



Carlton le Willows Academy

Information Booklet

For New Admissions

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Introduction

I am delighted to welcome you to Carlton le Willows Academy. Clearly this booklet can only convey to you something of our ethos and what we offer, and for this reason we are always delighted to welcome visitors so that they may see for themselves the staff and students at work.

The students at Carlton le Willows know that they come to a happy school where academic standards are high and where discipline, hard work and learning go hand in hand with respect, courtesy and kindness. Our motto - 'Nihil Nisi Optimum' (Nothing but the Best) is a constant reminder of the standards to which we must all aspire.

We aim, quite simply, to offer a warm and caring environment where all students feel valued and can achieve their fullest potential - and they often do. Our students achieve excellence in academic studies, sport, and in serving others, with a consistency that is a tribute to their parents, their teachers and themselves. We expect it of them; they come to expect it of themselves.

One of our distinctive features is that we are able to provide an education for every future. We are proud of our outstanding record of academic success, our ability to offer a broad curriculum and the comprehensive range of sporting, social and enrichment opportunities that encourages students' all round development.

The sense of community at Carlton le Willows is almost tangible. On admission to the Academy students are put into one of four houses and a mixed age form group, where they will remain until they leave us. The system of vertical tutoring is a key contributor to the promotion of cohesion across the Academy in supporting positive relationships, together with promoting a sense of identity and belonging. In addition, the house structure allows for friendly competition, which is very much part of our philosophy.

The strong relationship between teachers and students is a prominent feature of a Carlton le Willows education and we make every effort to involve parents at each stage of their child's career with us. I hope very much you will choose Carlton le Willows for your child and that he or she will be happy and fulfilled here. I am sure you will want to take the opportunity of visiting us and we look forward to seeing you at that time.

Mr J C Weaver
Head Teacher

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Contacts

Contacting us: If you have any general enquiries, please get in touch using the details listed on the front or back cover. Alternatively, there is more contact information on our website.

Vision and Values

Our Vision

‘Learners at the heart of a great school’

Our Mission

‘Motivating students to better their best’

Our Motto

Nihil Nisi Optimum – ‘Nothing but the best’

Our Aims

Enabling all our students to:

- Achieve better than their best, enjoy learning and secure a successful future.
- Behave responsibly; respecting themselves and others, staying safe and healthy throughout their lives.
- Contribute positively to the school and wider community, working as a team player or by taking on leadership roles.

Our Strategic Objective

‘Building on success: reaching new heights’

Our Values

We believe in:

- **Equality of opportunity** – promoting fairness and tolerance.
- **Experiencing success** - building confidence and a strong work ethic.
- **Personalising learning** – increasing motivation and raising aspirations.
- **Giving responsibility** - fostering trust, independence, and self-discipline.
- **Respect** - good manners and courteousness at all times.
- **Teamwork** - securing commitment, understanding and mutual support.

Making the Right Choice of Secondary School

You are about to make one of the most important decisions of your life - where to send your son or daughter for their secondary education. As parents, you will want to see your children thrive and succeed. At Carlton le Willows we work hard to ensure every pupil has the opportunity to achieve their best and believe that a good education involves a very close partnership between students, teachers and parents.

We are committed to achieving our overriding goal that is set out in our motto:

‘Nihil Nisi Optimum’ (Nothing but the Best)

The motto is our promise to parents, it is our statement of intent and it is a description of what we do.

Carlton le Willows has served this community since the fifties and several generations of students have come and gone, each richly benefiting from the high standards, warm relationships, good discipline and the strong sense of purpose we offer here. We believe we make a difference in the lives of the children with whom we work and we are proud of the quality of schooling we provide to the local community.

Our most recent Ofsted inspections have been very successful. We have also gained national accreditation through the prestigious Customer Service Excellence Award. This award judges us on how well we communicate with parents and students and how welcoming we are to visitors.

What is more, we also have preserved the traditions and high standards for which we are so well known. We expect our students to be well behaved, to look smart and to conduct themselves with dignity whether in or out of school. It is these core values that underpin our ethos and strengthen our reputation.

Our record of success is based on the work of a committed team of dedicated professionals who work hard to unlock the potential of the students. We expect our students to be the best they can be in all areas of school life. We expect our parents to be ambitious for their children and to be supportive of our efforts to secure success.

We have induction events in the autumn term when parents can visit classrooms and meet staff. Prospective students will also be invited into school and will spend a day with us in the summer term. In the same term, parents will be invited to an evening meeting where they will be able to meet their child's tutor. However, if you have any enquiries regarding admission arrangements or would like to arrange a visit please contact Mrs D Richardson (Admissions Officer) on (0115) 9565008.

