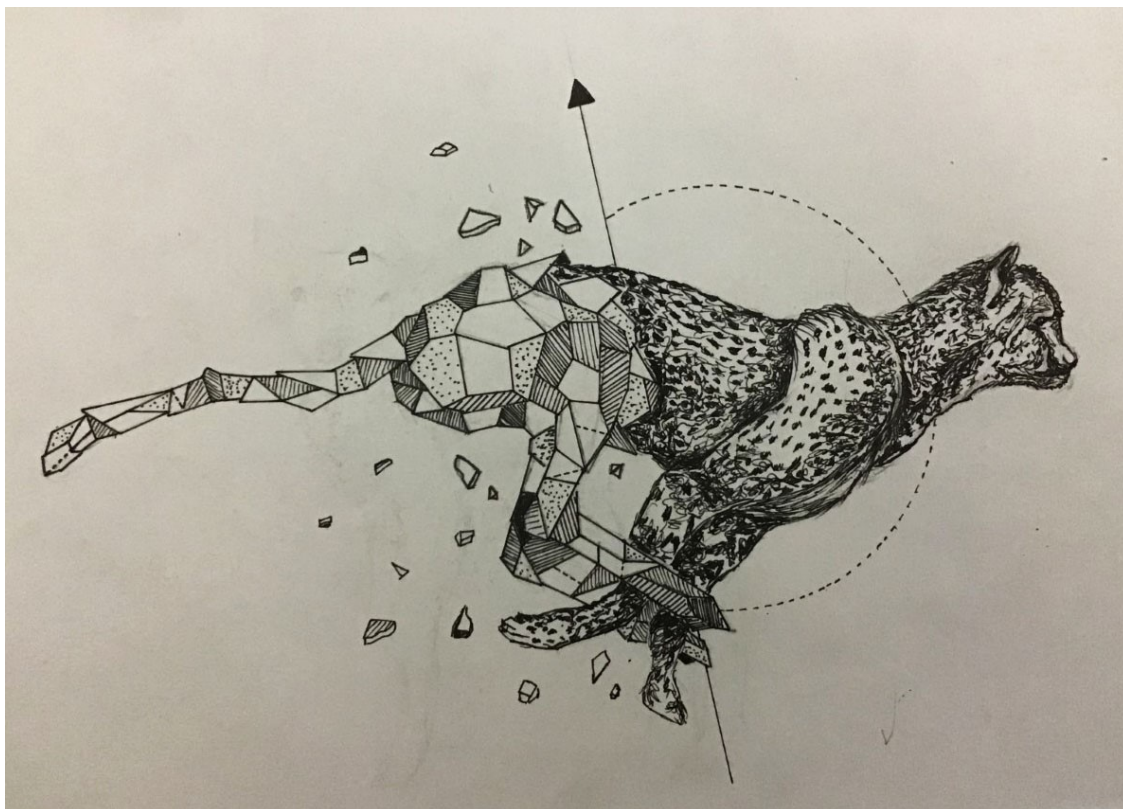


# RETURNING TO WEST LAKES ACADEMY

## The WLA Way





CHRISTINA MAXWELL-SMITH

## WELCOME BACK

I am absolutely delighted to be welcoming all our students back to West Lakes Academy, beginning on March 8th. Working together we are looking forward to a safe and seamless transition from remote learning to face to face teaching—this is what is best for our young people and it is what we do best at the academy. A return to learning, a return to routines, a return to friends and teachers and a return to normality in the hopefully not too distant future—this is absolutely the best thing for our students.

