

Aylesford School and Sixth Form College

a 4-19 Academy



wonder aspiration respect discipline

Primary School Parents and Carers Handbook



'from potential to reality'

Tapping Way, Warwick, Warwickshire, CV34 6XR
Tel: 01926 747100 **Fax:** 01926 494194 **Email:** office@aylesford-elearning.net **Web:** www.aylesfordschool.org.uk
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Headteacher: Steven Hall BSc MA

A welcome to existing and future parents from the Head teacher.

I express a warm welcome to all Parents and Carers. I firmly believe that our school is a safe and secure place where teachers teach with passion and children learn with enthusiasm. I view the home/school partnership as a fundamental pillar in the support of the development of our young people. Good parenting and quality care give boys and girls a real advantage in achieving scholastic success. It is no secret that schools that perform well, according to OFSTED performance indicators, do so with the support and co-operation of parents and carers. Those households where families allow and engage in discussion about school work and the school day and don't separate them from home life put down invaluable markers for children. It is at home that adults form the embryonic attitude to learning and represent role models for young people. I am determined to build on the success culture that already exists at Aylesford, to reward and praise achievement and to reinforce the idea of action and consequence in attitude and approach. All schools need a calm, purposeful and disciplined environment and a clear work ethos that allows teachers to do their job effectively for the benefit of pupils. The Primary School allows for the early formation of strong values in our caring ethos. With your help these principles will secure strong and meaningful development and ultimately happy children.

Over many years I have become convinced that schools and parents share the same aspirations for children. I want Aylesford School to:

- Continuously develop the teaching and learning experience
- Consistently raise expectations and aspirations
- Have a singular focus on raising attainment and achievement
- Develop standards through stretch and challenge
- Maintain and develop enthusiasms whilst nurturing the thrill and fun of learning

I know that the overwhelming majority of young people who come to Aylesford School are well motivated and want to do well. The school will work tirelessly to ensure potential is met through excellent teaching, the establishment of positive learning relationships, effective assessment and constructive feedback. As a parent I am confident that many, if not all of you, share these views and ask you to assist the school and contribute to a successful school day in ensuring that your child(ren):-

- Leave home and arrive at school smartly in their full school uniform
- Attend regularly and are punctual in their attendance.
- Have all the necessary equipment for their day.
- Understand that the school is a seat of learning and that codes of conduct operate for the benefit of all.

In return, I promise to do all I can to make the school an attractive and exciting place to study and learn. I recognise Aylesford as brimming with talented, resourceful and committed teachers who want to work with your boys and girls to maximise their educational potential. I regularly see youngsters who are willing and eager to learn. I want children to be successful here and I know that together we can make this happen. As adults we form two corners of the triangular school relationship made up between school, home and student. If we are united in what needs to happen for school to work and for our young people to place a value on learning, we form the solid base and foundation of the pyramid leading to educational success. Let's make it happen!

Steve Hall

Head Teacher, Aylesford School and Sixth Form College.

A welcome from the Director of Primary Education

Welcome to Aylesford Primary School, a friendly school that is proud of its caring and nurturing family ethos. We are a dedicated team of professionals who strive to develop high standards of behaviour and academic achievement, with every pupil well known to all staff.

We know that children's emotions are key; when they feel safe, secure and supported learning is at its most successful. Aylesford Primary is a place where pupils will be valued, understood and consulted. Promoting a positive attitude to school and a lifelong love of learning is at the heart of our vision.

A flexible, creative curriculum reflects our passion for active learning and promotes real life contexts at every opportunity. This enables us to enrich the children's experiences outside the classroom. The children will attend Forest Schools, participate in a range of subject specific focus weeks, go to the theatre and visit an art gallery during their time at Aylesford Primary.

As part of the Aylesford School and Sixth Form College, Aylesford Primary School is confident of achieving excellent academic results. High expectations and careful monitoring of pupil progress enables us to offer extra support or challenge to all.