We hope very much you will choose Carlton le Willows for your child and that he or she will be happy and fulfilled.

Learning and Curriculum

We are justifiably proud of our outstanding record of academic performance and our ability to maintain a broad curriculum. The curriculum is designed to meet the needs of each child. Our overall aim is that each pupil receives the teaching and resources to develop his or her abilities to the full.

We provide twenty five one-hour lessons each week. In key stage 3 all students follow a common curriculum which concentrates on the development of a wide variety of skills. In key stage 4 and in the sixth form the curriculum provides for a broad range of courses. These combine to enable us to offer “a curriculum for every future”.

Key stage 3 (years 7 and 8)

All students will study the following subjects:

English	RE	Music
Mathematics	Geography	Physical Education
Science	Art	French and/or German
Design and Technology	Information and	Citizenship
History	Communication Technology	Drama

Progress in these subjects will be assessed at the end of the key stage by a combination of ongoing teacher assessed work and tests.

Organisation of teaching groups

On entry into the Academy, students are placed in vertical tutor groups and mixed ability teaching groups, in which they will have the majority of their lessons during year 7. Students are set for English, mathematics, French, design and technology and PE during year 7. During year 8, students will also be placed into sets for geography according to their ability; much key stage 4 teaching is done in sets.

Key stage 4 (years 9-11)

In years 9, 10 and 11, students will embark upon their GCSE (or equivalent) courses. All students take courses of study in English, mathematics, science (usually a double qualification), information and communication technology, RE, citizenship (which includes personal, social and health education) and PE. Students choose either an “EBacc” pathway, on which they study a foreign language and history and/or geography, or a DT pathway on which they study at least one design and technology subject. Students on the EBacc pathway may choose a design and technology subject in their option choices. Students on the DT pathway may choose history and/or geography in their option choices. At least one of the courses taken in Year 9 is usually a focus course designed to develop ability and skills in one or more of the subsequent GCSE (or equivalent) courses.

Most students will also take a GCSE in English literature. Students will have the opportunity to take up to four further GCSE/BTEC courses from our options package. Students may sit GCSE or equivalent examinations from the end of year 9 and if they reach their potential in these subjects go on to take new GCSEs or study courses, such as an AS level, in subsequent years.

Options package

French	DT Textiles	Drama
German	Construction	Health and Social Care
History	Hospitality	ICT (further qualifications)
Geography	Triple Science	Media Studies
DT Electronics	Art and Design	Music
DT Food	Business Studies	Photography
DT Graphics	Child Care	RE
DT Resistant Materials		

Almost all students follow courses which can lead to at least ten GCSE or equivalent passes.

Key stage five (sixth form)

We have one of the largest sixth forms in the county and so we are able to offer a range of courses to suit varying abilities and interests. Current A/AS level (or equivalent) subjects are shown below:

English Literature	Economics	Art
Mathematics	History	Drama
Further Maths	Psychology	ICT
Physics	Geography	English Language
Chemistry	Design and	General Studies
Biology	Technology:	Religious Education
Business Studies	Graphics, Resistant	Music
Media Studies	Materials or Food	BTEC Travel and Tourism
Photography	French	Forensic Science
Physical Education	German	Government and Politics

During these critical final years of examination courses, considerable help and advice is given with regard to study skills, revision techniques and career information. Dialogue between parents and teachers is vitally important at this stage, and is of great value to the students.

Examinations

Examinations have an important place in the secondary stage of education. However, they are but one indicator amongst many of the quality of a school. The ethos of the Academy, the care which the Head Teacher and staff devote to students and the standards they inculcate are of at least equal importance.

Although most of the courses followed at key stage 4 and in the sixth form could lead to an examination, students are not entered indiscriminately. After each child's case has been considered individually, the school enters students for appropriate GCSE and/or GCE A level examinations (or equivalent qualifications). Candidates are normally entered for GCSE examinations in years 9, 10 and 11. AS level examinations are usually taken in year 12 and A level examinations are normally taken in year 13.

Our external examinations results are available on the Department for Education website (www.education.gov.uk/performanceables/). Experience indicates that examination results achieved may vary considerably from year to year. Therefore, they need to be interpreted with caution. Good results in one year in a subject may be followed by less good results the following year and vice versa. It is generally better to look at trends in examination performance over a number of years.

