



**Cloughwood**  
Academy

## **Information Pack**

Cloughwood Academy  
Stones Manor Lane  
Hartford  
Cheshire  
CW8 1NU

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# The Cloughwood Way – Secondary

## The Cloughwood Way

### Your Rights

- 1) To be treated with respect.
- 2) To learn.
- 3) To be safe.



### School Expectations

- 1) Be respectful.
- 2) Be ready to learn.
- 3) Safe behaviour.

### The Points System

**R** – Respect for self, peers, adults

**A** – Achievement in lessons

**T** – Personal Target

**E** – Engagement & participation

### Qualifying for Enrichment

Monday to Thursday 100 points. Friday 76 points.

### Adults

Meet and greet every lesson.  
First attention to best conduct.  
Nurturing and calm classroom.  
Award points every lesson.

### Routines

- 1) Walking around school.
- 2) Hands up for quiet.
- 3) Line up for lessons.
- 4) Hand up to ask or answer.

### Consequences

Loss of points.  
Breaktime catch up.  
Reflection.  
Catch up after school.

### Rewards

Daily enrichment.  
Termly reward trips.  
Certificate in Praise Assembly.  
£5 voucher for 10 certificates.

*"Be your best possible self"*

# The Cloughwood Way – Primary

## THE CLOUGHWOOD WAY

### OUR SCHOOL DAY

- Arrive
- Lesson
- Playtime
- Lesson
- Dinner Time
- Lesson
- Enrichment
- Home time



### OUR EXPECTATIONS

1. We will walk around school.
2. Hands up for quiet.
3. Hand up to ask or answer questions.



### OUR POINT SYSTEM -

Each session we can earn:

- R = Respect (up to 3 pts)
- A = Achievement (up to 3 pts)
- T = Target (up to 3 pts)
- E = Effort (up to 3 pts)
- Or a Warning (0 pts)



### OUR RIGHTS

1. We are respected.
2. We can learn.
3. We are safe.

### OUR RESPONSIBILITIES

1. We respect others.
2. We let everyone learn.
3. We behave safely.

### OUR REWARDS

- Daily enrichment.
- Half-termly reward trips/ events.
- Certificate celebration assembly.
- Entry into secondary assembly draw.

### OUR CONSEQUENCES

- Warnings.
- Reflection & catch up -
- Break times & Enrichment.
- Catch up (after school).

## Timings of the School Day



Monday to Friday		
Time	Details	
<b>8:30</b>	<b>Form time</b> (15mins)	
<b>8:45</b>	<b>Period 1</b> (50mins) (Celebration Assembly on a Friday)	
<b>9:35</b>	<b>Period 2</b> (50mins)	
<b>10:25</b>	<b>Break</b> (30mins)	
<b>10:55</b>	<b>Period 3</b> (50mins)	
<b>11:45</b>	<b>Lunch</b> (30mins)	<b>Period 4</b> (50mins)
<b>12:15</b>	<b>Period 4</b> (50mins)	
<b>12:35</b>		<b>Lunch</b> (30mins)
<b>13:05</b>	<b>Period 5</b> (50mins)	
<b>13:55</b>	<b>Period 6</b> (40mins)	
<b>14:35</b>	<b>Form time</b>	
<b>14:45</b>	<b>Home time</b>	

## Meet the Staff



<b>Senior Leadership Team</b>	
<b>R Newton</b>	Headteacher
<b>S Howarth</b>	Deputy Headteacher
<b>R McEvoy</b>	Assistant Headteacher - Vocational
<b>J Thomas</b>	Assistant Headteacher - SENDCo
<b>C Clarke</b>	Head of Care/Pastoral Lead
<b>R Whyles</b>	School Business Manager
<b>Safeguarding Team</b>	
<b>R Newton</b>	Safeguarding Lead
<b>L Hood</b>	Deputy Safeguarding Lead
<b>Teaching Staff</b>	
<b>E Bailey</b>	Art
<b>I Beckett</b>	Catering
<b>K Beer</b>	Primary PE and MOLI
<b>C Chick</b>	Humanities and PHSE
<b>R Duval</b>	English
<b>C Forshaw</b>	PE
<b>D Harper</b>	PSHE
<b>M Harvey</b>	Functional Skills
<b>K Hollins</b>	ASC
<b>S Hollister</b>	Maths
<b>S Murphy</b>	Cognition and Learning
<b>D Orr McGuinness</b>	Science
<b>I Parrish</b>	Computer Science and Online Safety
<b>T Phillips</b>	Primary
<b>A Rafferty</b>	Cognition and Learning
<b>A Read</b>	Primary
<b>M Rivett</b>	Construction
<b>Support Staff</b>	
<b>K Bagshaw</b>	Construction Teaching Assistant
<b>M Brown</b>	Catering Teaching Assistant
<b>A Brumby</b>	Cog and learn Teaching Assistant

