

# Aylesford School

and Sixth Form College



wonder aspiration respect discipline

## Secondary Parents' and Carers' Handbook



# 2018 - 2019

**'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

**Head teacher: 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 and a clear work ethos that allows teachers to do their job effectively for the benefit of students. The 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
- 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!



# Aylesford Academy Trust Admission Arrangements

Parents of children seeking a school place in Reception class of the Primary Phase or a place to begin Secondary School in Year 7 will be asked during the Autumn Term to indicate which Secondary Schools they would like their children to attend in the following year. Warwickshire's School Transfer Co-ordinators specialise in giving impartial and independent advice to those parents who need support to enable them to complete the appropriate school application process. Sixth Form admissions can be made by contacting the school direct (01926 747100). Parents moving into the priority area of the School are invited to contact us for a tour of the School and a discussion. Appeal panels clearly take into account the needs of children who move directly into our School's priority area. If you live in Warwickshire and your child is due to transfer to secondary school it is possible for you to apply online at: [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions). For further information please contact the Warwickshire School Admissions Department on 01926 742037 or 01926 742047.

## Admissions: September 2019 Entry

The Governing Body of Aylesford School Trust is the admission authority for the school and they have delegated the admission arrangements to Warwickshire County Council as part of the co-ordinated scheme. The Local Authority administers all admissions on behalf of the Academy Trust. The School's admission number to the Secondary School is 206. The School's admission number to the Primary Phase is 30.

(Details of the School's priority area can be found on the Warwickshire County Council website <http://www.warwickshire.gov.uk/admissions>). In the event of more applications than places, (Planned Admission Number), the following oversubscription criteria will be used.

- 1 Children living in the priority area who will have a brother or sister at the school at the time of admission
- 2 Other children living in the priority area
- 3 Children living outside the priority area who will have a brother or sister at the school at the time of admission
- 4 Other children living outside the priority area

Please note: Children with an Education, Health and Care Plan that name a school; children in the care of, or provided with accommodation by, a local authority or children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship or order) will be admitted. In such an event the number of places available on the PAN will be reduced. Within each criterion, priority is given in order of distance between the child's home and school. (Shortest distance = highest priority).

Distance will be calculated by the straight line measurement from the centre of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of Aylesford School. (All measurements are subject to prepositional accuracy changes). This applies equally to those living inside and outside the County boundary. (The priority area is as defined in the Warwickshire Central Area Admissions booklet). In common with most Warwickshire schools, all our admissions are handled centrally by:-

The Admissions Office, Warwickshire County Council  
Children, Young People and Families Directorate  
Saltisford Office Park, Ansell Way, Warwick CV34 4UL  
Email: [admissions@warwickshire.gov.uk](mailto:admissions@warwickshire.gov.uk)  
<http://warwickshire.gov.uk/applyforschool>

## Primary & Secondary School Liaison

Changing schools at 11 years of age can be a daunting experience. Children move from the cosiness of their comparatively small primary school to the brave new world of their large secondary school. At Aylesford we are proud of the way we prepare youngsters for this move. Colleagues are involved in extensive preparation, planning and activities to make the transition from primary to secondary smooth, safe and enjoyable.

In June each year staff including, the Year 7 Pastoral Leader visit every primary school to speak with teachers to learn as much as they can about each child. They meet all new students and give a brief introduction to life in secondary school. The new students can ask questions, and this helps to satisfy their queries or allay any concerns.

In June, all the new students spend a day at Aylesford School. They meet the other members of their tutor group and very often, long term friendships begin. The new students meet their tutor, learn more about Aylesford School routines, study our Behaviour for Learning Code and take part in a range of activities designed to assimilate them to their new environment and again, and again can have any further questions answered.

This is an enjoyable but tiring day. Children feel welcomed. They begin to lose their anxieties and start to look forward even more to life in their new School. In the evening the new students are invited back to school, this time with their parents, for a more formal meeting with the Head teacher, the Year 7 Pastoral Leader and SLT Link. Parents are given important information about life at Aylesford School and there is a 'fashion show' by older students to demonstrate our very smart uniform. The foundations are laid for a happy and successful start in September for your child.

## **Key School Dates 2018 – 2019**

<b><u>Autumn Term 2018</u></b>	
Teacher Training Day (whole school) and Sixth Form enrolment	Monday 3 <sup>rd</sup> September
Term begins for <u>Students</u>	Tuesday 4 <sup>th</sup> September
Teacher Training Day (Whole School)	Friday 28 <sup>th</sup> September
Half-term	Monday 29 <sup>th</sup> October – 2 <sup>nd</sup> November
Term Ends	Friday 21 <sup>st</sup> December
<b><u>Spring Term 2019</u></b>	
Teacher Training Day (whole School)	Monday 7 <sup>th</sup> January
Term begins for Students	Tuesday 8 <sup>th</sup> January
Half-term	Monday 18 <sup>th</sup> – Friday 22 <sup>nd</sup> February
Term Ends (Whole School)	Thursday 11 <sup>th</sup> April
Teacher Training Day (Whole School)	Friday 12 <sup>th</sup> April
<b><u>Summer Term 2019</u></b>	
Term begins	Monday 29 <sup>th</sup> April
Bank Holiday	Monday 6 <sup>th</sup> May
Half-term	Monday 27 <sup>th</sup> May – Friday 31 <sup>st</sup> May
Term Ends (Whole School)	Friday 19 <sup>th</sup> July
Teacher Training Day (Whole School)	Monday 22 <sup>nd</sup> July (Disaggregated)

## Attendance and Punctuality

### Attendance - 'Every Lesson Matters'

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. A drop of just 5% (95% attendance) means over a year your child will have missed approximately 50 hours of learning. Losing 10% of learning through absence equates to 19 days of missed time over the year; repeated over a period of 5 years this is 95 days which is a loss of a half a year of learning combined.

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 Head teacher 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 absent from school, it is essential that you let us know immediately. The school office is open from 8.15am, however, you can leave a voicemail prior to this time by dialling the school number - 01926 747100 and selecting option 1 for Absence Reporting, and option 1 for Secondary Absences, please then follow the clear instructions following this, or alternatively you can Email [attendance@aylesford-elearning.net](mailto:attendance@aylesford-elearning.net).

For safeguarding reasons, we phone home to find out where any absent child is, if we have not had notification. Please help us in keeping the records accurate by phoning **every day** of your child's absence to let us know why. Any absence must be followed up with written notification. If a child is going to miss time because of a medical or dental appointment, then please let us know in advance (please try and make them in in the holiday or outside of school time).

Taking children out of school in term time for holidays is very disruptive. Please note that permission will not be granted for term time holidays and leave of absence will only be granted where there are explained 'exceptional circumstances.' This is at the Head teacher's discretion. Please remember that one day's absence equates to five hours of learning missed.

We take a serious approach to issues of attendance and work closely with the ACE team (Attendance, Compliance and Enforcement) to maintain these high standards.