Reports, profiles and parents' evening

All years will have at least one parents' evening. We also offer the parents of year 7 students the opportunity to meet with their child's tutor within their first term. These meetings are important occasions and we do like to see parents attending these evenings to discuss their child's progress. During a year a parent can expect at least four points of contact with us; their purpose is to inform you as accurately as possible of the progress of your child in academic work, in social development and in the development of character.

- Two short reports on progress.
- A school report with written comment.
- Access to a parents' evening with the opportunity to meet subject teachers.

Learning support

The majority of students' needs are met within mainstream curriculum, but some children require additional help. The learning support department liaises with parents, staff and outside agencies as well as other professionals to respond to such needs.

Targets are set in agreement with staff, parents and the child, and individual learning plans drawn up and put into place. Provision may take a variety of forms, including individual or small group help in different subject lessons and/or help being provided in the learning hub from our team of skilled teaching assistants and mentors. We aim to keep parents informed as learning plans are monitored and reviewed.

A copy of our special educational needs policy can be found on the Academy website.

Gifted and talented (GAT)

We aim to challenge all students to fulfil their potential in all areas of the curriculum. Our most able students are stretched in top sets or provided differentiated work to meet their individual needs. They are also offered a range of enrichment activities to extend particular skills and abilities.

Homework

All students at Carlton le Willows are encouraged to become successful, independent learners. Homework is set for all students in all years, in all subjects, so that they can experience and gain confidence in working on their own. Homework gives students the opportunity to review their work and to extend it in breadth and depth. All homework is recorded in the personal organiser where it may easily be monitored by parents, class teachers and the form tutor. Parents are asked to help their children by ensuring that homework is done carefully and under the best possible conditions.

Homework in key stage 3 is seen as essential preparation for independent work at key stage 4 and thereafter. The demands of coursework in all examination subjects require us to ensure the students develop good habits in this respect at an early stage of their secondary schooling.

Again we ask parents to play their part and contact us if they are worried about any aspect of their child's homework.

Learning resource centres

We have two learning resource centres which are open to students at breaks, lunchtimes and after school, as well as during lesson times. They are bright, carpeted areas with a full stock of books, magazines, newspapers and audio-visual resources.

The fully-automated libraries also contain information and communication technology facilities which students can use. They can undertake research using CD ROM, DVD, intranet and broadband internet facilities. Our fully qualified library staff are available to give assistance to students with any aspect of their learning.

ICT facilities

We also have several computer rooms equipped with PCs and a specialist media facility fitted with Apple Mac machines. Each room can accommodate a whole class. The sixth form have a computer suite for use during private study. In addition, many students will use lap computers to assist their work within lessons.

Many computer rooms are also open at lunchtimes and after school so that students can work independently. All students will have curricular access to the internet and have e-mail addresses. We have a strict policy on restricted access to the internet and offer e-safety guidance to both parents and students.

Sex and relationships education (SRE)

All children receive SRE appropriate to their age and development as part of a wider teaching programme which emphasises the importance of family life and personal relationships. Parents have the right to request that their child is withdrawn from any or all aspects of SRE, other than the biological aspects which are part of the programme of study for science. For this reason, students will not be examined on any area of SRE other than the biological aspect. The SRE policy can be downloaded from our website.

Religious education

Carlton le Willows is not affiliated with a particular religious denomination.

Religious education is provided in accordance with the Nottinghamshire Agreed Syllabus. Key stage 3 students study the major religions of the world. The relationship between religions and culture and the ways in which religion preserves and promotes moral values is also explored. Key stage 4 students study religious ethics and religious responses to philosophical questions. Key stage 5 students study a western religion and Christian ethics.

We will make arrangements for parents to exercise their right of withdrawal of their children from religious instruction or worship as necessary.

Careers education and guidance

Whilst many aspects of the careers programme are embedded in the curriculum, students also have the opportunity to follow vocational courses and to participate in work experience as they progress through the school.

Extra curricular activities

All students at Carlton le Willows are fortunate in having access to the wide variety of activities offered to them outside the classroom. This illustrates the interest that staff have in their students. These activities help children to develop talents and qualities they may not be able to show in the classroom and we are particularly keen to encourage interests and activities which strengthen the partnership between teacher and pupil.

Sporting activities take place both at lunchtimes and after hours. There are clubs and competitions between houses which are open to all students. There is also a wide range of teams which participate in competitions and matches with other schools.

We stage at least one major drama production a year and there are many opportunities for theatre visits throughout their time at Le Willows.

Students who wish to develop a particular interest in music can receive individual or group tuition for various instruments including woodwind, brass, guitar and drums from our music support teachers. This is in addition to the opportunities all students have of playing instruments in timetabled music lessons. The music department also organises concerts and other musical events in school and elsewhere in the community throughout the year.