<b>J Cooper</b>	Upper primary Teaching Assistant
<b>N Crawford</b>	Science Teaching Assistant
<b>J Dale</b>	Cog and learn Teaching Assistant
<b>H Elkak</b>	Horticulture Teaching Assistant
<b>K Fitzpatrick</b>	ASC Higher Level Teaching Assistant
<b>S Gittins</b>	Physical Education Teaching Assistant
<b>K Henderson</b>	Math's Teaching Assistant
<b>A Jeavons</b>	Lower primary Teaching Assistant
<b>T Jones</b>	ICT Higher Level Teaching Assistant
<b>R Lea</b>	ASC Teaching Assistant
<b>L Nubley</b>	Cog and learning Teaching Assistant
<b>H Ode</b>	Humanities Teaching Assistant
<b>D Perry</b>	English Teaching Assistant
<b>J Whittaker</b>	Art Teaching Assistant
<b>Residential Team</b>	
<b>V Callan</b>	Residential Support Worker
<b>E Chikapa</b>	Residential Support Worker
<b>P Hughes</b>	Senior Residential Support Worker
<b>L Martin</b>	Residential Support Worker
<b>Administration Team</b>	
<b>N Couch</b>	Finance and HR
<b>J Howman</b>	Data, Exams and Admissions
<b>H Roberts</b>	General Enquiries
<b>G Thomas</b>	SEND Administrator
<b>Catering Team</b>	
<b>J Kelly</b>	Catering Assistant
<b>S White</b>	Catering Manager
<b>Site Team</b>	
<b>M Clarke</b>	Caretaker
<b>P Fitzsimmons</b>	Laundress
<b>G Prest</b>	Caretaker
<b>N Sharp</b>	Site Manager

# School Uniform



As a school we feel that it is important that pupils come to school ready to learn. Wearing the correct school uniform helps them to do this. Cloughwood Academy wishes to promote a sense of pride and belonging in our pupils and we believe that the wearing of a school uniform is one of the ways in which this can be achieved. The uniform is simple, practical and economically priced. We do not accept any fashion brands as part of school uniform, as this can be a negative distraction. We expect all pupils to be dressed the same.

**Please contact the school office if you require a uniform order form.**

**Please ensure all items of clothing are permanently marked with your child's name.**

Our uniform is as follows:

## **Secondary – Year 4 to 11**

Navy blue school logo fleece, Navy blue school logo polo shirt  
Black trousers and black shoes

## **Sixth Form – Year 12 and 13**

Black school logo fleece, Black school logo polo shirt  
Black trousers and black shoes

## **School Uniform Prices**

	<b>Polo Shirts</b>				<b>Fleeces</b>
<b>Size</b>					
Chest:	28"	30"	32"	34"	
Age (Years):	7/8	9/10	11/12	13	£8.00 each
					£15.50 each
<b>Size</b>					
Chest:	36"	39"	43"	47"	51"
	S	M	L	XL	XXL
					£10.50 each
					£19.50 each

The easiest way to pay for uniform is by BACS when you submit your order form.

School bank details: **Account Number:** 22541168 **Sort Code:** 30-90-16

PE kits are provided in school. All kits are freshly laundered after each use.

Pupils can bring in their own trainers for use in PE lessons.

If you have any second hand uniform that you would like to donate to school, we would be so grateful, as we can always make use of it.

# School Meals



All pupils will be offered free toast and a hot drink when they arrive in school in the morning.

We also offer all pupils free fruit at morning break.

All of our school meals are freshly prepared in our school kitchen by our own in-house Catering Manager.

If you believe your child is entitled to Free School Meals, please visit the following website to alert Cheshire West & Chester that your child has moved to Cloughwood Academy.

