

# The Bishop of Winchester Academy

## Induction Booklet



Winchester Cathedral



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I came to give life - life in all its fullness



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## Academy Staff

### Academy Leadership Team

Mr P McKeown                      Principal

Mrs A Hooper                      Vice Principal

Students are supported by:      Mentors,  
                                                 Heads of Department  
                                                 Heads of Year  
                                                 Academy Leadership Team  
                                                 and all the teaching and support staff.

## Welcome to The Bishop of Winchester Academy

I am very proud to be able to welcome you to the Academy where we have enjoyed a successful year in achieving the very best for our students.

‘High expectations – no excuses’ is one of our core values for all staff and students, and this motivates us to achieve the best outcomes. I want to thank you in anticipation of your support for us as we work with your child to reach their full potential. There will be many opportunities for students to expand their experience and enjoy all we have to offer. The many extra-curricular activities and projects (productions, sporting challenges, visits, etc), allow students to nurture their talents outside the academic arena to provide a rounded education.

As a Church of England Academy our Christian ethos forms the foundation on which we base our decision making and creates an atmosphere in which students feel safe and cared for. We also aim to provide a safe environment for students to explore their spirituality and faith and feel confident to ask difficult questions. We aim for all young people to live out our mission statement ‘Sapere Aude’ – have the courage to be wise. It is our mission to ensure that all young people do have the courage of their own well-founded convictions, to make wise decisions that will allow them to celebrate their talents, fulfill their God-given potential and live life to the full.

Your child will be placed in one of our houses (Austen, Brunel, Da Vinci, Nightingale and Wilberforce) designed to give a family atmosphere. There is much healthy competition between the houses and everyone enjoys the reward assemblies, waiting to hear which house has come top in reward points and attendance. Your child will feel proud to belong to their house and their responsibility in being part of the team.

We recognise here, at The Bishop of Winchester Academy, that the transition from primary to secondary school is a big step and one in which we do our very best to make as easy as possible. If you have any questions or concerns please do not hesitate to contact us and we will be happy to help.

I look forward to working with you in ensuring your child is successful and happy.



Paul McKeown  
Principal

## **Transition Days 29th and 30th June**

The transition days are an important part of the process in helping students to feel happy and comfortable on their first day at the academy in September. During the two days they will meet their Head of Year and academy staff, experience lessons and be able to familiarise themselves with the layout of the school. It will be an opportunity for them to ask questions and gain an understanding of our expectations for academy students.

Transition takes place over two days to include a variety of assessments. This will give us a more accurate picture of your child's strengths and weaknesses and will help us to place them in an appropriate class group. The correct placement of students will help prevent disruptive and unsettling moves later in the year.

On each day students will need to arrive in their current school uniform and bring with them a pen, pencil, ruler, colouring pencils and a reading book. At lunch time they may wish to bring a packed lunch, or alternatively, you can pre-order a lunch from the Hungry Bishop using the lunch menu request form.

Would you please bring your children to the Academy reception for 8:50am. At the end of the day please wait outside the school gates where your children will be escorted and given to you. They will be ready to be collected at 2:45pm on Thursday and 1.45pm on Friday.

## **Information Evening for Parents Thursday 29th June**

In addition to the days for students experience, we look forward to meeting you at 6.00pm on Thursday 29th June 2022. This will be an informative evening introduced by the Principal.

You will be able to download the following forms from the website and we would be grateful if you could complete and return them to the Academy on or before the Parent Information Evening:

- Student Contact Information
- Locker application

Doors will be open from 5.30pm to hand in forms.

We look forward to meeting you in due course.