From year 9, students can participate in the Duke of Edinburgh Award Scheme and work their way up through Bronze, Silver and Gold.

Student responsibilities

Students can be elected as representatives to house councils and the Academy council. The councils are a democratic way of ensuring students have a voice and can make a contribution to the decision making and development of our school.

Representatives take an active role in school life, for example participating in the process of interviewing prospective staff who want to join us. In addition to the pupil councils, there are a number of prestigious leadership roles that students may apply to undertake, including house captain, vice captain, sports captain and arts captain.

Trips and visits

All students will have the opportunity to experience learning outside the classroom. We have a strong tradition of organising trips and visits in the UK and abroad, for example cultural visits to France and Spain, a wide range of subject based field/research trips and sports tours.

Care, Guidance and Support

At Carlton le Willows we believe that children best realise their potential when they feel secure and content. It is important that all our students feel cared for, that they know precisely to whom they can turn if they have a problem.

We hope that all parents sending their children to Carlton le Willows will enter into an active partnership with us to achieve the best possible education for their child.

Transition arrangements

There is a programme of primary liaison activities which help students get to know Carlton le Willows before their arrival in September. We are proud of the social and academic links we have developed with our family of schools. We begin the transition from primary to secondary education by building on the foundations laid in the primary school and developing the knowledge and skills students have acquired. We are concerned with making the move from primary to secondary as smooth as possible and to this end, year 6 students have the opportunity of visiting Carlton le Willows for a variety of activities during the course of the year.

House system and student groupings

All students from years 7 to 11 are put into one of four houses upon entry to the school, and remain in this house until they leave. We aim to keep brothers and sisters in the same house, but not the same form group. Students are identified as being in a particular house by the colour of the stripe on their tie.

House	AKA	Colour
Oak	Giants	Red
Birch	Lighting	Silver
Ash	All-stars	Green
Cedar	Surfers	Purple

Students are then organised into form groups made up of between three and five students from each year (7 to 11). In their form groups, students learn to work across the age range and support one another throughout their time with us.

Form tutors and co-tutors will get to know tutees closely. They will move through the Academy with the students and will be the first point of contact for referral or praise. Each house leader, supported by a student support worker, works with their team of form tutors and co-tutors to promote a sense of unity and teamwork within their house group and across the Academy as a whole. House leaders and deputy house leaders also monitor progress, attitude to learning, attendance and punctuality of students.

Student services

In the life of every student there comes a time when some further advice or extra support is welcome. This might help solve a problem that is not going away or to get some advice so they can make the best decision for themselves.

The Academy's student services team consists of specialist staff who provide guidance, information and practical assistance to all of our students. Their work complements that of other Academy staff.

Student services for students in year 7 to 11 are based in the East and West buildings of the campus and are open Monday to Thursday 8.15am – 4.00pm and Friday 8.15am - 3.45pm. The sixth form have separate arrangements in the sixth form centre. The Oasis Centre, where the counsellor and student health advisor work from, is based in the East building.

The director of student services is responsible for the delivery of high quality student services, including counselling and health and welfare support

Student counselling

We understand that some students may have personal difficulties that they would like to discuss with a specially trained member of staff. The Academy has a lead counsellor who is professionally qualified and will provide student counselling on a confidential basis. Referrals can be made (by staff or parents) directly to the counsellor or through our student health advisor. Students may also self-refer through a lunch time drop in session. More information about the counselling service is available on the Academy website.

Health and wellbeing

Our student health advisor also provides health and wellbeing support for students in conjunction with their families, staff, outside agencies, as well as other professionals to respond to such needs. Parents should notify our student health advisor of any medical conditions or concerns their children have that may require us to make particular arrangements at school.

Medical arrangements

A number of Academy staff have had first aid training to deal with minor ailments. Should a student become unwell during the day then parents will be asked to collect them. In an emergency where a student is taken to hospital, a member of staff will accompany them and stay with them until a parent arrives.

Discipline

We know that hard work in a calm atmosphere is the key to success. We work very hard to make sure that everyone has the chance to learn to the best of their ability and that classroom behaviour is of the highest standard. We look on the management of behaviour as an important aspect of our provision for the care and guidance of children. A great deal of support and encouragement is offered to the students and the good discipline across the Academy owes a lot to the excellent relationship which exists between the students and the staff.

At Carlton le Willows we believe in firm but fair discipline, which is based on the principles of rights, respect and responsibility. All students have a copy of our fair rules in their personal organiser and are expected to abide by them. Care, courtesy and consideration are watch-words in Carlton le Willows and every effort is made to promote these positive attitudes and to instil self discipline.