[www.cheshirewestandchester.gov.uk/residents/education-and-learning/free-school-meals](http://www.cheshirewestandchester.gov.uk/residents/education-and-learning/free-school-meals)

A screenshot of the Cheshire West and Chester website. At the top, the URL 'cheshirewestandchester.gov.uk/residents/education-and-learning/free-school-meals' is visible. Below that is the Cheshire West and Chester logo. A prominent orange button reads 'Apply for Free School Meals'. Underneath, the text 'Changes to tell us about' is followed by a bulleted list: 'you start work and come off benefits', 'your benefit changes', 'you change address', 'your child changes school', and 'you have another child starting school for the first time'. At the bottom of the screenshot is another orange button that says 'Report a change in circumstances'.

If you pay for school meals, the cost of a school meal is £2.50 for Secondary and £2.30 for Primary.

Pupils can decide on a daily basis whether they would like a school meal or to bring in a packed lunch from home. If your child would like to bring a packed lunch, we ask that it **does not contain nuts, chocolate, sweets or fizzy drinks.**

Families who pay for school lunches will receive a text message each Friday to confirm the school meal balance owed. We ask that the school meal balance owed is paid on a weekly basis. The easiest way to pay for school meals is by BACS.

School bank details: **Account Number:** 22541168 **Sort Code:** 30-90-16

**Please see an example of our delicious School Meal Menu on the next page**



	Monday	Tuesday	Wednesday	Thursday	Friday
	Monday <b>Classics</b>	<b>Around the World</b>	<b>Roast</b>	<b>Around the World</b>	<b>Street</b>
	22/04/2024	23/04/2024	24/04/2024	25/04/2024	26/04/2024
<b>Mains</b>	Pork Bangers, mash & onion gravy Vegan Bangers, mash & onion gravy	Chicken Tikka Masala & basmati rice Roast red pepper, chickpea & spinach tikka masala sauce & basmati rice	Roast Gammon, sage & onion stuffing Mushroom & lentil nut roast, with all the trimmings	Lasagne & garlic bread Vegetable Lasagne & garlic bread	KFCChicken & skinny fries KFCauliflower cakes, chips & peas
<b>Vegetables &amp; Potatoes</b>	Mixed Greens (Cabbage, leeks & Green beans)	Onion bhaji, vegetable samosa, papadums & pickles	Garlic roast potatoes, medley of fresh vegetables	Roast Mediterranean Vegetables	Chilli glazed corn cobs
<b>Sandwiches</b>	Ham, cheese, tuna, blt, plus anymore fillings	n, cheese, tuna, blt, plus anymore filli	Ham, cheese, tuna, blt, plus anymore fillings	Ham, cheese, tuna, blt, plus anymore fillings	Ham, cheese, tuna, blt plus anymore fillings
<b>Salads- 3 of the 5 on per day</b>	Mixed leaf, with cherry tomatoes, red onion, cucumber & peppers	Mixed leaf, with cherry tomatoes, red onion, cucumber & peppers	Mixed leaf, with cherry tomatoes, red onion, cucumber & peppers	Mixed leaf, with cherry tomatoes, red onion, cucumber & peppers	Mixed leaf, with cherry tomatoes, red onion, cucumber & peppers
	Cous Cous, roast butternut squash, red onion, red pepper, mint. parsley & pomegranate	Cous Cous, roast butternut squash, red onion, red pepper, mint. parsley & pomegranate	Cous Cous, roast butternut squash, red onion, red pepper, mint. parsley & pomegranate	Cous Cous, roast butternut squash, red onion, red pepper, mint. parsley & pomegranate	Cous Cous, roast butternut squash, red onion, red pepper, mint. parsley & pomegranate
	Penne Pasta, feta, mint, pea & lemon dressing	Penne Pasta, feta, mint, pea & lemon dressing	Penne Pasta, feta, mint, pea & lemon dressing	Penne Pasta, feta, mint, pea & lemon dressing	Penne Pasta, feta, mint, pea & lemon dressing
	Asian Noodle, carrot, soya, red pepper, spring onion, lime, coriander	Asian Noodle, carrot, soya, red pepper, spring onion, lime, coriander	Asian Noodle, carrot, soya, red pepper, spring onion, lime, coriander	Asian Noodle, carrot, soya, red pepper, spring onion, lime, coriander	Asian Noodle, carrot, soya, red pepper, spring onion, lime, coriander
	Rainbow Slaw	Rainbow Slaw	Rainbow Slaw	Rainbow Slaw	Rainbow Slaw
<b>Jacket potato</b>	Tuna, cheese, baked bean	Tuna, cheese, baked bean	Tuna, cheese, baked bean	Tuna, cheese, baked bean	Tuna, cheese, baked bean
<b>Pudding</b>	Doughnuts	Chocolate Brownie	Sticky toffee pudding	Carrot Cake	Short bread fingers

