

Confidence
Competence
Independence



Parent Handbook

Taking you step-by-step through starting school



Pauline Carmichael,
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 school office on 01785 850420 and we will be happy to help!

Policies and term dates

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

Welcome

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



Step 1

STEP 1: PERSONAL DETAILS
Walton Hall Academy

CHILDS NAME:
SURNAME:
FORENAMES:
ADDRESS:
.....
.....
..... POST CODE:
DATE OF BIRTH:
PREVIOUS SCHOOL
.....
.....
FATHERS NAME
(& address if different from above)
.....
..... POST CODE
FATHERS HOME TELEPHONE WORK
FATHERS MOBILE EMAIL.....
.....
MOTHERS NAME
(& address if different from above)
.....
.....
MOTHERS HOME TELEPHONE..... WORK.....
MOTHERS MOBILE EMAIL.....

ADULTS WITH 'PARENTAL RESPONSIBILITY' BUT DO NOT LIVE WITH CHILD

(This information is needed to enable the school to meet their legal obligations. If the natural mother or the natural father is different to the detail given above, please fill in this section).

ADDRESS
CONTACT IN ABSENCE OF PARENTS: NAME:
RELATIONSHIP PHONE NUMBER.....
SECOND EMERGENCY CONTACT NAME & NUMBER
CHILD LEGAL 'ORDERS'

Please tear here

SOCIAL WORKER.....TEL

EDUCATION WELFARE OFFICERTEL

EDUCATIONAL PSYCHOLOGISTTEL

CAMHS INVOLVEMENT(ALLOCATED WORKER).....

NSPCC INVOLVEMENT (ALLOCATED WORKER)

POSITION OF CHILD IN FAMILY:

NAMES OF SISTERS/BROTHERS (please give dates of birth)

NAME DATE OF BIRTH

NAME DATE OF BIRTH

NAME DATE OF BIRTH

NAME DATE OF BIRTH

RELIGION

HOME LANGUAGE (language spoken at home)

Ethnic Origin – Please tick the box that is applicable					
MIXED		WHITE		ASIAN OR ASIAN BRITISH	
<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>	British	<input type="checkbox"/>	Indian
<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Pakistani
<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Traveller of Irish Heritage	<input type="checkbox"/>	Bangladeshi
<input type="checkbox"/>	Any other mixed background	<input type="checkbox"/>	Gypsy Roma	<input type="checkbox"/>	Any other Asian background
<input type="checkbox"/>		<input type="checkbox"/>	Any other white background	<input type="checkbox"/>	

DOCTOR: (NAME AND ADDRESS).....

.....

SCHOOL MEALS/SANDWICHES/FREE SCHOOL MEALS (please indicate)

.....

.....

SPECIAL DIET REQUIREMENTS (Please specify)

This information will be transferred into the academy’s computer system under the Data Protection Act 1984, anyone named above has the right to know that information about them has been collected and given an opportunity to check its accuracy.

This form should be signed by someone with parental responsibility.

Please return it to the academy as soon as possible.

Signed Relationship to child

Step 1

Step 2

NAME OF PUPIL:

- If a **surgeon or dentist** considers that an anaesthetic and an operation are necessary for my child in an emergency and I cannot be contacted I agree that my consent for anaesthetic and the operation may be given by the Principal or Vice Principal of this academy.
- Should my child be on **permanent medication**, or from time to time on course of medicine prescribed by a doctor I accept full responsibility for the transport of such medicines to and from academy.
- I give consent for my child to take part in **swimming lessons** as part of the academy curriculum and any recreational swimming activities during the evening (if a boarder) on the understanding that this is always adequately supervised.
- I recognise that my child will frequently participate in **visits and activities** away from academy. I give my consent to this on the understanding that such visits and activities are conducted within the safety regulations laid down by Shaw Education Trust.
- When the staff of the academy consider my child to be sufficiently competent to make **unsupervised journeys** outside of the academy as part of his/her social training, I give my consent to such journeys.
- I give consent to my child receiving any **medical or dental treatment** considered necessary by a doctor or dentist whilst he/she is boarding at this academy.
- I give consent for my child to be **administered**, by any professional staff designated by the Prinical, **drugs, medications** and other pharmaceutical preparations prescribed by the GP at Walton Hall whilst he/she is boarding at this academy.
- I give consent for my child to receive **Health & Sex Education lessons** within the academy based curriculum (available on request from office). I understand that sensitive issues such as contraception, drugs, sexual diseases, life-styles and practises are dealt with at appropriate ages. Overall emphasis is given to quality of relationships and family values.

Delete if CONSENT IS WITHHELD

I have received the following

.....

