



Essential guide to Walton Academy

Walton Academy

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Contact us

01476 563251

enquiries@walton-ac.org.uk

www.walton-ac.org.uk

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Principal's welcome

I am extremely excited to welcome your child to Walton. This is the start of a brilliant journey. We want your child to be happy, feel valued, and encouraged to be successful so that they achieve to the best of their ability in all aspects of academy life. There are many fantastic opportunities at Walton and I hope they make the most of them.

From the moment your child enters Walton they will find a safe, happy and aspirational environment. This allows all students to work hard and achieve their full potential. We know that your child will settle in quickly and will soon make friends.

This booklet is intended to help you support your child in having a flying start at the academy - this is something we feel passionate about and we work hard to ensure this happens for all students. In the pages that follow you will find all of the information you need so that you and your child are fully prepared for their first days and weeks here.

Throughout your child's journey at Walton they will be supported by their teachers, peers and, of course, you as their parents or carers.

We take great pride in working as one team and we will work closely with you to ensure that this approach leads to success.

I am personally really looking forward to working in partnership with you to help your child develop and shine into an excellent citizen. I look forward to meeting all of our new students and getting to know them throughout their journey with us.



Mrs Jessica Leonard
Principal

Starting at Walton Academy

We understand how daunting it can be for both parents and students when starting at a new school, so here at Walton we are on hand to guide you through this process.

In this section, you will find all the essential information you need to help you get organised before your child begins their journey with us, along with tips to prepare them for their first days and weeks at Walton.

We work closely with our local primary schools and visit most new year 7 students at their primary schools during the summer term. Parents are invited to the academy for an information evening, held just before our year 6 transition programme in July. For students joining us at other times of the year or in other year groups, we arrange a visit to the academy with their parents/carers ahead of their start date.

The academy day

Tutor time	8.50-9.10am
Lesson 1	9.15-10.05am
Lesson 2	10.10-11.00am
Break	11.00-11.15am
Lesson 3	11.20-12.10pm
Lesson 4	12.15-1.05pm
Lunch time	1.05-1.40pm
Lesson 5	1.45-2.35pm
Lesson 6	2.40-3.30pm

It is important that students arrive promptly at 8.45am as the movement bell sounds. At this time, students will move on to tutor time. Should your child be late, they must report to the academy reception and explain the reason for being late before joining lessons.

Our uniform and expectations

We maintain high standards and expect students to always look smart and presentable.

Students must always wear their blazers, both to and from the academy and throughout the academy day (including lunch and break times). Students taking part in sporting or performing arts activities must wear the appropriate uniform. Please ensure all uniform and equipment is clearly labelled with your child's name.



Uniform suppliers

Uniform is available at **Downtown** or online from **Trutex**. Visit www.trutex.com/schooluniform and use school code **LEA00672SC** to access the online brochure and place an order.

Main uniform

- Walton blazer
- 'Walton green' collared or open neck shirt
- Walton school tie (to be worn with a button-collar shirt)
- plain, smart navy tailored trousers (these can be purchased from any retailer)
- Walton kilt – kilts should be purchased long enough to allow for growth. Those that are 10cm or more above the mid-knee will be deemed outgrown and must be replaced
- formal, plain black, hard wearing school footwear. Footwear must have a flat sole or a low heel, suitable for wear around the academy site, offering appropriate protection in science labs and workshops. Branded trainers, boots or other footwear are not acceptable
- plain natural, navy, or black tights or plain navy or black socks
- hair accessories, if worn, should be navy, black, dark green, or natural hair colour

PE and performing arts kit - compulsory items

- green and white Walton sports shirt
- plain navy or black skort, shorts, jogging bottoms, or sports leggings (boys should wear leggings under shorts for performing arts lessons). These can be purchased from any supplier and must be plain
- long navy socks and plain sport socks
- sports trainers
- football boots
- shin pads

Optional items of uniform

- plain navy V-neck knitted jumper
- additional base layers for PE in cold weather – these must be plain navy or black and must be worn under the compulsory Walton PE kit
- black ballet or jazz shoes for performing arts lessons (or students can choose to go barefoot)
- Walton Academy navy quarter-zip PE fleece
- school coat – coats cannot be worn during lessons