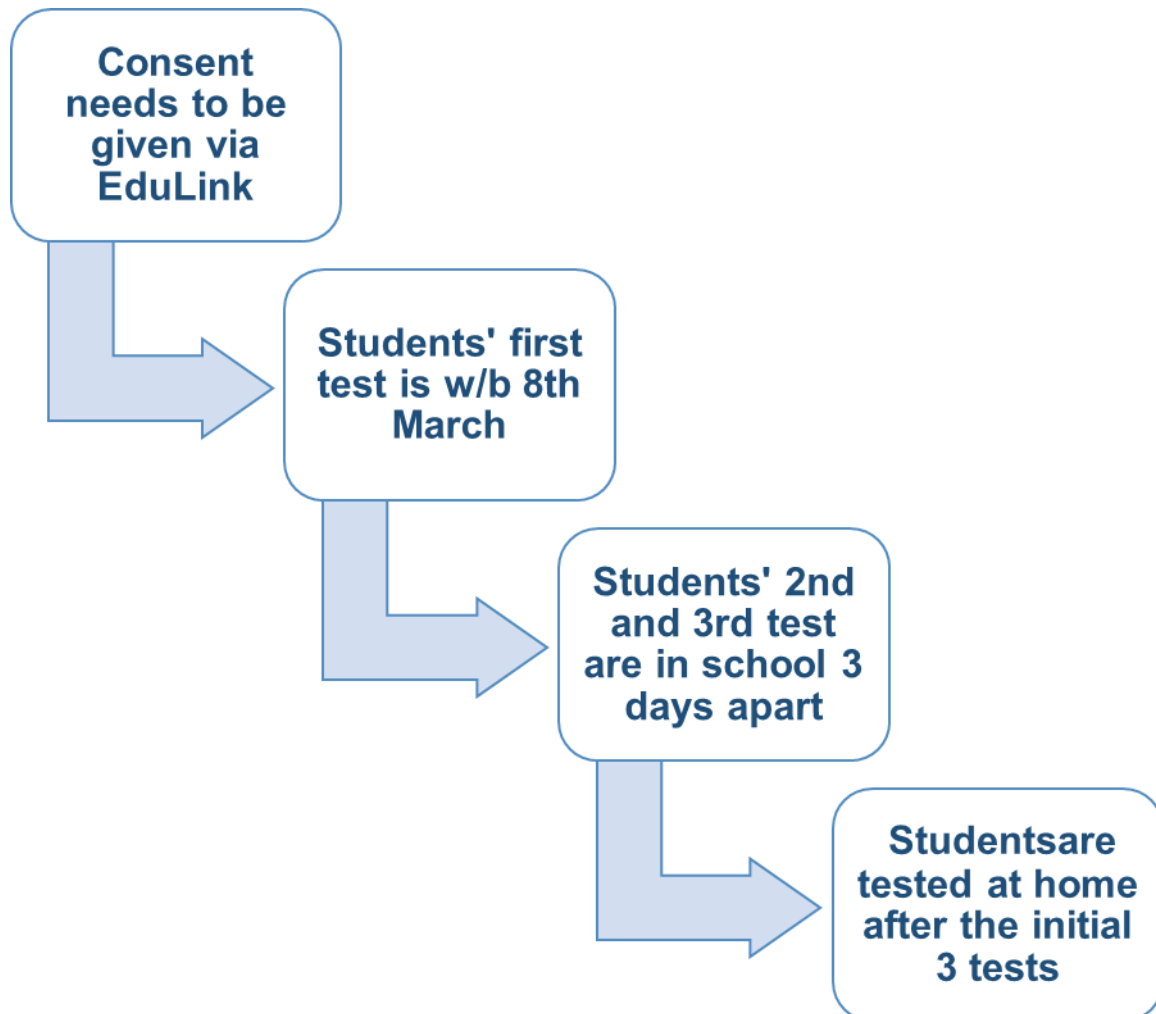
As ever, we continue to follow all government guidance and all our measures are designed to make the academy as safe as possible. We will of course be monitoring all of our plans and mitigations to make sure this happens. It is more important now than ever that we do not allow complacency to set in.

I fully appreciate how challenging the last year and in particular the last 11 weeks have been—full of uncertainty, mixed messages from the media not to mention the weather—I'm therefore so proud of how everyone in our community has responded to the challenge of this lockdown and I am so grateful for your ongoing support of your child and the academy as we move forward.

We are incredibly excited and relieved to be welcoming everyone back and look forward to seeing our students from the 8th.