We see ourselves as partners with parents in your children's development. We have an open door policy and welcome parent volunteers to enrich many aspects of school life. As you and your child join us the carefully planned induction programme will cement the foundation of a long and fruitful partnership.

Aylesford School and Sixth Form College is on a unique journey to becoming the first all-through school for 4 to 19 year olds in Warwickshire. This means that Reception pupils will have the opportunity to benefit from continuous excellence from their first day of school through to the end of Sixth Form. We look forward to sharing this exciting journey with you.

Sally Morris

Director of Primary Education,
Aylesford School and Sixth Form College.



The School Aims: The aims of the school centre on the journey 'From potential to reality' and hold the following strong core values as dear:-

Wonder: Valuing the role of curiosity in developing knowledge and understanding.

Aspiration: Valuing the challenge in the journey to achievement and recognising the importance of the work ethic.

Respect: Valuing the worth of ourselves and the worth and diversity of others.

Discipline: Valuing determination, concentration and resilience. Understanding order and process...

The School Day. 8.45am -3.00pm. Children should arrive from 8.30am and go straight to their classroom to begin early morning work. Parents should arrive for collection from the playground no earlier than 2.50pm. It is important to stress punctuality is a life skill and should be taught and reinforced both at school and at home. Prompt arrival helps ensure the day starts well and so your support in this is welcomed.

| Primary Phase | | Secondary Phase | |
|---------------|---------------------------------|-----------------|-------------------------------------|
| 8am | Before School club | 8am | Refectory open for Breakfast |
| 8.30am | Gates opened to parents | 8.30am | Start of staff pre-school duty time |
| 8.45am | Registration/Assembly time | 8.40am | Registration/Assembly time |
| 9.15am | Lessons begin | 9.00am | Lessons begin |
| 10.30-10.45am | Playtime | 11.00-11.20am | Morning break |
| 12.15-1.15pm | Lunchtime | | |
| | | 1.20-2.10pm | Lunchtime |
| 2.50pm | Gates opened for parents/carers | | |
| 3.00pm | end of school day | 3.15pm | End of school day |
| 3.00-6.00pm | After school club | 3.15-4.30pm | Study Support in the library |
| | | Mon-Thurs | Extra curricular activity programme |

Children who arrive after the close of registration are recorded as ‘unauthorised absence’ for the whole morning. This is the law, not a school rule! They then need to be signed in by a member of staff and the time of arrival recorded.

Please ensure that your child arrives in time to start at 8.45. Children have ‘Early Morning Activities’ to start as soon as they enter the classroom. Those who arrive late get off to a bad start, immediately needing to ‘catch up’ and can disturb others who are already settled. We never blame children for being late as it is the parents’ responsibility to ensure children are in school on time.

Please collect children promptly at 3.00pm. Teachers often have courses or meetings to attend straight after school.

Attendance: Regular attendance is one of the keys to a happy and successful time at school. It is amazing what we get through in a day or week. A child who misses odd days often feels

left out and confused. The average attendance at Aylesford School is very good and well above national rates.

Children of school age must attend school when it is in session unless there is a valid reason for absence. Absence due to a valid reason is said to be **authorised**. If there is no reason given or, if in the opinion of the Director of Primary Education the reason given is not valid, then the absence is **unauthorised**. Attendance is closely monitored by the school, Warwickshire County Council and the Department for Education (DfE).

If your child is away from school we would be grateful if you could let us know immediately. The school office is open from 8.30 am. For security reasons, we phone home to find out where any absent child is, if we have had no notification. Please help us in keeping the records accurate by ringing every day of absence to let us know why. If a child is going to miss time because of a medical or dental appointment (please try and make them in the holiday or outside of school time) then please let us know in advance.

The School Policy concerning illness is set out below. This follows the guidance of the Health Protection Agency.

| | |
|---------------------------|--|
| Diarrhoea and/or vomiting | 48 hours from last episode of diarrhoea or vomiting |
| Chickenpox | 5 days from the onset of rash |
| Impetigo | Until lesions are crusted and healed or 48 hours after commencing antibiotic treatment |
| German Measles | 6 days from onset of rash |
| Measles | 4 days from onset of rash |
| Flu | Until recovered |

We ask all parents for their co-operation in minimising cross infection.

