



# Useful Information for New Year 7 Parents



## What do I do if my son/daughter has forgotten something?

Secondary school is very different to primary school - we have over 1,500 students and a much bigger site to cover. Unlike primary schools where students are in the same classroom all day, our students will normally be in 5 or 6 classrooms throughout the day. As you can appreciate, unlike primary where items and messages can be sent down a corridor, we do not have the capacity to deliver forgotten items or pass non-emergency messages on to students. It is really important that they prepare themselves in advance and make sure they have everything they need for the day ahead.



If you are able to bring the item in, it can be left in the 'drop off' box in the main Reception (at the front of school). The student can then collect it at break or lunchtime. If they have forgotten their lunchbox, they need to go to Pupil Reception or their Pastoral Manager, Mrs Conyers, and they will ring home. Please do not drop items off that the students are not aware of, other than a lunch as due to the high number of students, we are unable to deliver these. Even if your son/daughter has a packed lunch it may be worthwhile having a small amount on their ParentPay so that they can always get a meal if they have forgotten their lunch and you are unable to bring a lunch in.

## What happens if my child loses something e.g. their PE Kit?



All items should be named in full (initials are not enough). If the items that are found are named your child will be contacted via their tutor or Pastoral Manager and your child will come to the main office to collect them. Lost property that is not named will be placed in the lost property bin, this is located on the corridor near Resources. Students will need to check there or retrace their movements that day. Any valuable items will be handed into the main School Office. Due to the size of the school site and grounds, it may take a few days for items to surface!

## Who do I contact about ParentPay/Lunch Enquiries?

Log in details will either be given out at New Pupil Day/New Parents' Evening or be posted out during the summer. Wellington School is a cashless school. Please direct any general ParentPay enquiries to our Finance department, for example ParentPay login details, free school meal entitlement etc. the email address for our Finance Department is: [finance@wellington.trafford.sch.uk](mailto:finance@wellington.trafford.sch.uk)



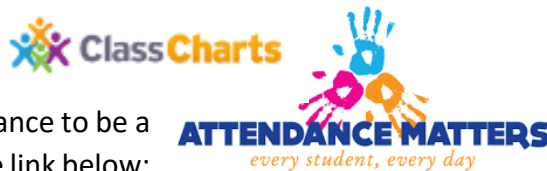
Caterlink are the company who provide our School meals. Information on prices and sample menus can be found on the School's website: <https://www.wellington-school.co.uk/parents/dining-room-menus/>. There is a large variety of meals for pupils to choose from. Caterlink offers daily 'meal deals' at a cost of £2.60 for a hot meal plus a hot dessert or home bake, or pasta, sauce and cheese with free water available from our water fountains.

To help parents keep on top of their child's lunch account there is a handy 'auto top up' function on ParentPay so that if your child's account falls below a fixed amount the account will automatically be topped up, we encourage parents to sign up to this. Parents must ensure their child's ParentPay account is in credit, in advance of purchasing meals.

For queries about trip payments please contact the member of staff responsible for the trip via Class Charts.

## How do I report my child absent?

Parents are expected to ensure that their child attends school every day the school is open. We consider 96% attendance to be a good school attendance. For more information please see the link below:



<https://www.wellington-school.co.uk/wp-content/uploads/2024/07/Class-Charts-for-Parents-Guide.pdf>

Please report all illness absences related via the Class Charts Parent App (you will receive the login details for this via your son/daughter during the first week of school). Please also report the following absences via the Class Charts Parent App:

- All medical appointments including dentist, doctors, hospital and orthodontist appointments
- Non-School Sporting event
- External exam
- Attending a funeral
- Lateness to school due to traffic etc.

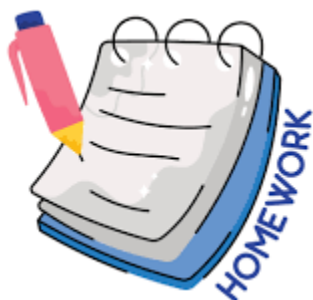
By using this function, we will be able to process and respond to absences in a more streamlined way. It also allows parents to upload supporting evidence for an absence e.g., a medical appointment card or hospital appointment letter (though these should be avoided during the School day where possible). For those appointments where a pupil will need to leave school during the school day, please remember to let your child know what time they are being collected so that they can make their way to Pupil Reception at the front of School in good time to sign out. If they return to School they must sign back in at Pupil Reception.

Once your child's Pastoral Manager has checked registers after morning registration closes, they will acknowledge your absence log. Should you wish to speak further with your child's Pastoral Manager about the absence, please request a telephone call in your message. Please be aware, you must report an absence every day your child is off school.