James Jackson, Principal

## WEST LAKES WAY TESTING



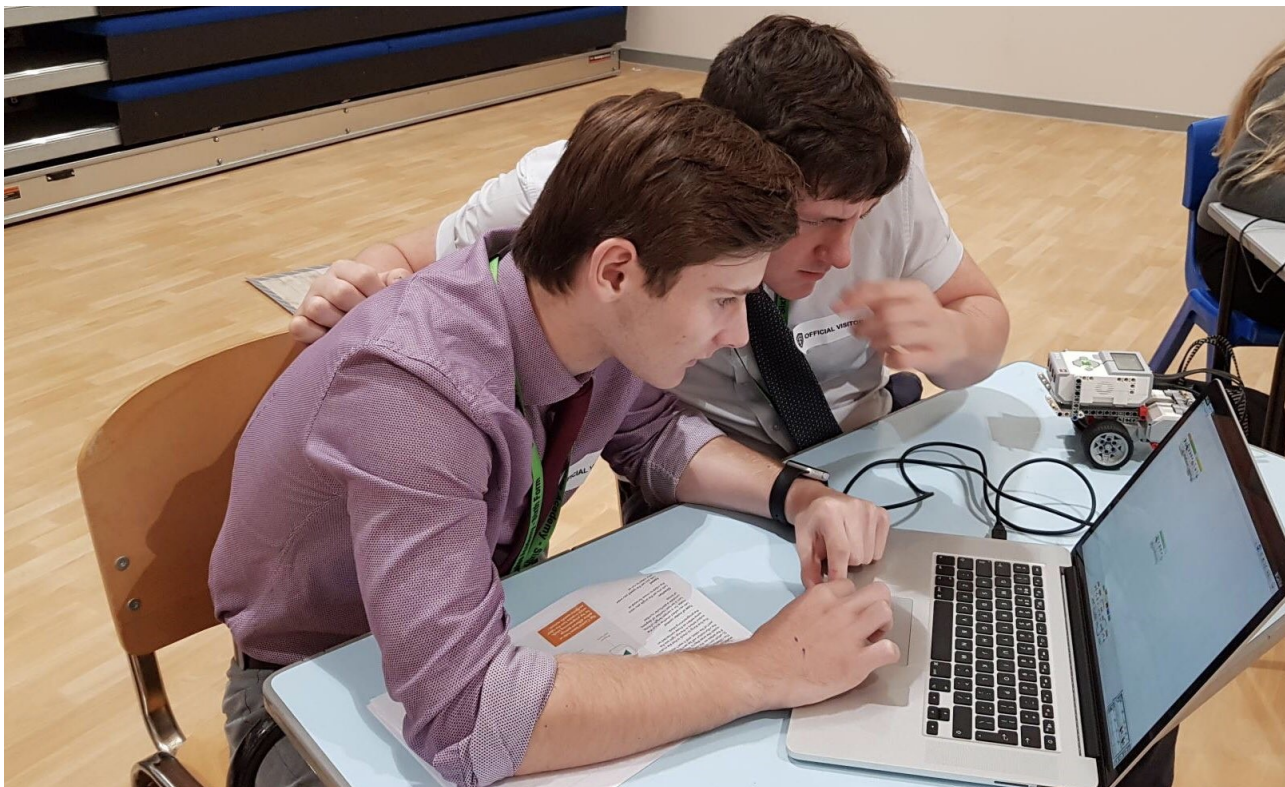
### COVID TESTING

#### PROCESS AND PROCEDURES

We strongly advise all children and staff to get tested even though it is not compulsory.

To do this we do need consent and we are collecting consent via our EduLink system. Please contact [operations.wla@westlakesmat.org](mailto:operations.wla@westlakesmat.org) or call the academy 01946 820356 if you are struggling to access our EduLink systems.

We will update you about home tests and how we will distribute these once we have further guidance from the government.



JAMES DYSON ENGINEERING EVENT

## **WEST LAKES WAY READY TO RETURN**

We have missed our students and we are really looking forward to them all returning to the academy.

We are mindful of the impact of lockdown on academic achievement for our students but also the impact on their health and well being. We have been planning for this in this in preparing for our students to return to the academy.

Our teachers and Middle Leaders have been assessing work that students have been submitting during the remote learning period and they are mapping the knowledge and skills that students will need to be taught on their return.

Our pastoral teams have been working with our students to support and help during the latest remote learning period. They know their students and they are here, as always, to help guide, reassure and support all of our students. They are here to listen about recent experiences and put plans in place for each and every student.

Our high expectations of our students continue. We expect students to follow the rules and work hard. We will challenge students when this is needed.

We know that school will feel a bit different at first but we will ensure that students and staff are safe, that the academy feels familiar and routine is established, and that lessons are of high quality and learning is never disrupted.