# Cloughwood Academy Term Dates 2024- 2025

## Holiday Dates

Autumn Term – September 2024						
Wk	Mo	Tu	We	Th	Fr	Sa Su
35						1
36	2	3	4	5	6	7 8
37	9	10	11	12	13	14 15
38	16	17	18	19	20	21 22
39	23	24	25	26	27	28 29
40	30					

October 2024						
Wk	Mo	Tu	We	Th	Fr	Sa Su
40		1	2	3	4	5 6
41	7	8	9	10	11	12 13
42	14	15	16	17	18	19 20
43	21	22	23	24	25	26 27
44	28	29	30	31		

November 2024						
Wk	Mo	Tu	We	Th	Fr	Sa Su
44					1	2 3
45	4	5	6	7	8	9 10
46	11	12	13	14	15	16 17
47	18	19	20	21	22	23 24
48	25	26	27	28	29	30

December 2024						
Wk	Mo	Tu	We	Th	Fr	Sa Su
48						1
49	2	3	4	5	6	7 8
50	9	10	11	12	13	14 15
51	16	17	18	19	20	21 22
52	23	24	25	26	27	28 29
1	30	31				

Spring Term – January 2025						
Wk	Mo	Tu	We	Th	Fr	Sa Su
1			1	2	3	4 5
2	6	7	8	9	10	11 12
3	13	14	15	16	17	18 19
4	20	21	22	23	24	25 26
5	27	28	29	30	31	

February 2025						
Wk	Mo	Tu	We	Th	Fr	Sa Su
5						1 2
6	3	4	5	6	7	8 9
7	10	11	12	13	14	15 16
8	17	18	19	20	21	22 23
9	24	25	26	27	28	

March 2025						
Wk	Mo	Tu	We	Th	Fr	Sa Su
9						1 2
10	3	4	5	6	7	8 9
11	10	11	12	13	14	15 16
12	17	18	19	20	21	22 23
13	24	25	26	27	28	29 30
14	31					

Summer Term – April 2025						
Wk	Mo	Tu	We	Th	Fr	Sa Su
14		1	2	3	4	5 6
15	7	8	9	10	11	12 13
16	14	15	16	17	18	19 20
17	21	22	23	24	25	26 27
18	28	29	30			

May 2025						
Wk	Mo	Tu	We	Th	Fr	Sa Su
18			1	2	3	4
19	5	6	7	8	9	10 11
20	12	13	14	15	16	17 18
21	19	20	21	22	23	24 25
22	26	27	28	29	30	31

June 2025						
Wk	Mo	Tu	We	Th	Fr	Sa Su
22						1
23	2	3	4	5	6	7 8
24	9	10	11	12	13	14 15
25	16	17	18	19	20	21 22
26	23	24	25	26	27	28 29
27	30					

July 2025						
Wk	Mo	Tu	We	Th	Fr	Sa Su
27		1	2	3	4	5 6
28	7	8	9	10	11	12 13
29	14	15	16	17	18	19 20
30	21	22	23	24	25	26 27
31	28	29	30	31		

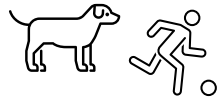
August 2025						
Wk	Mo	Tu	We	Th	Fr	Sa Su
31					1	2 3
32	4	5	6	7	8	9 10
33	11	12	13	14	15	16 17
34	18	19	20	21	22	23 24
35	25	26	27	28	29	30 31

 Inset Days  School Holidays

**Bank holidays 2024/25 – indicated in red.**

25 December '24	Christmas Day	1 January '25	New Year's Day	21 April '25	Easter Monday	26 May '25	Spring Bank Holiday
26 December '24	Boxing Day	18 April '25	Good Friday	5 May '25	Early May Bank Holiday	25 August '25	August Bank Holiday

# Enrichment



At Cloughwood Academy we recognise the importance of widening our pupils' experiences and understanding of the world and of giving a real-world context to their learning. From September our Enrichment program will be incorporated into the curriculum as a timetabled lesson. This decision has been made for several reasons:

- **Variety of Experiences:** Many pupils tend to pick the same activities, limiting their exposure to the full range of offerings.
- **Logistical Challenges:** Increased pupil numbers have made it increasingly difficult to organise activities from a logistical standpoint.
- **Inclusivity:** Currently, pupils who do not achieve 100 points miss out on Enrichment altogether. This group arguably needs enrichment the most, and we believe this new approach will ensure all pupils have access to these valuable experiences.

