

Wykham Park Academy **an Aspirations Academy**



Year 7
2022-2023

FUTURES PATHWAY



WELCOME PACK



Wykham Park Academy Banbury

an Aspirations Academy

Welcome from the Principal



A very warm welcome to Futures at Wykham Park Academy, part of the Banbury Aspirations Campus. We pride ourselves in being a school at the very heart of its community with high aspirations for all students, wherever their talents lie.

We believe that first and foremost our students should feel happy and safe at all times when they are with us and this is even more important after the very difficult years we have all had navigating our way through the Covid-19 pandemic. Our first few weeks at school in the autumn term will be firmly rooted in ensuring that every child feels that they have a sense of belonging on our campus, with key adults who they know they can turn to every step of the way.

We also firmly believe that every student has potential and can achieve their goals and dreams with the support of the passionate and committed staff we have working at Wykham Park Academy. We also know that this cannot happen unless we work in true partnership with you, their parents/carers. The Aspirations Framework that we base all of our work around has the building of self-worth as one of its three guiding principles. Self-worth can only be achieved when our students know that they are valued as individuals in our community and believe deep down that they can succeed. We work hard to help them achieve that feeling.

You will not be surprised to learn that we have incredibly high standards in all aspects of our work with our children and young people. We are preparing our students for a successful and long working life and therefore we expect, and require, the highest possible levels of attendance and punctuality, the smartest uniform at all times, the most courteous and polite approach to others in our school and wider community and a deep commitment to maintaining a safe, clean and tidy working environment for everyone.

Our relationships and behaviour policy is built on the premise that all behaviours (children and adult) are communicating something to us. We have a clear approach to supporting our students to make the right decisions and choices in both lessons and around the academy. We recognise that all children (and adults) will make mistakes at some point whilst they are at school. What is important is that everyone in our community learns not to repeat their mistakes and to try to share with us what is sitting behind their behaviours. Restorative work is, therefore, a key part of our systems for ensuring the highest possible standards of behaviour. Reward is important and we like to encourage intrinsic reward as much as the giving of material prizes.

Being a teenager is not easy in this era of social media and constant pressures from all sorts of different angles. We look for our students to dig in deep when things get tough and to draw on all of the resources around them to get through the difficulties they face. Giving up is not an option at Wykham Park Academy for staff and students alike.

We pride ourselves in having a very effective pastoral system, with a mentor who works with your child and will be a key figure in their lives and someone you as parents have trust in too. We want to build even stronger relationships with the parent body to ensure that we are always doing the best for every child in our care.

A further belief that we have is that we are educating the “whole child” at Wykham Park Academy. We therefore strive to offer a range of opportunities outside of the academic curriculum for all pupils to participate in and enjoy. Sport, drama, music and art can provide students with the chance to develop leadership and teamwork skills which every employer is actively looking for in new recruits.

We look forward to working with you to ensure success for all of our children and young people on their journey towards achieving their dreams.

If you haven't already done so, may I remind you please to complete the forms in the *Information and Consents Booklet* so we have all the information and parent/carer permissions on our files.

Lastly, please refer to the following website for information on [Free home to school travel assistance](#) for low income families.

Warm regards,

A handwritten signature in dark ink, appearing to read 'Sylvia Thomas'.

Miss Sylvia Thomas
Executive Principal of Banbury Aspirations Campus



Wykham Park Academy Banbury

an Aspirations Academy

Futures Institute Key Staff and contact details are listed below:

Banbury Aspirations Campus

Executive Principal: Sylvia Thomas - stomas@wykhampark-aspirations.org

Vice Principal: Julia Ingham - jingham@futures-aspirations.org

Vice Principal: Shileen Green - sgreen@wykhampark-aspirations.org

Futures Institute

Head Of School: Julia Ingham - jingham@futures-aspirations.org

Director of Project Based Learning / Behaviour Co-ordinator
Catherine Pickup - cpickup@futures-aspirations.org

Special Educational Needs Co-Ordinator:
Justine Williams - JWilliams@wykhampark-aspirations.org

Student Support:
Elaine King - EKing@wykhampark-aspirations.org

Attendance:
Bithia Plank - office@futures-aspirations.org - 01295 257942

Office / General Enquiries:
Bithia Plank - office@futures-aspirations.org - 01295 257942
Kate Chipperfield – kchipperfield@futures-aspirations.org - 01295 257942

Futures Institute CONTACT DETAILS:

Telephone: 01295 257942

EMAIL: office@futures-aspirations.org

Web: www.futuresbanbury.org



The School Year - Term Dates 2022 – 2023

Please note: dates may be subject to change.

