WEST LAKES ACADEMY

PARENTS' A TO Z

WEST LAKES
ACADEMY

Aims of the Academy

Our vision is to succeed in 'Changing Lives through Learning' by providing the very best possible educational opportunities for young people in West Cumbria. We have extremely high hopes for all of our students and our highly skilled and enthusiastic members of staff encourage children to have high ambitions and to work hard to achieve these.

Students and staff benefit from fantastic facilities, outstanding IT resources, a £300k engineering facility, performing and expressive arts suite and an eco-science lab in our brilliant £26m building. All this makes West Lakes Academy one of the best possible places in which to study. Our excellent environment helps keep motivation and morale high and allows us to deliver modern approaches to learning using the latest technologies.

Three sponsors were involved in the setting up of West Lakes Academy in 2008 – Sellafield Ltd, the Nuclear Decommissioning Authority (NDA) and the University of Central Lancashire (UCLan). All three share an ambition and motivation to support the education and development of young people in West Cumbria and to ensure that West Cumbria is an attractive, vibrant and aspirational place in which to live and work. The Nuclear Decommissioning Authority and Sellafield Ltd. are two of the most important energy organisations in the UK and two of Cumbria's largest employers; they provide invaluable resources and industry support to our specialism in science. We receive excellent higher education expertise from our education sponsor, the University of Central Lancashire.

The academy was last inspected by Ofsted in March 2017 and was judged to be Grade 1 – Outstanding in all areas of the inspection.

Appointments with Staff

All of our staff are happy to discuss individual students provided that an arrangement has been made in advance. Because of daily commitments, we cannot promise to see parents/carers who arrive at school unexpectedly. If you would like to discuss a specific matter in a subject you can contact the teacher directly or you can use the contact us e-mail address: contactus.wla@westlakesmat.org.uk. Email is often the most effective means of contact. If you wish to discuss a general matter with a member of staff, please contact your child's form tutor or head of year. The heads of year can liaise with subject teachers and other relevant staff. Miss Relph handles the transfer of information from primary schools and is in overall charge of pastoral care in the academy. Please telephone or email for an appointment explaining what the issue is. 'Same day' appointments are sometimes possible and we will do all we can to help you. Calls or emails will be replied to in 48 working hours or sooner wherever possible.

Assemblies

West Lakes Academy has a programme for assemblies and each year group has one assembly per week. Our assemblies are themed in line with our values; resilience, respect, freedom, achievement, appreciation alongside spiritual, moral and cultural themes. Our assemblies are usually led by teachers, but speakers or groups of students may also lead them. We recognise the importance of our gatherings via assemblies in establishing our ethos and values and by allowing the year group to meet regularly they are reminded of their identity as a community.

Attendance Requirements

At West Lakes Academy we believe it is important to hold excellent habits of attendance and punctuality.

Absences should be reported on the answer machine on 01946 820356 before 8:30am.

The message must include the student's name, tutor group, reason for absence and an expected return date.

Medical Appointments

Appointments should be made outside of the school day. If this is unavoidable they should be made to cause least disruption to learning. We will not authorise a full day unless it is absolutely necessary e.g. if travelling long distances.

Punctuality

The academy day starts with registration at 8:30am. Students must be in the academy building before 8:30am to ensure they are registered on time. It is a parent's responsibility to arrange transport to school and prompt arrival. In extreme weather the journey may take longer but parents must endeavour to ensure students arrive as soon as possible.

Enforced Closure/ Bad Weather Information

The academy will notify parents of an enforced closure, this information will be distributed via text, email, radio, or Facebook. There will also be a notice on the homepage of the website.