Jewellery, makeup and hair

- one pair of stud or hoop earrings, of a sensible size, can be worn in the lower ear lobe (no other piercings are allowed, including plastic retainers)
- wristwatches may be worn. Smartwatches are not permitted
- hair must be of a natural colour and style - no tramlines or extreme cuts are allowed
- subtle make-up is permitted, but excessive or highly visible makeup will be challenged
- long hair must be tied back
- false nails or coloured nail varnish must not be worn

Pre-loved uniform

We have a selection of pre-loved items in our uniform shop.

For details, contact the academy or visit: www.walton-ac.org.uk/parents/uniform-and-equipment.





Equipment

Students must have the following items:

- school bag
- plastic water bottle (no glass bottles)
- pencil case
- pens
- ruler
- rubber
- pencil sharpener
- calculator (maths)
- protractor (maths)
- compass (maths)
- reading book
- Walton student planner (provided to all new students)
- house badge (provided to all new students)

Student planners

All new students are provided with a planner to support their learning. This includes dedicated homework and note sections.

Each double-page spread also features a section for communication between the academy and parents or carers. Planners should be signed weekly by both a tutor and a parent or carer.

Travelling to the academy

By bus

Details of the main routes are available on our website: www.walton-ac.org.uk/parents/buses-and-transport/



For further information, please visit:

www.lincsbus.info

Most contract buses will drop students at Grantham bus station, where they can board a connecting service to Walton Academy.

Contact numbers

AC Williams 01400 230833

Centrebus 01476 563118

Marshalls 01636 821138

On foot or by bicycle

Students living nearby are encouraged to walk or cycle to promote environmental responsibility. Pedestrians and cyclists should use the designated pedestrian gate to enter or leave the site, walking their bikes along Kitty Briggs Lane and avoid riding on the busy pathway.

Cycle racks are available on-site, and bicycles should be locked securely. Students must ensure their bikes are roadworthy and wear a helmet when cycling.

Park and Stride

Park and Stride is available from The Farrier and Grantham Squash Club for drop-off in the morning and collection at the end of the day. To obtain a free Park and Stride pass, please contact us at enquiries@walton-ac.org.uk, and we will send you an application form. Once completed, a parking permit will be issued by Walton Academy, which must be displayed in your vehicle.

By car or taxi

If travelling by car, for health and safety reasons, parents must ensure that the driver does not block the entrance or enter the academy forecourt between the hours of 8.15-9.15am and 3-3.45pm. Taxis can bring students directly to the academy forecourt. We ask all parents and carers to avoid parking on Kitty Briggs Lane.



Settling in

From day one, our priority is to make your child feel welcome and comfortable at our academy. We aim to ensure that the transition from another school, whether that be from a primary or when joining us mid-year, is as smooth as possible.

Arriving at Walton

September intake

If your child is joining us for year 7 in September, they should arrive by 8.45am on their first day of school. They will be directed through the foyer and into the main hall to meet the pastoral team. They will receive a welcome assembly led by our principal.

Mid-year admissions

If your child is joining us mid-year from another school, they will be invited to meet with their head of year, along with their parents or carers for an admissions meeting. A start date will be agreed during this meeting.

On their first day, students should arrive by 9am and report to reception. Here they will be greeted by a member of the pastoral team and their student buddy.

Students should bring their school bag, pencil case with pens, pencils, ruler, rubber, pencil sharpener, and maths equipment (calculator, protractor, compass), reading book, and PE kit.

We recommend that students bring a packed lunch for the first couple of days until their Wisepay account is set up. If students are having a packed lunch, please ensure it does not contain nut products due to the risks these pose to other students with nut allergies. Students are also encouraged to bring a refillable plastic bottle of water (no glass bottles).



The Walton 3 Rs

We have high expectations for learning, kindness and behaviour for all our students. Our philosophy at Walton is to be:

Ready
Respectful
Responsible

Rewards

We operate a rewards-first culture at Walton and strive to recognise students in as many ways as possible. Achievement points (APs) are awarded to students for a variety of reasons, including excellent effort or outstanding work. APs achieved by students contribute to their tutor group total and the whole school achievement competition.