Term 1

INSET days - Thursday 1st September and Friday 2nd September 2022 - (no students in school)

Monday 5th September – Friday 21st October 2022

Holiday: Monday 24 October – Friday 28 October 2022

Term 2

Monday 31st October – Friday 16th December 2022

Holiday: Monday 19th December 2022 – Tuesday 3rd January 2023

Term 3

Wednesday 4th January – Friday 10th February 2023

Holiday: Monday 13th February – Friday 17th February 2023

Term 4

Monday 20th February – Friday 31st March 2023

Holiday: Monday 3rd April – Friday 14th April 2023

Term 5

Monday 17th April – Friday 26th May 2023

Monday 1st May - May Bank Holiday (School Closed)

Holiday: Monday 29th May – Friday 2nd June 2023

Term 6

Monday 5th June – Friday 21st July 2023

PLEASE REMEMBER TO CHECK THE SCHOOL WEBSITE FOR ANY CHANGES



The School Day

2022-2023 Academic Year

The timings of the school day are as follows:

Years 7 – 13

School Start	Mentor Time	Period One	Period Two	Break 20 mins	Period Three	Period Four	Lunch 35 mins	Period Five
8.45am	8.45am	9.10am	10.10am	11.10am	11.30am	12.30pm	1.30pm	2.05pm
	-	-	-	-	-	-	-	-
	9.10am	10.10am	11.10am	11.30am	12.30pm	1.30pm	2.05pm	3.05pm

Some students in the older age groups have a Lesson Six at Futures Institute which runs from 3.15-4.15pm.

Absence from School

All absences from school must be notified by 8.30am on each day of a student's absence.

This can be done by telephone 01295 257942 or e-mail office@futures-aspirations.org.

All absences must followed up in writing by emailing office@futures-aspirations.org or by a Parent / Carer letter.

All students must remain on school site during the school day, unless permission has been granted to leave, in the form of a note from the student's Parent / Carer. Students must then sign out at the Futures Institute Office.

Equipment

All students should come to school with the equipment shown on the following page and are expected to have a rucksack big enough to carry this and any exercise books in. No handbags.



Wykham Park Academy Banbury

an Aspirations Academy

Equipment list

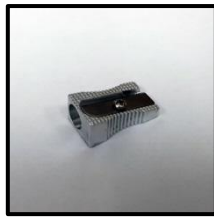
All of this equipment can be bought at any of our local supermarkets, or shops like The Works, Poundland etc.



Rucksack
(Big enough to hold A4 folder) old
A4 folder)



Coloured Pencils
(Min 6)



Pencil Sharpener



Eraser



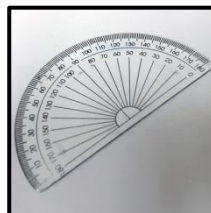
Black, Blue and Green Pen



Highlighter pens



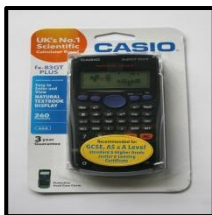
30cm/15cm Ruler or Folding



Protractor



Compass



Scientific Calculator



Basic Stationery Set
Contains: Highlighter, Pen
(Green, Black & Blue),
Compass, Protractor, Ruler,
Pencil, Eraser and Pencil
Sharpener



Transparent
Pencil Case



2 HB pencils



Wykham Park Academy Banbury

an Aspirations Academy

Home/Academy Agreement

Student Name:

Mentor Group:

The Academy - We will:

- do all we can to keep your child safe
- have high expectations of behaviour during lessons, around the academy and on the journey to and from the school site - we will enforce our behaviour and discipline policy as consistently as humanly possible
- have high expectations for uniform, jewellery and PE kit - we will enforce our uniform policy
- reward your child when they achieve in a variety of ways
- provide a broad curriculum which aims to meet the needs of all students
- encourage every student to reach his/her potential
- keep you informed about your child's progress and general academy matters
- set and mark homework consistently
- help students to develop the skills needed to take a full and active part in life after school
- put into practice our policy for equal opportunities so that no one should suffer discrimination.

Student - I will:

- wear full academy uniform every day, as detailed in the uniform policy and be tidy in appearance
- behave well during lessons, around the academy and on my journey to and from school
- come to school regularly and on time
- have all equipment needed for each lesson, every day
- be helpful, respectful and polite to others
- adhere to all of the British Values which we subscribe to on the campus
- do all classwork and homework to the very best of my ability
- respect the academy buildings, grounds, furniture and equipment as well as other people's property and belongings
- use ICT and new technologies appropriately to support my work.
- keep my mobile phone turned off and in my bag during the school day whilst on campus.