This change aims to provide a more structured and inclusive Enrichment program, ensuring every pupil can benefit from the diverse opportunities available at Cloughwood.

# Rewards



Every week we have Celebration Assembly. If your child has worked hard, they may receive an award. If a pupil receives an award, this is given as a monetary value and added to the pupil's 'Cloughwood Bank'. Pupils can then choose to save up any award money over the course of the school year and buy something that they really want. Pupils can choose to save for anything from a family trip to Alton Towers or a computer game!

- 100% attendance for the term (not including medical appointments).
- Most improved attendance for the term.
- 100% weekly attendance draw (£20 Secondary, £10 Primary)

## Other rewards

- Top 10 points for the term (£20 for each pupil who places in the top ten in Secondary, £20 for each pupil who places in the top five in Primary).
- Certificates in celebration assembly (Secondary 10 certificates = £5, Primary 5 certificates = £5).
- Outstanding piece of homework (£5).
- Caught being good (£5 – Primary, £5 – Secondary) – Each week staff can nominate a pupil who has made a positive behaviour choice. All nominees will be entered into a draw.

## Social Media



Please follow us on our Instagram page:

**[cloughwood\\_academy](#)**

and our Facebook page:

**<https://www.facebook.com/CloughwoodAcademyOfficial/>**

This is where we share with you, lots of the day-to-day happenings here at Cloughwood Academy.

# ICT Acceptable Use Agreement

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

- I will only use ICT systems in school, including the internet, e-mail, digital video, and mobile technologies for school purposes. All use is monitored.
- I understand that the school's ICT Acceptable Use policy has been drawn up to protect all parties – pupils, staff, visitors and the school. The policy is available on our website.
- I will only use my school e-mail address when e-mailing from school.
- I will only open e-mail attachments from people I know, or who my teacher has approved.
- I will not tell other people my ICT passwords.
- I will only open/delete my own files.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe and ensure all my contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this, I will tell my teacher immediately.
- I will not give out my own/others' details such as name, phone number or home address. I will not arrange to meet someone or send my image unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- I know that my use of ICT can be checked, and my parent/carer contacted if a member of school staff is concerned about my safety.
- I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher.
- I will not bring in memory pens or CDs into school unless I have permission.
- I will ensure that my online activity, both in school and outside school is in accordance with the law. I will not cause my school, the staff, pupils or others distress or bring the school community into disrepute, including through uploads of images, video, sounds or texts.

## **Remote Learning Guidelines:**

- I will respect the interactions and behave respectfully towards teachers and other pupils.
- I will be appropriately dressed for learning.
- I will not record or take photos of classmates or teachers during face-to-face sessions.
- I understand that when using Google Classroom and other applications provided by the school that my use may be monitored and logged and can be made available to my teachers.
- I will not use video conferencing when in my bedroom unless arrangements have been made with a member of the Senior Leadership Team.
- I understand that these rules are designed to keep me safe and if they are not followed, school sanctions will be applied, and my parents may be contacted.
- I must leave Google Meet when instructed to by the teacher and before the teacher closes the meeting.
- I understand there must be a minimum of 3 pupils in any video conference unless arrangements have been made with a member of the Senior Leadership Team.

# Attendance Reporting Procedures

At Cloughwood Academy, we aim to build a working relationship between ourselves and families to ensure that every child has an equal opportunity to learn.

We believe that if pupils are to gain the greatest benefit from their time at school, it is essential that they attend regularly. Any child who misses school runs a serious risk of being left behind in their progress.

Pupils should be at school, on time and ready to learn, every day the school is open, unless the reason for absence is unavoidable. All research shows that pupils who attend well achieve well.

It is the expectation of the school that all pupils will achieve at least 98% attendance.