**Students who arrive after the close of registration, but during period 1 will receive a late mark and consequences may apply if a valid reason can not be given. Students who arrive after period 1 without a valid reason, will be recorded as 'unauthorised absence'**

They then need to be signed in by a member of staff at Student Services and the time of arrival will be recorded. Persistent unauthorised lateness can trigger a referral to the Attendance, Compliance and Enforcement team (ACE).

## The School day

Students should normally arrive from 8.20am and go straight to their assigned recreational areas.

Students wishing to have breakfast at School are welcome at the School Refectory which is open and supervised from 8.00am.

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 parental support in this is welcomed.

Secondary School Timetable		
Time from	Time to	Period
8.40am	9.00am	Registration/Assembly
9.00am	10.00am	Period 1
10.00am	11.00am	Period 2
11.00am	11.20am	Break time
11.20am	12.20pm	Period 3
12.20pm	1.20pm	Period 4
1.20pm	2.10pm	Lunch time
2.10pm	3.15pm	Period 5
	3.15pm	End of the school day

Students who arrive after the close of registration, but before 9.10am are recorded as late. Arrivals after this time, without a valid reason, will be 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 at Student Services and the time of arrival will be recorded. Persistent unauthorised lateness can trigger a referral to the Attendance, Compliance and Enforcement team (ACE).



## 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.

Aylesford School uniform can only be purchased from our uniform suppliers; Stitch Tech. Purchases can be made in store and on-line. Orders can be delivered free of charge to the school on a weekly basis. Students will be contacted via the General School Office when the uniform order has been received and is ready for collection.

If you wish to visit the shop, it is open Monday to Friday from 10.00am until 5.00pm

Address: Sydenham Industrial Estate  
Jenton Road  
Leamington Spa  
CV31 1XS

Website address is: [www.stitchtech.co.uk](http://www.stitchtech.co.uk)

Email: [sales@stitchtech.co.uk](mailto:sales@stitchtech.co.uk)

Phone number: 01926 883366.

<b>GIRLS' UNIFORM</b>		
<b>Item</b>	<b>Compulsory</b>	<b>Optional Items</b>
Black Blazer (with embroidered Gold Aylesford Griffin)	✓	
Clip-on tie (Black and gold stripes with one house stripe)	✓	
Black trousers (OR)	✓	
Black A-line skirt **Length to be worn no further than 5cm above the knee**	✓	
White blouse **long or short sleeved**	✓	
Black V Neck jumper (OR))		✓
Black cardigan		✓
Plain woollen scarf in school colours ** black or gold or sky blue**		✓
Coat – Plain colours only		✓

**Other items required** (not supplied through school)

Black well-fitting shoes. No high heels, platforms, boots, pumps or training shoes to be worn.

Students are to wear black tights or socks.

<b>GIRLS' SPORTS KIT</b>		
<b>Items</b>	<b>Compulsory</b>	<b>Optional items</b>
Navy and sky blue haze polo shirt	✓	
Navy and sky blue fleece	✓	
Navy and white 'Milan' shorts (OR)	✓ OR Skort	
Navy and white skort	✓ OR Milan shorts	
Navy and sky blue 'Aylesford' sports socks	✓	
Navy and white tracksuit bottoms (for colder weather)	✓	
Navy base layers (for colder weather)		✓

**Other items required** (not supplied through school)

Training shoes  
 White sports ankle socks  
 Shin pads  
 Hair bobble (for long hair)  
 Roll-on deodorant  
 Sports bag

Jewellery must not be worn for PE

*Please note that a rain jacket is available for purchase via school for students who take part in team sports.*

<b>BOYS' UNIFORM</b>		
<b>Item</b>	<b>Compulsory</b>	<b>Optional Items</b>
Black Blazer (with embroidered Gold Aylesford Griffin)	✓	
Clip-on tie (Black and gold stripes with one house stripe)	✓	
Black 'Falmouth' trousers	✓	
White shirt **long or short sleeved**	✓	
Black V Neck jumper		✓
Plain woollen scarf in school colours ** black or gold or sky blue**		✓
Coat – Plain colours only		✓

**Other items required** (not supplied through school)

Standard black school shoes - no boots, pumps or trainers  
 Black socks  
 Dark belt (if required)

<b>BOYS' SPORTS KIT</b>		
<b>Items</b>	<b>Compulsory</b>	<b>Optional items</b>
Navy and sky blue 'Vapour' polo shirt	✓	
Navy and sky blue reversible rugby shirt	✓	
Navy and white 'Milan' shorts	✓	
Navy and sky blue 'Aylesford' sports socks	✓	
Navy and white tracksuit bottoms (for colder weather)	✓	

Navy base layers (for colder weather)		✓
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**Other items required** (not supplied through school)

Training shoes  
Football/Rugby boots  
White sports socks  
Sports bag  
Roll-on deodorant  
Gumshield  
Shin pads

Jewellery must not be worn for PE

*Please note that a rain jacket is available for purchase via school for students who take part in team sports.*

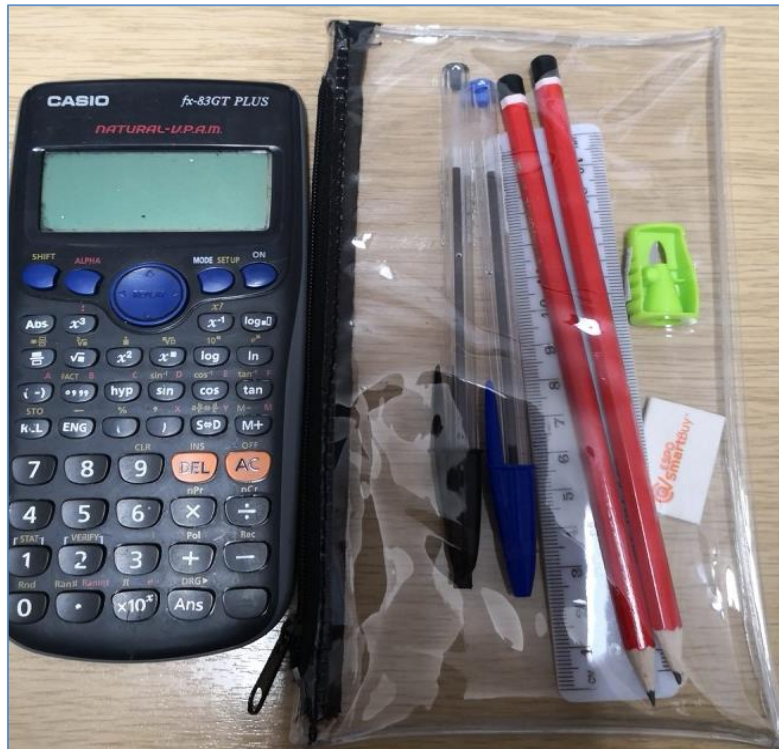
**Equipment List For Students**

Students are required to bring the following basic equipment in a pencil case everyday: -

1. Two pens (black or blue)
2. Two pencils
3. A rubber
4. A ruler
5. A pencil sharpener
6. A calculator

Please ensure that your child is fully equipped for lessons as handing out equipment such as pens and pencils causes a delay in the start of a lesson and can disrupt the learning of others. All students are subject to basic equipment checks during tutor time.