Parent(s)/Carer(s) - I/We will:

- ensure that my/our child wears full academy uniform, as detailed in the uniform policy and understand that he/she will be sent home to change or internally excluded if inappropriately dressed
- fully support the academy's rewards and behaviour policy
- encourage respect for all members of the academy community
- ensure that my/our child attends school regularly (and provide a **written explanation** for any absence), on time and properly equipped
- not take my child out of school for holidays in term time
- let the academy know of any concerns or problems that might affect my/our child's work or behaviour
- encourage my/our child to develop positive attitudes and achieve to the best of his/her ability
- show an interest in and support my/our child's homework including reading with them regularly
- attend all Parents' Evenings and other student focused events
- ensure that my/our child uses ICT appropriately to support his/her school work
- avoid phoning or texting my/our child whilst they are at school
- be responsible for the cost of repairing or replacing any school property or equipment which is purposefully damaged by my child

There is a copy of this for you to sign in the Information and Consent Booklet - this one's for you to keep at home.



Futures Institute Uniform

Futures Institute expects all of its students to be smartly and safely dressed. Listed below are the items of uniform we expect students to arrive at school wearing.

Either:	Or:
1. White shirt with clip-on Futures Institute tie.	Black or navy Shalwar Khameez with either <ul style="list-style-type: none">a short black or navy scarf and school tiea longer black or navy scarf
2. Royal Blue blazer with embroidered Futures Institute logo	2. Royal Blue blazer with embroidered Futures Institute logo
3. Black "school" trousers or blue/grey pleated skirt.	3. Black "school" trousers or blue/grey pleated skirt.
4. Black "school" shoes that can be polished	34. Black "school" shoes that can be polished

Additional points:

Blazer

- Blazers must be worn all year round

Shirts

- Shirts must be able to be buttoned to the neck
- Coloured or patterned garments worn underneath the shirt should not be visible

Jumper

- Futures Institute jumper (not compulsory)

Trousers - must be school tailored trousers

- Jeans, jean-like trousers, heavy cotton trousers, "chinos", leggings, or any other casual trousers are not acceptable and embellishments such as studs are not permitted

Skirts

- Must be the school skirt, which is blue and grey. All other colours and styles are not acceptable
- Skirts should reach at least the mid-point between the thigh and the knee

Bag

- A sturdy rucksack large enough to carry A4 books and all equipment.
NB Handbags are NOT school uniform.

Shoes

- Extremes of fashion footwear are not allowed due to the spread out nature of the site and health and safety considerations

- Shoes should be either leather or plastic – that can be **polished** (not canvas, suede, woollen or any other material) and must have no logos.
- Trainers are not acceptable except for PE
- Boots are not allowed. However, if students wish to wear them to walk to school and change into shoes when they arrive, we will provide somewhere for them to store them as we appreciate that some students do have a long walk

Other

- Ties must be clip-on and fastened within the collar and with top button secure
- Jumpers are non-compulsory but if students want to wear a jumper under their blazer it must be the school jumper
- Cardigans are not acceptable
- “Hoodies” and sweatshirts are not allowed in school and cannot be worn as coats
- Socks must be plain black or white
- No piercings are allowed, other than a pair of earring studs
- Please note that these will need to be removed for PE and DT and remain the student’s responsibility
- A wristwatch is the only other jewellery allowed
- Extremes of fashion in hair styles and make up are not accepted. If hair is dyed, it must be a single “natural” colour. (The decision about what is acceptable lies with the Principal) No false eyelashes.
- Nails: no nail polish allowed or false nails

The Academy blazer, skirt, jumper and ties are available from [Cross Embroidery](#) and all other items can be bought from any retailer (as well as this company).

Futures Institute is committed to an annual appraisal of the uniform’s cost in order to ensure that it continues to be affordable for everyone.

We retain the right to send students home to change, if not in full school uniform. This is made explicit to parents by means of the Home Academy Agreement:

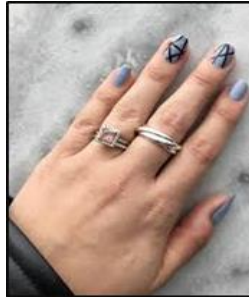
1. **The School – we will:** have high expectations for uniform, jewellery and PE kit – we will enforce our uniform policy
2. **Student – I will:** wear full school uniform, as detailed in the uniform policy and be tidy in appearance
3. **Parent(s)/Carer(s) – I/We:** ensure that my/our child wears full uniform, as detailed in the uniform policy and understand that he/she will be sent home to change or internally suspended if inappropriately dressed

The Principal, on behalf of the Governing Body, will make the final decision regarding what is permissible at Futures Institute.