Below are Cloughwood Academy's absence reporting procedures.

- If your child is absent, please inform the school on the first day of absence, and each following day of absence, stating the reason **by 9:00am**. You can do this by calling our attendance line on 01606 537690. If we do not receive a call, your child will be marked as 'Unauthorised' on the register.
- Please refer to the guidance below from the NHS, which gives further details on when you should send your child to school.
- We expect you to keep your child off for 48 hours if they are suffering with sickness or diarrhoea.
- We expect you to keep your child off if they have a high temperature.

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

- Pre-planned absences in the cases of **Medical appointments/Holidays/ exceptional circumstances** should all be reported with as much notice as possible **via the school office**. A Leave of absence request form will need to be collected from the office and the completed form returned. You will then be notified if the time requested has been authorised or not.
- We expect your child to attend school around their appointment, where you are able to pick up/drop off. If this cannot be achieved your child may be marked unauthorised for the part of the day that they are not in school.
- If your child is absent for 2 days and you have not contacted the school to advise of the reason, an unannounced home visit may take place.
- After 10 sessions (5 days) of unauthorised absence your child will be placed on an attendance monitoring period of 20 days. During this time, if any further absences occur, you will be required to attend an absence meeting. You may also receive a fixed penalty notice warning.
- If you have any concerns about your child's attendance or wish to speak to us regarding any issues, please contact school to arrange a meeting.

# Behaviour

## School Based Consequences

### Primary:

If the child has not completed work appropriately, they will need to catch up during their daily enrichment time but may return to an enrichment activity when complete.

If they have shown a poor choice, they will complete a reflection period which aims to identify their own triggers that led to the poor choice. The aim of this is for the child to identify the consequences of their actions for themselves and on others.

These reflections and discussions are kept in the children's files so that patterns of behaviours are identified and can be shared with parents and professionals when appropriate.

### Consequence Structure

- If a child is off task or displaying inappropriate behaviour, staff issue a quiet reminder.
- If the child remains off task, the child is invited to take some time out with a member of staff or independently.
- If the child is asked a third time, they are asked to complete a reflection sheet (red/ green choice and consequence) with an adult. Their missed work is placed into their box to be completed in enrichment time.
- If the child continues to disrupt the class, they take time out in another classroom and will complete their reflection sheet on return.
- If the child continues to disrupt after this, then they may spend time discussing their actions with the Primary Lead / Deputy Headteacher / Headteacher.
- If the child continues to disrupt, individual member of staff requests permission to issue a period of after school catch up / reflection. At this point parents are contacted to discuss their child's behaviour.

### Secondary:

Within the context of the classroom or wider school environment the following sequence could be followed when selecting and administering a consequence for unacceptable behaviour.

- With reference to behavioural expectations, prompt pupil for co-operation or compliance.
- Verbal success reminder.
- Verbal warning of consequences.
- Move seats/support assistants give closer support.
- Time out to cool off or calm down with Pastoral staff.
- Consequence reflected in points awarded to pupil.
- Request that the pupil catch up at morning break.
- Organise for missed work to be completed in Reflection if appropriate.
- Individual member of staff requests permission to issue a period of after school catch up.
- Where there are concerns that are more serious due to persistent refusal to co-operate or behaviour likely to prevent teachers teaching or pupils learning, the Headteacher may make provision for a period of internal exclusion in which a pupil would have to make reparation before being reintegrated into the life of the school.
- For incidents of discriminatory behaviour, violence, theft, drugs and criminal damage, the Headteacher may involve the police and charges might follow as a result.
- Where a pupil's continued attendance at school poses a threat to the health, safety and well-being of the rest of the Academy community, the Headteacher will have recourse to use fixed-term and permanent exclusion as a last resort.



At Cloughwood Academy, all pupils are to be treated with unconditional positive regard and every effort will be made to correct behaviour and provide support to pupils to enable inclusion. Nurturing relationships based on trust, respect and fairness are vital between staff and pupils. They form the basic blocks on which successful de-escalation is based. Further to this, a senior member of staff will always be available on the corridors to ensure that good practice in this area is modelled and that pupils in crisis can be moved to a neutral area in order to regain self-control.