Writing equipment can be purchased from the school library from as little as 10p.



## Hair styles

Parents are asked to ensure that their children do not come to school with unusual hairstyles (e.g. close cropped, particularly shaved hair is not acceptable) neither is hair of contrasting length or colour. Please note that a barber's 'number 2' (6mm) shaved cut is the shortest allowed.

Parents are requested to seek advice from school if in doubt, before allowing a particular fashion.

## Pierced ears

In the interests of Health and Safety, students with pierced ears should wear a small plain stud, not earrings. (No more than one stud should be worn in each ear). Studs must be removed prior to taking part in PE lessons and physical activities. The taping of earrings is not allowed. We, therefore, strongly advise any students wishing to have their ears pierced to do this at the very start of the long summer holiday to enable studs to be easily removed. No other piercings are allowed. Please note that children may be sent home if they refuse to remove items that do not follow school rules.

## Make-up and Nail Varnish

Make-up, nor nail varnish should not be worn, staff will ask that it is removed if students arrive at school wearing it.

## Jewellery

For safety reasons the only items of jewellery allowed in school are small stud earrings. Other jewellery should not be worn in school. This includes bracelets, rings, necklaces, brooches, earrings; nose or eyebrow studs (please refer to the paragraph entitled 'pierced ears').

No other piercing is allowed.

## **Personal Property**

All clothing and items of equipment should be marked with the owner's name. Name tags or laundry markers are recommended for clothing.

Non-regulation items of clothing and equipment attract unwanted attention and should not be brought to school. Students are responsible for the safe-keeping of their materials and kit. It is difficult to recover items where students have not taken reasonable precautions against loss.

Non-uniform items of clothing must not be brought to school. Unsuitable items will be withdrawn if they appear in school.

## **Mobile phones and electronic devices**

We discourage you, as parents, to allow your child to bring phones and other electronic devices to school. This is because their use in both lesson time and recreational time is forbidden. Students may only bring in such items if the items are switched-off and remain completely out of sight. If a student abuses this arrangement, then the phone or the electronic device will be confiscated for the remainder of the school day. The student will be unable to have their confiscated item returned until after registration. If a student is caught repeatedly using a phone or electronic device then the item will be confiscated and returned only to the parent/carer who will be invited in to collect the item.

We therefore ask you not to communicate with your child in school via their mobile phone. If, for example, your child phoned or sent you a text message stating that they 'felt unwell', we ask that you do not simply arrive at the school unannounced to collect your child. We ask that you contact school reception personally, by phone in the first instance, so that we can investigate the matter. We will liaise with you once the school has concluded if it is agreed that your child should be collected.

## **Free School Meals**

Families who receive the following are eligible for Free School Meals: -

- Income Support
- Income-Based Job Seeker's Allowance (JSA)
- Income-Related Employment and Support Allowance (ESA)
- Guarantee Element of State Pension Credit
- Both Income-Based and Contribution-Based JSA/ESA if you receive the same amount for both. You should also qualify if you receive both but the Income-based amount is greater, but not if the contribution-based amount is greater
- Families who are awarded Child Tax Credit and have an annual income, as assessed by HMRC, not in excess of £16,190 are also eligible to claim free school meals providing there is no entitlement to Working Tax Credit (unless in respect of a 4-week 'run-on')

If you receive one of the qualifying benefits listed above we very strongly recommend that you apply to Warwickshire County Council (WCC) for a Free School Meal (FSM) for your child. This will not only be a significant financial help to you – but will also mean Aylesford School receives important funding, to help educate your child.

Your child's lunch account is simply topped up automatically by our computer system. It is completely discreet and 100% confidential.

Just Google "Warwickshire County Council FSM" and you are taken right there! If you don't have access to the internet or to a computer – then contact Assistant Head teacher, Martyn Payne, at Aylesford School and we will be happy to assist you by simply allowing you to use one of our computers; or by giving you a 'helping hand' with the application if you wish. Alternatively, you can make an FSM application entirely over the phone by calling WCC on 01926 359189 or you can ask for a paper copy of the FSM application form to be posted to you. If you prefer to write to them, their address is below: -

### **WCC Customer Service Centre FSM**

Customer Saltisford Office Park  
Ansell Way  
Warwick  
CV34 4UL

### **Opening times**

8.00am - 8.00pm Mondays to Friday  
9.00am - 4.00pm Saturday

**Listed below are a few of the fantastic products we have for sale in our Dining Areas**

### **Breakfast Service 8.00am - 8.45am**

Bacon baguettes  
Currant teacakes  
Continental breakfast  
Fruits  
Toast  
Hot and cold drinks

### **Morning Break 11.00am - 11.20am**

Homemade Panini's  
Pizza slices, toast, breakfast muffins  
to name a few of the selections we have available

### **Lunch 1.20pm - 2.00pm**

All main meals achieve the required Government's standards for September 2009

An option of at least 3 hot meals with one being a vegetarian option will be offered.

### **Also available**

Pasta pots with various toppings  
a range of salads  
sandwiches and baguettes will be made available daily.  
Hot and cold drinks  
Fresh fruit, yoghurts, cheesecakes, fresh fruit salads and more

### **Cashless System**

Our Refectory is run as a **Cashless System** and payments can be made to top up **Meal Cards** by Parent Pay. (Please see our separate letter regarding 'ParentPay').

Alternatively, your child can bring in cash to top up their lunch using one of the wall-mounted machines in the refectory.

### **Packed Lunches**

Students may choose to bring in their own packed lunches; seating is available in the upstairs Refectory

## **Supporting your child with Learning**

### **Helping Your Child to Learn Effectively**

Aylesford knows that we can't **effectively** engage in teaching and learning with your child unless we have **full support from parents and guardians too**. We believe that 'parental engagement' in individual student's learning is vital!

### **Our 10 Top Tips to help you help your child...**

- 1 Provide a **quiet place for homework** so they can concentrate on it undisturbed.
- 2 Keep pens, pencils, felt pens and calculators handy.
- 3 **Buy a student-friendly dictionary** and keep it handy too.
- 4 Don't be afraid to **help with their homework** but don't do it all for them!
- 5 Take a real **interest in their work** by looking through their school books regularly.
- 6 **Put learning into everyday practice** - for example, get them to check the change when shopping, help you choose a mobile phone or internet tariff or estimate car journey times etc.
- 7 **Watch quality TV** programmes together that are something to do with topics being studied at school.
- 8 Insist on them having **breakfast** - its fuel for a long, hard morning's work!
- 9 **Encourage them to read** (it honestly doesn't matter what at first) so they'll come to understand that reading is enjoyable.