Uniform Checklist - What Not to Wear 2022-2023



No piercings allowed (other than a pair of earring studs)



No Jewellery (apart from wristwatch and one signet ring). No nail polish or false nails



No excessive make-up or false eyelashes



No extreme hair colours, only natural



No hoodies or sweatshirts



No cardigans



No rolled up sleeves on Blazer



No scarves apart from black or navy Shalwar Khameez



No denim, chinos, leggings, skin tight or heavy cotton trousers



No boots



No trainers (except for PE)



No canvas shoes

Futures Institute PE Kit for boys and girls

The following items are only available from [Cross Embroidery](#) and will have the Futures Institute logo

- Black school PE sweatshirt (optional)
- Polo shirt
- Shorts
- Skort (optional)
- Socks

The following items can be purchased at any retailer of your choice

- Towel (optional)
- Plain black tracksuit jogging bottoms (optional)
- Football boots (strongly recommended)
- Trainers
- Shin pads (must be worn for football, hockey and school matches)
- Gum guard (strongly recommended for hockey and rugby lessons, must be worn for school matches)

N.B. Boys and Girls - Trainers and clothes used for PE **MUST NOT** be worn for general school use.

Naming of Clothing - We encourage parents to name all items of clothing with sewn-in name tags or indelible pen.

Please note:

Futures Institute fully endorses the principle that the school's uniform should be affordable for everyone and is committed to an annual appraisal of the uniform's cost, ensuring that no student or family is socially excluded through inability to buy. Accordingly, the majority of the uniform can be bought 'off the peg' from any high street outlet or supermarket; the only items which need to be purchased from local specialist suppliers, Cross Embroidery, being the blazer, jumper, tie and skirt. The blazer is competitively priced, retailing at around a similar cost to those available from high street outlets and supermarkets (but without the required Academy badge).

We retain the right to send students home to change, if not in full school uniform. This is made explicit to parents by means of the Home Academy Agreement:

1. **The School – we will:** have high expectations for uniform, jewellery and PE kit - we will enforce our uniform policy
2. **Student - I will:** wear full school uniform, as detailed in the uniform policy and be tidy in appearance
3. **Parent(s)/Carer(s) - I/We will:** ensure that my/our child wears full uniform, as detailed in the uniform policy and understand that he/she will be sent home to change or internally suspended if inappropriately dressed

The Principal, on behalf of the Governing Body, will make the final decision regarding what is permissible at Futures Institute.

Parents Evenings

How to use the online booking system

Browse to <https://wykhampark.schoolcloud.co.uk/>

Parents' Evening System

Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
Mrs ▼	Rachael	Abbot
Email		Confirm Email
rabbot4@gmail.com		rabbot4@gmail.com

Student's Details

First Name	Surname	Date Of Birth		
Ben	Abbot	20 ▼	July ▼	2000 ▼

Log In

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March
[Open for bookings](#) >

Friday, 17th March
[Open for bookings](#) >

[I'm unable to attend](#)

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

- ☒ **Automatic**
Automatically book the best possible times based on your availability
- ☐ **Manual**
Choose the time you would like to see each teacher

Next

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

☒ **Mr J Brown**
SENCO

☒ **Mrs A Wheeler**
Class 11A

Continue to Book Appointments

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Step 5a (Automatic): Book Appointments

If you choose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it isn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

01:20 Please confirm your appointments within 2 minutes

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	Andrew	French	L4

Accept Appointments

Cancel Appointments

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.


	Mr J Brown SENCO (A2) Ben ✓	Miss B Patel Class 10E (H3) Andrew ✓	Mrs A Wheeler Class 11A (L1) Ben ✓
16:30		✓	
16:40			
16:50	+		+
17:00			+

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.


Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.




parents evening


2023-24




Home



My Bookings



Send Feedback




Sign Out


Green Abbey School

Year 11 Subject Evening

6 appointments from 15:00 to 15:35

Thursday, 13th April

 Print

 Amend Bookings

This parents' evening is for pupils in year 11. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

	Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	SENCO	A2
15:10	Mr J Sinclair	Ben	English	E6
15:15	Mr J Sinclair	Andrew	English	E6
15:20	Mr K Jacobs	Ben	History	H6
15:25	Miss F Burton	Andrew	Mathematics	M3
15:30	Miss J Foster	Andrew	Science	SC

To change your appointments, click on *Amend Bookings*.