Attendance

To discuss attendance issues or concerns please contact the appropriate head of year and our attendance office and home tutor:

Year 7 – Ms K Dunne dunnek@westlakesmat.org.uk

Year 8 – Ms A Clements – clementsa@westlakesmat.org.uk

Year 9 – Miss J Kelly kellyj@westlakesmat.org.uk

Year 10 – Ms Wightman wightmans@westlakesmat.org.uk

Year 11 – Mrs Williamson – williamsonc@westlakesmat.org.uk

Year 12/13 – Mrs R Denwood – robsonr@westlakesmat.org.uk

Mrs D Brown – brownd@westlakesmat.org.uk

Attendance officer / home tutor: Mrs Allan allanr@westlakesmat.org.uk and Ms Devine devines@westlakesmat.org.uk

Books and Equipment

All students need to bring equipment for the day. This includes iPads, pens (black, blue, red), pencils, ruler, calculator and rubber are the minimum requirements, with all school items being kept in a suitable school bag. The following may also prove useful items which students may like to have for themselves:

•English dictionary
•Maths set including pair of compasses and a protractor.
•Coloured pencils, felt tips

Careers Information Advice and Guidance

At West Lakes Academy we are committed to delivering high quality careers, information, advice and guidance (CIAG) for all of our students. We understand that all young students need to prepare themselves for progression through learning and education into adulthood. Our aim is to equip our students with the knowledge and skills to enable them to make effective choices, understand their career and progression routes, and enable them to manage smooth transitions on to the next stage of either learning or employment. At key milestones throughout the students' education we will provide support, advice and guidance to ensure realistic and informed decisions are made to help them to progress to higher education, apprenticeships, and the world of work. We provide impartial advice and ensure the advice given is in the best interest of the student.

Careers education has never been more important for young people. They are bombarded with complex choices which need considering and planning such as; What KS4 subjects do I take? Do I choose vocational or academic subjects or a mixture of both? Which extracurricular activities would enhance my CV? And, of course, which career would I find interesting, is achievable and would suit my lifestyle?

Each year group follows a careers education program which aims to raise aspirations and provide students with a better understanding of the pathways they need to follow to help them to achieve their goals. Students will investigate careers during curriculum time within PD and spend time on this in tutor time, with a whole school initiative known as Future Fridays. Throughout the year speakers and local employers from different organisations will come in to provide the students with inspiration, advice and inform them of professions and careers that they might not have considered previously.

Students take part in a wide range of careers activities such as enterprise events, industry days, STEM activities and university visits for first-hand experience of further and higher education.

In addition to these activities there are a wide range of free resources available in school that students can take advantage of. These can be found in a number of different formats, in the careers section of the library. University prospectuses are available in the sixth form area.
West Lakes Academy is committed to providing a planned programme of activities, careers education, information, advice and guidance (CEIAG) for all students in years 7-13, regardless of students' culture and ethnicity, background or ability. All students will benefit from the planned events and activities to help them make informed decisions in preparation for life, work and as responsible adults, making a valuable contribution to society and their communities.
These activities and events will be unbiased, impartial and based on the individual needs of each student.

Key Stage 3

Students complete a careers unit in their PD lessons prior to choosing their options in year 8 where they reflect on their skills and interests as well as hopes and aspirations. They are introduced to software called Kudos Inspire and Launchpad to help them learn about the variety of careers available and routes into those careers. Students can access this software within the academy or from home as they receive their own login details to establish their own accounts. Students also participate in a WOW day, a world of work day, supported by Inspira and students spend time with a range of employers, which supports them with their option choices.

Local businesses also support our careers education programme and ambassadors deliver assemblies to year 7, 8 and 9 students about progression routes and options for the future.

Key Stage 4

Students continue to access the careers software which is also accessible from home, to broaden their knowledge about potential careers and opportunities. Students also participate in enterprise events where they develop key skills needed for the world of work and gain a greater understanding of, budgeting, enterprise, exploration and decision making. Students will also be advised and encouraged to undertake an element of independent research into all aspects of "looking ahead"

Towards the end of Year 10, students complete a questionnaire about their plans and aspirations and this helps to provide them with comprehensive and impartial advice. In Year 11 all students benefit from careers interviews and all students are introduced to apprenticeships and all available options post 16. Students and their parents are invited to West Lakes Academy's own post 16 open evening as well as a county-wide post-16 opportunities evening where there is the opportunity to speak to a large number of local colleges and training providers about alternatives such as apprenticeships and vocational courses. Students are also made aware of open evenings for other sixth forms.

