# Welcome to Eaton Bank Academy

Dear Parents / Carers,

I would like to extend a warm welcome to all parents of new students at Eaton Bank Academy. In this handbook we aim to provide parents with essential information. We hope it will be useful to you.

Confidence in a school comes from knowing and understanding what is happening within it. This booklet is only one stage in establishing that contact. We hope you will extend your knowledge through visits to the school and discussions with the staff. It is important that we should be confident in our shared responsibility because children are most successful when parents and school staff co-operate closely.

If at any time you require clarification on any aspect of school procedure or need further information, please do not hesitate to contact us.

Mr Ed O'Neill
Headteacher



# CONTENTS


## Our Aims

## Student Progress and Report

- Our Tutorial System
- Reporting Student Progress
- Student Records
- Confidential Information
- Illness or Accidents in School
- Medication

## Student Involvement

- The Student Senate
- Rewards
- Behaviour
- Learning Resource Centre
- Personal, Social, Health and Education (PSHE)
- Careers, Work Related Learning and Enterprise Education
- Religious Education and Assemblies
- Homework and Teams

## Parent Involvement

- Friends of Eaton Bank (PTA)

## Electronic Home / School Communication

- News
- Email
- Website
- My Child at School App

## Aspects of School Routine

- Timing of the School Day
- Attendance and Punctuality
- Equipment
- Personal Possessions / Mobile Phones
- Break and Lunchtime

## Our Uniform

- School Uniform for Years 7 to 11
- For Physical Education

## Money Matters

- Insurance
- Charging
- Free School Meals
- Breakages/ Damage to School Property

## Policy & Procedure

- Safeguarding

# Our Aims

At Eaton Bank Academy we are working to ensure that each child is able to maximise their potential within a supportive and caring environment.

We have three distinct aims which focus on the school's core values and principles, forming the 'framework' of our School Development Plan.

We work closely with parents to achieve the following:

- To have high expectations and enable everyone to achieve success.
- To celebrate high quality learning experiences in all areas of the Academy.
- To be at the heart of the community and prepare everyone fully for their future lives.

# Student Progress and Support

The progress of all our students is monitored regularly by tutors, teachers and our Head of Years. Our SEND team provide support for students with special learning needs, ensuring they are supported across the curriculum to be able to access, enjoy and progress effectively in lessons alongside their peers.

Several students, including those with an Education, Health Care Plan are given targeted support in lessons by experienced and specialist support staff and Learning Support Assistants.

To enable us to promote high standards and ensure that all our students are well supported, we have a team of **Pastoral Managers** whose job it is to check on the welfare of students and ensure that standards of behaviour are high.

The Pastoral Managers work closely with the Head of Year of each year group, to ensure that every student achieves their full potential. The Pastoral Managers also co-ordinate our lesson monitor system with tutors and teachers which allows them to monitor student behaviour and attendance lesson by lesson and instigate rewards and sanctions.

## Our Tutorial System

Your child will be placed in a Year 7 tutor group. Each tutor group has a Form Tutor and the tutor team for each year group is led by the Head of Year.

**The first point of contact within the school should always be your child's Form Tutor.** The Form Tutor will determine which member of staff is best suited to deal with your enquiry, or they may deal with the matter directly. Alternatively, the matter may be referred to the Head of Year, Pastoral Manager, a specific teacher or a Curriculum Leader. Sometimes it may require the attention of the teacher in charge of Behaviour and Safeguarding, the Deputy Headteacher or the Headteacher.

By using this system of referral, the Form Tutor will be the centre of all dealings with your child, thus fostering a relationship between student and tutor which will greatly enhance the personal and academic development and progress of all students.

## Reporting Student Progress

Our principal aim is to ensure that students make outstanding progress at Eaton Bank Academy. All students are challenged to achieve higher than average grades achieved nationally by students with the same KS2 results.