## **The Hungry Bishop**

### **Morning Break**

Cereal, toast,  
scrambled egg, baked beans, mushrooms, hot  
bacon rolls, toasties, pizza muffins, soup

Selection of baguettes and sandwiches

Variety of cut fruit

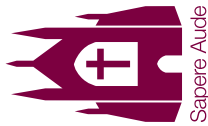
Variety of cold drinks

### **Lunch Break**

Hot meal and vegetarian alternative  
Selection of baguettes and sandwiches Soup

Cold salad bar

Variety of cold drinks



# Time Table 2023-2024

	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00
Monday	Mentoring	Period 1	Period 2	Period 3	Break	Period 4	Lunch	Period 5	10:10							
Tuesday	Mentoring	Period 1	Period 2	Period 3	Break	Period 4	Lunch	Period 5	10:10							
Wednesday	Mentoring	Period 1	Period 2	Period 3	Break	Period 4	Lunch	Period 5	10:10							
Thursday	Mentoring	Period 1	Period 2	Period 3	Break	Period 4	Lunch	Period 5	10:10							
Friday	Mentoring	Period 1	Period 2	Period 3	Lunch	Period 4	Period 5	10:10								

## The Bishop of Winchester Academy Term Dates for Academic Year 23/24

<b>Michaelmas Term</b>	
Michaelmas 1 (M1)	Tuesday 5 <sup>th</sup> September – Friday 20 <sup>th</sup> October 2023
Half Term	Monday 23 <sup>rd</sup> October – Friday 27 <sup>th</sup> October 2023
Michaelmas 2 (M2)	Monday 30 <sup>th</sup> October – Wednesday 20 <sup>th</sup> December 2023
Christmas Holiday	Thursday 21 <sup>st</sup> December 2023 – Tuesday 3 <sup>rd</sup> January 2024
<b>Lent Term</b>	
Lent 1 (L1)	Thursday 4 <sup>th</sup> January – Friday 9 <sup>th</sup> February 2024
Half Term	Monday 12 <sup>th</sup> February – Friday 16 <sup>th</sup> February 2024
Lent 2 (L2)	Monday 19 <sup>th</sup> February – Thursday 28 <sup>th</sup> March 2024
Easter Holiday	Friday 29 <sup>th</sup> March – Friday 12 <sup>th</sup> April 2024
<b>Pentecost Term</b>	
Pentecost 1 (P1)	Monday 15 <sup>th</sup> April – Friday 24 <sup>th</sup> May 2024
Half Term	Monday 27 <sup>th</sup> May – Friday 31 <sup>st</sup> May 2024
Pentecost 2 (P2)	Monday 3 <sup>rd</sup> June – Friday 19 <sup>th</sup> July 2024
Summer Holiday begins	Monday 22 <sup>nd</sup> July 2024
<b>Bank and Public Holidays</b>	
Christmas Day	Monday 25 <sup>th</sup> December 2023
Boxing Day	Tuesday 26 <sup>th</sup> December 2023
New Year's Day (in lieu of)	Monday 1 <sup>st</sup> January 2024
Good Friday	Friday 29 <sup>th</sup> March 2024
Easter Monday	Monday 1 <sup>st</sup> April 2024
Early May Bank Holiday	Monday 6 <sup>th</sup> May 2024
Spring Bank Holiday	Monday 27 <sup>th</sup> May 2024
<b>Inset Days</b>	
Friday 1 <sup>st</sup> September 2023 Monday 4 <sup>th</sup> September 2023 Friday 24 <sup>th</sup> November 2023 Wednesday 3 <sup>rd</sup> January 2024 Monday 1 <sup>st</sup> July 2024	

## **Travel to and from the Academy**

The academy encourages students to walk or cycle to school to promote wellbeing.

If students are travelling to school by car, please ensure that, as parents, you observe all the parking restrictions, to enable students to enter and exit the academy site safely and we are mindful of our residential neighbours.

In order to ensure the safety of students, parents and staff, the school gate and access to or from site car parks will be closed at the following times:

8.10am - 8.30am Monday to Friday  
2.55pm - 3.15pm Monday to Thursday  
1.55pm - 2.15pm Friday

If students are travelling to school by bus, please ensure that they are aware of the behaviour expectations and show respect for other passengers/ members of the public that we would anticipate from students representing our academy.

If students wish to cycle or use a scooter then we would ask that students wear a helmet (which should be stored in their locker during the day), dismount at the school gate and ensure that their cycle/scooter is locked securely in the cycle sheds, preferably using a D-lock. All cycles are brought on to the academy site at own risk.

## **Medical Support**

On occasions a student may feel unwell during the academy day. Students should make staff aware if they are feeling unwell and staff will take appropriate action, and, if necessary, make parents aware.