Students are guided and supported with the completion of application forms, personal statements and CVs.

Post 16

At sixth form, the academy supports students with their higher education or post 16 journey and tutors and the heads of sixth form hold regular sessions with students. Students are introduced to the UCAS application process and they are greatly supported with this process. Visitors speak to students in assemblies and information about student finance is shared with students and staff.

Careers guidance interviews for students in Years 12 and 13 are available by request and university open day visits can be arranged. Please see our website for our careers development plan.

Catering services

Caterlink provide catering services at West Lakes Academy and work closely with the academy staff and students to provide a high quality of food and service on site.

Hot meals are provided along with a healthy-eating salad bar, as well as sandwiches and rolls. There is also always a vegetarian option. Provision is made for students who bring a packed lunch to school. The academy encourages parents to provide healthy foods in their child's packed lunch.

Child Protection

Student welfare and wellbeing is our priority. Parents and carers should be aware that the academy will take any reasonable action to ensure the safety of its students. In cases where the academy has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff will follow child protection procedures and inform Social Services of their concern, via senior and pastoral staff. Miss Relph has the responsibility for child protection issues in school and is the academy's Designated Safeguarding Lead. Ms Dunne is the Deputy Designated Safeguarding Lead. Our policies and procedures can be found on our website.

Complaints

We hope that your family's association with West Lakes Academy will be a positive and happy one and that you will have no cause to complain about the curriculum offered or the ways in which your daughter or son is being looked after. However should you feel the need to make a complaint or express a concern we will do our best to address the issue involved. Established complaints procedures exist and are available on the academy website but in the first instance it is usually better to consult your child's head of year. Your concern will then be dealt with and advice given on more formal complaints procedures should the need arise. More formal complaints should be addressed to the Principal.

Correspondence

If you do not live with your children, but still have parental responsibility, you can request copies of all correspondence to be sent to you. Please let the academy know in writing. Most correspondence is issued via email and we use a system called Edulink to send messages to both parents and students. Please ensure we have up to date contact information, including an email address and mobile phone numbers.

Detention

Short detentions may be issued by teaching staff, subject or pastoral leaders during breaks and after school and typically in response to patterns of negative behaviour. Parents/carers are expected to support the academy's action, in the best interests of maintaining positive attitudes to learning. Failure to attend such a detention without genuine reason is considered to be a serious matter and will lead to further, more serious sanctions such as a longer after school detention or inclusion for example.

Drugs Education

Drugs education is an integral part of the personal development programme which is delivered to all year groups. Our approach is to ensure that all students have up to date knowledge about the dangers linked to drugs, smoking and alcohol. Students also receive information on what to do if there is a medical emergency linked to drugs or alcohol and who to contact if they need advice or guidance.

Drugs Incidents

No illegal drugs or legal 'highs' are allowed on academy premises at any time. Any student involved in the use of or possession of drugs could be permanently excluded. It is our policy to inform police and parents/carers of any illegal actions involving drugs in the academy. In addition to this, if we are made aware of concerns involving drugs out of the academy we will pass this information to parents/carers. We aim to keep all members of the school safe and healthy. We have a zero tolerance approach to drugs and alcohol.

Duke of Edinburgh Award

West Lakes Academy has a well-established DofE programme. Entry into the DofE takes place at the start of the autumn term in Years 9, 10 and 12 but sometimes has to be restricted on the grounds of safety when numbers are too high. Training for the expedition section starts in the autumn term and continues into the summer term with practice ventures undertaken at weekends. The DofE offers students an outstanding opportunity to discover themselves, make new friends and experience adventure as well as give service to others. It also offers the challenge to get fit and learn new skills or improve existing ones – providing they are up to the challenge.