Students' progress is reviewed regularly by subject teachers, Heads of Faculty, Heads of Year and by Senior Leadership Team. Students who are underachieving are given additional advice and support and parents are encouraged to come into school to discuss any concerns and next steps.

Parents are kept informed of their child's progress through regular reports and annual parent-teacher consultation evenings, but if you are concerned at any time about the progress your child is making, please do not hesitate to contact their Form Tutor.

## Student Records

All information recorded about students is available for their parents to see on request. These computer files contain only the basic data. These records are, of course, available for you to see if you so wish. **Please do let us know whenever any changes in your child's details**

**occur. This information is essential in the event of an emergency.**

## Confidential Information

If there is any confidential information which you feel we should know about in order to understand your child better, please email the Form Tutor or arrange a meeting with them.

## In the Event of Illness or Accidents

If your child is taken ill or has an accident in school, a qualified staff member will administer first-aid. If it is felt that your child is not well enough to remain in school then you will be contacted by the Attendance Office or a Pastoral Manager to arrange for his/her return home. **No student in Years 7-11 is allowed to go home without parental permission.** If necessary, your child will be taken to hospital by ambulance and, if you are not available, will be accompanied by a member of staff.

## Medication

Your child will not be given any medication in school except by prior arrangement. A medical request form can be obtained from the attendance office. If your child requires regular medication, or has particular health requirements, you should inform Miss Harvey(attendance@eatonbank.ht.school) or your child's Pastoral Manager to allow the Academy to make the necessary arrangements.

# Student Involvement

## Representing the school

There are a wide range of opportunities for students to represent Eaton Bank Academy. In sport, matches and practices will usually take place after school and occasionally on Saturdays. All transport to away matches will be arranged by the school. Students will know in advance of finishing times and when they can be collected from school. Younger students awaiting collection by parents will always be supervised until collected. Senior students normally make their own way home, but only by agreement with their parents.

We ask all parents to sign a general parental consent form for out of school visits in order for students to be given your permission to take part in any after school activity.

School productions that involve various combinations of both the visual and performing arts provide opportunities for students to demonstrate their own artistic flair while representing the school. Beyond the school, events such as community productions and art exhibitions provide opportunities for students to display their talents to a wider audience. Students are actively encouraged to participate in local, national and international educational opportunities.

## The Student Senate

The Eaton Bank Student Senate is made up of students from all years. They represent the wider body of students and meet regularly to discuss issues and concerns raised by students and staff. The Student Leadership Team feedback Senate decisions directly to senior staff and the Headteacher. As well as the important decision making role within the school, the Senate provides a means of developing leadership, teamwork and communication skills for its members.

## Rewards

We believe that praise and reward is the key to effective teaching and learning. Celebrating achievement of all kinds is an important part of the fabric of our school culture. Students are recognised for their attainment, behaviour, attitude to learning, attendance and overall contribution to school life.

## Behaviour

A happy and successful school is one where rules are made clear to students and there is an atmosphere of fair discipline and collective co-operation. Our rules have two main aims:

- ✓ to promote a courteous and considerate attitude towards others
- ✓ to encourage all children to be responsible and to take pride in the school's reputation

We are proud to be members of Eaton Bank Academy and we ALL agree to follow the guidelines below to make our school a better place in which to work and learn. Our shared expectations are to:

- ✓ show mutual respect
- ✓ work hard at all times
- ✓ act responsibly

- ✓ be helpful and considerate
- ✓ listen and be listened to
- ✓ be fair and consistent
- ✓ celebrate success
- ✓ look smart
- ✓ care for the environment by keeping it clean, tidy and safe

We expect high standards of behaviour and discipline from all students. Discipline is firm and fair and if misconduct occurs, constructive remedies are always sought. Whenever the matter is considered serious, or the sanction involves a break in normal routine, parents will be contacted. We aim to be proactive and take a firm line with students who are beginning to misbehave so that early action prevents a more serious situation from developing.