Taking children out of school in term time for holidays is very disruptive and is strongly discouraged. Please make an appointment to see the Director of Primary Education to discuss all holidays in term time. Please note that permission would *not* be granted during times of statutory assessments, where a child had already had other significant absence for any reason or is not making expected progress academically.

Access during the school day: If you need to collect your child during the day, the *main Aylesford School Reception* is the only entrance to use. It is important that the children arrive promptly for the start of the school day before the playground gates are locked. If they do arrive late, please bring them to the main Aylesford School office so that the register can be completed and access to the Aylesford Primary School can be arranged.

School Uniform: We believe that children work better and have more of a sense of belonging if they are in uniform and ask for your support in this. Parents certainly find uniform easier than endless daily arguments about what is going to be worn. We have tried to keep the uniform simple and smart. Apart from the logo sweatshirt/ cardigan/polo/ coat/book bag, all other items can be purchased from many sources.

Primary School Uniform

UNIFORM STOCKIST - Stitch Tech

Our uniform supplier offers a retail outlet in addition to an online shop. [Stitch-Tech](#) are based on the Sydenham Industrial Estate in Leamington Spa:

7C, Sydenham Industrial Estate, Jenton Rd, Leamington Spa, CV31 1XS

Email: sales@stitchtech.co.uk

Web: <http://www.stitchtech.co.uk/>

Google Map: [Stitch-Tech](#)

Tel: 01926 883366

Their shop opening hours are 10am - 4:45pm, Monday to Friday.

Collecting Online Orders

Purchases can be made in store or on-line. All on-line orders will be delivered free of charge to the school on a weekly basis to be picked up by parents/carers.

NB: This collection service is only available during term time.

Further Information

For further information regarding uniform requirements please contact the schools reception on 01926 747100.

Boys will be required to wear a white logo polo shirt and a Prussian blue logo sweatshirt, short or long dark grey trousers and black shoes.

Girls will be required to wear a white logo polo shirt and a Prussian blue logo sweatshirt or cardigan, a dark grey pinafore or skirt (with grey or navy tights or white socks) or dark grey trousers and black shoes. A navy gingham summer dress is optional for girls.

An Aylesford school logo coat, a PE bag (containing a white t-shirt and dark blue shorts) and a book bag completes the uniform requirements for all.

****Please make sure that all clothing and equipment is clearly marked with your child's name.***

- **Jewellery:** For safety reasons the only item of jewellery allowed in school are small stud earrings. These must be removed or taped over for PE and swimming.
- **Make – Up:** Children should not wear make-up to school including nail varnish.
- **Shoes:** School shoes should be sensible and comfortable for the safety of all. We like children to be active at playtime and footwear should have a good grip.
- **Art:** All children will need an apron that covers as much of them as possible. This needs to be in school every day and can be kept in the PE bag. In Reception and Key Stage 1 we ask parents to provide an apron/tabard.
- **Mobile phones:** children are not allowed to have mobile phones in school.

- **Hair:** Children should not come to school with unusual hairstyles (e.g. Close cropped, particularly shaved hair is not acceptable) or hair of contrasting length or colour. Please note that a barber's number 2 (6mm) shaved cut is the shortest allowed. All long hair must be tied back.

School rules: all schools have rules and this one is no different! They are the very things that we learn to hang our civilisation on and we try to keep them simple and understandable. The overall message is work hard and concentrate, be kind and considerate, do as you are asked and stay safe. It is very important to us that children learn to socialise and integrate, so that they can develop an understanding of what it means to work together and benefit from each other. Care and respect is developed through some simple rules that guide boys and girls as they grow and behaviour will be managed positively.

The School Curriculum: This is essentially broad, balanced and creative. In Reception the curriculum is based on the Early Years foundation stage framework which is divided into 7 areas of learning: Personal, Social and Emotional development, Physical Development, Communication and Language, Literacy, Maths, Understanding the World and Expressive Arts and Design.