- a. Holiday Dates
- b. Medical Forms

Signed:Parent/Guardian Date:.....

Please tear here

Rules for ICT Use for Students

I want to feel safe all the time.

I agree that I will:

- Always keep my passwords a secret and use my own log in
- I will not bring personal ICT equipment (eg USB devices/memory pens/laptops) to use in academy without permission
- Only open pages which my teacher has said are OK
- Only work with people I know in real life
- Tell my teacher if anything makes me feel scared or uncomfortable on the internet
- Make sure all messages I send are polite and sensible
- Show my teacher if I get a nasty message
- Not reply to any nasty message or anything which makes me feel uncomfortable
- Not give my mobile phone number to anyone who is not a friend in real life
- Only email people I know or if my teacher agrees
- Only use my academy email
- Talk to my teacher before using anything on the internet
- Not tell people about myself online (I will not tell them my name, anything about my home and family and pets)
- Not upload photographs of myself without asking a teacher
- I will not use Internet chat
- I know that the academy may check my computer files and may monitor the Internet sites I visit
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers
- Never agree to meet a stranger

The academy may exercise its right by electronic means to monitor the use of the academies computer systems, including the monitoring of web-sites, the interception of E-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the academy’s computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

Consent Form
For Students

WALTON HALL ACADEMY

Responsible E-mail and Internet Use

Please complete, sign and return to the secretary

Pupil:	Year group:
Pupil’s Agreement	
I understand the academy ‘E-mail and Internet Use Rules. I will use the computer system and Internet in a responsible way and obey these rules at all times.	
Signed:	Date:
Parent / Carer’s Consent for Internet Access	
I have read and understood the academy ‘E-mail and Internet Use Good Practice - Rules for ICT Users’ document and give permission for my son / daughter to access the Internet. I understand that the academy will take all reasonable precautions to ensure pupils 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 damages arising from use of the Internet facilities.	
Signed:	Date:
Please print name:	

Step 3

Step 4

Name of pupil

- I recognise that my child will frequently participate in visits and activities away from Walton Hall. I give my consent to this on the understanding that such visits and activities are conducted within the safety regulations laid down by Shaw Education Trust.
- When the staff of Walton Hall consider my child to be sufficiently competent to make unsupervised journeys outside of the academy as part of his/her social training I give my consent for such journeys.
- My child will be expected to be responsible enough to wear any seatbelt provided until informed it may be released.
- I give consent for my child to travel in the front of the minibus.
- Visits may involve transport in other people’s cars, including staff cars. All staff carry business cover for this activity.
- Educational visits are covered by the Shaw Education Trust Public Liability Insurance, as are all in-school/ academy activities.

The academy has an academy journey insurance cover which covers cancellation, personal accident, medical, personal effects and legal liability related expenses. If you would like to know the maximum amount please contact Helen Turner - finance.director@set-mat.co.uk. Should parents wish to increase cover they must do so through private insurance scheme.

- I give consent for photographs taken on visit to be used in academy or educational service promotional information.
- Parents will be notified of all visits separately. Additional forms for residential visits include medical conditions, board and lodging and other costs are dealt with separately.

Delete any area where consent is withheld.

Signed
Parent/Guardian
(person with parental responsibility)

Date

Please tear here

Child’s full name:

Occasionally, we may take photographs of the children at our academy. We may use these images in our academy prospectus or in other printed publications that we produce, as well as on our website or on project display boards at our academy. We may also make video or webcam recordings for academy-to-academy conferences, monitoring or other educational use.

From time to time, our academy may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

In compliance with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child for non-educational purposes. Please answer questions 1 to 4 below, then sign and date the form where shown.

Please return the completed form to the academy as soon as possible.

Please circle your answer

- 1. I consent to my child’s photograph appearing in the academy prospectus and other printed publications that the Shaw Education and Shaw Education Trust produce for promotional purposes or on project display boards/ newsletters **Yes / No**
- 2. I consent to my child’s image appearing on the Multi Academy Trust website **Yes / No**
- 3. I consent to my child’s image being recorded on video or webcam which may be used on youtube link **Yes / No**
- 4. I consent to my child’s image appearing in the media (for example photographs in newspapers/ media websites, moving images on television and voice recordings on radio. **Yes / No**

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies
I have read and understood the conditions of use on the back of this form.