Cloughwood Academy also protects the rights of all people who work at or visit the school and, to that end, all staff are trained in techniques that enable them to physically intervene to prevent injury to themselves and our pupils. (See academy guidance on Safe Handling Techniques and Control of Pupils). In most cases of non-compliance, the list of consequences agreed by the staff will usually be enough when followed through fairly and consistently to correct unacceptable behaviour when it occurs.

### **Absconding from School**

- There are robust procedures in place to safeguard a pupil if he absconds, which include notifying parents / carers / Social Workers / Emergency Services.
- If a pupil does abscond it is expected that the time and work missed will be made up in the pupil's own time after school the next time he attends.
- If a pupil absconds may be appropriate to invite parents / carers to a back to school meeting.
- If any pupil regularly absconds from school a Multi-Agency Safeguarding meeting will be called to investigate a way forward on a case by case basis.
- In conjunction with SLT and the Pastoral Lead, the Form Tutor will update the Pupil Profile document to reflect the increase in risk caused by the pupil running away and put actions in place to mitigate future risk.

### **Break time catch up**

Requests for break time catch up can be made at the end of the morning review meeting held after lesson 2 in the main hall. The member of staff should determine the length of the catch up. Break time catch up gives the pupil the opportunity to wipe the slate clean so that he can re-focus his energies into having a good day, rather than having a consequence hanging over him. Completing the break time catch up in an acceptable manner would indicate that he has accepted responsibility for his behaviour and made reparation. If break time catch up is not completed satisfactorily it will be extended or may have to be repeated.

Repeated failure to complete break time catch up satisfactorily could result in the pupil attending an after school catch up session.

### **After school catch up**

- Requests for an after school catch up can be made no later than 2.00 p.m. at the latest.
- Parent/carers must be notified, and the reason(s) explained. Parental permission is not required.
- Parents/carers need to be kept informed about their child's behaviour in after school catch up.
- Staff take individual responsibility for administering after school catch up sessions but under no circumstances should any member of staff carry out a session on their own.
- The usual time for an after school catch up session would be one hour. However, the session cannot begin until good order and a commitment to complete necessary work is observed.

# Privacy Notice

We, Cloughwood Academy, are the Data Controller for the purposes of the Data Protection Act. We collect information from you and your child and may receive information from your child's previous school and other agencies. We hold this personal data and use it to:

- Support teaching and learning
- Monitor and report on progress
- Provide appropriate pastoral care, and
- Assess how well your child is doing

This information includes contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, special educational needs and any relevant medical information. If your child is enrolling for post 14 qualifications, we will be provided with their Unique Learner Number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications undertaken.

We will not give any information to anyone outside the school without your consent unless the law requires us to do so. We may pass on personal information for child protection reasons or to other relevant agencies or partners.

We are required by law to pass some information to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

If you want to see a copy of the information we hold and share, then please contact the academy office. If you require more information about how the Local Authority (LA) and/or DfE store and use the information, then please go to the following websites:

[www.cheshirewestandchester.gov.uk](http://www.cheshirewestandchester.gov.uk)

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites, please contact the LA or DfE as follows:

Public Communications Unit Department for Education Sanctuary Buildings Great Smith Street London SW1P 3BT website:<http://www.education.gov.uk/> email:<http://www.education.gov.uk/help/contactus> tel: 0370 000 2288 The Data Protection Officer Cheshire West and Chester Council HQ 58 Nicholas Street Chester Cheshire CH1 2NP email: [FOIWest@cheshirewestandchester.gov.uk](mailto:FOIWest@cheshirewestandchester.gov.uk) tel: 0300 123 8 123

In addition, for Secondary Schools:

Once your child is aged 13 or over, we are required to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide your address and that of your child, together with their name and date of birth and any further information relevant to the support services' role. However, you or your child (if they are over 16) can ask that no information beyond their name, address, date of birth and your address, be passed to the support service. Please inform the academy office if you wish to opt-out of this arrangement. For more information about young peoples' services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx> i Attendance information is not collected for pupils under 4 at Early Years Settings or Maintained School.

## How to make a complaint

Many concerns and minor complaints can be resolved quickly and informally. There are many occasions where issues are resolved immediately through the class teacher or another member of staff, depending upon the nature of the complaint.

If you as a parent / carer have a complaint concerning the welfare of your son in Cloughwood Academy, you should immediately register your complaint with the Headteacher or with a senior member of staff available.

If you are dissatisfied with the response, please follow the Complaints procedure on our website under the About Us / Policies section.