We know that students work best in a well structured and positive environment. On a day-to-day basis we reward students for sustained effort and achievement. However, they will receive consequences for negative behaviour. Whenever a pupil has any problems at school, contact with and support from parents is a priority. We do use detention if students do not keep the fair rules, and if necessary, will withdraw students from lessons. Parents should be aware that we do not need their permission to keep their child in detention and we are no longer legally required to give 24 hours notice in advance of a detention. If your child is being kept back for a 'same day' detention we will try to let you know. If you cannot be contacted we will provide 24 hours notice. If your child chooses not to inform you of this, we are still entitled to carry out the detention.

Although Carlton le Willows is an inclusive school, in common with other schools we do use isolation and exclusion for more serious incidents or persistent misbehaviour. The Academy's behaviour policy is available for download from our website

Bullying

We are particularly concerned that our students should feel safe and not experience any form of bullying. We have an established anti-bullying policy and every incident that we are made aware of will be dealt with appropriately. Students are actively involved in anti-bullying activities too. There are teams of mentors called 'medi8ors', who have been trained to listen, help and support their peers. Our anti-bullying policy is available for download from our website.

Child protection

Every school in Nottinghamshire is required to follow a set procedure in cases of suspected child abuse. Headteachers are required to refer any concerns to the County Council's Social Care Department for further investigation so that children at risk can be identified quickly.

This procedure is intended to protect children from abuse. When a school refers a concern about a pupil to social care, it is not accusing the parents/carers of abuse, but requesting that further investigation takes place to establish whether a child is at risk. The Academy's child protection policy is available for download from our website.

Uniform, appearance and equipment

Carlton le Willows Academy uniform is one of the main outward signs by which the local community recognises and makes judgements about our students. It is important for students and the Academy that the way students present themselves is positive and acceptable and creates the impression of a disciplined and well ordered establishment. The uniform/appearance policy strengthens the ethos of the Academy and simplifies the day-to-day management of students by determining the boundaries of acceptable dress.

It is expected that all students will come to the Academy every day in neat, clean uniform, giving a message that they take pride in their appearance and in belonging to the Academy. The support of parents in ensuring a high standard of uniform is expected. Members of staff are required to apply the uniform/appearance policy rigorously and consistently, in a class setting, around the campus and, if appropriate, when on a trip or visit.

All items which form regulation uniform for students in years 7 to 11 are listed on the Academy website. Please note, that those items prefaced by Academy must be purchased from us or our approved uniform stockists. You should be able to find the information you require quickly and easily via the website, but if you experience difficulties or do not have internet access, please feel free to contact us directly. The same information can also be found in student planners. We do urge you to check closely what is required in terms of uniform and appearance so we can avoid any inconvenience for you and the school, which sometimes happens when resolving issues of non compliance.

Attendance and punctuality

Reporting your child's absence

Absence Line: 0115 9565008 ext 259

If your child is absent please either phone the absence line above giving their name, tutor group, the reason for the absence and when you expect them to return to school or email these details to Carlton le Willows attendance (attendance@clwacademy.co.uk). Alternatively you can complete the online absence notification form on our website (go to contacts then absence) or complete one of the absence slips out of your child's personal planner.

If your child is absent and we have not heard anything from you, we will try to contact you by text message or telephone. In all cases the Academy will determine whether to authorise an absence. It is also important to inform us of any personal issues or changes of circumstance that might affect your child's attendance.

Medical or dental appointments

Medical or dental appointments, where possible, should be made out of school hours.

If an appointment can only be arranged during the school day, parents are asked to provide their child with a letter, which should be taken to student support. Your child will then be given an appointment permit to show their teacher when they need to leave class. Your child must sign out of school (and back in if they return the same day) via student support west (oak and birch house) or student support east (ash and cedar house) or west reception. Sixth formers may sign out/in via the sixth form reception

Holiday absence

Please be aware that holiday absence will not be authorised except in exceptional circumstances. A holiday during term time will count against your child's attendance - 1 week off school is equal to over 26 hours of learning missed. If you still wish to apply for leave of absence for a family holiday which would result in your child missing time from school then an application form can be obtained from student support.

Punctuality

Please ensure your child arrives promptly for 8.20am as lesson 1 starts at 8.30am

Rewards and consequences

Students are rewarded for good attendance and punctuality. However, if they are more than 5 minutes late to class or truant for up to 1 lesson, they will receive a level 4 consequence (1 hour detention). If a pupil truant more than 1 lesson, he/she will receive a level 5 consequence (1 day in isolation and 1 hour detention that day). Parents will be invited into school if their child's attendance is poor or if there are concerns about repeated lateness or truancy. An attendance record will be included in your child's yearly report and termly assessment profile.