The academy is mindful that there are students who have medical conditions. Parents/carers are asked to make the academy aware of any medical needs/conditions that a student may have, and complete a 'Medical Statement Form', to ensure that we are aware of all the details.

Students must not bring any medication into the academy themselves. If students require medication during the academy day, please ensure that the 'Parental Agreement to Administer Medicine' and the 'Medicine Administered Forms' are completed and brought into the academy with the medication.



## **Communication with Parents**

Communicating with parents and carers is an important element of the partnership between home and the academy. We endeavour to ensure that our website is up to date, with information about the academy and events.

We are also in the process of moving to paperless communications and will email or text where possible to reduce our impact on the environment.

You will be provided with an enrolment code to our parent app, Weduc. This will be the main portal for communication and announcements.

We are always looking to improve our website and if you have any suggestions on how we may do so please do let us know.

## **Contacting the Academy**

If you would like to contact a member of staff you will be able to find email contact information on the website for:

- your child's mentor
- Head of each department
- your child's Head of Year

Alternatively, you can contact the main office by telephone or email and they will forward your details to the correct member of staff.

The office can be contacted at:

- [office@tbowa.org](mailto:office@tbowa.org)
- 01202 512697

## **Problem or Concern**

You may be unsure who to contact if you have a problem or concern -

- in the first instance contact your child's Mentor or the subject teacher
- if this does not resolve the matter, please contact your child's Head of Year for pastoral or general matters, or the Head of Department for subject concerns
- if you still have concerns, please contact the school office and they will direct your concern to a member of the academy Leadership Team

You will be able to find a copy of the Complaints Policy and the accompanying Complaints Proforma on the academy website.

## **Home Learning**

In order to support your child in knowing more and remembering more students will be set at least one piece of home learning every night.

- At Key Stage 3, most subjects will use a Knowledge Organiser of key terms which students will practise learning through the online platform Quizlet. Some subjects will also be using other online platforms and websites (such as Sparx for Maths or Languagenut for Spanish). These tasks will consolidate and extend upon the learning that your child completes in lessons. Work from each subject will be set weekly, and will be checked by their class teacher. If the work is not completed, your child will be expected to attend a catch-up session after school.
- Other home learning is recorded using “Satchel One” (also known as Show My Homework). Log in details will be issued to students and parents, and further details on how to access this online platform is available on our website.

## **E Payments**

The Academy has an E payment system, sQuid, which is a convenient way for parents to make payments for items such as lunches, trips and music lessons.

Parents are issued with log in details and are then able to make payments either using an easy to use web portal or mobile App.

## **Reporting to Parents**

You will be updated about your child's progress and attitude to learning at various points throughout the year. In the first few weeks of Year 7 there is a Mentor Evening so you can be reassured on how your child has made the transition from primary to secondary school and address any concerns you may have.

There are parents evenings for all year groups, providing an opportunity for dialogue between home and the academy on your child's progress, attitude to learning, attitude to homework, engagement in the school community and how you can support them at this important stage of their life. These evenings are scheduled around important times of the year for each year group (exams, options etc) and are advertised at the beginning of each academic year.

Student progress will be reported to parents at regular points in the year, and this will include the following:

- An attainment or progress grade. The level at which the teacher thinks your child is working at in class or an indication of whether expected progress is being met
- An AtL (Attitude to Learning) grade. A rating of your child's engagement in lesson, the quality of their written work, care of presentation and engagement with the LApps
- An AtH (Attitude to Homework) grade. Whether the quality of child's home learning is a concern

More information on these will be given in a settling in letter at the beginning of the school year.

## **Exams**

Students in all year groups will sit exams and assessments during the academic year.

These may take place in the Sports Hall or in classrooms and will take place under the same exam conditions as for GCSE exams.

Students are always expected to have a full set of basic equipment, including Casio calculator and a clear pencil case, but it is particularly essential when taking exams and assessments.

## Uniform



A high standard of personal appearance is expected of all students, at all times. Anyone arriving at the academy in non/incomplete uniform /clothing should expect to be sent home to get changed. Non-uniform items are not allowed, eg. hoodies and non-academy scarves, at any time, and will be confiscated if seen on site.