Parent’s or guardian’s signature:

(person with parental responsibility)

Date:

Name (in block capitals):

Conditions of use

- 1. This form is valid for the period of time your child attends this academy. The consent will automatically expire after this time.
- 2. You can withdraw your consent at any time by making a written notice to the academy.
- 3. We will not re-use any photographs or recordings after your child leaves this academy.
- 4. We will not use the personal details or names of any child or adult in a photographic image on video, on our website, in our academy prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
- 5. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason. (See point 3 above.)
- 6. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our academy prospectus or in other printed publications.
- 7. We may include pictures of pupils and teachers that have been drawn by the pupils.
- 8. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
- 9. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

Please note

- i) The press, in certain circumstances are exempt from the Data Protection Act and may want to include the names and personal details of children and adults in the media.
- ii) Parents, family members and friends taking photographs of children within academy at events such as plays and sports day for their personal, domestic use is also exempt from the Data Protection Act and therefore do not need to gain consent.

Key Information

What are our school times?

- 8.55am to 9.10am - Registration
- 9.10am to 10.05am - Lesson 1
- 10.05am to 11.00am - Lesson 2
- 11.00am to 11.15am - Morning break
- 11.15am to 12.10pm - Lesson 3
- 12.10pm to 1.10pm – Lunch
- 1.10pm to 1.15pm Registration
- 1.15pm to 2.10pm Lesson 4
- 2.10pm to 2.25pm - Break
- 2.25pm to 3.20pm - Lesson 5
- 3.25pm - End of Academy day

Arrivals and departures

The school gates open at 8.55am and staff will be waiting at the main school gates and entrances to meet all taxies, mini buses and parents dropping children off. Children are fully supervised to their classrooms. We ask that parents only drop children off at the main car park, where staff members are present to supervise parking.

The school gates open for collection at 3.25pm. The majority of students are collected from the Main Hall and supervised to their designated taxi. Some students with mobility or more complex needs may be collected from their Key Stage area. Parents who collect their children must park in the main school car park and collect them from the school hall.

The school operates a no smoking policy, which includes the use of electronic smoking devices. Please help us to keep our air as clear as possible and promote a healthy lifestyle to our children.

School security

We take the safety and security of our students very seriously. We have many CCTV cameras and all visitors must report to the main reception to be signed in and provided with a visitor’s badge. All gates are controlled from the main reception desk and only released once the identity of a visitor has been established.

Our main entrance has a double gate to ensure students cannot rush out onto the car park until staff or parents are there to support them. On the school site Key Stage 3 and Key Stage 5 are secure and operated by an intercom and release button from main reception. The site is safely secured by perimeter fencing. Areas within the grounds are protected by key coded gates or ‘thumb print’ access for staff only.

Uniform

We think it is helpful for children to come to school wearing a simple uniform, which helps to instil a sense of pride and belonging. Our uniform consists of:

- Black or grey trousers.
- Black sweatshirt or cardigan.
- White shirt/White or black polo shirt.

PE and games

In the interest of health and safety all children are required to have the correct clothing for physical education.

PE kit

- White polo top.
- Black tracksuit or shirt.
- Plimsolls/outdoor trainers/football boots.

All uniform items can be ordered from a link on the school website, or visit: tesco.com/ues



Food in school

School meals

We have a school kitchen where fresh healthy meals are prepared for students each day. Students can pre-order meals on a daily basis to ensure they receive the meal of their choice. Special diets can be catered and students can also bring in packed lunches if they prefer. A fridge is available for storing packed lunches so that everything keeps fresh. Lunchtime breaks are fully supervised.

Free school meals

Some families will be eligible to receive free school meals. To meet the criteria, the person with parental responsibility must be in receipt of any of the following benefits: Income Support, Income Based Job Seekers Allowance, Child Tax Credit WITHOUT the inclusion of Working Tax Credit and an annual income of less than £16,190. Application forms and further information are available from the main office.

Even if you are eligible but do not want your child to have a school meal, it is still worth applying as the school receives funding based on the numbers of Free School Meal places, which directly impacts on the service that we can deliver.

Healthy snacks and drinks

Students are allowed to bring in a healthy snack or drink to enjoy at break times. We also have a Tuck Shop twice a week where children can purchase a healthy snack. Sweets, chocolates and fizzy drinks are not permitted.

Payments

Walton Hall uses ParentPay, an online payment system to enable parents to make payments for school dinners, school trips and cookery lessons quickly and easily.

Residential Provision

We have two different types of residential provision. Access is by application. The Local Authority panel considers each application.

1. A twenty-bed provision of Monday to Friday care for children aged 11-19. The provision is split across three houses, which are:
 - Goldstone House – Girls' Provision.
 - Gainsborough House – Boys' Provision.
 - Shugborough House – Boys' Provision, which provides semi-independent living.