In addition to APs, we also award recognition cards, which can be physical or electronic postcards sent home. These are given to students who go above and beyond, achieve individual targets, or deserve an extra pat on the back.

Other examples of recognition and rewards include attendance awards, 'edge pledge' awards, faculty superstars, and student of the term. Many of these awards are presented at our termly celebration assemblies or at special recognition evenings.

Pastoral system

We pride ourselves on having a strong sense of community. This is embedded within our pastoral systems and structures and plays an integral part in the development of character and competition throughout the academy.

To integrate our new students into our well-established community, we ensure they are fully supported by our pastoral team. This consists of both teaching and support staff, giving us the extended capacity to care for our students and offer tailored support where necessary.



Safeguarding

We are very proud that safeguarding at Walton is embedded as part of our culture, and we have a range of support in place to assist students with any concerns they may have. Safeguarding is everyone's responsibility. We take it very seriously and ensure that all students are always safe at the academy.

Along with providing excellent pastoral care to all of our students, we also ensure they are kept up-to-date with the correct knowledge and information to keep themselves safe, both online and in society. We clearly inform students of the communication methods and the relevant people available to them should they need to speak to someone or report an issue.

Designated Safeguarding Lead - Mrs K Dolby

Email - safeguarding@walton-ac.org.uk

Tutor time

Students will start each day with tutor time, following a tutorial programme that includes activities based around our character curriculum. This is an ideal time for students to build positive relationships with their form and to share any concerns in the morning. If needed, pastoral support can be offered following this.

One day a week, students will have a 'core day'. This is a time for students to reflect on their own achievements and set personal targets for improvement. Students work together as a tutor group, establishing weekly targets and supporting one another.

The pastoral leader will deliver an assembly during the week, providing an opportunity to share weekly successes and focus on key themes relevant to the cohort. All other days will be filled with exciting activities and resources for students to work on with their tutor.

Character curriculum

We are committed to developing our students' character throughout their time at Walton. This is a key focus of our tutorial programme and is also embedded within the curriculum. Through the development of the LORIC attributes (Leadership, Organisation, Resilience, Initiative, and Communication), students at Walton will develop the skills needed to be well-rounded individuals with the best life chances.

We have established 'the edge pledge,' which gives students challenges to complete. Upon completing certain challenges, students are awarded bronze, silver, and gold status in each attribute.

Extra-curricular activities

We offer a wide range of extra-curricular activities at Walton. Students can meet new friends who share common interests by joining one of our lunch or after school clubs. Clubs cover a variety of interests, including sports, dance, music, art, and drama, as well as specific study and revision groups.

We also offer The Duke of Edinburgh Bronze Award and PiXL Edge. Students will learn about clubs within their tutor groups and through details displayed on screens around the academy.

Homework

Homework is an important part of life at the academy, and all year groups are expected to engage in extra study at home. Homework allows teachers to check that students understand their work, helps them think for themselves, and provides practise for working independently. Students should record homework instructions in their student planner, including the due date. Parents or carers are asked to sign the planner weekly.

Learning Resource Centre

Our Learning Resource Centre is open for students to use before and after school, as well as at break and lunch times. We operate a book loan system and students can also book a computer to complete homework.

Personal belongings

Students are advised to clearly label their personal belongings and are responsible for their security. Personal property, including uniform and PE clothing, must be clearly marked with the student's name. The academy is not liable for any lost or stolen items.

To help keep belongings safe, students can request a locker when they start at the academy. Locker keys can be ordered through Wisepay for a small, non-refundable charge.



Mobile phones and smart devices

Students are allowed to have mobile phones, however, these should be switched off and kept out of sight from the moment they arrive at the academy. Phones should not be visible or used at any time during the school day. Smart watches are not permitted.

When the school day ends at 3.30pm, students are allowed to use their phones. Teachers will clearly communicate expectations around phone use with students during lessons. Students who bring in electronic devices and valuables do so at their own risk.