Miss Relph

## WEST LAKES WAY ADDITIONAL SUPPORT

| AREA                         | SUPPORT AVAILABLE   |
|------------------------------|---|
| Mental Health and Well Being | <p><b>Young Minds</b><br/><a href="https://youngminds.org.uk/">https://youngminds.org.uk/</a></p> <p><b>Mind</b><br/><a href="https://www.mind.org.uk/">https://www.mind.org.uk/</a></p> <p><b>Childline</b><br/><a href="https://www.childline.org.uk/">https://www.childline.org.uk/</a></p> <p><b>Kooth</b><br/><a href="https://www.kooth.com/">https://www.kooth.com/</a></p> <p><b>On My Mind</b><br/><a href="https://annafreud.org/on-my-mind">annafreud.org/on-my-mind</a></p> |
| Self harm                    | <p><b>Papyrus</b><br/><a href="https://www.papyrus-uk.org/">https://www.papyrus-uk.org/</a></p> <p><b>Samaritans</b><br/><a href="https://www.samaritans.org/">https://www.samaritans.org/</a></p>  |
| Bereavement and Loss         | <p><b>Child Bereavement UK</b><br/><a href="https://www.childbereavementuk.org/">https://www.childbereavementuk.org/</a></p>  |
| Bullying                     | <p><b>Childline</b><br/><a href="https://www.childline.org.uk/">https://www.childline.org.uk/</a></p> <p><b>Anti Bullying Alliance</b><br/><a href="https://www.anti-bullyingalliance.org.uk/">https://www.anti-bullyingalliance.org.uk/</a></p>  |
| LGBTQ+                       | <p><b>Young Stonewall</b><br/><a href="https://www.youngstonewall.org.uk/what-we-do">https://www.youngstonewall.org.uk/what-we-do</a></p> <p><b>Mind</b><br/><a href="https://www.mind.org.uk/information-support/tips-for-everyday-living/lgbtiqplus-mental-health/about-lgbtiqplus-mental-health/">https://www.mind.org.uk/information-support/tips-for-everyday-living/lgbtiqplus-mental-health/about-lgbtiqplus-mental-health/</a></p>  |
| Online Safety                | <p><b>NSPCC</b><br/><a href="https://www.nspcc.org.uk/keeping-children-safe/online-safety/">https://www.nspcc.org.uk/keeping-children-safe/online-safety/</a></p>   |



JAPAN TRIP

## WEST LAKES WAY EQUIPMENT

Students will need to have the standard equipment we expect from their first day back in the academy. Please can you ensure that this is in place.

As a reminder, here is the list to the equipment that will be needed:

- black pens
- pencils
- a ruler
- red pens for completing self-assessment
- blue pens for completing peer assessment
- a calculator
- their iPad, which needs to be fully charged
- if students have PE on their return date, they must remember their PE kit

Please can we remind you that if a student has PE during period 1 or 2 they should arrive at the academy in their PE kit. They are expected to return to full academy uniform after their PE lesson. If they have PE during period 3, they are permitted to go home in their PE kit.

Students' equipment will be checked daily by their tutor.

## WEST LAKES WAY ROUTINES

|   |  |
|---|--|
| <p><b>We have had lots of new routines put in place since September. These have been in place to keep everyone safe.</b></p>  | <p style="text-align: center;"><b>HAND WASHING</b></p> <p>Hand washing regularly is proven to reduce the spread of Covid 19. We will be asking students to sanitise and wash their hands regularly. This includes as they enter and leave classrooms.</p>  |
| <p style="text-align: center;"><b>MOVEMENT AROUND THE BUILDING</b></p> <p>Students will continue to follow the one way system we have in place. Students move down the red stairs and up the blue stairs.</p>   | <p style="text-align: center;"><b>YEAR GROUP BUBBLES</b></p> <p>Students will stay within their year group bubble for their timetabled lessons to reduce mixing between year groups. Students studying for their GCSEs and A-Levels can move to specialist areas following the one way system.</p> |
| <p style="text-align: center;"><b>EQUIPMENT</b></p> <p>We ask students to bring their own equipment and water bottle to reduce contamination as much as possible.</p> <p>Students must have their standard equipment each morning and this is checked by their tutor.</p> | <p style="text-align: center;"><b>UNIFORM</b></p> <p>Students must wear their uniform correctly. More information can be found on the uniform part of our website.</p> <p>Uniform is checked daily by all members of academy staff.</p>  |
| <p style="text-align: center;"><b>ENDING OF ACADEMY DAY</b></p> <p>We have a staggered end to our academy day to keep all of our community as safe as possible. Parents are reminded to maintain distance from the academy building.</p>                                  | <p style="text-align: center;"><b>POSITIVE CASE</b></p> <p>If a Covid case is confirmed we follow all government guidance and protocols as we did in the Autumn term.</p>  |