The behaviour, attitude and achievement of students is closely monitored in school. At Eaton Bank staff record points according to behaviour and application in lessons using an electronic database called Bromcom. If students fall short of the expected standards, then they are referred via an electronic student database. Positive behaviours are also recorded in the same way. The Pastoral Managers meet regularly to discuss the database entries and apply the necessary support strategies. The school follows a Positive Behaviour for Learning Programme which can, for inappropriate behaviour, result in a student being given a break or after school detention. Serious misdemeanours such as bullying or theft are uncommon and are not tolerated.

Students whose behaviour either persistently disrupts the learning of others or threatens the welfare of others may be temporarily excluded from the school. However, the school operates a RESET Room as a strategy for serious breaches of discipline before moving to fixed term exclusions. We also employ temporary off-site direction as a strategy, where a child is placed in a different school for a fixed period in the alternative school's internal isolation unit. Permanent exclusion is the school's final disciplinary sanction.

Parents are able to view all behaviour entries using the My Child at School (MCAS) App. Please see details of the MCAS app on page 6.

## Learning Resource Centre

The LRC is a vibrant place which offers all students a place to work, revise and reflect in an educational environment. It is open all day for students and staff to use for lessons, small group work, intervention work and private study. At break and lunchtime it may be used as a homework or reading hub and a quiet area is available for reading for pleasure.

The LRC has a wide range of books, both fiction and non-fiction which cater for all abilities.

## Personal, Social, Health and Education (PSHE)

At Eaton Bank Academy we believe that students should be prepared to become active citizens in society. We want our students to be willing and able to participate in their community and maintain healthy positive relationships with others. The PSHE curriculum gives students the opportunity to explore issues in a safe and age-appropriate setting. Students are taught by their tutors or by specialist trained staff for one lesson per fortnight and a 'collapsed, off timetable' morning per half term. Where possible outside providers, such as the police, charities or businesses come into school to deliver learning activities and experiences outside of the normal classroom environment. Statutory changes to PSHE allows for withdrawal from limited aspects of the Sex Education curriculum and any parent with worries on this matter should contact the Headteacher.

## Careers, Work Related Learning and Enterprise Education

We believe in the need to provide students with the skills, knowledge and information to enable them to make considered educational and career decisions which are consistent with their abilities and needs. Careers education generally features within the Personal, Social, Health, Education programme. We work closely with a range of local and national providers to ensure breadth of experience and opportunity for our students. Students in all years will experience a range of work related learning opportunities during their time at Eaton Bank Academy.

## Religious Education and Assemblies

In accordance with the Education Act, regular assemblies and Religious Education are provided for all students. This is non-denominational and non-evangelical, seeking to provide a background for Christian understanding

and an appreciation of other faiths. We encourage discussion as well as respect for others' views. We often use Art, Music, Literature, Science, Humanities, Dance and Drama as vehicles to express moral and spiritual values.

The Education Act allows for the possibility of withdrawing children from religious education and worship. Any parents with worries on this matter should contact the Headteacher.

### Homework and Teams

Homework is an important extension of work done in lessons. From their first year in the school, homework encourages self-discipline and initiative in students. It is also important because it enables parents to discuss school work with their children and monitor their progress on a day to day basis.

The amount of time that students spend on homework gradually increases as they progress through the school and we expect that everyone will have work to do on each weekday evening. In the Lower School we would expect students to spend between 45 minutes to an hour and a half on homework. In the Upper School we would expect the time taken to be between 10 to 12 hours a week. In the Sixth Form, we would expect students to spend 20 hours per week on independent study.

All students are provided with a homework timetable by their tutor. Homework is set using Microsoft Teams using the assignments app. Students have access to Microsoft Teams, where they can find details of homework set and submit work electronically, when requested. Computers are available at break time, lunchtime and after school.

# Parent Involvement

At Eaton Bank Academy, we believe very strongly that the education of young people is a partnership between teachers, parents and students. We appreciate that parents expect, not only to be fully informed about the progress their child is making at school, but also to be involved in their education.