In Key Stage 1 and 2 the National Curriculum 2014 forms the basis and includes: English; Mathematics; Science; Computing; P.E. (including swimming); Art and Design; History; Geography; Music; Personal, Social and Health Education and Citizenship (PSHE & C); and Design Technology. We teach Religious Education in accordance with Warwickshire's Locally Agreed Syllabus. French is taught from Year 3 to Year 6, but all classes learn to communicate using words from many languages.

Children are encouraged to progress at their own pace, allowing for different rates of development, but with teachers always gently stretching and motivating the children. The early years help establish the vital skills that children need to access the curriculum as they move further up the school. Reception benefits from its own separate outdoor area in addition to enjoying full use of the facilities on our large site. Reception has a dedicated canopied space, extending from the classroom, which is used for outdoor learning and play. At the end of the Foundations Stage curriculum, children move smoothly to Key Stage 1. Our success is founded on building each child's confidence and self-esteem through participation, performance and play alongside the pursuit of excellence in the classroom. We believe that a thematic cross-curricular approach endows learning with more relevance and fun in the early years.

Assessment: Children are continually assessed during their time at school, through a variety of formal and informal methods, to ensure that work is sufficiently well targeted at a child's abilities. These are not 'tests' in the old-fashioned sense and are not revised for. Each child has a "Learning Journal " which is a shared document for parents, pupils and school to contribute to the pupils learning journey throughout their school life.

Statutory Assessments:

- **Early Years Foundation Stage (4/5 year olds)**

As each child starts school they are assessed in the form of the Foundation Early Years profile, this takes place over their first year in school. The process begins within the first six weeks of the child's school life and this forms the baseline from which teachers gain

information about the skills that the child brings to school and acts as a starting point for teachers to plan the child's next learning steps. Throughout the year the children are assessed against the Early Learning Goals and progress is measured.

- **Key Stage 1 (5/6/7 year olds)**

In June of Year 1 pupils have a phonics screening check, this requires decoding 40 real and nonsense words. If the pupils are unsuccessful they are retested at the end of year 2. Towards the end of Year 2 children are summatively assessed in English, Mathematics and Science. The attainment level given to the child is largely based on the teacher's judgments from their knowledge of the child's work over a period of time rather than their performance in a formal test.

- **Key Stage 2 (7/8/9/10/11 year olds)**

Currently, in the final term of primary school, Year 6 pupils take statutory assessment tests in Reading, Grammar, Punctuation and Spelling and Mathematics, whilst writing is assessed over time by the school.

Throughout the year, all pupils are regularly assessed in Mathematics, Reading and Writing. In other subjects children are assessed against our 'key skills' matrix.

Reporting to Parents: There are two formal occasions in the year when parents can meet their child's teacher. In the autumn term, and again in the spring term we hold parent teacher consultation meetings. Key stage 2 pupils are expected to attend these meetings with parents. These meetings are also used for individual target setting. In addition to these meetings, each child receives a longer written report in the summer term.

We hold review meetings for pupils with identified special needs. Parents are always invited to these meetings, which are sometimes attended by other professionals working in school e.g. speech therapists, physiotherapists, educational psychologists.

The School staff: Steve Hall, Head Teacher of Aylesford School and Sixth Form College, has overall responsibility for 4-19 education. From September 2018, Angelique Edkins will be the Director of Primary Education. In September 2018 there is a Reception class and Years One, Two and Three each with teachers supported by Learning Support Assistants, an Inclusion Manager, Primary Administrator and after school club staff.

The Governing Body: The key role of the Governing Body is to promote high standards of educational achievement by setting targets, managing finances, ensuring the curriculum is broad and balanced and reviewing staff performance and pay. The Full Governors, led by Richard Lyttle as Chair, meet at least 4 times a year. The two key committees (Finance and Premises and the Standards, Personnel and Curriculum) meet 6 times per year. Other smaller committees and working groups meet at key points in the school calendar or as the need arises.