Term and holiday dates 2014-2015

Autumn Term

Term begins	Wednesday 3 September
Half-term	Monday 27 October - Friday 31 October inclusive
Term ends	Friday 19 December

Spring Term

Term begins	Monday 5 January
Half-term	Monday 16 February - Friday 20 February inclusive
Term ends	Thursday 2 April

Summer Term

Term begins	Monday 20 April
Half-term	Monday 25 May - Friday 29 May inclusive
Term ends	Wednesday 22 July

Parents will be informed about staff training and development days later in the year.

Travelling to school

Students may bring bicycles and leave them securely locked in the racks provided. Parents are responsible for ensuring that their child's bicycle is roadworthy and has lights in the winter months. **We would encourage any child cycling to school to use a bike helmet.**

There are convenient public transport bus services to the Carlton le Willows.

From	Time	Bus Company	Service No
Carlton Road Standhill Road Carlton Square	0745 0752 0755	NCT to bottom of Westdale Lane	25
Carlton Square	0800	NCT to Burton Road	100/26
Burton Joyce (Post Office)	0750	NCT	100
Mapperley (Plains Road to Westdale Lane)	0751	NCT to bottom of Westdale Lane	25

Further information can be found on the Nottinghamshire County Council website or by using the Traveline journey planner: www.travelineeastmidlands.co.uk

School Day

The day is made up of five lessons of 1 hour each, form time and two breaks. The day begins at 8.30 am and finishes at 3.00 pm. An outline of the school day is given below.

Start of School Day	8.25am
Period 1	8.30am
Period 2	9.35am
Form time or assembly	10.40am
Break	11.00am
Period 3	11.15am
Lesson 4/ staggered Lunch	12.15am - 1.55pm
Period 5	2.00pm
End of school day or enrichment clubs	3.00pm

Lunch time arrangements

We operate a cashless cafeteria system which is available to all pupils. There is always a good variety of hot and cold foods to choose from. This service is run by Nottinghamshire County Council. In the main dining hall (west site), pupils can purchase a meal of the day for £2.00. Hot and cold snacks can be obtained for less.

A sandwich bar operates on the east site at break. It sells many of the hot and cold foods available in the west dining hall. There are facilities for pupils to eat packed lunches on both sites.

There are three ways of paying in advance for food:

- **On-line payment** - after your child has been registered on the system you will be given log-in details and payment arrangements.
- **Cheque** - Parents can pay in advance; by cheque based on anticipated average weekly/monthly/half-termly/termly spend. The cheque needs to be put into the cheque box installed in the west dining hall by 10am on the day you wish the account to be credited. Cheques should be made payable to **Nottinghamshire County Council. YOUR CHILD'S FULL NAME & TUTOR GROUP MUST BE WRITTEN ON THE BACK OF THE CHEQUE.**
- **Cash** - Your child can credit their account by putting money into one of the two machines in the west dining hall on a daily or weekly basis dependent on spend. The machines are programmed to accept £20, £10, £5 notes £2, £1, 50p, 20p and 10p coins. The machines do not give change. Your child's personal account can be credited with cash at any time when the canteen is open i.e. before school, at morning break or at lunchtime. **IT WILL HELP QUEUEING AT LUNCHTIME IF YOUR CHILD'S ACCOUNT IS CREDITED PRIOR TO LUNCH.**

If you think that you may be entitled to claim free dinners for your child, you should apply to the Area Education Office.

Students are supervised during the lunch break. Only students going home for lunch are allowed to leave the premises, providing they have an official pass. Students are not allowed to go into Carlton or the surrounding area. In view of the possibility of accident, we cannot stress too strongly the need for students to keep the fair rules for the lunch break. Students breaking the lunch time curfew will be given a level 4 consequence (1 hour detention). We expect that you will support us by insisting that your child stays on the campus, unless they have a pass to go home for lunch. Sixth formers are allowed to leave the site at lunch time.

If you would like your child to have a pass so that they can have their lunch at home, please contact Mrs D Richardson (Head Teacher's PA) on 0115 956 5008 to arrange a time to meet with the Head Teacher. During the meeting you will be taken through the conditions of the 'home for lunch' partnership agreement, which will need to be signed by all parties before a pass can be issued.

