted Parent View box on the Parents section of our website.

Communication with parents

We like to feel that, in partnership with parents, we are a team working together to create an environment of excellence where each child is valued, nurtured and guided in preparation to face the challenges ahead with confidence. We believe that a positive relationship between home and academy is extremely important. We encourage parents to take a real interest in their child’s schooling and to work together with the academy in helping them to achieve the very best standards.

The Form Tutor

The role of the Form Tutor is extremely important at Fulwood and we place considerable emphasis on the impact a tutor can have on the overall development of the pupils in their Form Tutor Group. As the first point of contact between home and academy, tutors have a key role to play in keeping open the lines of communication.

Parent Evenings

Regular parent evenings are held throughout the academy year. These are an opportunity for you to come into academy and meet with your child’s teachers to discuss their progress and to view their work. If you have any concerns at any other time, please do not hesitate to make an appointment to speak with your child’s teacher. You can also discuss your child’s written academy report.

News

Our website is a great resource for keeping updated with events and news at academy. You’ll find regular updates on our website.

At home

Naturally ‘parental involvement’ is not confined to academy. Children are learning all the time and their parents are partners in education with the academy. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations.

The Home Academy Agreement

We believe it is essential to have strong links between home, academy and the community. All children, parents and teachers are asked to sign a Home Academy Agreement that outlines the intentions of all three parties, a copy of which is returned home to the parents.

Contacting Parents

Accidents happen in academy as they do elsewhere in the community. We are able to provide first aid where necessary. If your child is taken ill at academy or has an accident, it is important that we can get in touch with you. Please make sure we have your correct address and telephone numbers for home and work and the name and address of a friend or relative who we could contact if we cannot get through to you.

Seek permission

Outings and trips are a valuable part of academy life and we arrange as many as possible. Parents sign a form giving consent for local visits on admission. In addition to this we send a letter asking for permission for any visits which are further away or involve transport and children are not taken unless the permission slip is returned.

Recognition Policy

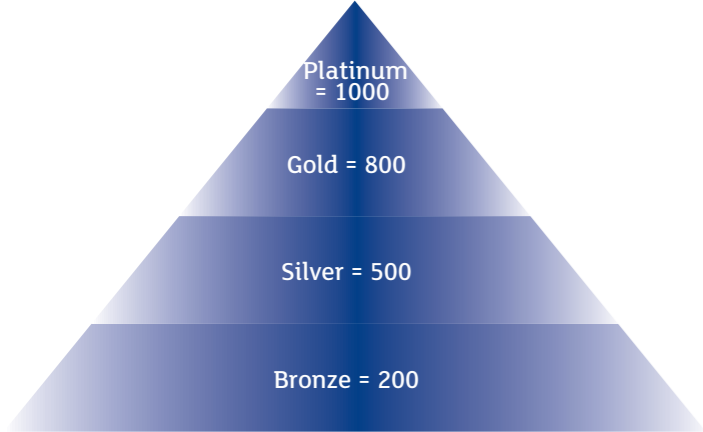
Policy Intention

This policy has been designed to ensure pupils are recognised for meeting the high expectations set by the Academy.

Outline of the Policy

The policy is based on pupils receiving achievement points used throughout the Academy. Pupils will be aiming to earn as many points as possible and as few behaviour points so that their overall conduct points are high.

Earning achievement points will move pupils up to the different 'levels' of achievement.



The numbers associated with each level may be altered for September 2017 depending on what is achieved up to July 2017. The numbers pupils will be trying to reach for this academic year will be roughly two thirds of the total annual points.

Bronze <ul style="list-style-type: none">• Certificate and badge• Phone call home from Tutor	Silver <ul style="list-style-type: none">• Certificate and badge• Phone call home from HOY
Gold <ul style="list-style-type: none">• Certificate and badge• Letter sent home with commendations from the pupil's teachers	Platinum <ul style="list-style-type: none">• Certificate and badge• Automatic 'End of Year awards evening' invite• SLT lunch invite

Recognition Policy

Other rewards in the Academy

Recognition Experience Days

At the end of each half term the HOY's will organise an experience day for select pupils in their year group. These pupils will be chosen based on the focus for the half term which will be shared with pupils at the start of each half term. The pupil photos will be posted on the year groups display board. The aim is to try to ensure that over the course of the year all pupils are given the opportunity to attend one of the experience days; however pupils will still have to earn their places by having high conduct scores (Achievement points – behaviour points)

Events and Activities

When the academy is holding an event where attendance would be viewed as a reward (e.g. Fulwood's Got Talent), pupils will be chosen to attend based on conduct scores.

Principals Book of Achievement

Every week each faculty will nominate a 'Star of the Week' who will be invited to sign the 'Principals Book of Achievement' during form time on the Friday of that week.

Nominations from subject teachers

Photos of pupils chosen for star of the week will be displayed opposite reception with the reason for the choice and a letter sent home to parents.

Awards Assemblies

Each half term pupils will attend an awards assembly in their year groups. Subjects will nominate 2 pupils per year per subject to receive certificates. Certificates will also detail why a pupil has been nominated for the award. Attendance certificates will be given out each term

Postcards/Phone calls Home

Staff will send 5 positive postcards each week to highlight individual pupils who have earned recognition. Postcards can be given for; classwork, homework, attitude to learning, positive behaviour in class or around the academy.

Staff may also choose to phone parents/guardians to discuss pupil's progress or behaviour as well as awarding achievement points.

End of Year Awards Evening

Towards the end of the academic year there will be an awards evening to recognise pupils who have excelled throughout the year across the academy. Awards will be given for every subject as well as for pupils who have shown excellence in areas outside of the classroom.



Aim High

This relates to the extra's pupils take part in to boost their education and skills.

This can be attending homework clubs, taking part in extracurricular activities and teams, being apart of academyshows and carrying out duties as a part of the JuniorL Leadership Team.

Work Hard

This relates to Progress in lesson. Achieving/ exceeding your targets in your day to day work and assessments deserves recognition.

Likewise working hard to improve your work will be recognised with achievement points.

Be Nice

This relates to meeting behaviour expectations in and around the Academy.

This can be anything from consistently following the Academy behaviour policy to going above and beyond in the Academy or community.

No Excuses

This relates to attendance. Consistent excellent attendance will be recognised with achievement points. For GCSE pupils this will include attendance at intervention sessions.



Term dates 2017-2018

Autumn Term

Tuesday 5th September – Friday 22nd December 2017

Half term: Monday 30th October – Friday 3rd November 2017

Spring Term

Monday 8th January – Thursday 23rd March 2018

Half term: Monday 12th February – Friday 16th February 2018

Summer Term

Monday 9th April – Friday 20th July 2018

Half term: Monday 28th May – Friday 1st June 2018

Inset days

Friday 1st September 2017

Monday 4th September 2017

Friday 8th December 2017

Friday 13th April 2018

W/c 18th June 2018 (date to be confirmed)



Our vision

Our Academy engages young people and their families to support exceptional achievement and strong personal development. Pupils feel supported emotionally as well as academically within an ethos and culture in which all pupils flourish and feel safe. We have a talented and dynamic staff, dedicated to the enrichment of our pupils' experience. We offer a unique provision for Fulwood pupils through extensive extra-curricular opportunities. Pupils who join our Academy will engage in an education for the 21st Century that is second to none.

Our mission

Our mission is to set high expectations for our pupils, to instil a strong work ethic and a sense of purpose and belonging. We will never give up on our pupils or accept excuses for failure. Through inspirational teaching and strong pastoral care we will ensure that all our pupils achieve their ambitions.

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