First point of contact: This will be the Teaching Assistant who will receive your child each morning.

The School Office: The school office is open every day from 8.30am until 3.45pm. They will be able to provide information and assistance on a range of topics such as admissions, school meals, permission slips, absences and up-dating pupil contact details. Outside of school hours a telephone message machine operates.

Money: As you can appreciate in a busy environment it is easy to forget who has given money if it just handed in. We therefore request that, once admitted and registered, parents sign up to Parent Pay to simplify money transfers. This creates an easy audit trail of transactions. If this is not possible cheques should be made out to 'Aylesford School and Sixth Form College'.

Voluntary Contributions: From time to time the children take part in educational visits which incur transport and entrance fees. In common with other maintained schools we have to recoup these costs by asking parents for a voluntary contribution, but no child would be excluded from an activity, or in any way discriminated against, because a contribution is not forthcoming.

The nature of the school budget means, that if these activities cannot be financed through contributions they cannot take place so we hope that all parents are willing to pay for these very worthwhile activities. We do our very best to keep costs to a minimum. If however, anyone has genuine difficulty in meeting a contribution please see the Director of Primary Education. It goes without saying that all such approaches will be met with the strictest confidence.

For further information see our *Charging and Remissions Policy* on the school website.

School Meals: In line with national policy we will be in a position to provide a nutritious and free school meal to all Reception and Key Stage 1 children. This will be provided within the Primary School by AIP Catering Group. The food is cooked in the Academy kitchens and served from a bespoke server in the Primary School. It will be presented to children on age appropriate dining furniture in the Primary School Hall. Children have the choice of bringing their own lunch or eating the meal provided. Changes to these arrangements may only be made at the end of each half term. A copy of the lunch menu is displayed in the Hall on a weekly basis. The School are able to cater for all dietary requirements provided we are notified of them in advance.

Children in Key Stage 2 are no longer eligible for Universal Free School Meals. Parents who wish for their children to receive school meals are required to pay for this in advance each half term. Payment is to be made via ParentPay.

Drinks are provided for children who take school lunches but others should bring their own. A named plastic container/water bottle should be provided from home and regularly washed please! We ask that children do not bring 'fizzy' carbonated drinks into school. If children have a drinks container in their school lunchbox, they still need a water bottle for classroom and playground use. Lunchboxes are stored away from the classroom in a cool safe place during the school day.

We do not allow children to share food in the dining hall and ask them to take uneaten food and rubbish home. This allows you to see what they have eaten and pack the right amount of food. It also saves us money on rubbish disposal.

Free School Meals: If you think your child is entitled to a free school meal the necessary forms are available from the school office. Packed lunches for eligible children can be provided for planned trips.

Financial Support Opportunities for your Child: We would like to make you aware of the various ways in which we can offer financial support if your annual income is less than £16,190.

There areas of support include the following:

- 25% Discount on starter school uniform (on production of receipt)
- Financial assistance towards educational school trips
- Enhancement and development of learning opportunities
- Free School lunch (from year 3 onwards in Primary School)

Contact with Parents: We will operate an 'open door' policy with active communication with parents always as a priority. At this very early and exciting stage in a child's education, communication with home is vital. It is important that parents keep the school informed of any contact changes as staff will not allow a child to leave school with an adult with whom we are unfamiliar.

Communication between Home and School: It is *vital* that we have daytime contact numbers to get in touch with you in the event of any emergency involving your child, or in the event of us needing to send all children home because school needs to close for any unforeseen reason. Mobile numbers are not helpful if the phone is switched off or onto the answer message. Do remember to let us know if you change your place of employment, home address or your 'phone numbers.

Letters from School: Notices of events happening in school and within the community are to be found in our half termly newsletters. An email reminder to parents is sent via Parentmail and a copy can be found on our school website. A hard copy can be collected from the school office if required.

Twitter-feed: Each class will have their own twitter feed to keep parents up to date with the exciting learning in school. Please search the classroom name @ Aylesford.