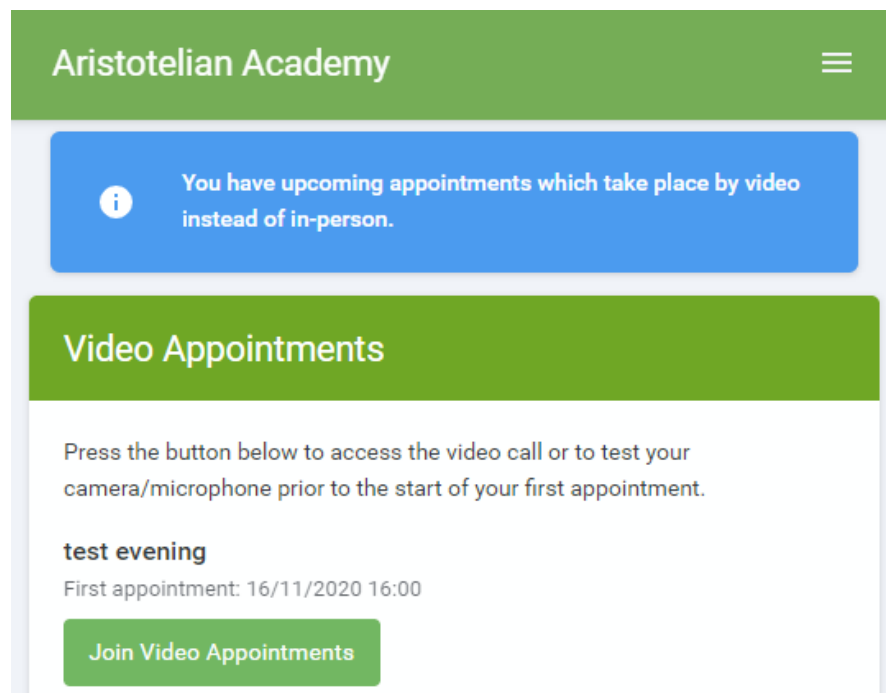
Parents' Guide for virtually attending parents evening

How to attend your appointments via video call

1. Log in and go to the Evening - <https://wykhampark.schoolcloud.co.uk/>

On the day of the video appointments (We would recommend before to test your camera and microphone) login to Parents Evening at the usual web address for your school, or click the login link from the bottom of the email confirmation you will have received.

Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event, along with a *Join Video Appointments* button.

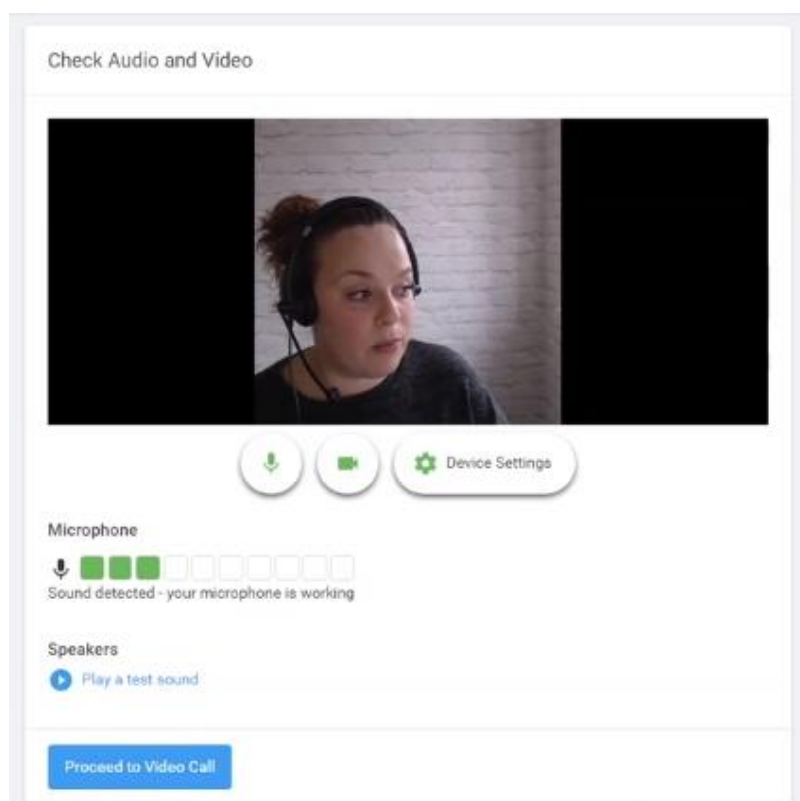


Press the button to join your appointment on the day - or to test your camera/microphone at any time.

2. Check Audio and Video

When you click *Join Video Appointments* the *Check Audio and Video* screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click yes.

From here you can turn on or off your microphone and camera, change which devices are being used for the call, and check your microphone and speakers. Once you are happy, click *Proceed to Video Call*.



2. The Video Call

On this screen you can see the following, when in a call:

- At the top left the teacher name (and subject details) for the current and next appointment
- At the top right a countdown to the start of the appointment.
- At the bottom the controls for the microphone and camera.