10 **Give them fulsome praise** when they made a good effort with their homework...(praise means much more coming from a **parent** than a teacher).

## Homework

To set homework for all year groups we use Show My Homework. This service provides parents with a deeper insight into the homework your child receives. More importantly, it aims to improve your child's organisation, time-management, and help them to keep on top of their workload. When your child starts in Year 7 you will be provided with login details to your personal account which is linked to your child's homework calendar where you will be able to see your child's To Do list and any homework that is due or overdue. Your child will also be given login details to their account which is linked to the homework calendar. All students will be able to access their homework tasks and deadline dates using the 'Show My Homework' app or the school website. If you would like more information on show my homework, please visit the school website.

Homework is a compulsory part of the Aylesford School curriculum for all students throughout their school lives. Homework is set regularly. We ask you to support us in seeing that homework is done. You can help in the following ways:-

- by encouraging the habit of doing homework at a set time each evening
- by encouraging your child to complete homework on the night it is set
- by checking that homework has been set, and reminding children that it needs to be done
- by insisting that homework is done before watching television, or going out etc.
- by contacting the school if you have any query about your child's homework

Aylesford is committed to ensuring that all our students are fully equipped for life in a competitive world. As a result, students may be given longer assignments for homework (ILUs) that develop and encourage independent learning skills.

We have a Homework Policy available at school for parents wishing to see it.



# Learning and Behaviour

## 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 young people 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 students as they grow, and behaviour will be managed positively.

One of our main aims at Aylesford School is to provide a calm, secure, stimulating, orderly and caring learning environment. We operate a **'Behaviour and Inclusion'** policy across the school which is based on Rewards and Consequences. Students who work hard and achieve excellence are rewarded for their efforts. Similarly, the very small minority of students who do not work to the standard expected, or who prevent others from learning, will face reasonable and appropriate sanctions, which includes detentions. Mutual respect and tolerance are fundamental to our School Community.

Any uncooperative behaviour is dealt with by means of sanctions or consequences. In the first instance, individual teachers will deal with misdemeanours by two verbal warnings. If this fails, teachers may detain a student after school. Serious or repeated misconduct is referred by teachers to a more senior colleague who may place the student in a Senior Leadership Detention. Very serious cases are dealt with by the isolation or exclusion of students. A School Behaviour and Inclusion Policy is available via our school website.

## Anti-bullying Policy

We take a very firm stand against bullying where appropriate. If students are bullied at any time, however mildly, they should always let their form tutor or another teacher know immediately. We are usually able to sort problems out sensitively and to everyone's advantage. A school Anti-Bullying Policy is in use and available via the school website. Remember we can only act if we know about the allegation.

## Home-School Agreements

The Governing Body ensure that a written Home School Agreement is in place which parents are invited to sign. Aylesford School has produced such an agreement in consultation with parents. Parents of incoming Year 7 students will receive a copy of this agreement to read and sign. Staff and students are also required to sign this document as there are important elements of data protection for you to either agree or not agree to.

## Reporting to Parents

There are two occasions in the year when parents can meet their child's teachers. Each year group has a home link evening and a formal parents evening.

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. On occasions it may be parents and teachers need to address a specific issue and these are best dealt with through the Head of Department or Head of Student Progress – in the first instance.

## The School Reception and General Office

The school Reception and General Office is open every day 8.15am until 3.45pm, except Wednesday when it closes at 3.30pm.

They will be able to provide information and assistance on a range of topics such as admissions, school meal times, permission slips, absences and up-dating student contact details.

Outside of school hours a telephone message machine operates.

### Student Services

The Student service office is open every school day for students from 08.30am until 3.30pm.

Student services provide students with assistance with basic first aid.

During break and lunchtime, assistance with prescribed **essential** medication, lost property and general queries will be provided.

Should your child feel unwell during their school day, this is the where your child should come with the permission of their class teacher, at the point of becoming unwell. Student Services will ascertain if your child should sit quietly for 10 minutes, or should go home, in which case Student Services will contact you directly.

### Health and Safety

Students are expected to exercise personal responsibility for the safety of themselves and other students; observe standards of dress consistent with safety and hygiene; observe safety rules and the procedures required in event of an emergency; not misuse or interfere with equipment provided for safety purposes

*Aylesford School is a non-smoking site.*

### Medication

Medication should only be taken in school when **absolutely essential**. You will be required to show the school evidence of the prescription and will be required to complete the necessary school paperwork to enable student services to administer **any** medication, or indeed to keep any medication in school.

Please contact the General Office, to arrange for the necessary paperwork to be sent to you. You can either call the school or Email [office@aylesford-elearning.net](mailto:office@aylesford-elearning.net). Any medication is to be held at Student Services, students are not permitted to have **any** medication on their persons in school due to possible misuse by themselves or dangers to other students.

Students with asthma/diabetes/severe allergies, however, are responsible for carrying their own medication e.g. inhalers/Epipens.

## **Cycling to and from school**

Students may cycle to and from school, and space is available in the covered cycle stands. It is essential for your child's safety that they wear cycle helmets that the bicycle is maintained in a fully roadworthy condition having two working brakes and is properly secured when unattended. School insurance policies do not cover students' cycles. It is essential that parents ensure that these are included on their House Contents Insurance policies. Senior students may travel to school on motor cycles or scooters. This is subject to safe behaviour, appropriate insurance and the necessary safety helmets.

## **Safeguarding and Child Protection**

It is clear that there is greater public awareness and concern about child protection issues. The child's welfare is paramount and to protect students in our care, also to comply with regulations and recommendations from the Department for Education. The School must refer any concerns about the well-being of its students to the Social Services Department. Such action may be required before contact is made with parents. We have a range of school policies setting out our procedures in relation to Safeguarding and the Safeguarding Portfolio can be found on the school website under 'Policy documents.'

# **Our School Community**

## **More-Able students**

Aylesford School strives to create a challenging and stimulating learning environment for all students. We also offer learning activities which are designed to enable More Able students to achieve their potential and achieve highly. A range of extra-curricular opportunities are also provided, giving students access to a range of excellent learning opportunities.

## **Individual Music Tuition**

Considerable additional support for students is provided by peripatetic staff both private and from Warwickshire Music who visit the school weekly. Tuition is available on violin, viola, cello, brass, guitar, ukulele, woodwind, voice, drum-kit, piano, keyboard and steel pans. The contact between home, school and peripatetic staff and information about payment is available from Student Services and payment needs to be made in advance. One whole term's notice is required if you wish to stop lessons. New students are able to start tuition at designated times throughout the year and in this instance, initial contact should be made with the Head of Music.

## **Library**

The school has a superb Library, with the stock being substantially increased to provide a wide range of material including fiction and non-fiction texts, magazines and videos.