Equality

We emphasise our commitment to ensuring equality for students regardless of ethnic origin, gender, sexual orientation, disability or special educational need. This relates to all aspects of school life. We seek to promote equality, respect and tolerance in the way in which we treat each other as members of this community. The academy's equality policy is available on our website.

Examination Requirements

Students are entered for external assessments at appropriate times in each key stage. At Key Stage 3 (Years 7 and 8) a range of teacher assessment and formal tests take place. At Key Stage 4 (Years 9, 10 and 11) GCSE and BTEC qualifications are assessed. At Key Stage 5 (Years 12 and 13), there are A levels and BTEC qualifications. If at any stage during the exam courses, a student has concerns about the procedures used in assessing the internally marked work for public exams (e.g. controlled assessments/portfolios/projects), they should see their subject teacher. When students are entered for external examinations the

school gives all possible support. Students are themselves responsible for checking the timetable, arriving in good time and having the right equipment, including calculators when appropriate.

Exclusion

Students who do not respond to other sanctions or who are involved in serious incidents may be excluded from the academy. We look for the support of parents and carers when this occurs. Students must be kept at home and may not come onto the academy premises during an exclusion, nor be in a public place. Very occasionally the Principal asks the governors to exclude a student permanently for what will always be a serious incident or series of events.

Extra-Curricular Activities

Many students take part in activities at lunchtime and after school on a voluntary basis. Currently these include numerous sports practices and team games. Musical groups also happen, including choir and ukulele club. Other regular clubs include Rock Challenge. Taking part in an extra-curricular activity is usually a very good way to make new friends and to develop particular skills. We hope that all parents/carers will encourage their children to grasp the opportunities on offer.

Students are responsible for informing parents/carers that they will be late home when attending practices, matches or meetings and in normal circumstances students should make their own transport arrangements.

Form Groups

Before students join us in Year 7 there are extensive discussions with primary school colleagues, and we work hard to ensure that each form has a similar range of ability. Each student will usually be in the same form with at least one other person from the same primary school, unless we feel it is in the student's best interests to be in a form away from former friends. We hope that all students will make the most of a new beginning and extend their circle of friends. Each form group can normally expect to stay together for the full five years of compulsory schooling. However, despite our best endeavours, sometimes change is appropriate, and we reserve the right to make minor adjustments in our form groups when there is a particular need. These changes are not lightly undertaken and parents/carers are usually consulted.

Free School Meals

Any parent/carer who is on Income Support or income based Job Seekers Allowance is entitled to claim free school meals for their child(ren). By registering your child(ren) additional funding is generated to support the education of your child(ren), through the Pupil Premium Grant. It therefore helps the school, as well as parents/carers, if all students who are eligible for Free School Meals do register with Cumbria County Council – (even if they decide not to use the allowance). You can apply on line on **https://emsonline.cumbria.gov.uk/CitizenPortal_LIVE/Account/Login** or an application form for Free School Meals can be obtained from the school office or Children's Services, The Courts Kraemer Building, Carlisle CA3 8NA. Telephone No. 01228 226105.

Governors

The role of the governing body is to:
Ensure clarity of vision, ethos and strategic direction;
•Hold the school leadership team to account for the educational performance of the academy and its students;
•Oversee the financial performance of the school and make sure the money is well spent.
The academy's governors are listed on the school website. If you wish to get in touch with the clerk to the governors, she can be contacted via email governors.wla@westlakesmat.org.uk.

Health Matters

We have a dedicated medical unit and a team of staff members with a first aid qualification a student who is unwell should approach a teacher who will arrange for him/her to go to Ms Tuck in the medical room. Students may go themselves to the medical room at break or at lunchtime. Colleagues will either deal with the situation directly or request Emergency Services if needed and make sure that parents/carers are notified when necessary. If hospital attention is required the academy will contact a parent/carer to arrange this with them. In an emergency situation the school will arrange to transfer the student to the Accident and Emergency Department at the West Cumberland Infirmary, accompanied by a member of staff and parents/carers will be asked to meet that person and their child there. In all other instances when the academy considers the health needs of the student are best served by going home to recover, parents/ carers or a designated person will be contacted. We do expect that parents/carers will comply with this request, and must point out that the academy cannot be held responsible for the subsequent health of the student if this advice is not taken. In the best interests of your child we do ask that at least three emergency contact numbers are made available to the school and kept updated so that someone can be contacted swiftly and easily if necessary.