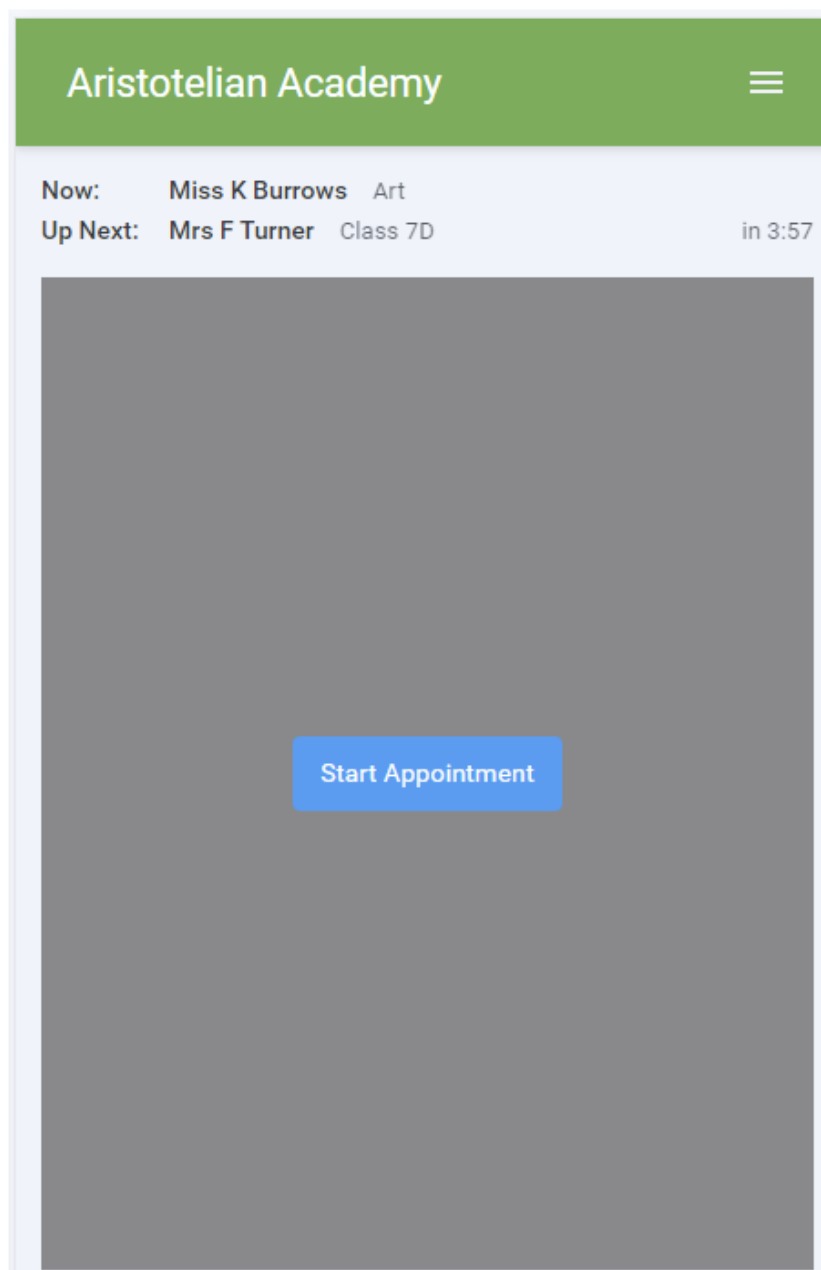


- When another person is available, these also show a pick up button to start the call



and a hang up button to leave the call.

- In the middle, when your appointment is due to start, the *Start Appointment* button.



3. Making a call

Click the *Start*

Appointment button. You will see yourself in the bottom right corner of the screen (unless you have no camera, or have chosen to turn it off). If the teacher has not yet joined you will see a notice to that effect in the centre of the screen.