ARMISTICE DAY

## ATTENDANCE EXPECTATIONS

**Parents must not send their child into school if they are displaying symptoms associated with Covid 19. Students with symptoms will need to get a Covid PCR test.**

**The following are symptoms of Covid 19:**

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Ms Devine our attendance officer can provide lots of support, guidance and advice about attendance. Please contact her with any queries [devines@westlakesmat.org.uk](mailto:devines@westlakesmat.org.uk)



## ATTENDANCE EXPECTATIONS

| The Department for Education states:   | At West Lakes Academy this means:  |
|--|--|
| <p>It is vital that all children return to school to minimise as far as possible the longer-term impact on the pandemic on children's education, wellbeing and wider development.</p>  | <p><b>EVERY DAY</b></p> <p>Every child must attend school every day<br/>It is a parent's duty to ensure their child attends school</p>   |
| <p>School attendance will therefore be <b>mandatory</b> again from March 8th 2021.</p>   | <p><b>REPORTING ABSENCE</b></p> <p>Parents must report an absence by 8.30am on the day of absence by using the academy's absence line</p>  |
| <p>This means that from 8th March, the usual rules on school attendance will apply, including:</p> <ul style="list-style-type: none"> <li>• parents' duty to ensure that their child attends regularly at school</li> <li>• Schools' responsibilities to record attendance and follow up absence</li> <li>• The availability to issue sanctions, including fixed penalty notices in line with the local authority's code of conduct</li> </ul> | <p><b>VIGILANCE</b></p> <p>Parents must expect us to be really vigilant if your child is not in school and we have not heard from you. Please talk to us and communicate any absence.</p>  |
|  | <p><b>FOLLOW UP</b></p> <p>As part of our safeguarding role and in line with Department for Education guidance, we will follow up each absence by making calls home, home visits and involving other professionals as needed.<br/>We will involve the Local Authority if this is deemed to be appropriate in order to support all parties.</p> |

## WEST LAKES WAY UNIFORM

As we always share with you, the vast majority of our students are extremely smart and appreciate why we place high regard on their personal presentation and the way in which they wear their uniform. Skirts and trousers must be tailored as per our uniform policy.

We have a very clear expectation that skirt length needs to be at the knee and we have communicated this expectation to all students and parents/carers earlier this year. Our uniform policy has been ratified by our Governing Body and is widely available on our website for all to see.

Please can you ensure all skirts are to the knee. Body con skirts are not to be worn. The following statement has been taken from the policy in relation to skirts for further clarification:

*Skirt: Skirts should be black, knee length and worn with black opaque tights. The hem of the skirt should lie / remain on the knee at all times. Body con skirts are not to be worn.*

We monitor uniform on a daily basis and work to ensure our expectations are clear and that all of our students wear their uniform in line with our policy. We appreciate your continued support with this.

Uniform expectations can be found here: <http://www.westlakesacademy.org.uk/aboutus/general-information/school-uniform/>

### **Post 16 Expectations:**

At the beginning of each academic year every student in Year 12 and 13 will receive a letter outlining their sixth form pathway and our expectations including the latest guidance on uniform. A summary is provided below:

Post 16 Students in our academy are expected to wear clothing and accessories which:

- promote a positive and professional image;
- do not create a risk to either the wearer or others in the academy and is appropriate;
- are not likely to be viewed as offensive or revealing,
- does not distract, cause embarrassment or give rise to misunderstanding;
- is absent of any political or otherwise contentious slogans;
- is not considered to be discriminatory;
- Hair should be neat, tidy and well-groomed. Unconventional styles and extreme and unnatural hair colours are not acceptable.
- Jewellery must not be excessive or unconventional, with visible piercings limited to ears. Single nose studs may be worn for reasons of religious observance only