Medication

If a student needs medication during the academy day it should be brought to the medical room labelled with the student's name and form and accompanied by a letter giving written instruction of the name and dosage of the medication, the frequency it is to be given and the reason the child is taking it. No medication of any sort can be given without parental permission. First aiders will issue paracetamol provided that written parental permission has been given, during prescribed hours of the school day. Inhalers for asthma should be kept with the student at all times and they should be clearly labelled with the student's name. It is a good idea to lodge a spare inhaler with Ms Tuck.

First Aid Equipment and School Excursions

A basic first aid box always accompanies school excursions for use in emergencies. Parents/carers should ensure that teachers taking students out of school are informed in writing about any specific medical conditions, and any medication needed (other than inhalers for asthma) is given to the teacher in charge with written instructions.

Health Protection

To protect the health of students we have a firm rule which forbids smoking, alcoholic drinks and drugs on the premises. The rule extends to the vicinity of the academy and to occasions when students are under the jurisdiction of the academy. This includes travelling to and from the academy.

Medical Information

It is important that we are aware of any medical condition your child has which may affect him or her. A health care plan can be completed with the support of staff at the academy. The information is kept confidentially. It is important that the information is kept updated and parents/carers are asked to inform or discuss with Ms Tuck and the head of year by telephone or in person, if there are any changes over the years. Occasionally a student is advised by his or her doctor to use crutches around the school. For health and safety reasons this must be discussed with Ms Tuck.

School Health Service

We liaise with the School Health Service via Central Clinic. These include, but not exclusively, for Year 8 students for the HPV immunisation to protect against cervical cancer and Diphtheria/Tetanus/Polio immunisations for Year 10 students.

Home-School Agreement

Parents/carers of all incoming students will be asked to sign a copy of our Home-School Agreement which sets out clearly the obligations of our academy, students and parents/carers to each other. We expect everyone who joins West Lakes Academy to respect this agreement so that we can work well together.

Homework

Homework is set to help students with their learning. It is designed to help them understand, develop and extend the work that they cover in lesson time. We are grateful for the support of parents/carers in ensuring that homework is done well. Homework is issued via our app – Edulink. Queries from parents/carers about homework should normally be addressed in the first instance with the subject teacher.

Jewellery

The wearing of jewellery is regarded as unsafe and inappropriate in the academy environment. Many accidents and injuries can be caused by jewellery. Consequently students may only wear one ring, and earrings which are a single pair of small studs only. These should be worn in the lower part of the earlobe. No other body jewellery is permissible, including nose and tongue studs. Parents/carers should note that all items not in line with this code could be confiscated. The academy cannot take responsibility for any item of jewellery which is lost or stolen on the premises.

Learning Support

The Learning Support Department, under the leadership of the Special Educational Needs Co-ordinator, Mr Woodcock, work with students who need help to achieve their full potential in all areas of the curriculum and at every key stage. Usually our colleagues in primary schools alert us to the need of individual students and we continue to provide the support which is required, in a variety of ways, which may include support in the classroom and access to small groups. For other students, the need for learning support may emerge through conversations with subject staff, pastoral staff or parents. For maximum effectiveness we like to work closely with parents/carers, and it is our aim to keep parents/carers fully informed about any learning support their child may receive. Mr Woodcock is glad to hear from parent/carers and is happy to make individual appointments whenever necessary.

Library

We have an excellent school library. The library is managed by a team of librarians who are on hand to help students find resources to support their learning and to promote reading at all levels for both academic study and for pleasure. Students receive an introduction to the library at the start of Year 7. All students are automatically enrolled and can borrow books for a period of two weeks. The library is open to all students throughout the school day between 8.15am and 4.00pm, Monday - Thursday and until 3.30pm on Fridays. Students can use the library at morning break and lunchtime. During lessons, students may visit the library with their class for reading or to carry out research and investigations. Year 7 and 8 students have regular reading lessons in the library and take part in the Accelerated Reading scheme.