There are also 30 computers, and classes regularly book in to use all our facilities. The Library is open Monday - Friday all day, opening at 9.15am five mornings a week, with after school study support available Monday – Thursday until 4.15pm, ideal for homework.

Activities are constantly taking place at lunchtimes, including book reading events, movies on our big screen, book fairs and competitions with prizes. Library monitors are a valuable addition, and Year 7 students are very welcome to join our friendly team. The Library is at the heart of the school's literacy initiative and continues to promote the importance of reading, recognising literacy as a key factor in raising standards of achievement.

## **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 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 contact the member of staff organising the trip. Any approach in this regard will be met with the strictest confidence.

## **Spiritual, Moral, Social Cultural Education (SMSC) and ‘British values’**

Our recognition of the importance of SMSC education is encapsulated in our own school mission-statement: “To inspire in students a passion for life-long learning; to work in partnership with them and others so as to provide an exciting, engaging and enjoyable experience in a happy and secure environment.” These four aspects of SMSC are also paralleled or mirrored by our own 4 key school values:-

Wonder – *Spiritual*  
Aspiration – *Cultural*  
Respect – *Social*  
Discipline – *Moral*

### **British Values**

Aylesford is committed to preventing pupils from being radicalised and drawn into any form of extremism or terrorism. The school promotes the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs by providing pupils with the opportunity to learn how to discuss and debate points of view and to understand a range of faiths; and by ensuring that all pupils are valued and listened to within school

### **Sex and Relationship Education (SRE)**

All schools are required by law to have a policy on sex and relationship and secondary schools must offer a programme of sex and relationship education for all students, which includes information about HIV/AIDS and other sexually transmitted infections. Appropriate sex and relationships education provides a positive opportunity for the exploration of values and moral issues, consideration of personal relationships and the development of communication and decision making skills. It should foster the development of self-awareness, self-esteem, a sense of responsibility and the skills to avoid and resist undesirable sexual experience. Sex and relationships education should be an integral part of the teaching and learning process. Our approach is to teach sex education and relationships within a framework which models and encourages a respect for self and others; commitment, trust and bonding within sexual relationships; mutuality and non-exploitation in sexual relationships; honesty with self and others. Sex education and relationships acknowledges and promotes understanding of diversity regarding religion, culture and sexual orientation.

### **Religious Education**

The Religious Education Department at Aylesford School offers a multi-faith programme throughout Key Stage 3, concentrating on six world faiths, Christianity, Judaism, Islam, Sikhism, Hinduism and Buddhism. The curriculum is structured around the Warwickshire Agreed Syllabus. At Key Stage 4 all students follow Edexcel’s GCSE Full Course in Religious Studies which is a Philosophy and Ethics based course. Set within a caring school ethos, the Religious Education Department contributes to the spiritual, moral, social and cultural development of all students. You may request that your child is withdrawn from Religious Education. Please contact the Head teacher at school for further information.

## **Special Educational Needs and Disability**

Aylesford School provides support for students with a wide range of special educational needs and disabilities. We aim to ensure that all students have equal access to the full range of the National Curriculum. We offer in-class support, well targeted small group work in literacy, numeracy and social communication skills and liaise with a range of specialist support services when appropriate. Every lunch time, the Learning Support Department provides a range of activities for vulnerable students. The school has disabled access and an Accessibility Plan is available on request. Please see the SEND Information Report on the school website for more detailed information on our provision. The Special Educational Needs Co-ordinator is happy to discuss individual needs with parents on request.

Aylesford School's vision statement is to take each young person from 'potential to reality.' The policy for SEN is based on several fundamental beliefs:-

- As a school we recognise and value diversity amongst our students
- That all students have access to a broad and balanced mainstream curriculum
- That all teachers should be aware of their responsibility to meet the full range of educational needs that are presented by their students
- To work with the mainstream curriculum, offering support for subject teachers where possible whilst recognising the value of small group withdrawal sessions for meeting certain needs
- That students' needs can be met most effectively when the approaches of subject teachers, learning support staff, pastoral staff, parents and support agencies are carefully co-ordinated and result in joint working
- High aspirations for our students with SEND will help prepare them for adult life and help them to go on to achieve the best outcomes in employment, independent living, health and community participation

*The school's SEN policy has been rewritten to follow the guidance and statutory requirements in the new SEND Code of Practice 2014*

# **Assessment, Tracking, Intervention and Reporting**

## **Assessment**

Aylesford School takes the assessment of student performance very seriously and each year group will receive an end of year examination from all appropriate subjects. In addition, the end of Key Stage 4 is marked by externally validated examinations. We also understand and support the use of regular 'informal' assessment during lessons to inform and monitor the progress of our students.

## **Tracking**

The progress of all our students is monitored at regular intervals during the year, recorded and matched against targets set for them by their teachers. This enables the school to identify with some clarity how far a student has progressed and to identify areas in which further support might be needed.

## **Intervention**

We believe that when a child starts to fall behind their expected progress it is essential that we are able to intervene with support at the earliest possible stage. In the vast majority of cases this quick focussed intervention soon restores student confidence and performance.

## **Reporting**

We fully appreciate the importance of a student's School Report as part of the partnership we have with parents, guardians and carers. Each student can expect to receive one formal report and one 'interim' monitoring report during the year.

## Secondary School Performance 2017

### Progress 8 score

How well have all pupils progressed since Primary School compared to similar students in other schools?  
(This figure is calculated as an average of the progress scores of all eligible students)



✓ School score was **in line** with the expected progress of our students

### Attainment 8 score

How well did all pupils achieve in eight GCSE subjects including English and Maths?  
(This figure is calculated as an **average of the total point scores** of all eligible students)

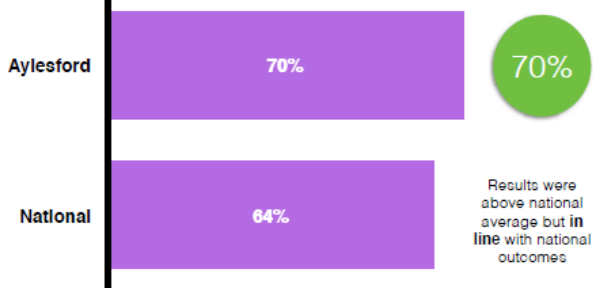


✓ School score was **in line** with national average\*

**GOOD** in all categories. OFSTED 2018

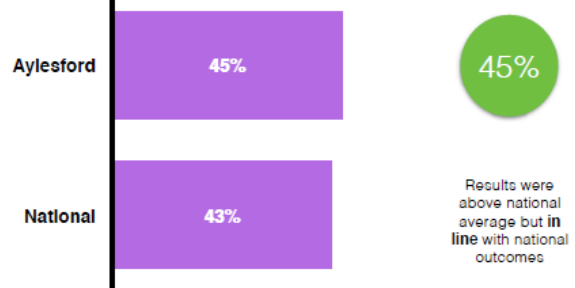
### English & Maths: Standard Pass

What proportion of pupils achieved a grade Grade 4 or better in English and Maths GCSE?