**WEST LAKES WAY****UNIFORM LOWER SCHOOL YEARS 7—11**

|  |  |
|--|--|
| <p style="text-align: center;"><b>SKIRTS</b></p> <p>Skirts should be black, knee length and worn with black opaque tights. The hem of the skirt should lie / remain on the knee at all times. Body con skirts are not to be worn.</p>  | <p style="text-align: center;"><b>SHIRT</b></p> <p>Plain white shirt with collar (not fitted, tailored or blouses). Both long sleeved and short-sleeved are acceptable. No logos are allowed on shirts. Shirts should be worn with all buttons done up and also be tucked in properly to trousers/skirts</p> |
| <p style="text-align: center;"><b>TROUSERS</b></p> <p>Trousers must be straight-legged and be plain black material only, i.e. no tapering (getting thinner) or flaring (widening) towards the ankle. Trousers that are skinny fit/skin tight, denim, made of heavy cotton material, contain Lycra, or similar stretchy / elastic fabric that would cause them to look skin tight/tapered or with logos are not acceptable.</p> | <p style="text-align: center;"><b>FOOTWEAR</b></p> <p>Formal black shoes only. Sandals, backless shoes, boots, plimsolls, or black trainers are not acceptable</p>   |
| <p style="text-align: center;"><b>BELTS</b></p> <p>Plain black only. Belt buckles should be discreet.</p>  | <p style="text-align: center;"><b>SOCKS</b></p> <p>Plain black socks only. Trainer socks are not permitted</p>   |
| <p style="text-align: center;"><b>COATS</b></p> <p>Coats/ other jumpers/scarves are not permitted to be worn in the building during the school day. A black V-Neck jumper can be worn as part of our Covid 19 addendum. No other jumpers are permitted under blazers.</p>  | <p style="text-align: center;"><b>TIE</b></p> <p>West Lakes Academy year group tie. Ties should be worn with the knot covering the collar button of shirts and a minimum of 4 full stripes should be visible below the knot.</p>   |



LANCASTER UNIVERSITY TRIP

## **WEST LAKES WAY REWARDS**

Staff continue to reward students for positive behaviours displayed. As always, achievement points are linked to our five values:

- Respect
- Resilience
- Achievement
- Appreciation
- Freedom

Other systems of praise will also continue such as:

- Subject Learners of the Week
- Tutor and Head of Year Stars of the Week
- Principal's Learner of the Week
- Phone calls home to parents
- Letters home to parents

## EXPECTATIONS OF STUDENTS

Learning must not be disrupted

To seek help from peers and your teachers if needed

To follow staff instructions

To appreciate all opportunities that come our way

To be respectful and kind to each other and staff members

To keep going in the face of challenges and be resilient

To complete all learning to the best of your ability

To adapt safe working practices such as hand sanitising

To listen to peers and staff members and actively participate in learning

To try new things and things that you may find difficult

## **SOCIAL DISTANCING FACE MASKS**

We must remain socially distant where we can in order to protect people and prevent infection.

This means that students cannot touch each other, must avoid crowding and keep socially distant where possible. This is an expectations of everyone.

### **MASKS**

We continue to follow the Department for Education guidance on the wearing of face coverings and masks.

Students are required to wear masks:

- In corridors
- In communal spaces
- In classrooms

This is due to be reviewed at Easter and we will communicate any changes.

We expect students to have their own mask and bring them every day to wear. The masks need to be plain in colour and should have no logo or patterns.

We strongly encourage students to take their masks off when they are outside at break and lunch ensuring that they are keeping socially distant at all times.