Lost Property

Inevitably books and other possessions are sometimes left in classrooms, dining rooms or changing rooms. The student must retrace his or her steps and look for the lost item; to leave things until the same lesson in the following week is very unwise. The chances of retrieving lost property in the same place a week later, in rooms used by hundreds of other students are not high! Students should ask for help from the appropriate subject teacher, form teacher, and the head of year. We look for the help of parents/carers in ensuring that all their children’s property is labelled clearly with the owner’s name. Even small items such as purses and pencil cases should be so marked. Boot bags seem particularly vulnerable so clear marking of these is especially important.

Valuables

We would discourage students from bringing valuable items into school. Such items, including larger sums of money, expensive mobile phone/tablets, are in all cases brought into school at the student's own risk but may be given to the head of year for safe keeping.

Messages to students

You will appreciate that in a large school where students use rooms in every part of the site for different lessons, it is not easy for us to pass on messages from parents/carers to students during school hours. Our office staff are always helpful and will try to ensure that messages are passed on via heads of year or tutors. It is not our policy to remove students from lessons to receive messages. Extremely urgent matters, naturally, are dealt with as emergencies.

Mobile Devices

All mobile devices (phones, tablets, etc) are the responsibility of the student who brings them to school. Further information about iPads can be found on our website.

Modern Foreign Languages

All Year 7 students are given a good introduction to learning languages and to the international dimension. Students will study French and many will continue with this as a GCSE subject. Learning a language develops the student's reading, writing, listening and speaking skills. Language skills certainly are desirable and the importance of cultural understanding and awareness is at the heart of language learning.

Newsletters

There is a termly newsletter which is published via our website www.westlakesacademy.org.uk. Up to date news on current events is uploaded regularly to the website.

Pastoral System

Students are organised into a year group containing seven forms. The year groups will be led by a head of year and each form has a tutor. The form tutor will take the day to day responsibility for the welfare and academic progress of assigned students. Form tutors will remain with their forms for the full five years in the main school, thus ensuring a continuity of care and a sense of stability. Heads of Year are assigned and they are committed to supporting all students in terms of welfare and guidance.

The form tutor will also become a familiar face to parents/carers, providing a reassuring point of contact should problems arise.

Miss Relph, the Vice Principal (behaviour and welfare), leads the pastoral system.

Payments

Parentmail is our preferred method of payment for school meals, trips etc. Parents/carers activate a secure on-line account and credit money to the account. There are many benefits to using this system as it removes the need for students to carry cash, payments can be made 24 hours a day, seven days a week and parents/carers have full control over their child's account. You will receive information from the school in relation to this.

Photographs

Early in the Autumn term at West Lakes Academy all Year 7, 9, 11 and 12 students have their photographs taken and a tiny snapshot is retained for our records. Parents/carers are offered the usual package of pictures. There is, of course, no obligation to purchase.

Physical Education

Students are encouraged to experience a wide range of activities in years 7-11. Physical Education is also offered as a qualification in Years 9-11, and Level 3 Physical Education is offered in years 12-13. We do not set homework for core P.E. lessons but hope that where possible students work outside of school to develop their skills and improve their level of fitness. Practices and regular fixtures are held for most activities. These extra-curricular activities are open to all students and the academy policy is to encourage as many as possible to become involved. Please impress upon your son/daughter the importance of regular attendance at clubs and training sessions. Many students then go on to represent district and county teams. Students are also given the opportunity to compete in schools events which are not necessarily offered during curriculum time. .

If a student is unable to participate for any medical reason a note should be brought from home to explain this. When a student is unable to participate actively they still need to bring full PE kit. Sometimes students can be involved in other roles such as acting as an official or coach. Any long term absences should be covered by a letter from a doctor or hospital clinic.