Partnerships

We all know that students achieve more when they, staff and parents work together. Carlton le Willows has enjoyed excellent relationships with its students and their parents for many years and we hope that you will continue with this tradition.

On joining the Academy students and parents are asked to sign the home-school agreement, which summarises expectations that we have of each other. Please take some time to discuss this agreement with your son or daughter. It can be found in the student planner or on our website.

Your interest is always welcome. So if you have any questions regarding the school or wish to discuss a matter about your son or daughter, please contact us and we will try to answer your query or make arrangements for you to see or speak to a member of staff best able to help you.

The Academy website

We hope you will be able to find the information you require about the Academy quickly and easily by using our website. Otherwise, please feel free to contact us directly.

Home communication

We are keen to improve our communication with parents and to keep everyone up-to-date and well informed. We use Schoolcomms to send letters and messages directly to you using e-mail and/or text messages. These messages could include school closure due to bad weather, reminders on parents' evening, child absence updates to name a few.

Our new intake will be registered for electronic communication using the details given to us prior to starting at the Academy. If you find you have not been registered, please complete and submit the on-line form on our website. If you change contact details or experience any problems registering, then please let us know as soon as possible by emailing the Academy office on office@clwacademy.co.uk.

Le Willows Life magazine

We publish our news magazine each term - Le Willows Life. This is designed to keep you abreast of students' achievements and Academy developments. The latest edition of Le Willows Life can be downloaded [from our website](#).

Parent – Teacher Association (PTA)

The PTA organises events and activities to raise money to enable our students to have an improved curriculum and a better experience at Carlton le Willows. In the past the PTA has bought computer equipment, sports kits, musical instruments and contributed to the Vivo Miles reward scheme

Parents are asked to give the Association their full support. A regular newsletter provides information on forthcoming meetings and events, together with details of assistance required.

If you think you can spare the time to become an active member of the PTA, please come along to PTA meetings. The Annual General Meeting is usually held in October. Even if you cannot attend meetings, but would still like to support the PTA in some way, then please email pta@clwacademy.co.uk.

General Information

Security

Between the hours of 8.30 am and 3.00 pm the Headteacher acts in 'loco parentis' (except for those students who go home for the lunch period) and this includes the supervision and safety of students in his care. At all times such steps are taken to protect students, as would be taken by reasonably prudent parents, against any dangers which are foreseen or might reasonably be expected to be foreseen. It is essential that students follow the fair rules and safety instructions without question and all parents are asked to emphasise to their child/children the need to abide by the Academy's rules and regulations.

We want to ensure the safety of all users of the building, to maintain uninterrupted teaching and learning for all, and to protect against theft and damage. Electronically controlled gates allow access to the site and are closely monitored and controlled. All visitors must report to reception (west building), which can be accessed via Wood Lane, where their business is recorded and they are issued with a visitor's badge. Any person visiting the site who does not wear an identification badge is reported as an intruder. CCTV cameras have been installed to allow us to monitor movement inside and outside the building.

We ask all parents who bring their child to school or collect them at the end of the day in a car to use Burton Road. There are footpaths adjacent to the road that students can use to enter the site safely. Pedestrian and vehicular access to and egress from the east building via Military Road is prohibited at all times.

Charging and remissions

The Academy will not fund the costs of activities provided for students wholly or mainly outside normal school hours, or other activities, which are not an essential part of the curriculum. Parents are asked to confirm in advance that they wish their children to take part in these 'optional extras' and will pay the cost of participation. Similarly, parents are asked to pay the cost of ingredients and materials when they wish to own their child's finished product arising from practical work. The full charging and remissions policy is available on our website.

Complaints, comments and compliments

We have achieved the Customer Service Excellence Award (CSE) that replaces Charter Mark, which Carlton le Willows maintained since 1998. CSE judges us on how well we communicate with parents and students and how welcoming we are to visitors. We are the only school in Nottinghamshire to achieve CSE and among only a few that hold the award in the East Midlands, so we are very proud to reach this high standard.

We are always interested in your comments about the service we provide. A questionnaire is distributed to parents annually and open forums are held termly to provide parents with the opportunity to discuss general issues and concerns directly with Academy leadership.

We have also developed a Customer Charter, which provides information about who to contact should you have a general concern or complaint. Our Customer Charter and formal procedure for complaints can be viewed on our website.

Governance

The purpose of Carlton le Willows Academy Trust is to advance, for the public benefit, the education of its students through the strategic development of the Academy and offering a broad and balanced curriculum. The Academy Trust is responsible for appointing the governors to the Governing Body of the Academy.

The Governing Body manages Carlton le Willows Academy on behalf of the Trust.