### PTA

As parents of students at Eaton Bank Academy, you are automatically a member of our PTA, "Friends of Eaton Bank". Our PTA is a mixture of enthusiastic parents and staff that work together for the benefit of Eaton Bank Academy. You are more than welcome to join us as a full committee member, get involved with events or simply email if you have some ideas to share. You can contact us by emailing postpoint@eatonbank.ht.school or access the school website homepage for details of our next meeting. We look forward to seeing you!

# Electronic Home / School Communication

### News

The Eaton Bank Academy website is also regularly updated with school news, photographs and upcoming events. For those who use social media, the school has an Instagram page and a Facebook page, details of which can be found on the school website. We also send regular press releases to the local press so that the wider community can join with us in celebrating students' successes.

### Email

To improve the speed and efficiency of communication between home and school, we use email as our primary means of contacting parents. Please ensure that if you have an email address, you let us have this and update us if it changes. We will also send letters home with students and occasionally text messages.

### Website

A vast array of information can be found on our website, including the curriculum for each subject and staff contact details. If you cannot find what you need please contact the school office so that we can get the information added to the website for you.

### "My Child at School" (MCAS) Parent portal

MCAS allows you to check and amend your child's information, including all emergency contact details, address and medical details. MCAS will also let you view your child's timetable, behaviour marks, attendance, homework, school reports and exam timetables.

Initially, one parent for each child will receive an email from us containing a username and password. This will go to the parent whose contact details came across

with the student record from their primary school. Later in the term, we will ask the above parent to fill in a form to tell us about any additional contacts who should have a MCAS account.

To access MCAS please visit the school website School IT Systems - Eaton Bank Academy

# Aspects of School Routine

## Timing of the School Day

A regular school day for the students is:

| All Year Groups | |
|---|---|
| Core | 8:40 – 9:05 |
| Period 1 | 9:05 – 10:05 |
| Period 2 | 10:05 – 11:05 |
| Break | 11:05 – 11:25 |
| Period 3 | 11:25 – 12:25 |
| Lunch | 12:25 – 13:10 |
| Period 4 | 13:10 – 14:10 |
| Period 5 | 14:10 - 15:10 |

Each student will be provided with an individual timetable in September. Timetables work on a two week cycle.

## Attendance and Punctuality

At Eaton Bank Academy, we believe that attendance is key to your child's education. Regular attendance ensures that students can fully engage with their learning, make academic progress, and develop important social skills. We are committed to working in partnership with parents and carers to support good attendance and punctuality.

The school day begins promptly at 8.40am with core time, in which students will be registered for attendance and punctuality. Students are expected to arrive on time for school and all lessons.

All students must attend school all day, every day, on time where possible. **In the event of your child's absence from school, we require a telephone call or e-mail (attendance@eatonbank.ht.school) before 9:15am, on EACH day of absence.** Absence without prior notification will result in a telephone call from the Attendance Team to clarify or confirm the reason for absence. If we do not receive any communication, the absence will be recorded as unauthorised.

Medical appointments should be made outside school hours where possible. If an appointment during school hours is unavoidable, the Attendance Team must be informed in advance. Students should attend school before and / or after the appointment. Evidence of the appointment may be requested to authorise the absence.

All students are expected to maintain an attendance rate of 95% or above. We understand that children do get ill from time to time. However, for minor illnesses such as coughs, colds, headaches, or feeling slightly unwell, we encourage students to attend school. If your child's condition worsens during the school day, we will contact you. If attendance concerns arise and absences are frequent, we may request medical evidence to authorise absences. If attendance falls below 95%, intervention will be initiated. If no improvement is seen, further intervention will be put in place, which may include formal meetings, and potential legal action, including fixed penalty notices.