Punctuality

All students should be on time every day. This means being on site by 8.25am and be ready to learn.

Religious Education

The provision of religious education lessons is viewed as an important aspect of the academy's fulfilment of its educational aims. Moreover, the national curriculum includes religious education as an essential component in a broadly-based curriculum which aims to promote the spiritual, moral, social and cultural development of students. In approaching the study of beliefs and values, the aim is to inform, stimulate thought and encourage reflection - not to indoctrinate.

Reporting to Parents

One parents' evening is held for each year group every year to discuss students' progress in subjects. We try to hold them at what we think is the best time of year. In addition there is a form tutors' evening for Year 7 and an information evening for Year 11. If a member of staff is unavoidably absent on that evening, requests for a report can be made via the head of year.

Formal written reports on students' progress are sent to parents/carers three times a year.

Safeguarding and Security

The safety and well-being of everyone in our academy is very important. We have a big site but our students feel safe and are safe. We have CCTV cameras, restricted entrances, and staff on duty and manage the site effectively at all times. All our staff and volunteers have been checked through the DBS system. Miss Relph has the responsibility for safeguarding issues in school and should be contacted if there are any concerns in this regard. In her absence, this role passes to Ms Dunne.

Transport

Most students arrive at school by bus and some by foot. We have a small storage area for bicycles. A bicycle brought to school is on the clear understanding that West Lakes Academy cannot accept any responsibility for its safe keeping. Bicycles should be regularly serviced and students should wear a helmet on all journeys by bike.

We are asked to remind parents/carers that, if they have not already done so, they should submit an application to the local authority for a bus pass and for assistance with travel costs for those eligible under the authority's home-to-school transport policy. Advice on transport matters can be obtained by telephoning 01228 226008, to speak to the LA's transport officer.

Trips and Visits

West Lakes Academy recognises the positive outcomes associated with learning outside the classroom and believes that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances. Learning outside the classroom is defined as: "the use of places other than the classroom for teaching and learning." The rationale is that such learning often makes "the most memorable learning experiences" and helps young people make sense of the world by linking feelings and learning, builds bridges between theory and reality, schools and communities, young people and their futures.

The range of longer residential trips is ever widening and in previous years have included a trip to Germany and Belgium and France.

Staff organising school trips and visits must be informed of any special dietary or medical conditions or requirements. Notifications and consent forms are issued with letters detailing the arrangements. The academy relies on the voluntary support of parents/carers in making such activities possible and a voluntary contribution will be suggested to cover the cost of the trip. For families in receipt of specified benefits please contact your child's head of year for more information.

Uniform

Families join West Lakes Academy because it is outstanding; it provides the best care and education for the community. Our students are extremely smart and we place the highest regard on their personal presentation and therefore the way they wear the uniform. We value the full support that parents / carers give the academy in ensuring that their child meets the uniform expectations and we expect our students to be in full uniform each day.

Students will be removed from lessons if they are not wearing the correct uniform or their hairstyle, makeup or jewellery does not meet with academy expectations. Parents/carers and/or students should check with the academy before purchasing items or colouring/styling hair if they are unsure of whether the item/hairstyle/hair colour will meet with academy expectations. The Principal's decision is final.

Our expectations are clarified below;

Skirt: Skirts should be black, knee length and worn with black opaque tights. The hem of the skirt should lie / remain on the knee at all times. Body-con skirts are not to be worn,

Trousers: Trousers must be straight-legged and be plain black material only, i.e. no tapering (getting thinner) or flaring (widening) towards the ankle. Trousers that are skinny fit/skin tight, denim, made of heavy cotton material, contain Lycra, or similar stretchy / elastic fabric that would

cause them to look skin tight/tapered or with logos are not acceptable. Trousers should not have additional buttons / zips / sequins / rips / studs / poppers / makers' labels or names on them.

Belt: Plain black only. Belt buckles should be discreet.