### English & Maths: Strong Pass

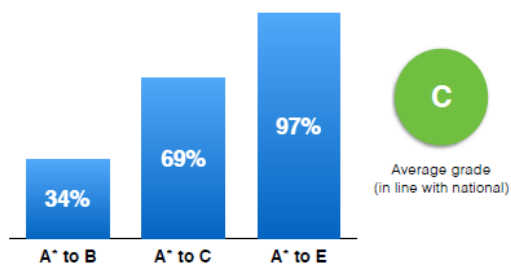
What proportion of pupils achieved a grade Grade 5 or better in English and Maths GCSE?



\*DfE Statistical First Release R01/2018

## Post -16 Performance 2017

### Distribution of grades



### Retention

What percentage of our students progressed from Year 12 to 13?



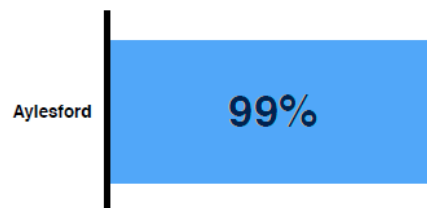
### Progress in English & Maths

✓ Students who needed to retake either English or Maths to progress in their studies were very successful with us.



### Destinations

Students with positive destinations by the end of Year 13





# Curriculum Profile

## Key Stage 3

English	Art
Maths	Drama
Science	Geography
MFL	History
PE	ICT
Technology	Music
Citizenship	RE

## Key Stage 4

A	B	C	D
Music	Food & Nutrition	Food & Nutrition	Art
Drama	D&T: Product Design	Textiles	ICT
Geography*	History*	D&T: Graphic Products	Child Development
History*	Art	D&T: Electronic Products	Geography*
Media BTec	Sport BTec	History*	History*
Spanish	French*	Geography*	Spanish*
Business Studies		Drama	

## Key Stage 5

Option Subjects		
Art	Further Maths	Photography
Biology	Geography	Physics
Business Studies	History	Psychology
Chemistry	Media Studies	Sociology
Economics	Music	Spanish
English Language	Mathematics	Sport (BTEC)
English Literature	ICT BTEC	Religious Studies
	Product Design	Theatre Studies
	Health & Social Care (BTEC)	Technology
		Health & Social Care

# Curriculum Profile

## The Sixth Form (Years 12 and 13)

Aylesford Sixth Form students can follow one of a number of programmes as illustrated below. We review the Sixth Form offer on an annual basis and try to reflect student requirements as much as possible. It is important however, to recognise that groups do need to be 'viable' and, therefore, however, to recognise that groups do need to be 'viable' and, therefore, curriculum adjustments take place in response to uptake. The Sixth Form cannot cater for all student needs and forms part of a much wider offer in the area.

- 'A' levels over two years
- Some courses offer the option to take AS – one year
- GCSE English and/or Mathematics re-sit if required

A common enhancement programme includes: -

Sport and Recreation	Buddy Scheme	Career Education Guidance
PSHE and Citizenship	Young Enterprise	Charity work
Pre-Driving		

## A Level courses

- Art
- Biology
- Business Studies
- Chemistry
- Drama and Theatre Studies
- Economics
- English Language
- English Literature
- Geography
- ICT (BTEC)
- Technology
- Health & Social Care (BTEC)
- Product Design
- History
- Mathematics
- Media Studies
- Music
- Performing Arts
- Photography
- Physical Education (BTEC)
- Physics
- Psychology
- RE
- Sociology
- Spanish

Students can apply for a work experience placement in the summer term including opportunities overseas. All students have the opportunity to take part in Young Enterprise, Pre-Driving and Outward Bound. The Sixth Form annual Charity Week typically raises over £2,500 for a variety of deserving causes. For extended details, please consult the Sixth Form Prospectus.

## **Sixth Form destinations**

On leaving the Sixth Form students move onto a variety of destinations, with Higher Education a dominant choice. Further Education or 'work with training' are other popular progressions. Students who join Aylesford from elsewhere receive a warm welcome and are encouraged to play a leading part in shaping the life of the Sixth Form. Our alumni page on the school website identifies the many varied courses and destinations that many of our Sixth Form move on to.

## School Policies

Various policy documents and syllabuses are available on the school website for parents should they wish to consult them. Current Policies are as follows and hard copies are available to read via the school office by appointment:-

- Admissions
- Anti-Bullying
- Anti-Corruption
- Assessment
- Asset Capitalisation and Depreciation
- Attendance
- Behaviour and Inclusion
- Capability Procedure
- Careers Education and Guidance
- Charges and Remissions
- Child Protection
- Code of Conduct for Teaching and Support Staff
- Complaints Procedure
- Continuing Professional Development
- Curriculum
- Data Protection
- E-Safety
- Financial Procedures Manual
- Financial Responsibilities and Schemes of Delegation
- Gifts and Hospitality Guidance
- Health and Safety
- Literacy
- Medication in Schools and First Aid
- More Able and Talented
- New Governors Welcome
- Physical Intervention and Restraint
- Privacy Notice
- Procurement
- Reserves and Investment
- Risk Management
- Safeguarding
- School Visits and Journeys
- Serious Incident and Business Continuity Plan
- Shared Parental Leave
- Single Equality – Inclusion Scheme
- Sixth Form Admission
- Social Networking
- SMSC (Spiritual, Moral, Social and Cultural)
- SEND
- Staff Absence
- Staff Pay
- Substance Abuse
- Teacher Appraisal
- Teaching and Learning
- Teaching and Support Staff Disciplinary
- Whistleblowing

## **Comments, suggestions and complaints**

Parents are always welcome at Aylesford School, and we try hard to keep them informed about the School's policies and their child's progress. However, there may be times when parents will have comments, suggestions or complaints to make. As in any family, problems may arise from time to time.

Staff at the school will deal with concerns that students or parents may have promptly and sympathetically. In the first instance please contact the most appropriate member of staff. In many cases this will either be the form tutor, subject teacher or Head of Student Progress. If the matter is more serious or the person concerned is unavailable then please contact the Head teacher or a member of the Senior Leadership Team who will be happy to help. If you still feel concerned having referred the matter to the Head teacher, please contact the Chair of Governors. The full complaints procedure can be found on our school website under 'Policies.'

## School Buses and Public Transport

Free transport is provided for all students whose shortest walking route exceeds three miles, provided they live within the school priority area. Parents require the Under 16 Transport application form to apply for free transport.

Vacant Seat transport **may** be granted to students who do not meet the criteria for free transport assistance, subject to availability.

Application forms for free transport, vacant seat transport and replacement passes where originals have been lost or stolen are available from the website at: [www.warwickshire.gov.uk/schooltransport](http://www.warwickshire.gov.uk/schooltransport) or by calling the Education Transport team on 01926 412929 option 1, option 1.