Holidays during term time will not be authorised. If you need to request time off for your child due to exceptional circumstances, a Leave of Absence form must be completed in advance and returned to Miss Harvey, our Attendance and Welfare Officer. These forms can be collected from the school office and are also available on our website. Email requests can be sent to Miss Harvey at attendance@eatonbank.ht.school

## Equipment

Students should come to school prepared for the school day. The basic equipment below is essential in enabling your child to achieve success:

- Blue or black pen
- Pencil
- Ruler
- Rubber
- Coloured pens/pencils
- Scientific calculator
- Pencil case
- USB Stick

There will be other equipment specific to the various subjects but the above is a great starting point.

If any parent has any concerns or worries regarding the purchase of equipment, please contact your son or daughter's Form Tutor.

## Personal Possessions / Mobile Phones

As we cannot accept responsibility in the event of loss or damage to personal possessions, students are advised not to bring valuable items to school such as mobile phones or large amounts of money.

**In line with Department for Education guidance and our commitment to safeguarding and learning, Year 7 – 11 students will no longer be able to use mobile phones at any point during the school day. We expect mobile phones to be kept in a signal blocking pouch throughout the school day. Please see the school website for more information.** Mobile Phone Policy - Eaton Bank Academy

Students who bring instruments to school for music tuition should place these in the custody of the music department for safety. Parents are advised to ensure that instruments are 'covered' by household insurance arrangements.

## Break and Lunchtime

Our dining halls, canteen and outside eating areas provide sufficient space to seat students during the lunch break.

All students are expected to be on the site at lunch time. As a school we are keen to provide a safe and secure environment at all times. By keeping our students on site over the lunch period, this can be achieved. **Only in exceptional circumstances** will students be given permission, in conjunction with parents and a senior member of staff, to leave the school site at lunch time. We would expect students who are going off-site at any time of the day to be collected from school by a parent or carer.

The catering at Eaton Bank Academy is provided by Aspens Ltd. All food is prepared fresh on site and menus meet the government guidelines to ensure each student receives a nutritious meal.

The service on offer includes:

- Mid-morning break where students can buy snacks and cold drinks.
- Lunch where students can buy a main meal of the day, jacket potatoes, paninis, hot pasta with a sauce, pizza, cold sandwiches, fruit pots, and great meal deals that change every half term.

We operate a cashless catering facility in conjunction with ParentPay. This reduces the need for students to carry cash, and enables parents to see what their children are eating.

A link to the ParentPay website can be found on our website. Usernames and passwords are issued to parents in advance of the Year 6 induction days and copies can be obtained from the school office by calling 01260 273000 or emailing postpoint@eatonbank.ht.school

# Our Uniform

Wearing a smart, high quality uniform is just one of the ways in which we believe we can raise aspirations among our students, because what we wear affects how we feel about ourselves, how we behave and how others relate to us.

## School Uniform for Years 7-11

All items of school uniform represent excellent value and may be purchased locally from:

**DP Sportswear**
**Bromley Road**
**Congleton**

**(www.dpsportswear.co.uk)**

- Green blazer with embroidered school logo*.
- Tie with embroidered school logo (separate design for lower school and upper school)*.
- Plain white shirt (short or long sleeved).
- Knitted mid grey V neck jumper (optional).
- Prescribed grey pleated school skirt. Knee length.
- Mid grey tailored trousers (boys and girls).
- Mid Grey tailored shorts (boys and girls)
- Black low heeled substantial school shoe. Leather or leather effect with no bright or coloured sports markings. No boots or trainers. Further guidance can be found on the school website.
- Socks and tights must be plain black or grey and tights must not be patterned.
- Bags should be of the 'rucksack' variety with two shoulder straps for Year 7.

*All items marked with an asterisk should only be purchased from DP Sportswear

### For Physical Education

PE Kit from DP Sportswear:

- EBA Sports T shirt including printed school badge and personal initials*
- Zip top including printed school badge*
- EBA branded black PE shorts (boys and girls) or 'skorts' (optional)
- EBA branded black training pants or black leggings (optional)
- Shin pads and socks (only required if wearing football boots – PE staff will advise)
- Sports trainers
- Football boots suitable for playing on a 3G pitch (only for students wishing to play for the school football team).

