

# Aylesford School

## and Sixth Form College



wonder aspiration respect discipline

12 September 2018

Dear Parent/Guardian

I am writing to remind you of some important school procedures and inform you of the key dates for Year 7 this academic year. I would also like to take this opportunity of saying how much I am looking forward to working in partnership with you to ensure your child has a happy and successful time at Aylesford School.

### 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. Students must sign out of school before leaving for these appointments, and sign in again when they return, at Student Services.

### Holidays in Term Time

No authorisation will be given for holidays taken during term time. Time missed from school cannot be made up and your child will invariably have a gap in their education which is likely to impact on their future success. Holidays taken without permission will be recorded as unauthorised absence.

### Appearance of students

The appearance of students has already been a credit to us all and by working together we can make sure this continues throughout their time at Aylesford School. 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, 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. Please make sure they are doing homework on a regular basis and it is completed and handed in on time. 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 letter or Email [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 and a home address. If you give a mobile number please make sure it is kept on during the day.

### **Personal property**

Mobile phones must be kept switched off during the school day and completely out of sight, in an inside pocket or bag at all times whilst on school site. School cannot take responsibility for damage or loss of mobile phones. 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.

Every student is expected to be fully equipped for the day ahead, this should include; 2 pens, 2 pencils, a ruler, an eraser, a calculator and protractor.

### **Year 7 Contact Information**

#### **Year 7 Tutors:**

**7BNB** Mr D Bainbridge, **7CST** Miss C Costanza, **7HLY** Miss S Holyman, **7MMY** Miss M McMurray, **7NUN** Mr S Nunn, **7WLY** Mr R Woolley

**Year 7 Pastoral Leader** Mrs D Savage

**Year 7 and Year 8 Pastoral Assistant** Miss C Boyne

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 until the end of the school day, or potentially the following school day.

Again, thank you for your support and I look forward to seeing at Year 7 Parents' Evening on Thursday 6 December 2018.

Yours sincerely



Mrs D Savage  
Pastoral Leader Year 7