2. Extended Day, from 3.20pm to 8.00pm.

Students who stay for the extended day provision will have an evening meal and can then participate in their choice of a wide range of activities. Both placements are available for a maximum of two nights. Placements are reviewed on a six-monthly basis. All three houses have a variety of single or double bedrooms and consideration of space, comfort and privacy is given. Students are encouraged and supported to personalise their bedroom areas. Each house has areas for quiet time, space for completion of homework, and areas to enjoy activities. They are equipped with a kitchen and students are encouraged to develop cookery and independent living skills.



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 school office and we will be happy to help!

Absence

Parents are requested to telephone the academy on the first morning of an absence. If no telephone message is received our receptionist will contact the parent or carer by telephone or text message. Parents are asked to formally provide us with reasons of any absence - preferably in writing by letter or in your child's home school diary. The academy reserves the right to authorise any absence not parents. If after three days of absence there is still no contact from parents, the academy will contact other agencies such as LST or others depending on the circumstances and what is known about the student. If it is thought that a parent has given a false excuse for an absence this will be challenged.

The Attendance Officer will identify trends and patterns, and will often make spot checks on particular absences. Attendance Certificates and book tokens are awarded at the end of the academic year to help encourage good attendance.

Holidays

Students are NOT allowed to take holidays during academy time. The Principal can only authorise a holiday in academy time under exceptional circumstances. Parents who take their children out of academy for a holiday could receive a Penalty Notice or ultimately a prosecution, even if their attendance has been at or above 95%. In cases of unauthorised leave of

absence both parents or carers will be fined - regardless of which one applied for the leave.

Illness

Parents are asked not to send their child to school if he/she is unwell. When children have been off school with sickness or diarrhoea parents are requested to keep them at home for 48 hours following the last attack. If students become ill during the school day, we may call parents and carers to come and collect their child, so it is important to keep us informed of any changes to your contact details.

Jewellery

For health and safety reasons, the only jewellery that is allowed in school is a pair of stud earrings. Piercings are not permitted.

Mobile phones

Mobile Phones are not allowed in the academy, with the exception of Post 16 students, who are allowed to use them for curriculum work i.e. travel training.

Clubs and activities

The academy has its own mini bus, small farm, motorbike club and

mountain bikes! We offer a range of fantastic activities such as cookery, drama, 'relax kids' (gentle exercise) sports and games, swimming, RDA, fishing, art and craft. The children also have opportunities to participate in many community based opportunities, including visits to the cinema, trips to Rockingham race track, the theatre, walking group on Cannock Chase, RDA, shopping and local library visits.

Seek permission

We will always seek your permission if any activity takes place after school and we will always inform you of the arrangements. We will ensure that children are brought back to the academy, but it is the parents' responsibility for ensuring that appropriate arrangements are made for their child to get home from the academy.

Home/school diaries

Home school diaries are used for KS3 pupils when required, to enable parents to receive feedback about work/activities done during the day. These are also used, if requested by parents, for pupils in KS4 and 5, in order for parents and teachers to keep in daily contact.



Special Educational Needs

Walton Hall Academy is a day school with residential provision for pupils with moderate, severe or profound learning difficulties. All pupils have a statement of special educational needs/EHCP. Our students follow a curriculum that is tailored to their needs and no matter what their level of ability everyone is encouraged to become the very best they can.

Skilled staff

Our skilled staff bring subjects to life through creative, inspiring lessons and through the use of props, film footage, sensory activities, role play and visiting artists and poets and our students become fully immersed in their learning. Please take a look at our SEN policy on the academy's website for detailed information on our approach to teaching students with SEN.

Access and facilities

Walton Hall has fantastic facilities and extensive grounds to meet the needs of all students. Key Stage 3 building has five classrooms including two additional needs groups, assembly hall, school kitchen, science lab, ICT suite, behaviour support room, library and food technology room. Key Stage 4 is based in the stable block area and has four classrooms including one additional needs group, sensory suite, motor vehicle workshop and playground area.

Key Stage 5 is located in the Old Hall, and accommodates four classes of students on 2 floors. Also accommodated in this building is our recording studio, media room, residential kitchen and dining room, music room, careers / ICT room, library and meeting room, site staff office, work shop and art room.

Extensive grounds

Within our extensive grounds we have a pond with inspection platform, a range of horticulture areas including raised beds, a Forest School, the Shaw Trust Horticulture Enterprise and farm which has a range of small animals, hens, ducks, chickens and a range of other birds, pigs, Ginger the farm cat, and Basil the dog!

Charging policy

Pupils throughout the Academy can look forward to enhancing their learning experiences by accessing educational visits. While every effort is made to keep costs to a minimum, parents may be asked to make a voluntary contribution.