*All items marked with an asterisk should only be purchased from DP Sportswear

Students are not permitted to wear the Nike Pro style cycling shorts for PE lessons.

Additional rules relating to uniform and appearance:

- No hooded sweatshirts may be worn in the school grounds at any time*. These will be confiscated and would need to be collected at the end of the school day. *Years 9 to 11 are permitted to wear the old style EBA PE hooded top for PE.
- No leggings, flared or straight leg, of any colour to be worn as uniform or as a substitute for missing uniform.
- Blazers must be worn at all times except where permission is given by a teacher to remove them.
- No jewellery, except for one small stud in each ear lobe, and no other facial or body piercings permitted. Watches are permitted. Hooped earrings are not permitted. (Please see school website for guidance).
- Students will be asked to remove excessive makeup and hair decorations.
- No extreme hairstyles or unnatural coloured hair (see school website for details)
- Short, natural coloured or nude nails are permitted. Acrylics or non-natural coloured nails (including any nails designs or gems) are not allowed.

Further guidance, along with pictures can be found on the school website. Uniform and Equipment List - Eaton Bank Academy

# Money Matters

### Insurance

Students attending the school are not insured against personal injury or accident while on educational premises or taking part in recognised activities outside the school unless the injury has occurred as a result of negligence (i.e. public liability). The only exception is for school trips overseas, when personal accident insurance cover for the students is provided as part of the specific insurance for the trip.

The school expects all staff and students to accept full responsibility for their personal possessions - including money - and to

consider taking out personal insurance to cover any risks.

## Charging

Parents may be asked to contribute to the cost of visits and materials and equipment for practical subjects. Before your child starts such an activity you will be asked to confirm your willingness to make this contribution. These are voluntary contributions. When there is hardship please notify us so that we can make appropriate arrangements. If insufficient voluntary payments are forthcoming we may have to cancel the trip or activity.

## Free School Meals

If your child is already receiving free school meals when they join Eaton Bank Academy, this information will automatically transfer to us. There is no way for other children to know that your child is receiving a free meal. This is one of the benefits of the cashless system. Free school meals are provided for children of parents in receipt of income support. Please ring the Cheshire East free school meals helpline on 0300 123 5012 for further information.

## Breakages / Damage to School Property

We fully understand that accidents do occur from time to time that cause damage to school property: furniture, equipment, text books, etc. On the rare occasion that damage is caused wilfully, or through negligence, we will normally send you a bill to cover either the cost of repair or a replacement.

# Policy and Procedure

As a member of the Halliard Trust, the school and trust policies can be found on the Eaton Bank Academy website, including the Privacy Notices for Parents and Pupils:

School Policies & Resources | Eaton Bank Academy

## Safeguarding

Eaton Bank Academy fully recognises the contribution it can make to protect and support children in our school. Our Safeguarding Policy has three main elements: Prevention, Protection, Support, and applies to all members of the school community.

At time of print (Summer Term 2026) the Designated school Safeguarding Leads are Miss J Podmore (KS4 & KS5) and Mrs J Andrews (KS3). The Deputy Safeguarding Leads are Mr M James and Mr S Jenkins. Any safeguarding concerns must be reported immediately. These posts are subject to change. Please check the school website safeguarding page for the current safeguarding leads.

---

The 2026/2027 Parent Handbook was produced in the Summer Term 2026 and was accurate at the time of going to print. Specific details are subject to change. The school will undertake to keep parents informed of significant changes during the course of the year. Further information about the school can be found on the school web site. If a parent has any concerns or questions regarding the information contained in this handbook, please do not hesitate to contact the Academy.

---

Halliard Trust
ALL TOGETHER STRONGER SCHOOLS