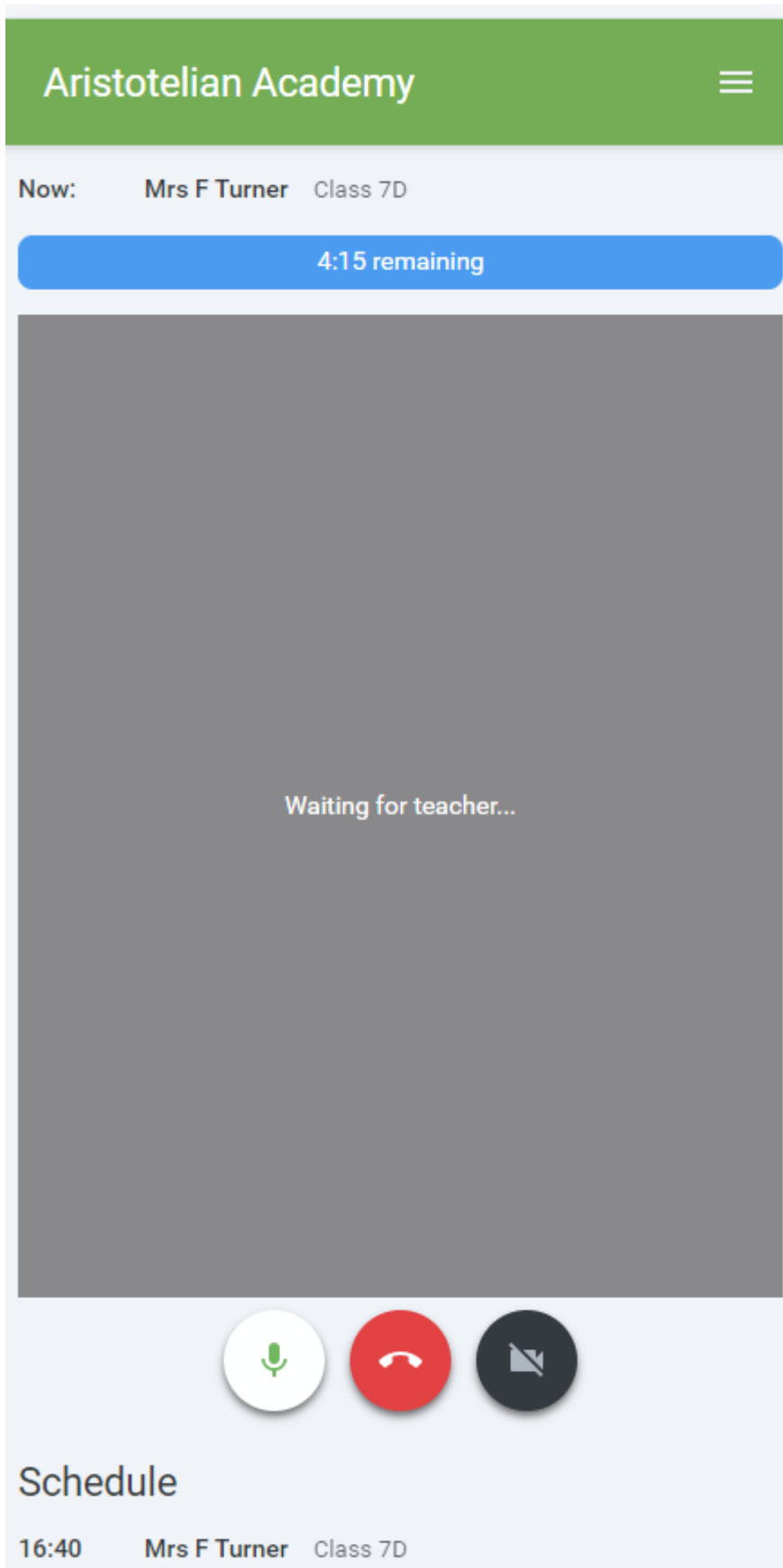
When a teacher joins a call you will see them in the main part of the screen - or hear them, if they have no camera (or have turned it off) - and can start your discussion with them.

You will also see the remaining time for the appointment counting down in a blue bar at the top of the screen, which will turn red when the last 10 seconds begin.

If anyone loses access to the system for some reason during the call, they can log in again and click *Start Appointment* on the video call screen. As long as the other person is still in the call this will let you continue with the appointment.

When the countdown in the blue bar stops the appointment time is over and the call will automatically end.

Note that if you or the teacher are late, or leave and rejoin the call, it does **not** reset the timer. The appointment will always end at the scheduled time.



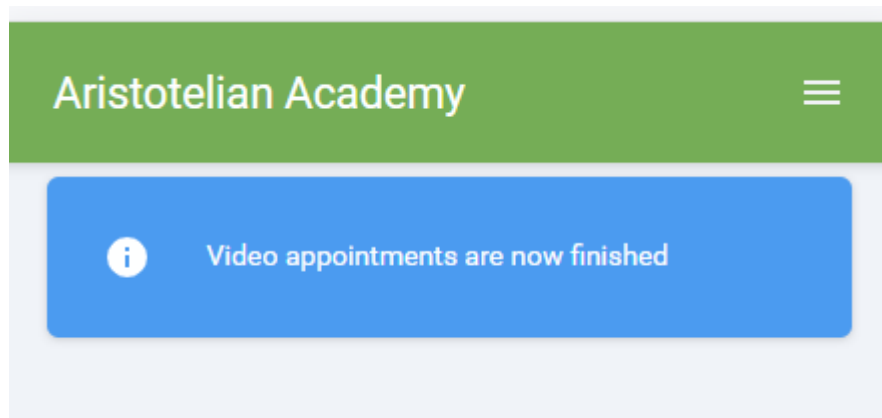
4. Follow on calls

If you have a consecutive appointment scheduled the screen will display a *Start Next Appointment* button. When you are ready to proceed, click on it

Note that if you delay starting a call it does **not** extend the duration for that appointment. The appointment will always end at the scheduled times.