The key responsibilities of the Governing Body are to:

- Ensure the quality of educational provision
- Challenge and monitor the performance of the Academy
- Manage the Academy Trust's finances and property
- Employ staff

Our constitution allows for 19 governors, who all have a role in improving the experiences and the outcomes for students. The Governing Body meets three times a year. The students and personnel, finance and general purposes and strategic development committees meet more regularly to discuss and deal with business that falls within their respective remits.

If any individual wishes to contact the Governing Body this should be directed by letter to:

Mr G R K Martin
Chair of Governors
c/o Carlton le Willows Academy

More information about the governance can be found on our website.

General Admission Information

As an Academy we are responsible for our own admission arrangements and applying the oversubscription criteria.

Co-ordinated Admissions Scheme

All applications for places in the normal year of entry are made via the local authority . We also request completion of a quality assurance questionnaire. We also ask for other written evidence e.g. proof of residency. For entrance to the school in September 2014 the closing date of the coordinated admission scheme is 31 October 2013, preceding admission to secondary school. Places are allocated on 1 March 2014.

In-Year Admissions

All applications for places outside the normal year of entry are made on the in-year school places application form, which will be used in considering applications against the admissions criteria. We may also ask for other written evidence e.g. proof of residency.

You should receive a decision regarding the outcome of your request within a maximum of 20 school days of your application being received. If no places are available your child's name will be placed on the Academy's waiting list. The position on this waiting list will be determined by the school's published over-subscription criteria. Parents have the right of appeal to the refusal for a place.

Admissions criteria for years 7 to 11 (admissions criteria for the sixth form is available on the website)

The proposed published admission number of Year 7 in September 2014 is 226.

Children for whom Carlton le Willows Academy is the named school in a statement of special educational needs will be automatically offered a place at the Academy. The Governing Body of the Academy cannot guarantee a place at the Academy for any other category of application.

In accordance with the Code on Admissions, priority in the first instance is given to:

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

Subsequently, where the number of applicants for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

1. Children who live in the catchment area and who attend a linked primary phase school at the time of the closing date for applications in the year preceding admission to secondary school. Places will be allocated in the first instance to children, who at the time of admission will have a brother or sister attending the Academy.
2. Children who live in the catchment area at the time of the closing date for applications in the year preceding admission to secondary school. Places will be allocated in the first instance to children, who at the time of admission will have a brother or sister attending the Academy.
3. Children who live outside the catchment area and who attend a linked primary phase school on the closing date for applications in the year preceding admission to secondary school. Places will be allocated in the first instance to children, who at the time of admission will have a brother or sister attending the Academy.

4. Other children who live outside the catchment area with the priority given to those who live the nearest. Places will be allocated in the first instance to children, who at the time of admission will have a brother or sister attending the Academy.

In the event of any oversubscription of any of the above criteria proximity to the Academy will be used with those living nearer being given priority. Distance measurements to be made 'as the crow flies' from home address to the main reception office of the Academy.

Linked primary schools

Burton Joyce Primary; Netherfield Primary; Parkdale Primary; St John the Baptist Church of England Primary; Willow Farm Primary; All Hallows Primary; Central Junior.

Catchment

Carlton le Willows has a large catchment area. The admission section of our website includes a map that shows the rough size and shape of our catchment. If you are unsure if your address is within our catchment, we urge you to use Nottinghamshire County Council's [School catchment area finder](#) to check the catchment(s) your postcode falls into.

Withdrawing an offer of a place

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residence in the catchment area and the failure of a parent to respond to an offer of a place within 14 days.

Admission enquiries and arranging a visit

If you have any enquiries regarding admission arrangements or would like to arrange a visit please contact Mrs D Richardson (Admissions Officer) on (0115) 9565008 extension 250. Parents of prospective year 7 students are invited to attend an open evening or open day, which are usually held in October preceding the year of entry.

Admissions Documents

You can download our admission policy and related documents from the admissions section of our website.

Enquiries for admission should be directed to:

Mrs D Richardson
Admissions Officer

Carlton le Willows Academy
Wood Lane
Gedling
Nottingham NG4 4AA
Telephone 0115 956 5008 extension 250
Fax 0115 956 5009
Website www.clwacademy.co.uk
office@clwacademy.co.uk

Disclaimer

The information given in this booklet which relates to the school year 2013/14 was valid at the time of printing. It should not be assumed that there will be no changes affecting either the arrangements generally described in this booklet, or in any particular part of them, before the start of the school year 2014/15 or in subsequent years. Any anticipated changes have been included as part of the text.