As holidays in term-time are not permitted, any such requests should be put in writing to Mr Beeley via: [admin@wellington.trafford.sch.uk](mailto:admin@wellington.trafford.sch.uk).

## Can my child get a drink during the School day?

The School has water fountains around the site which all students can use. We would recommend that students bring in a plastic water bottle to refill it through before the school day, break and lunchtime. Maybe they could use the one they were given at our recent Open Morning!



## How and when is homework set?

Your son/daughter will receive login details for the student and also the parent Class Charts app during their first week at Wellington. We recommend that parents log in as soon as possible to the parent app so that you don't miss any messages from teachers and so that you are able to communicate with teachers directly. Year 7 students do not receive homework in their first 2 weeks at Wellington. After this time all homework is set on the Class Charts app. On the Class Charts parent app parents can view their child's homework, the date it's issued, the deadline date

and when the work is completed. For more information about the Class Charts app please click on the following link: <https://www.wellington-school.co.uk/parents/class-charts-parent-app/>



### **What Lunchtime and After School Clubs does Wellington offer?**

We offer a great selection of After School and Lunchtime Clubs for your child to attend. Please ensure they inform you if they are attending as we often have worried parents whose child has not arrived home and they are unable to contact them because they have gone to an After School Club.

A list of Lunchtime and Extra-Curricular Activities can be found on the website: <https://www.wellington-school.co.uk/curriculum/lunchtime-activities/> and also the Student and PE Bulletins are sent to parents and pupils via Class Charts and can also be found here: <https://www.wellington-school.co.uk/this-week/>.

The Learning Resource Centre (LRC) operates a 'Homework Club' after school from 3.00pm to 4.00pm every evening, as well as offering support to students with their homework and independent study and providing a quiet environment for those who simply enjoy books and reading.

### **How can I contact a member of staff?**

Members of staff can be contacted by messaging them directly through the Class Charts Parent App.

- If you have an academic query please contact the subject teacher, Head of Department, Mrs Richardson, Director of Key Stage 3, via Class Charts.
- For a pastoral query please contact your son/daughter's Tutor/Pastoral Manager via Class Charts.
- The SENDCo, Mrs Norbury, and the Assistant SENDCos, Mr Cawley and Miss Wilkins can be contacted directly either via Class Charts or by using the email address: [SENDadmin@wellington.trafford.sch.uk](mailto:SENDadmin@wellington.trafford.sch.uk).

Please note that if you call into School without making a prior appointment we cannot guarantee you will be able to speak to the member of staff due to their teaching/meeting commitments.

### **Where can I find the term dates?**

Please click on the link for details of the term dates: <https://www.wellington-school.co.uk/parents/term-dates/>. Please note all students, including Year 7s, start on the same day in September.



### **How do I let the School know about any changes to my contact details?**

You completed a registration form for your son/daughter earlier in the year, if any details have changed since you completed the form please inform us by emailing the details to: [admin@wellington.trafford.sch.uk](mailto:admin@wellington.trafford.sch.uk) and note your child's name on the email.

### **Does the School have a Prayer Room?**

We have a Prayer Room (Room 40) on site where students can go during lunchtime and on a Friday we have an Imam who comes in for Friday Prayers.

## **The First Day**

### **When is the first day?**

Wednesday 4th September 2024



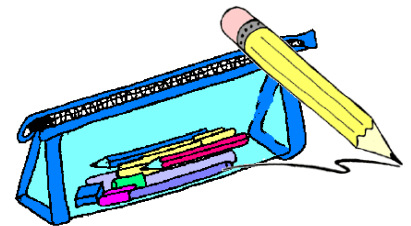
### **What time should my child arrive to school?**

Your child should arrive to school by 8.20 a.m.

### **What should my child bring to school?**

Your child should bring the following equipment:

- A Pencil Case
- Two pens (blue or black)
- A pencil
- A rubber
- A ruler
- Pencil crayons
- Predominantly black or navy bag / rucksack to carry it all in!
- A calculator (Casio FX-85GT scientific calculator)



### **Will I need to bring in my PE Kit on the first day?**

You will NOT need your PE Kit on the first day.

## **School Photograph**

Your son/daughter will have their School photograph taken on the first day of School.



For more information about transition please click on the link to the School's website below or email your query to the transition email: [transition@wellington.trafford.sch.uk](mailto:transition@wellington.trafford.sch.uk).

<https://www.wellington-school.co.uk/transition-new-year-6/>