If you do not have a consecutive appointment, but you have not completed your final scheduled appointment, you will see a countdown telling you how long until the start of your next appointment.

Once your final appointment for the evening is complete, you will see a message advising you of this.



If you have any difficulties with the online booking system please contact Student Services either by emailing ktibbetts-reeves@wykhampark-aspirations.org or lpalmer@wykhampark-aspirations.org or you can call us on 01295 251451 ext 249 or 230.

Wykham Park Academy/Futures Institute

Anti-bullying Information

What all students need to know

Futures Institute is a comprehensive school. That means it is for everybody. In this school we believe that everyone has a right to equal chances. Each individual is valued and respected for who she/he is.

- We are a school where bullying is seen as unacceptable by all members of the academy
- We will deal with it seriously and sensitively if we are told about it
- We will take appropriate action
- We will not tolerate bullying

Definition: What is Bullying?

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. The main types of bullying include:

- Physical – persistent pushing, kicking, hitting, pinching, taking or damaging the belongings of others and any other form of violence
- Verbal – persistent name calling, sarcasm, spreading rumours, issuing threats, racist and insulting remarks
- Emotional – persistently excluding someone, tormenting someone, ridiculing, humiliation
- Racist – racist taunts, graffiti, gestures (these will be notifiable to the Local Authority)
- Sexual – unwanted physical contact, abusive comments, homophobic comments (these will be notifiable to the Local Authority)
- Online/Cyber – setting up hate websites, sending text messages, emails and abusing the victims via their mobile phones (We may contact Police if messages are sent in school)

Think

- Is it funny or is it bullying?
- Does the person on the receiving end think it's funny?
- Would you think it funny if it was happening to you?

REMEMBER

- Bullying is making someone miserable by being unpleasant to them on an on-going persistent basis
- A one-off argument or fight may be upsetting. It may need to be dealt with by a teacher – but **it's not** bullying
- You can help yourself by ignoring comments – Do not react but tell someone

What should you do if you're being bullied?

- Tell your parents/carers, friends, teachers or Head of School
- Remember that bullying is never your fault and it can be stopped
- Value yourself and your feelings
- If you are being bullied, look bullies in the eye, be firm and clear and tell them to stop
- Get away from the situation as quickly as possible

How can you help someone who is being bullied?

- Tell an adult about it
- Support them
- Encourage the victim to get help

DO NOT SUFFER IN SILENCE!

Communication between School & Home + Payment method for school meals/trips

Wykham Park Academy's preferred choice of contacting parents/carers is by text or email. It is therefore important to download the School Gateway app before the end of summer term and also that you notify us of any changes to your contact details (primary email and mobile phone number) because the app won't work if these are different to what we have on our database.

*If you do not have access to email or text it is important that you let us know this. We can then ensure that you receive paper copies of any letters or communications to you about your child concerning events such as parents' evenings, trips, workshops etc. and will ensure your child does not miss out on opportunities and events during the school year.

All changes to contact details should be directed to Student Services by emailing them: office@futures-aspirations.org or by phone on 01295 257942. Alternatively, your child can obtain a "Change of Contact Details" form and return to the Future Office, so we are able to update our records.

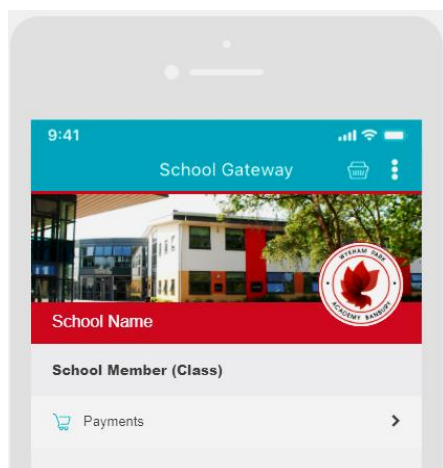
So, in order to enable two-way communication between you and the school and to order and purchase school lunches, **download the SchoolGateway App** and get signed up ([click here](#)) today. It is really IMPORTANT you enter the email address and mobile telephone number you have registered with the school.



1. Download the Android or iPhone app.
2. Press 'Sign Up' then enter the email and mobile number the school has on record.

The app. is managed from your phone and will allow you to communicate with the school, manage your child's progress and report absence, as well as manage payments to the school for lunches, trips and other items.

Cashless payments- for school meals etc.



Wykham Park Academy uses the School Gateway payments service to enable you to use School Gateway to pay for trips, uniform and more.

This means you won't have to queue up at the school office or send your children into school with cash envelopes to pay for trips.

You can use credit/debit cards, Bank Transfer or PayPoint from more than 28,000 shops.

Track your payment history and receive either digital or printed receipts from your school.