Full details of the uniform requirements and expectations can be found on the Academy website at [www.tbowa.org/Parents](http://www.tbowa.org/Parents) in the Uniform tab.

## Equipment

Students must bring the following equipment to the academy each day:

- An academy bag in their house colour
- Community Card
- Academy planner and timetable
- Locker key
- Basic kit - 2 pens (black), 2 red pens, 3 pencils, highlighters, eraser and ruler in a clear pencil case, (30cm)
- Scientific calculator (CASIO FX991-CW)
- Packed lunch or sufficient money loaded on ID Card
- ID card (lost cards must be replaced at a cost of £3.50) and lanyard
- Reading book
- Headphones (not airpods)

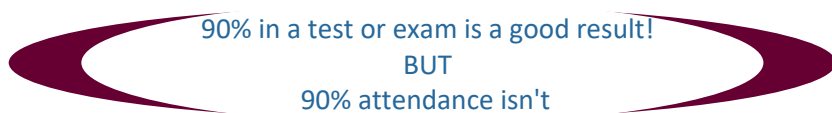
Additional equipment will be required on additional days (as per timetable):

- PE kit
- Ingredients or materials for Technology

## Lockers

All students are expected to have a locker, and this must not be shared. Details on how to apply for a locker can be found on the website.

## Attendance & Punctuality



Excellent attendance is important because...

We want all pupils to take advantage of the opportunities provided by the academy. Evidence shows that there is a direct link between poor attendance and under-achievement. Pupils not in school are more at risk of failing to achieve. They run a greater risk of getting involved in crime or becoming victims of crime.

The law requires that parents/carers are responsible for ensuring that their children attend school and are on time. This guide will explain clearly what our expectations are regarding attendance and punctuality and how we will deal with any problems or issues to do with your son/daughter in this area.

The Educational Social Worker will become involved where attendance falls below 95% and a Penalty Notice may be issued if concerns are not addressed.

### Attendance and Punctuality

We expect your child to be in the academy every day on time unless:

- He/she is too ill to attend;
- He or she has a medical appointment that can only be made in academy hours; an appointment card / letter must be provided (in advance if possible);
- There are other extreme circumstances where permission has been given by the Principal

### Unauthorised Absence

This is where your child has been absent and the absence has not been explained or we do not consider the reason for the absence to be acceptable.

### Truancy

This occurs when your child misses school without authorisation or registers for school but does not then attend lessons. We will not accept truancy and we will inform you of any suspected truancy.

## **Leave of Absence in Term Time**

Following recent changes in Government guidelines we do not authorise holidays during term time, ever. If you require your child to be absent from the academy you will need to write to the Principal explaining the reasons and providing evidence if requested. Penalty notices may be issued for unauthorised absence which could result in a fine.

The Principal will consider these requests on an individual basis taking into account the student's attendance record and the circumstances surrounding the request.

## **What will we do to monitor attendance and punctuality?**

- We will contact you on the first day of absence, at home or at work, if you have not let us know why your child is absent;
- Send you an absence letter if we have not been able to ascertain reasons of absence;
- Carry out a home visit if we have been unable to contact you or are concerned over the length or reason of absence;
- Contact you and arrange a meeting to discuss any concerns we have over attendance and persistent issues with punctuality.
- Further concerns with attendance will be referred to Education Welfare which may result in court proceedings.

## **Guidance for parents/carers**

- Reinforce our expectations regarding full attendance and excellent punctuality with your child;
- Work with academy staff when we take action over punctuality, truancy, or low levels of attendance;
- Keep us informed of any changes to contact details, or in advance of any medical appointments; providing the appropriate evidence;
- Keep us informed of any absence that is likely to continue;
- Ensure that your child completes any work that has been sent home or that they catch up with any work that they have missed during an absence.

## **Contacting the Academy**

Please contact us as soon as possible to inform us of any absence each and every day of the absence, or any future absence. Please inform us as soon as possible of any changes to your contact details. Any other issues or concerns should be raised with your child's Mentor, who will deal with these in the first instance.

[attendance@tbowa.org](mailto:attendance@tbowa.org)

01202 512697 pressing option 1 to Report a Student Absence

Weduc - you will receive logon details in due course