

# Aylesford School

## and Sixth Form College



wonder aspiration respect discipline

14 September 2016

Dear Parent/Guardian

I would like to take this opportunity to introduce myself as your child's Head of Student Progress and I am looking forward to working in partnership with you, to ensure your child has a happy and successful time at Aylesford School.

### Leave of absence during term time

Please read the attached letter with regard to leave of absence.

### Absence

If your child is unable to attend school please make sure you telephone the school office before 10.00am on the day they are ill and every subsequent day.

You can call the School on 01926 747100, select option 1 'To report a child's absence', then select option 1 again for Aylesford Secondary and Sixth Form college.

Please leave a message on the attendance line, including the name of your child, their tutor group, the reason for absence and who is reporting the absence i.e. Mum/Dad/Nan etc. This will then be picked up by the attendance team. Alternatively you can Email [attendance@aylesford-elearning.net](mailto:attendance@aylesford-elearning.net)

A note should then be sent into school on the first day of their return explaining their absence.

### Leaving the school premises

- **Lunchtime arrangements**  
Students are only allowed to leave school at lunch time if they are going home for lunch. Your child must have a lunchtime authorisation letter signed by their parent/guardian and a lunch pass signed by myself.
- **Doctor and Dentist appointments**  
Students will only be allowed to leave school for doctor and dentist appointments if they have either an appointment card or a letter from their parent or guardian, this should be given to your child so that they may get this signed by their tutor, or by myself. All students must sign out of school before leaving for these appointments, and sign in again when they return, at Student Services.

### Appearance of students

Please reinforce the importance of uniform and looking neat and tidy at all times during the school day, including the journey to and from school.

A reminder that Students school shoes should be plain black, faux leather or a leather shoe with no insignia or sports emblem on.

Additionally we expect no unusual haircuts, or colours and as a rule of thumb hair should not be shorter than a number 2 on the clippers. Please see New Parents' Handbook for greater information regarding general uniform.

**'from potential to reality'**

Tapping Way, Warwick, Warwickshire, CV34 6XR

**Tel:** 01926 747100 **Fax:** 01926 494194 **Email:** [office@aylesford-elearning.net](mailto:office@aylesford-elearning.net) **Web:** [www.aylesfordschool.org.uk](http://www.aylesfordschool.org.uk)  
A charitable company registered in England and Wales, company number 7848367

**Headteacher: Steven Hall BSc MA**

### **Homework and Independent Learning Units**

Work done outside of the classroom forms an extremely important part of your child's academic and future success. At Aylesford students learn from the start the importance of independent learning. Please encourage and support your child with any work they need to complete at home by ensuring they have a quiet work space and the correct equipment required for the task. Homework is set using the Aim High website; parents and students can download the free app which will give you access to your child's homework. If you have any problems accessing your child's homework using Aim High please contact the school. Please make sure they are doing homework on a regular basis and it is completed and handed in on time. Your child has been given a homework timetable and a further copy is attached with this letter. If for some reason your child is having difficulty completing homework please contact us as soon as possible to discuss. Students can complete homework in the school library before school, at break and lunch times and after school until 4.15pm Monday to Thursday.

### **Contact and medical details**

Please inform the school immediately by way of a letter by you, or by Emailing [office@aylesford-elearning.net](mailto:office@aylesford-elearning.net) if any contact or medical details change, it is especially important that we are kept up to date with emergency contact telephone numbers. If you give a mobile number please make sure it is kept on during the day.

### **Personal property**

Mobile phones are not to be used in school. If students need to contact home they can do so via the School Office. Please do not allow your child to bring expensive personal items such as iPods and personal stereos to school, these will be confiscated and you may be asked to come into school to collect them.

### **Year 9 Contact Information**

#### **Year Tutors**

9BNS Mr B Banister	9DVS Miss L Davies	9HTC Mrs G Hutchings
9FRL Mrs E Furlong	9HLM Miss T Hulme	9JKS Miss S Jukes
9WLL Dr G Williams		

**Head of Student Progress:** Year 9: Miss J Leith

**Pastoral Assistant for Year 9:** Mr B Banister

Please feel free to contact us regarding your child's progress. Please note that all of the above staff have teaching commitments throughout the school day, often including break and lunch time and may not have an opportunity to return your call straight away.

I hope you have found this information useful. If there is anything I have not covered or if you have any further questions please do not hesitate to contact me or your child's form tutor. You will also find a great deal of useful information on the Aylesford School website at [www.aylesford-elearning.net](http://www.aylesford-elearning.net)

Yours sincerely



Miss J Leith  
Head of Student Progress for Year 9

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