Emergency arrangements

If our academy has to be closed for any reason we will send out text messages to all parents and carers. If a child needs to be picked up early, a member of staff will telephone the parent carer. For this reason it is very important that you keep us up to date with your current contact details.



Medicine in school

Many of the students that attend Walton Hall Academy will require a variety of medications that need to be administered during the school day. All medical information will be treated confidentially and all students treated with dignity, care and respect.

Parent responsibility

Parents and guardians have prime responsibility for their child's health and it is their responsibility to keep the academy up to date with information about their child's medical condition. We have protocol to follow regarding the administration of medicines and this is outlined in our 'Policy for Administration of Medicines' on the school website. Please feel free to discuss any concerns with a member of staff.



Parental involvement

Parents are encouraged to be involved with target setting for their child and to support them with homework. The academy keeps parents fully informed of student progress with progress trackers, report, a termly newsletter and letters sent to the home. Our open door policy helps to promote strong links between the academy and parents and we encourage you to visit us if you have any concerns. There are many opportunities to participate in events and activities at Walton Hall. These include:

- Annual open day.
- Coffee mornings and parent support group.
- Reviews and parental feedback / questionnaires.
- Contact with Key/co-worker.
- Compliments / complaints process.
- Joint school / residence parent evenings and promotion events.
- Home visits.
- Placement plans and pre admission visit.
- Summer fayre.
- Aiming High activities for families.

News and views

You can keep up to date with events and news at the academy by reading our regular newsletters and letters home, reviewing your child's home-school diary, and of course looking at the school's website.

Help raise awareness!

You can help raise awareness of Walton Hall Academy by signing up to our YouTube channel. In doing so you will get the latest updates showcasing the students' talents, and by showing your support you will empower your children to reach for new heights in their work. Our YouTube address is: <https://www.youtube.com/user/WaltonHallAcademy>

Voluntary helpers

The school welcomes help from parents and carers, both in and out of school, in the classroom, at school functions, and on school visits etc. If you would like to volunteer please contact our Vice Principal, Amanda Cameron, who will be delighted to hear from you.

Parents and Teachers Association (PTA)

Walton Hall is lucky to have a fantastic group of parents, carers and relations who form the wonderful 'Friends of Walton Hall.' The Friends do a sterling job, helping to do fundraising for the academy and organise events. Please contact the school office if you would like to get involved.

Consultation

Walton Hall Academy recognises the importance of consultation with children and young people (CYP). We believe that our child-centered approach maximises the best possible outcomes. We actively encourage students to take an active role in any decision-making process that will affect their lives. Key worker sessions in residence offer students the opportunity to listen and encourage expression. Staff are trained in Makaton and all information is presented in a child-friendly format

that is facilitated through Circle Time, student induction and in residence our independent visitor visits each term to talk to the students directly and gives the opportunity to express any issues or concerns. We also have a student suggestion, and compliments and complaints procedure.

The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties. A copy of which is returned home to the parents. The Principal also issues each class with a Principal's Charter, which gives details on how she will endeavour to support your child whilst at the school.

Child Agreement

In addition to the Home School Agreement, each class has displayed in their classroom a signed Child Agreement, stating their intentions, a signed agreement by the class teacher that states his/her intentions, and a reminder of the playground and classroom rules. All of these documents are discussed with and agreed to by the children and staff on an annual basis.

Contacting parents and carers

Emergency texting system

We use a texting system to contact parents and carers quickly in case of illness, absence, cancellation of an activity due to bad weather etc. Please ensure the academy staff are provided with your current contact details.

Why do we need policies?

For an academy to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to

apply for their child to attend the academy.

High standards

At Walton Hall Academy we believe that policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office or visit the school website: <http://waltonhall.set-mat.co.uk/academy>



Step 2

Step 1



Step 3



Key policies

Some of our key policies are:

- Anti-bullying
- Attendance
- Administration of Medicines
- Coping with a Crisis
- Positive Behaviour
- Residential Statement of Purpose
- Safeguarding
- SEN

Autumn term

6th September 2016 to 16th December 2016
Half term: 24th to 28th October 2016 inclusive

Spring term

5th January 2017 to 7th April 2017
Half term: 20th to 24th February 2017 inclusive

Summer term

25th April 2017 to 25th July 2017
Bank Holiday Monday 1st May 2017
Half term: 29th May to 2nd June 2017 inclusive



In service Training Days for Staff
Monday 5th September 2016
Monday 31st October 2016
Wednesday 4th January 2017
Monday 24th April 2017

Tuesday 3rd January 2017 to be taken as 3 x 2 hour twilight sessions.





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ST21 6JR

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