An application must be made before any entitlement to transport can be given and you must be in receipt of your pass before attempting to use a school bus.

We expect all students to follow both our code of conduct and Warwickshire County Council's conditions of travel on all buses. In extreme cases of non-compliance, we will work with Warwickshire County Council who may withdraw entitlement to travel. In the event of buses being late or not arriving in the morning you must wait up to 20 minutes, even in bad weather. To check if your service is delayed please call the operator directly, their details will be on the timetable which can be found online at [www.warwickshire.gov.uk/schoolbustimetables](http://www.warwickshire.gov.uk/schoolbustimetables). Any serious issues or repeated lateness should be reported to the Transport Operations on 01926 412929, option 1, option 2 who will investigate any issues reported to them.

We expect every effort to be made to get to school.

Fares are payable on bus service 68, details of fares are available from Stagecoach on 01604 676060.

All other services to and from Aylesford School are 'school bus passes only' services. This means that there is no facility to pay single or return fares on these services. Application forms for the school passes may be obtained from the website at [www.warwickshire.gov.uk/schooltransport1](http://www.warwickshire.gov.uk/schooltransport1) or by calling the Education Transport team on 01926 412929 option 1, option 1.

## Bus timetables

Details are correct at the time of printing. There may be some changes for September, please visit <http://www.warwickshire.gov.uk/schoolbustimetables> for the latest on timetables and other useful information.

<b>SERVICE 68</b>	
<b>Operator</b>	
<b>Stagecoach – To school</b>	<b>Stagecoach- From school</b>
<b>0744</b> Hatton Park (Molington Grove)	<b>1520 Aylesford School (Bay 3 or 4)</b>
<b>0752 Warwick Parkway</b>	<b>1529</b> Hampton-on-the-Hill
<b>0755</b> Hampton Magna Shops	<b>1532 Hampton Magna Shops</b>
<b>0758</b> Hampton-on-the-Hill	<b>1535</b> Warwick Parkway
<b>0804 Aylesford School</b>	<b>1539 Hatton Park, Charingworth Drive</b>

<b>SERVICE 68</b>	
<b>Operator</b>	
<b>Stagecoach – To School</b>	<b>Stagecoach- From School</b>
<b>0726</b> Upper Parade	Use 529 to Warwick Bus Station then catch X68 (Stagecoach passes will be accepted as far as the Bus Station)
<b>0730</b> Leamington Parish Church	<b>1535</b> Warwick Bus Station
<b>0742</b> Warwick gates Co-op	<b>1546</b> Warwick Gates Co-op
<b>0758</b> Warwick Bus Station	<b>1538</b> Leamington Parish Church
<b>0802</b> Shakespeare Avenue	<b>1604</b> Upper Parade

<b>SERVICE 529</b>	
<b>Operator</b>	
<b>Worley Coaches – To School</b>	<b>Catteralls - From School</b>
<b>0745</b> Portobello Bridge	<b>1520 Aylesford School</b>
<b>0748</b> Spinney Hill Shops	<b>1525</b> Cape Road/Millers Road
<b>0750</b> Woodloes Roundabout	<b>1528</b> Woodloes Shops
<b>0752</b> Woodloes Shops	<b>1530</b> Woodloes Roundabout
<b>0756</b> Cape Road/Millers Road	<b>1532</b> Spinney Hill Shops
<b>0758</b> Albert Street	<b>1534</b> Portobello Bridge
<b>0810 Aylesford School</b>	

<b>SERVICE 536</b>	
<b>Operator</b>	
<b>Stagecoach - To School</b>	<b>Ridleys – From School</b>
<b>0802</b> Hatton Park, Charingworth Drive	<b>1520 Aylesford School</b>
<b>0815 Aylesford School</b>	<b>1533</b> Hatton Park

<b>SERVICE 561</b>	
<b>Operator</b>	
<b>Worleys – To School</b>	<b>Ridleys – From School</b>
<b>0725</b> Norton Lindsey, Curlieu Lane	<b>1520 Aylesford School</b>
<b>0727</b> Wolverton turn	<b>1528</b> Hatton Park, Charingworth Dr
<b>0730</b> Claverdon, Church Road	<b>1541</b> Hatton, The Green
<b>0733</b> Claverdon (opposite butcher's shop)	<b>(R)</b> Hatton Station, Oakdene Cres
<b>0737</b> Shrewley Common	<b>(R)</b> Shrewley Common
<b>0741</b> Hatton Station, Oakdene Crescent	<b>(R)</b> Claverdon (opposite butcher's shop)
<b>0748</b> Hatton, The Green	<b>(R)</b> Wolverton
<b>0752</b> Hatton Park, Charingworth Drive	<b>(R)</b> Norton Lindsey, Curlieu Lane
<b>0805 Aylesford School</b>	

**Key: - (R) = serves this point upon request to the driver at time of boarding**

<b>SERVICE 524</b>	
<b>Operator</b>	
<b>Stagecoach – To School</b>	<b>Johnsons – From School</b>
<b>0739</b> Tachbrook Road – The Leopard	<b>1520 Aylesford School Bus Park (Bay 2)</b>
<b>0741</b> Bishops Tachbrook - Mallory Road	<b>1529</b> Hampton Magna Shops
<b>0749</b> Barford - Church Street	<b>1536</b> Sherbourne Bus Stop A429
<b>0753</b> Barford - Wasperton Lane	<b>1537</b> Barford - Wasperton Lane
<b>0757</b> Sherbourne Bus Stop A429	<b>1547</b> Barford - Church Street
<b>0805</b> Hampton Magna Shops	<b>1557</b> Bishops Tachbrook - Mallory Road
<b>0815 Aylesford School bus park</b>	

<b>SERVICE 567</b>	
<b>Operator</b>	
<b>Hanson Coaches –To School</b>	<b>Hanson Coaches – From School</b>
<b>0725</b> Lapworth, Opp Village Shop	<b>1535 Aylesford School Bus Park (Bay 6)</b>
<b>0741</b> Norton Lindsey, Curlieu Lane	<b>1550</b> Hampton Magna, Church Lane
<b>0746</b> Hatton Station, Oakdene Crescent	<b>1556</b> Hatton, The Green
<b>0749</b> Hatton, The Green	<b>1600</b> Hatton Station, Oakdene Crescent
<b>0755</b> Hampton Magna, Church Lane	<b>(R)</b> Norton Lindsey, Curlieu Lane
<b>0810 Aylesford School bus park</b>	<b>(R)</b> Lapworth