Any misuse of mobile phones will result in the confiscation of the phone and an academy detention. Persistent misuse will result in contact with parents or carers, who will be asked to come to the academy to collect the device.

If an important message needs to be passed on during the school day, the academy should be contacted. Students who need to contact their parents or carers should visit student services, where the situation will be assessed and facilitated if necessary.

Attendance

We are committed to doing everything we can to help students maximise their life chances and encouraging good attendance is a vital element in this respect. Our staff work closely with students and parents when attendance issues arise. In addition to the academic benefits, regular school attendance plays a key role in developing important social skills, leading to the best educational outcomes for our students.

97%	5 days absent (one school week)	No concern - Students with this level of attendance are likely to achieve their best grades leading to better prospects for further education or employment.
95%	10 days absent (2 school weeks)	Slight concern - While students may still achieve well, regular absences can start to affect progress and confidence in learning.
92%	15 days absent (3 school weeks)	Concern - Students may find it harder to reach their target grades, impacting future opportunities.
90%	20 days absent (4 school weeks)	Risk of underachievement - This level of absence is classified as persistent, making it difficult to keep up with learning and achieve the best possible grades.
87%	25 days absent (5 school weeks)	Severe risk of underachievement - Students are missing a significant amount of learning, which may lead to lower grades and reduced opportunities.
85%	30 days absent (6 school weeks, equivalent to a half term)	Extreme risk of underachievement - Students with this level of absence are classified as severely absent. Without urgent support, students face significant challenges in catching up.

Absence from school

If your child is unable to attend school due to illness, please call the academy by 8.45am. You can also email studentabsence@walton-ac.org.uk to notify us. You must contact us each day your child is absent until they return to the academy.

We are unable to authorise absence requests for holidays. Requests for absence must be made in writing to the principal and will only be authorised in exceptional circumstances. Please refer to the school website for term dates before booking holidays.

For further information on the government's exceptions for attendance, please visit www.gov.uk/school-attendance-absence

Lunch and catering

Lunch is served in the foyer and main hall by our in-house catering team. We offer a range of nutritious meals as well as breakfast and snacks at break times. Menus are refreshed each term and can be viewed on the Parent page of our website.

Due to severe nut allergies within our academy, we are a NUT-FREE school.

Online payments

We operate a cashless payment system for purchasing lunch, breacktime snacks, and making payments towards school trips. Details on how to set up and manage payments will be provided to parents and carers.

For information on our payment system and how to access your account, please visit: www.walton-ac.org.uk/parents/online-payments/



Free school meals

We understand the importance of a nutritious meal during the school day for children's health, wellbeing, and learning. We are committed to ensuring that all eligible students benefit from the free school meals scheme. Your child may be eligible to receive free school meals if you receive any of the following:

- income support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – your household income must be less and £7,400 a year (after tax and not including any benefits that you get)

If you believe your child may be eligible, you can apply online at www.lincolnshire.gov.uk/school-pupil-support/apply-free-school-meals or call **01522 782030** for assistance.

The council will notify the academy if your application is approved, and your child will begin to receive a free lunch. All recipients are treated with complete discretion, and students receiving free school meals use their biometric fingerprint at lunchtime just like everyone else.

We're here to support you - please don't hesitate to contact us with any questions or concerns.

Parent checklist

BEFORE YOUR CHILD JOINS US IN SEPTEMBER:

- Purchase uniform and equipment ensuring to label all belongings
- Check bus and travel routes to the academy
- 'Like' and follow the academy on social media
- Visit the Parent page of our website for further information
- Complete the data collection sheet and return it to Walton ASAP
- Complete the medical information sheet and return it to Walton ASAP

WHEN YOUR CHILD JOINS US IN SEPTEMBER:

- Activate online payment account
- Activate account on Reach More Parents by Weduc
- Pay £5 for locker via online payment account (optional)



Communications with parents

Keeping you updated

We aim to ensure parents and carers are fully engaged in academy life and maintain strong communication links. Alongside invitations to parents' evenings, you will receive regular updates and progress reports about your child, as well as opportunities to attend various events within the Walton community.