Shirt: Plain white shirt with collar (not fitted, tailored or blouses). Both long sleeved and short-sleeved are acceptable. No logos are allowed on shirts. Shirts should be worn with all buttons done up and also be tucked in properly to trousers/skirts.

Tie: West Lakes Academy year group tie. Ties should be worn with the knot covering the collar button of shirts and a minimum of 4 full stripes should be visible below the knot.

Blazer: Black eco blazer with academy logo.

Tights: Plain black opaque only.

Socks: Plain black only (no trainer socks.)

Footwear: Formal black shoes only. Sandals, backless shoes, boots, plimsolls, or black trainers are not acceptable.

Coats: Coats/ other jumpers/scarves are not permitted to be worn in the building during the school day. These must be stored in the lockers provided, or securely in bags.

Hair: Extreme styles of hair are unacceptable. This may include: unnatural colours (for example red/plum/purple tinted), two tone/dip-dye hair, shaved lines, and shaved patterns, complete shaving of the head (classed as grade 1 or below), and any undercutting. Distinct changes in length (non-graduated) are permissible. However the style should remain more formal i.e. presented in a neat style at all times. Styles such as Mohicans, Mohawks, long spiking up of hair on top of the head or similar are classed as extreme styles and not permitted. If you are in any doubt please contact your child's head of year before getting hair cut/styled. The above are all examples, the lists are not exhaustive.

The academy's decision is final which is why we would always advise discussion with staff before any significant change of style is made.

Jewellery: For safety reasons, only one pair of small (<3mm) plain metal (silver or gold) stud earrings can be worn. One ring is allowed. Nose studs, tongue studs and all other forms of body piercing are forbidden in the academy and must be removed before entering the academy. If worn, these will be confiscated by staff and returned at the end of the day.

Religious Observance: Head coverings should be plain black.

Makeup: Makeup should be discreet. Nail varnish, false nails and/or nail art are not to be worn. False eyelashes are also not permitted. Students who are deemed to be wearing too much make up will be asked to remove it immediately. False tan is not appropriate or acceptable for

school and is not inline with our expectations. If this is required for an external event please make contact with the relevant Head of Year. The academy reserves the right to make this decision.

PE Kit:

- Unisex academy PE shirt, choice of short or long sleeves
- Black shorts
- Black skort (female)
- Black socks
- *NEW* PE hoody (optional)

For information: In every PE lesson, students are required to remove all items of jewellery. This includes earrings and watches. Earring tape is not considered acceptable to cover piercings; the earring must be taken out.

The academy will provide aprons in science, technology and art to protect the uniform in these subject areas.

Post 16 Expectations are clarified below;

At the beginning of each academic year every student in Year 12 and 13 will receive a letter outlining their sixth form pathway and our expectations including the latest guidance on uniform. A summary is provided below;

A young person's dress and appearance are matters of personal choice and self-expression and some individuals will wish to exercise their own cultural customs. However, Post 16 Students should select a manner of dress and appearance appropriate to the environment and their role and this may be different to that adopted in their personal life. Students should ensure they are dressed decently, safely and appropriately.

Post 16 Students in our academy are expected to wear clothing and accessories which:

- promote a positive and professional image;
- do not create a risk to either the wearer or others in the academy and is appropriate;
- are not likely to be viewed as offensive or revealing,
- does not distract, cause embarrassment or give rise to misunderstanding;
- is absent of any political or otherwise contentious slogans;
- is not considered to be discriminatory;
- Hair should be neat, tidy and well-groomed. Unconventional styles and extreme and unnatural hair colours are not acceptable.
- Jewellery must not be excessive or unconventional, with visible piercings limited to ears. Single nose studs may be worn for reasons of religious observance only.

Visitors

All visitors to the school, including parents/carers should report to the main reception. They will be asked to wear an official visitor's badge so that we can ensure the safety of our students.

Website

We have a large and varied academy website, visit www.westlakesacademy.org.uk for our latest news, student success, forthcoming events and key dates. The website includes many photographs and videos, which provides an overview of the life of the academy in addition to covering the many community activities in which we participate.