**Key: - (R) = serves this point upon request to the driver at time of boarding**

## Who's who

Head teacher	- Mr S Hall
Deputy Head teacher	- Mr T Hodgson
Assistant Head teacher	- Mr M Payne
Director of Learning Support and Inclusive Practice	- Miss K McDonagh
Director of Studies	- Mr N MacRae
Director of Studies	- Mrs A Scopes
Director of Sixth Form	- Mr I Shaw
Heads of Student Progress	- Mrs D Savage (Pastoral Leader Year 7) - Mrs L Riggs (Year 8) - Miss J Leith (Year 9) - Mrs E Keell (Year 10) - Mrs K Reeves (Year 11)
Assistant Heads of Student Progress	- Miss C Boyne (Years 7 & 8) - Mr B Banister (Year 9) - Mr H Owen (Year 10)
<b>English</b>	- Miss P Yeardley (Head of Department) - Miss C Boyne - Mrs E Furlong (Second in Department) - Mr T Hodgson - Miss R Lonergan (i/c of Media Studies) - Miss K Reeves - Mr I Shaw - Mrs I Shaw - Ms S Tunncliffe
<b>Mathematics</b>	- Mr R Orme (Head of Department) - Mr J Bend - Mr A Darren (Second in Department) - Miss J Evans - Mr N MacRae - Mrs Z Mahmood - Mrs K Mason - Mrs J Roberts - Mrs H Sahota - Mrs A Scopes
<b>Science</b>	- Mrs C Goult (Head of Department) - Mr R Amadeo - Miss S Anstey - Dr H Bush - Mr E Evans
<b>Science/Cont'd</b>	- Miss S Holyman (Second in Department) - Mrs H Woodbourne (Psychology) - Miss J Robbins - Dr P Sheldon



<b>Modern Foreign Languages</b>	<ul style="list-style-type: none"> <li>- Mrs S Kiddle (Head of Department)</li> <li>- Mrs M Hensel (Head of Department)</li> <li>- Miss C Costanza</li> <li>- Mrs N Rossier</li> <li>- Miss S Tapson</li> </ul>
<b>History</b>	<ul style="list-style-type: none"> <li>- Miss L Davies (Head of Department)</li> <li>- Mrs E Keell</li> <li>- Miss J Leith</li> <li>- Mr H Owen</li> </ul>
<b>Ethics</b>	<ul style="list-style-type: none"> <li>- Miss S Smith (Head of Department)</li> <li>- Miss M Batool</li> <li>- Mrs C Howells</li> <li>- Mrs E Sims</li> </ul>
<b>Geography</b>	<ul style="list-style-type: none"> <li>- Mrs A Jordan (Head of Department)</li> <li>- Miss R Harrison</li> <li>- Dr G Williams</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>- Mr R Woolley (Head of Department)</li> <li>- Mr D Bainbridge</li> <li>- Miss T Hulme (i/c of Food &amp; Child Development)</li> <li>- Mrs L Riggs</li> </ul>
<b>Business Studies</b>	<ul style="list-style-type: none"> <li>- Mrs G Mitchell (Head of Department)</li> <li>- Mrs Z Mahmood</li> </ul>
<b>ICT</b>	<ul style="list-style-type: none"> <li>- Mrs P Duberia (Head of Department)</li> </ul>
<b>Art</b>	<ul style="list-style-type: none"> <li>- Mrs V Grinham (Head of Department)</li> <li>- Mrs G Hutchings</li> </ul>
<b>Music</b>	<ul style="list-style-type: none"> <li>- Mr B Banister (Head of Department)</li> <li>- Mrs I Veasey</li> </ul>
<b>Physical Education</b>	<ul style="list-style-type: none"> <li>- Mr C Grinham (Head of Department)</li> <li>- Miss K Benbow</li> <li>- Mr S Dhesi</li> <li>- Miss K McDonagh</li> <li>- Miss K McMurray (i/c of Girls' PE)</li> <li>- Mr S Nunn</li> </ul>
<b>Drama</b>	<ul style="list-style-type: none"> <li>- Miss C Carter (Head of Department)</li> <li>- Miss S Jukes</li> </ul>
<b>Learning Support</b>	<ul style="list-style-type: none"> <li>- Miss K McDonagh</li> </ul>

Director of Learning Support and  
Inclusive Practice

**TA3 SEN Support  
TA3 Literacy Development**

- Mr T Tillier
- Miss D McGreavy

**Learning Assistants**

- Mrs J Brown
- Miss F Caldwell
- Miss L Dougan
- Mrs E Fogg
- Mrs R Fryer
- Mrs J Harrison
- Mrs S MacRae
- Miss F Mushtaq
- Mrs J Roberts
- Mrs P Warren

**Inclusion Support**

- Mrs V Dubrava
- Mrs J McCarthy

**Departmental Support**

Sixth Form Support

- Mr G Scholes
- Mrs L Till

Technology Technician  
Food/Textiles Technician  
Senior Lab Technician  
Lab Technician

- Miss E James
- Mrs B Stone
- Mr M Smith
- Mr C Clay

**School Support**

Site Services Team

- Mr D Riman
- Mr M Cooper
- Mr M Easterlow
- Mr T Lawrence

ICT Technicians

- Mr L Pavier (Senior Site Technician)
- Mr P Simmonds (Senior ICT Technician)

Library Manager

- Mr R Warnes

Cover Supervisors

- Mrs J Foulkes
- Miss G McCubbin

**School Administration**

HR Officer and Head teacher's PA

- Miss A Timson

Examinations Officer	- Mrs J Bayliss
Data Manager	- Mrs A Zuill
School Business Manager	- Mrs S Grinnell
Business Liaison Officer	- Mrs S Hall
Finance Officer	- Mrs M Shaw
Finance Assistants	- Miss Z Kenny (Lettings)
	- Miss K Lappin
Office Manager	- Mrs S Hughes
Attendance Officer	- Miss L Clifford
Clerical - Reprographics	- Miss K McDermott
Clerical - Reception	- Mrs K Fenwick
Clerical - Student Services	- Miss N Ross

### **Primary School**

Director of Primary Education	- Mrs A Edkins
Primary School Teachers	- Miss J Green
	- Miss M Hill (KS1 Phase Leader)
	- Mrs N Meeson
	- Mrs S Rees
	- Miss H Sewell
Primary Inclusion Manager	- Mrs S Twemlow
Learning Support Assistants	- Ms H Burnett
	- Mrs S Cleverley
	- Mrs J Cyphus-Fell
	- Mrs S Gately
	- Mrs T Haughian
Primary School Administrator	- Mrs J Cull
After School Club Co-ordinator	- Mrs C Chapman
After School Assistant	- Mrs V Dubrava

### **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 four times a year. The two key committees (Finance and Premises and the Standards, Personnel and Curriculum) meet five times per year. Other small committees and working groups meet at key points in the school calendar or as the need arises.

Chair of Governors	- Mr R Lyttle
Head teacher	- Mr S Hall
Parent Governors	- Mr A Tonner - Mrs S Clark - Mrs B Parsons - Mr G Smith - Mrs L Kenyon
Staff Governors	- Mr T Hodgson - Mrs D Savage - Mr N MacRae
Governors	- Mr P Booty - Mr D Clarke - Mr S Hood - Mrs J Levett - Mr M Swallow
Clerk to Governors	- Mrs R McIntyre