Reach More Parents by Weduc

To enhance communication, we use a parental engagement app called Reach More Parents by Weduc. The app enables you to:

- view your child's timetable
- access new and past reports
- update contact and medical details
- see key events in the academy calendar
- track your child's achievement points, behaviour points and attendance

You can access Reach More Parents via a web platform or mobile app. You will receive your login details to your child's linked account when they enrol at the academy in September.

Please note: only parents or carers with parental responsibility for a student can access the app. Contact our admissions team if you have any questions.

Email and text messages

Most communication from the academy is sent by email, so it is essential to provide an up-to-date email address. Important documents will still be issued as physical letters.

In urgent situations, such as academy closure, we will contact parents or carers via text message and/or email linked to your Reach More Parents account, prioritising the first emergency contact.

Parents' evening

Parents' evenings are held throughout the year for all year groups. You will be notified of these via Reach More Parents. Year 11 and year 13 students will have two parents' evenings to support the transition and pathway options for key stage 4 and key stage 5.

Data points

Three times a year, subject teachers formally assess students to track their progress. These assessments will be uploaded to Reach More Parents. You can contact the academy to discuss any concerns regarding these reports.

Newsletter

At the end of each term, the principal publishes a newsletter celebrating academy achievements, highlighting upcoming events and trips, and providing academy-wide updates.



Web and social media

Our website provides additional information for parents and carers of current and new students. Visit www.walton-ac.org.uk to learn more.



We share regular updates and news on our social media channels, Facebook and X.

 [WaltonAcademy](https://www.facebook.com/WaltonAcademy)

 [@walton_academy](https://twitter.com/walton_academy)

Personal data and consents

Please read this important information about the data we need to collect about your child as part of their enrolment and continuing academy life at Walton. All data we hold complies with UK privacy laws and the General Data Protection Regulations (GDPR).

Student admission forms and consent sheet

Along with this booklet, you will have received a set of admissions forms for your child. We kindly ask that parents and carers complete these forms at their earliest convenience and return them to the academy. It is essential that all sections of the form are filled out in full.

If your child is using a name other than their legal name, please indicate this on the admissions form. Please note that only legal names will appear on official correspondence. If a name change has occurred, we will require a copy of the deed poll and/or birth certificate.

Please ensure that you notify us of any changes to your home address, emergency contact details, including phone numbers and email addresses of parents and carers, as soon as possible.

Medical form

Please ensure that the medical information section of the admissions form is completed in full. It is your responsibility to keep this information up-to-date at all times.

Trips and educational visits

Throughout your child's time at Walton, they will have many exciting opportunities to participate in off-site visits. Parents and carers are also responsible for informing visit leaders of any relevant information or medical issues that may affect their child's participation.



Photography of students

We like to document and celebrate the work we do through photography and video. Please read and review the list below as you will be required to give your photographic consent on the admissions form:

- individual or group photographs of students working in classrooms etc., for display in the academy where the child's first name and year group will be shown
- general photographs of students working in classrooms or around the academy for our archives (these may be published in the future as a historical record)
- photographs of academy events and achievements (e.g. educational visits, sports day, events with guest speakers, sports, dance, and drama performances) for use in academy publications, social media, and the website. Only the student's first name and year group will be used
- press articles and photographs for news stories covering achievements, awards, involvement in sports, and other student successes, which may be used for external promotion and shared with the media. We will seek additional permission for full name prior to publication
- professional photo portraits offered for sale to parents and carers.

All photographs and images of children will be taken, used, and stored in accordance with the academy's photography and videography policy. This policy requires staff to exercise professional judgment regarding the suitability of images based on age and intended use. Parents and carers can withdraw consent at any time.

We hope you have found this essential guide to Walton Academy helpful. We are excited to welcome you and your child to our academy and look forward to building a positive relationship with you as part of our community.

Please keep this booklet for future reference. If you have any further questions, please visit our website for more useful information, call us on **01476 563251**, or email us at **enquiries@walton-ac.org.uk**.