# HOW TO REVISE THE WLA WAY



# HOW TO REVISE THE WLA WAY

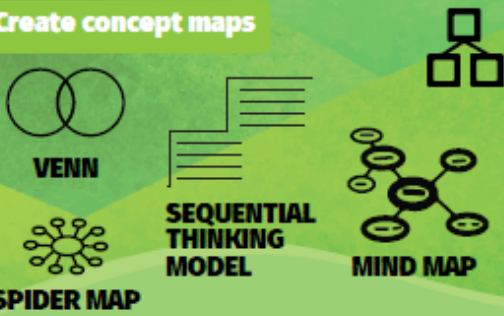
|  |  |
|--|--|
| <p><b>Use flashcards</b></p>                | <p>Write the question on one side and the answer on the other. Test yourself before you turn the card over. Split your cards into three piles:</p> <ul style="list-style-type: none"> <li>• Answers you got right easily – test yourself again in a week</li> <li>• Answers you got right but found hard or missed some bits – test yourself again in a couple of days</li> <li>• Questions you couldn't answer correctly – test yourself again tomorrow.</li> </ul> |
| <p><b>Space your revision</b></p>          | <p>Start planning early for exams and set aside a little bit of time every day. Five hours spread out over two weeks is better than five hours all at once. Switch between ideas during a study session. Don't study one idea for too long. Go back over the ideas again in different orders to strengthen your understanding. Make links between different ideas as you switch between them.</p>  |
| <p><b>Transform the information</b></p>   | <p>Change a paragraph of text into a diagram, or a diagram into bullet points, or bullet points into a mind map, or ... you get the idea!</p>  |
| <p><b>Explain it</b></p>                  | <p>Talk through your work as you do it, explaining your thinking along the way. Tell someone else what you know about the topic. Teach it to them and then test their understanding, helping them if they get stuck.</p>   |
| <p><b>Answer past exam questions</b></p>  | <p>Speaks for itself really. Once you're done, compare your answer to a model answer and then redraft it to make it even better. Hand it in to your teacher to get some further feedback.</p>  |
| <p><b>Elaborate</b></p>                   | <p>Explain and describe ideas with many details. State a fact and then explain why it is true.</p>   |
| <p><b>Quiz yourself</b></p>               | <p>Test yourself. Get someone else to test you. Use an app like Tassomai to test you.</p>  |
| <p><b>Dual code it</b></p>                | <p>When you are looking over your revision materials, find visuals that go along with the information. How do the visuals represent what is described in the text? Take the words from revision materials and draw your own visuals to go along with them.</p>   |

**Make Cornell notes**



Notes  
Cues  
Summary

**Create concept maps**



VENN  
SPIDER MAP  
SEQUENTIAL THINKING MODEL  
MIND MAP



WORLD OF WORK DAY

## LOCATIONS

### WHERE WILL STUDENTS' YEAR GROUP BUBBLE BE?

| YEAR GROUP | LOCATION                        |
|------------|---------------------------------|
| YEAR 7     | SECOND FLOOR                    |
| YEAR 8     | GROUND FLOOR                    |
| YEAR 9     | FIRST FLOOR                     |
| YEAR 10    | SECOND FLOOR                    |
| YEAR 11    | FIRST FLOOR                     |
| SIXTH FORM | S2 CLASSROOMS<br>F24 CLASSROOMS |





**PARENT SUPPORT**

**WHAT CAN YOUR CHILD BE DOING TO PREPARE FOR SCHOOL FROM THE 8TH MARCH?**

|   |  |
|---|--|
| <p>We are incredibly thankful to all of our parents and carers throughout these last few weeks. We know that at times it has been difficult and we have been humbled by your support.</p>   | <p style="text-align: center;"><b>SLEEP</b></p> <p>Get into a good sleep pattern. Many of our students will need to start preparing for morning in advance. Reducing screen time during the evenings can help with this.</p> |
| <p style="text-align: center;"><b>UNIFORM</b></p> <p>Please check that all uniform still fits. We know that teenagers can grow at a quick rate. Please get your child to try on their uniform and please get in touch if you need some help with any items.</p> | <p style="text-align: center;"><b>ORGANISATION</b></p> <p>Your child has worked hard at home. Please remind students to submit any pieces of work via Google Classroom so their teacher can see all of their work.</p>       |
| <p style="text-align: center;"><b>COMMUNICATION</b></p> <p>Children may feel a little uneasy about starting a new routine again. We encourage all of our students to have some contact with their friends and social group before they return.</p>              | <p style="text-align: center;"><b>TUTOR AND HEAD OF YEAR</b></p> <p>Please let your child's tutor and Head of Year know if your child is worried or anxious about anything at all. We are here to work with you.</p>         |

**STAYING  
SAFE**

# Staying safe at



**WEST LAKES  
ACADEMY**

If you have a concern or are worried about your own or anybody else's safety or wellbeing, contact one of the members of staff below straight away.

|   |   |  |   |
|---|---|--|---|
|   |   |   |   |
| Ms K Dunne  | Ms A Clements   | Miss J Kelly   | Ms S Wightman   |
|  |  |  |  |
| Mrs C Williamson  | Ms R Robson   | Mrs D Brown  | Ms K Tuck   |
|  |  |  |  |
| Miss E Shaw   | Miss M Relph  | Mr A Haslop  | Ms S Devine   |

Speak to us – we are here to listen.



**NSPCC**  
CHILD PROTECTION  
**HELPLINE**  
0808 800 5000

You can also connect to one of these organisations.



**ChildLine**  
0800 1111



**CHANGING**

**LIVES**

**THROUGH**

**LEARNING**