Please check your child's book bag regularly: It is important to respond promptly to any requests such as permission slips for trips etc.

Consent Forms:

Local Visit Consent Forms - This allows us to take the children, properly supervised, on trips around the local area.

Photography Consent Forms – This allows your child to be photographed for School photographs, press photography, newsletters, Twitter etc.

Internet Permission Form – For use of the internet in school.

Permission slips will also be required for any educational visit further afield, these will be sent to parents when notifying of trips. Without a signed slip we will be unable to take your child on any visits. You may hear your child say - 'NO SLIP – NO TRIP'

Sex Education: We aim to promote the importance of sexual education and relationships within a committed and loving union, where care and responsibility for one another and the family they create are paramount. We will seek to approach sex education in a careful and appropriate way according to age. Sex education and relationships should allow each student to maximise his/her potential for complete mental, physical and social well-being in order to lead a socially well-adjusted and meaningful life.

Special Educational Needs: All children have ‘special needs’ to some extent and we will work to provide ‘personalised’ learning for every child. We operate inclusive practices to ensure that children make good progress in their everyday lessons. For children who we identify as having a higher level of need, we offer additional support, working in close consultation with parents. We follow the Special Educational Needs (SEN) Code of Practice. The Inclusion Manager for Early Years with responsibility for SEN is Sue Twemlow.

Child Protection

In common with all schools in Warwickshire we operate under the agreed Child Protection procedures. This is an inter-agency agreement and provides us with clear guidance and protocol. The safeguarding lead for child protection issues at Aylesford Academy is Martyn Payne. Director of Primary Education, Sally Morris is the named person and first point of contact for Aylesford Primary School. In some circumstances, if we are seriously concerned about the safety or welfare of a pupil, we have a duty to contact social services.

We seek to work in productive partnership with parents and will support as much as we can when there are problems or difficulties. Please let us know.

To help further safeguard our children, each year in the Spring Term they learn about Protective Behaviours as part of a countrywide programme to help prevent abuse and harm. There are two themes in Protective Behaviours:

- We all have the right to feel safe all of the time.
- We can talk with someone about anything, even if it’s awful or small.

Parents/Carers will receive additional guidance on how they can support and reinforce Protective Behaviours to help keep children safe.

After School Care: We run a ‘before and after school’ club, called ‘Griffins’, which operates Monday to Friday every morning from 8.00am to 8.45am and from 3.00pm to 6.00pm in the evening. For more details please contact the school office.

Policies and Documents: Many of our policies and a variety of government documents are available in school and relevant ones are on the school website at www.aylesfordschool.org.uk

Insurance: Aylesford School and Sixth Form College does not provide personal accident insurance for pupils in its schools. If you wish you may acquire your own personal accident insurance. The Academy is insured against legal liability to pupils if they are injured accidentally due to the negligence of Aylesford School and Sixth Form College or its employees.

Complaints: As in any family, problems may arise from time to time. The procedure is as follows. Initial approaches and enquiries should be made to your child’s teacher. If this does not prove successful please contact the Director of Primary Education for Aylesford School, Mrs Angelique Edkins.

If the issue remains unresolved please put your concerns in writing to the Head teacher of the Academy, Mr Steve Hall. In the unlikely event that the issue cannot be successfully addressed please contact the Chair of Governors, Mr Richard Lyttle who will take up your concern.

School Admission Level: All our admissions are handled centrally by:

The Admission Office, Warwickshire County Council,
Children, Young People and Families Directorate,
Saltisford Office Park, Ansell Way, Warwick CV34 4UL

Tel: 01926 742037 / 01926 742047

Email: admissions@warwickshire.gov.uk

<http://warwickshire.gov.uk/applyforschool>

Footnote:-

Secondary Transfer: Boys and girls moving from the Aylesford Primary Phase to the Aylesford Secondary Phase will not need to re-apply as they are already part of the Aylesford Academy. Their place will be guaranteed.

